

2020-21

TOWN OF SUFFIELD ANNUAL REPORT



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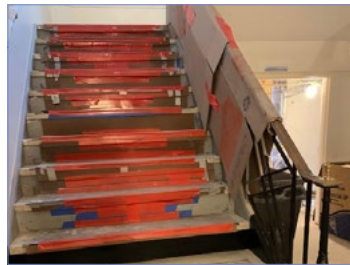
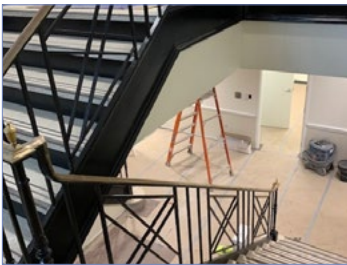
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BOARD OF SELECTMEN

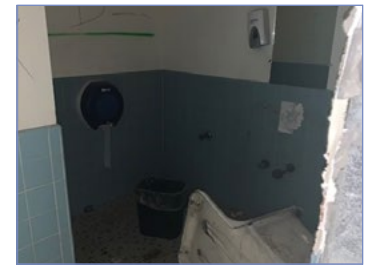
In FY 20-21, Melissa M. Mack began her fifth year serving as Suffield's First Selectman as she worked with Board of Selectmen (BOS) members Tim Reynolds, Pete Hill, Kathie Harrington, and Jerry Mahoney.

Capital Projects

Town Hall Groundbreaking: The Town of Suffield kicked off the new fiscal year with an intimate yet socially distanced July groundbreaking for the long-awaited Town Hall renovation and addition project. First Selectman Mack, Facilities Manager Chris Matejek, and Permanent Building Commission (PBC) Chairman Joe Sangiovanni attended. Voters had approved a \$5.13M budget at referendum in 2015. The Town contracted a guaranteed maximum price of \$5.11M with Gilbane Building Company and QA+M architects.



Historic Results for Suffield Bond Sale: In September 2020, the Town presented a favorably received bond package resulting in the lowest rate on a bond issuance in Suffield's history and a rate comparable to those issued to AAA-rated municipalities for the same time period. The \$10.5 million bond sale yielded a 1.59% competitive interest rate and a bond premium of \$848,000 on the strength of solid reviews from S&P Global Ratings. The bond financed not only the Town Hall project, but also fire apparatus, the Remington Street Bridge, street light conversion to LEDs, and road improvements. Due to the favorable sale, the impact on taxpayers was considerably less than originally anticipated—appreciated news in the COVID-19 environment. S&P's rating for Suffield held steady at AA+ with the S&P referencing Suffield's "strong management," while considering the "tax base very diverse," and proximity to Springfield, Hartford, and Bradley International Airport as factors influencing the high credit rating. Also noted were the Town's "very strong economy" and "strong budgetary flexibility."



Town Hall Ribbon-Cutting Ceremony: On May 17, 2021, a ribbon-cutting ceremony marked the project's completion and unveiled the newly renovated Town Hall. The day also welcomed residents back into Suffield's municipal buildings following more than a one-year closure to the public due to COVID-19. Attendees included First Selectman Mack, members of the BOS, PBC, and Chairman Sangiovanni, State Senator John Kissel, and State Representative Tami Zawistowski. The project was completed as scheduled and approximately \$200,000 below budget. While the Town benefited from COVID-19 marketplace conditions, the successful outcome was also attributed to lessons learned from past town projects and the desire to approach the undertaking in a new and improved way.

The makeover included a 606-square-foot, one-story addition to the original 1962 footprint. The expansion allowed for a larger vault for mandated archiving. The renovation provided new space for land use departments, made needed updates to HVAC and ADA accessibility, and addressed issues related to moisture, indoor air quality, and hazardous materials. A new, larger meeting room with numerous technological advances completed the work. The result: a Town Hall to be proud of that will better meet Suffield's needs.



The Town Hall renovation project was completed as scheduled and approximately \$200,000 below budget.

Municipal Facilities Master Plan: Building on current infrastructure momentum, the Town and schools collaborated to issue an RFP for the Town's first-ever comprehensive municipal facilities master plan. The effort also recognized the opportunity for investment, given capacity from completion of debt service on the 20-year high school bond. These goals were:

- Assess current use and space needs for all buildings
- Establish priorities, schedule, and budget for most effective use, modernization, replacement, improvement, or expansion
- Create a framework for the Town's capital plan for the next ten years
- Help forecast future bond issuances to achieve level debt service for taxpayers

The BOS created a ten-member committee to participate in the planning with representation from all stakeholders including first selectman, director of planning and development, town facilities manager, building official, superintendent of schools, school business manager, school director of facilities, and representatives from Board of Finance, PBC, advisory commission on capital expenditures, and the Board of Education finance and facilities subcommittee. The

committee selected Tecton Architects to complete the plan.

Remington Street Bridge Completion, Renaming, and Dedication: The renovated Remington Street Bridge opened on December 11, 2020. The guest of honor, Town Engineer Gerry Turbet, retiring after 32 years of service, enjoyed a police escort and the maiden voyage across the bridge. In an informal and socially distanced ceremony, Turbet assumed ribbon-cutting privileges on his final project.

On December 16, 2020, the board of selectmen unanimously approved renaming the bridge the "Dustin L. Doyon Memorial Bridge." The new name honors Doyon, a Suffield native and electronics technician 2nd Class petty officer and search and rescue swimmer for the United States Navy, who tragically died on August 21, 2017 while serving aboard the USS John S. McCain, DDG-56. The Town officially dedicated the bridge as part of a ribbon-cutting ceremony on June 12, 2021. The bridge, forever bearing his name, serves to remind future generations of his sacrifice while serving his country. The Town unveiled a plaque and memorial for reflection at the foot of the bridge, overlooking Stony Brooke. The location is popular among local anglers, a

hobby Doyon enjoyed. Dustin's mother Karen Doyon said, "Dedicating a bridge in his name is a prestigious honor, and fitting, as a bridge is inherently symbolic of communication and union. Whether it be between heaven and earth or two distinct realms, the bridge is Dustin. The Doyons continue to hold those who grieve in union with this great community."

Bridge Street School (BSS) Demolition: Residents voted to cancel the BSS renovation project at the February 25, 2020 referendum. In compliance with the Town's insurer (CIRMA) and the building official's "Notice of Unsafe Structure and Order," the Town issued an RFP for abatement/demolition on September 23, 2020. Economic conditions and pandemic pricing yielded favorable results. Versus the budgeted \$700,000, the cost was \$359,000. These savings may be reinvested into the proposed Bridge Street Park. Abatement and demolition was completed by January of 2021.

Streetlights: The Town received a \$76,000 rebate payment from Eversource upon completion of the streetlight LED (Light Emitting Diode) conversion at the end of 2020.

Bridge Street Park (BSP): BSP promises a new town amenity for all to enjoy. Prior to initiating an RFP, the Town compiled input spanning several years to establish project scope. The chosen firm, SLR, created a website to summarize these data and provide a survey for residents to gather response. A May public information session updated the public on the findings, with a conceptual design to follow in the summer.

Babb's Beach and Rink: The BSS demolition marked a similar fork in the road for Babb's Rink, with the notable difference of Babb's being recognized on the National Register of Historic Places. First Selectman Mack advocated for reversing the tide and for Suffield to exercise better stewardship of its property. She noted the volunteer efforts of Citizens Restoring Congamond, who devotedly tackled projects over the last two decades to stabilize the building and save it from a fate similar to BSS. Over First Selectman Mack's tenure, the Town reopened the beach, installed new stairs, used a 20-year-old \$75,000 grant for a water line, paved the ADA-accessible roadway, and reinvigorated the facility. Babb's is now a well-received and enjoyed beach, a notable summer respite, and was appreciated during COVID-19. Future steps involve deciding the fate of the rink itself.

Special Initiative: Inclusivity

On July 9, 2020, First Selectman Mack issued the following letter:

Dear Suffield Community,

In light of recent events taking place across our nation, a number of courageous residents opened up to me to share their experiences about what it's like to be a person of color and live, work and raise families in the Town of Suffield. There was the mom who makes it a practice to wear some type of identifying Suffield accessory (a Suffield baseball hat, shirt, jacket) in order to avoid suspicious glances when she shops at local stores. The neighbor, whose children have borne the heavy weight of insult, because their family differs from their classmates. The hurtful remarks, commonplace racial slurs that each witnessed. I want to thank these residents for coming forward. We all agree that our tight-knit town embodies a wonderful sense of compassion and community. I found these contrary accounts painful to hear. I am deeply troubled that in a place we all call home, there are residents who don't feel comfortable, accepted and safe. That's not Suffield. And that's not acceptable. Racism has no home here. We can all do better.

My goal in seeking public service stemmed from a heartfelt desire to improve our town. To date, my efforts focused on good governance and infrastructure. By engaging with the community over the last few weeks, I realize there is work to be done in the area of social justice. Today, I share Suffield Public School Superintendent Tim Van Tassel's aspiration of achieving an inclusive community. While we look to the national stage for leadership, the truth is, change always begins first at home. But, how? By listening without judgment, engaging and committing to anti-biased and anti-racist systems.

Local government should set the standard. To that end, I undertake the following as a starting point:

- Collaborate with Suffield's Schools, Youth Services, Parks & Recreation, Kent Memorial Library, and the Suffield Senior Center to facilitate multigenerational discussions and programming that seeks to nurture inclusivity and educate about racial inequality, inequity, and intolerance*
- Work with Town of Suffield Human Resources to provide current training to town employees to ensure equal access to town services and respectful treatment for all citizens*
- Review data from Town departments relevant to race-related issues to serve as a benchmark for strategic planning and investment where needed*
- Follow-up with the Police Commission and the Police Chief in their review of Police Department policies and the recommendations of the 2019 Management Operational Study to confirm accountability to all citizens*
- Work with the Board of Selectmen to adopt a policy applicable to all Town of Suffield Boards and Commissions committing to anti-biased and anti-racist systems in Suffield*
- Review, communicate, make available and enforce Town policies on equality and equity*

As a "newcomer" to Suffield some 15 years ago, I know the joy of being welcomed by Suffield and how it fostered my own need to give back. I humbly ask you to please join me in trying to make a difference in our beautiful Town of Suffield.

Sunrise Park: A June ribbon cutting (delayed for one year due to COVID-19) officially opened the nature-themed playground, which was also awarded the Connecticut Recreation & Parks Association “Park of Merit” Award. Additionally, the event welcomed aboard new Park Superintendent Tom O’Brien. Several deferred maintenance projects undertaken over the summer further improved the park and kicked off the summer season.

Witness Stone Memorial: On June 2, 2021, the Board of Selectmen unanimously approved an application for a State DOT Encroachment Permit for the purpose of placement of a Witness Stone Memorial within the stone wall at the corner of Mountain Road and Bridge Street. This action was the result of multiple presentations by Suffield Academy’s Bill Sullivan, who educated the public about a former female slave named Tamer. The Tamer Witness Stone’s location marks the home where she is believed to have spent much of her life in Suffield. The Witness Stone Project “seeks to restore the history and honor the humanity of the enslaved individuals who helped build our communities.” witnessstonesproject.org

On October 7, 2020, the Board of Selectmen unanimously approved a **statement on behalf of the Town:** “The Town of Suffield is committed to fair and respectful treatment of all people, enhancement and promotion of inclusivity and diversity, and elimination of racism, discrimination, and bias.”

In January 2021, the Town launched a **new Inclusivity website page** to provide residents with a central location for resources, events and to support departmental efforts.

On February 6, 2021, the Town launched the Inclusivity Speaker Series. The eight-part series, spearheaded by Youth Services Director Kate Powers and Kent Memorial Library Director Garrett Pinder, undertook the topics of anti-racism, gender equality, access and ability, and religious and cultural expression. The virtual format featured both scholars and authors presenting talks, panels, and discussions. A moderated town-hall style forum served as the culminating event and included the speakers as panelists addressing feedback from the series.

In another collaborative effort with the schools, First Selectman Mack participated along with other Town employees in the superintendent’s Diversity, Equity, and Inclusion Council. The council ensures a focus on Suffield’s schools first, pooling resources and supporting meaningful change.

The Town of Suffield is committed to fair and respectful treatment of all people, enhancement and promotion of inclusivity and diversity, and elimination of racism, discrimination, and bias.

Environment and Sustainability: The Connecticut Department of Energy and Environmental Protection formed the Connecticut Coalition for Sustainable Materials Management to Pursue Waste Reduction Strategies. First Selectman Mack volunteered to represent Suffield with around 40 other towns to pursue more favorable waste management options, including source reduction, recycling, composting, anaerobic digestion, and other energy conversion technologies. Suffield's current waste collecting and burn fees are more than \$1M of the general government operations approximately \$16M budget.

Traffic and Pedestrian Safety: To evaluate and address ongoing traffic and pedestrian public safety issues town-wide, the BOS created a pedestrian and traffic safety and infrastructure committee. Along with traffic engineer consultant Tighe & Bond, the committee included residents from across town to act as neighborhood liaisons. Town departments included were Emergency Services, Planning, Engineer, and Public Works. Also represented were local Traffic Authority members (a police commission subcommittee). The initiative hopes to address issues plaguing the Town for decades and exacerbated by commercial traffic originating from the expanding Bradley

International Airport (BIA) and the many state roads traversing Suffield (e.g., Routes 75 and 159). A 2002 BIA transportation study recommendation for the creation of a "Northern Bradley Connector Roadway" to bypass Suffield altogether went unheeded, contributing to the current situation. The Connecticut Department of Transportation makes clear that state roads exist expressly for transportation, and the department has been unwilling to allow traffic-quieting measures short of expensive roundabouts. These challenges await the new committee.

Goals include a multi-discipline approach for evaluation and creation of a comprehensive plan and budget on a town-wide basis, while avoiding pushing traffic and pedestrian issues from one thoroughfare to another, as historically has been the case.

Veterans: The BOS created two new advisory committees to benefit Suffield's veterans. The Veterans Appreciation Committee (VAC) was established to organize, support, and recommend initiatives. Its tasks will include expansion of Veterans Memorial in Veterans Park, identifying a new municipal veterans representative, planning Veterans and Memorial Day observances, managing the Field of Flags exhibit, develop a contact list of more than 600 Suffield veterans to share

The Veterans Memorial Expansion Committee was formed to expand the honor roll in Veterans Park to include veterans from recent wars and conflicts...

information, and identifying content for a veterans' resource page on the Town website.

The Veterans Memorial Expansion Committee was formed to expand the honor roll in Veterans Park to include veterans from recent wars and conflicts, address veterans who were not previously included, determine eligibility criteria, and collect names of veterans to be honored. The committee's scope includes fundraising and working with Public Works and the PBC on requests for proposals, scope of work, design and installation, and other related activities.

In May, the BOS appointed Gunnery Sergeant Frederick "Fritz" King as the Suffield municipal veterans representative to act as a liaison to veterans in town. In the same month, the Town also announced changes resulting from VAC advocacy to the annual Memorial Day remembrance. The parade would be welcomed back to the more prominent Main

Street location (versus Mountain Road) to better acknowledge the significance and improve the event's pageantry. The parade was ultimately canceled due to weather.

Acknowledging the impact of the pandemic on residents and the community, the BOS sought to minimize increases while tackling the budget.

FY 21-22 Budget: Acknowledging the impact of the pandemic on residents and the community, the BOS sought to minimize increases while tackling the budget. The approved budget resulted in a flat mill rate of \$28.64. The general government operational budget totaled \$17,154,370, a \$809,620 (4.95%) increase. Automatic payroll increases (e.g., settled union contracts, pending union contracts, 53-week payroll, increase in CT minimum wage) resulted in \$336,200 (2.06%) of the total increase. "New" spending represented 2.89% of the increase which funded these items:

- 2% increase for non-union salaries
- Additional full-time paramedic
- Additional hours for current part-time planning and zoning admin and communications manager/webmaster
- Public works proactive facility, grounds, and vehicle maintenance
- Information technology expenses
- Estimated public utility increases for water and trash collection

The completion of the Town Hall returned \$78,650 in rent and carrying costs for the year. The Town meeting budget approval process returned to in-person with a hybrid/live stream component.

COVID-19 Responses

The specter of COVID-19 continued to loom large at the onset of FY 20-21 and required proactive measures to help the community get back on its feet. Some of the most notable efforts included the following.

COVID-19 Tax Deferment Program

[*See the Tax Collector report for more information.*](#)

Parks and Recreation Redesigned Summer Camp and Temporary Enrichment

Programming: With many child-care facilities not fully opened or at limited capacity, and schools scheduling based on

hybrid virtual/in-person instruction, both programs supported residents returning to work in the face of limited child-care options. Youth Services partnered on the effort. Other communities, as well as the Connecticut Recreation and Parks Association, reached out to Suffield to model this innovative programming.

Presidential Election: Voter safety measures were employed, including absentee ballots. [*\(See the Town Clerk and Registrars of Voters reports for details.\)*](#)

Vaccination Roll Out: Beginning in January 2021, first responders and seniors were among the first to receive the long-awaited vaccines. Suffield Community Aid, Senior Center, and IT set up a call center and vaccination hotline to help seniors navigate the system.

American Rescue Plan Act: Discussion began amongst multiple boards, including the BOS, Finance, and Education, regarding Suffield's future spending of the considerable funds associated with this act. The strategizing continues into FY 21-22.

[*See page 10 for a timeline of how COVID-19 continued to evolve during FY 20-21.*](#)

MOMENTS TO CELEBRATE

The indomitable spirit of Suffield persisted despite the heartaches of 2020. The Town hosted many memorable events while maintaining COVID-19 safety guidelines and creating moments to simply celebrate as a community.

Suffield 350th Anniversary: On October 20, 2020, Suffield's 350th Anniversary events represented welcome good cheer. Outstanding fireworks, a festive car parade, and a meaningful commemoration certainly delivered. The breathtaking Field of Flags marked the importance of Suffield's revered veterans in the Town's history and honored them on Veterans Day. All of this took place alongside pandemic challenges that created numerous obstacles. On behalf of the community, the BOS congratulated the 350th Anniversary Committee for a job well done and extended heartfelt gratitude for their tireless efforts. Special thanks went to Chairwoman Kacy Colston who energetically spearheaded the work, which continued into 2021 due to the pandemic.



Halloween Spooktacular: The drive through featured holograms; Halloween displays; festively lighted police, fire, ambulance, and highway trucks; zombies, ghosts, and goblins; and an evil appearance by the dreaded Maleficent, reincarnated as Suffield's own First Selectman Mack.

Suffield Alight: The enthusiastically received Suffield Alight spread holiday cheer and provided a needed respite from the pandemic. Residents were welcomed "home for the holiday on a self-guided tour of Suffield's beautiful historic Main Street, adorned in finery and alight in the brilliance of the season." Main Street neighbors, local businesses, non-profits, and Town departments dazzled in an all-out effort to transform the street into a magical wonderland.

A Day in Suffield: On Saturday, May 15, 2021. Suffield kicked off a whole day's worth of in-person activities including the annual May Market and 350th Art Exhibit at the Phelps-Hatheway House, the 350th Barn Quilt Trail, and Parks & Recreation's Classic Cars & Music, plus Movie on the Green.

Thank You!

It is extraordinary to remember that all of this progress occurred with the backdrop of the COVID-19 pandemic. The BOS thanks our team of employees and board and commission members who remained flexible, resilient, and focused during this difficult time. We are so proud of what we accomplished together.

Submitted by Melissa Mack, First Selectman

COVID-19 Timeline

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

July 30, 2020 "...community-oriented and conscientious residents across the State enabled Connecticut to be one of the few states nationwide making steady progress against COVID-19. In the Town of Suffield, we especially celebrate the good news that yesterday marked the second full week with no active cases in Suffield ...

"Unfortunately, the battle is not yet over, as evidenced elsewhere. A quick review of the CDC website reveals that as of today, over 4.4 million Americans have contracted COVID-19, with more than 150,000 succumbing to it. Since yesterday alone, nearly 66,000 new cases were identified. Perhaps most concerning to us—the increase among Connecticut's teen/young adult population. This group plays a crucial role in mitigating spread. While it is easy to become complacent given our current environment, we urge all residents to continue practicing mask-wearing, social distancing, and hand-washing. Failing to adhere to these measures poses a great risk to getting students back to school this fall, parents back to work, and the economy back in action. We truly are all in this together."

September 10, 2020 "With our schools reopened, a number of boards/commissions asked whether in-person meetings would resume. The BOS discussed the matter last week and unanimously decided to continue with virtual meetings for now and reevaluate the policy in one month."

October 1, 2020 "We write today with news that is not unexpected. The Suffield Public Schools contacted parents over the last week about COVID-19 cases and potential exposures. We are also aware of other cases impacting youth sports in town... All of these instances originated outside of their respective schools/programs...contact tracing activities have been conducted.

"It is important to underscore that the virus spreads due to behavior. To date, Suffield confirms 186 positive cases, 19 probable cases, and 20 deaths (CTDPH). These numbers represent a sustained low number of positive cases, due to the diligent efforts of residents. However, we are concerned about maintaining these low case numbers due to the following:

- We've let our guard down as evidenced by recent anecdotal behaviors throughout Suffield in regard to lack of adherence to precautionary guidelines
- Reporting across the state indicating an increase in cases among school-age children. Many of these did not originate within recently reopened school systems but rather resulted from exposures from either family members or within the community. This highlights another potential source of transmission due to children either being asymptomatic carriers or exhibiting vague symptoms of COVID-19...
- Increased indoor activity as shorter and colder days quickly approach
- Please be our partner in keeping the virus at bay and ensure that Suffield does not see an uptick as already evidenced in some of our neighboring communities. We ask that you strengthen your resolve and continue practicing safeguards and social distancing..."

October 27, 2020, Halloween Guidance "Due to the ongoing pandemic and in the face of rising COVID-19 cases throughout the area, including the Town of Suffield, the offices of the First Selectman and Emergency Management strongly discourage residents from participating in high-risk activities such as Halloween parties and traditional door-to-door trick-or-treating..."

November 18, 2020 "Recent news from across the country and the State confirms what experts have predicted for some time—colder weather would herald a new surge in COVID-19 cases. Our town is not immune.

- In just the first few weeks of November, Suffield experienced 93 new cases—over 30% of its overall total since the pandemic began
- During this past weekend alone, 31 cases were identified
- Unlike the spring surge, the majority of these current cases exist within the community at large and not in more isolated, congregate settings such as nursing homes. In fact, those congregate settings report very few, if any, active cases, in large part due to strict adherence to recommended guidelines...

Suffield is at a crossroads. We must double down on our efforts and work in partnership with our neighbors to flatten the curve of this new, arguably more dire wave, of the pandemic.

HUMAN RESOURCES

The Human Resources Department serves in multiple capacities as a resource for employees and managers. The director seeks to maintain an open-door policy to be accessible to town employees. The department is a point of contact for town employees, retirees, and management seeking information and guidance on medical insurance, compensation and benefits, pension and retirement plans, workers' compensation, family medical and disability leave, recruitment and retention, performance coaching, employee assistance program, wellness, employee recognition, labor relations, and human resources best practices.

Administrative Projects

For salary administration, the department analyzed data from comparable towns for non-union and department head positions. We instituted a workplace policy for improving customer service and maintaining the Town building after the Town Hall renovations. In partnership with the director of finance, we identified an electronic time and attendance system and emergency responder advanced scheduler component, which will be launched in 2022.

COVID-19 Related

The department participated in several COVID-19 webinars to stay abreast of safe workplace practices and employment-related matters. We composed employee communications and resources and provided employee support for changes and transition. We compiled COVID-19-related tracking reports for employee illness, contact tracing, and employee travel, and we helped plan COVID-19 vaccine clinics offered to all employees. We worked with emergency management and the facilities director on the reopening plan for town buildings.

We [HR] identified an electronic time and attendance system and emergency responder advanced scheduler component, which will be launched in 2022.

Employee Relations and Development

Employee/Labor Relations: Working with the first selectman, the Town is currently negotiating with fire, police, and WPCA.

Employee Recognition: Several seasonal events were planned to improve employee morale, promote teamwork, and provide opportunities for employee recognition. The Town hosted an employee holiday luncheon, acknowledged personal and department accomplishments throughout the year, congratulated employees for milestone years of service anniversaries, and honored the nominees and winner of the Suffield Spirit to Serve Award. We engaged employees by arranging interactive seasonal team-building competitions such as the pumpkin carving contest and ugly sweater contest. When COVID-19 protocols were in place, we held virtual holiday and retirement parties. We celebrated departments during appreciation weeks with luncheons and gift cards and recognized employees for life milestone events by sending cards, flowers, or gifts.

Employee Wellness: The HR department collaborated with the Board of Education to support and enrich employees' physical, mental, emotional, and occupational health in several ways. Spring and fall walking challenges engaged employees in physical fitness and teamwork, culminating with a victory celebration for participants and winning teams. We introduced Omada, a preventative program to reduce the risk of type 2 diabetes and heart disease.

We conducted ergonomic assessments for all Town Hall employees. To promote physical fitness, mental wellness, and use of the beautiful hiking trails in the area, we distributed hiking and wellness bags to town employees, including a local hiking and walking trails brochure, stress ball, exercise bands, tea, candle, bookmark, planting seeds, trail mix, and texting gloves. We reached out to all Suffield farms to offer their involvement and advertising materials for the wellness bags and collaborated with Parks and Recreation to create an employee discount for parks and recreation programs. We also offered an in-town flu clinic.

Management Development: In collaboration with the first selectman, we conducted department head performance reviews and issued performance goals and self-evaluations. We held quarterly department head meetings to help increase interdepartmental communication and share updates on performance goals.

Recruitment: During FY 20-21, 30 positions within the Town government were filled:

- Program services and outreach coordinator
- Kitchen assistant
- 2 temporary summer kitchen assistants

- Superintendent of parks
- Head custodian
- WPCA Operator II
- 6 temporary enrichment program staff
- Head of circulation at the library
- 4 police officers
- 2 seasonal snow plow drivers
- Assistant director of finance
- Town engineer
- Paramedic
- Reference librarian
- Scanning project temporary employee
- 2 highway summer interns
- Assistant head of circulation (library)

The HR director continues to utilize multiple electronic recruitment tools to increase the applicant pool and realize cost savings of advertising dollars.

Training: Employees participate in the Connecticut Interlocal Risk Management Agency (CIRMA) training platform for required online training. Diversity and inclusivity training will be organized for all town employees and department heads. We instituted new state-required sexual harassment training and implemented a new government-required clearinghouse program for department of transportation drivers.

HR Goals for FY 20-21

The director plans to institute a performance appraisal tool to guide performance for hourly employees. We will work to settle union contracts for WPCA, fire, and police and, in partnership with the first selectman, begin negotiations for Town Hall, library, and dispatcher contracts. In partnership with the director of finance, we will institute town-wide time and attendance systems and electronic scheduling tools for emergency service employees. We plan to launch new wellness programs with physical, emotional, social, and environmental content. Among these will be a diabetes management program called Livongo for employees with diabetes. We also expect the program will reduce medical expenses for at-risk employees. We will identify and organize diversity/inclusivity training for town employees and department heads. As well, we will update the executive and professional employees' benefits policy and complete scanning employment files for inactive employees.

Submitted by Karin Ziemba, Director

TOWN CLERK

Town Hall: Renovations to the Town offices have been completed! With the COVID-19 pandemic lingering in the minds of the community, the Town clerk's office moved back into Town Hall on April 8, 2021. To accommodate the newly constructed vault, the office is now located on the lower level of Town Hall just inside the back entrance. The finely detailed and organized move involved many town departments, state, federal, private, and municipal agencies orchestrated by Facilities Manager Chris Matejek.

Over three days, thousands of boxes containing land records, town meeting records, annual reports, grand list books, historical documents, burial and death certificates, marriage certificates, birth records, and land maps returned to their new home. The 600-square-foot vault now utilizes a state-of-the-art video surveillance system and an efficient floor plan that will allow housing numerous records for the future. The project was designed to be financially responsible by using both existing shelving from the old vault and shelving left by the old probate office years before. The Town was also able to obtain grants to help defray the cost of a portion of the new shelving.

The offices opened to the public shortly after the relocation. COVID-19 continues to be a reality as we try to conduct more business online and maintain safe distance protocols in offices. All online land records from the 1700s to the present are viewable through the record room portal. This is a free-of-charge opportunity, but users must create an account to pay the fee in case of needing to print a document. Access to this service can be found on the [Suffield Town Clerks page](#) of the Town website.

Services and Fees: Land recordings fees were up significantly compared to the preceding year, noting a rise in the conveyance revenue to the Town. Online accessibility of recorded documents has further strengthened the Town's online presence. Per state mandate, documents are still required to be retained as hard copies in the vault. The clerk's office strives to provide a more open government, increase automation, and improve service for our residents with respect to the guidelines set by the State of Connecticut.

We continue to provide near-real-time information for town meetings, board and commission meetings, agendas, land, and other records. Zoom meeting are archived and promptly posted to the Town website for easy viewing. The office continues to

offer daily email distributions for town information to subscribers. 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, social media presence remains in the forefront. Subscribers may visit the Town's website and Facebook pages for all late-breaking information.



Town Meetings: The Town held one town meeting open to the public on May 26, 2021. The following motions were brought forward and approved:

Resolved: *That the Town Meeting of the Town of Suffield authorizes the proposed budget with a total expenditure of \$62,325,318 be approved.*

Resolved: *That the Town Meeting of the Town of Suffield authorizes the Board of Finance to print and distribute explanatory texts concerning the budget, if the budget is petitioned to referendum. Such texts may not advocate approval or disapproval of the budget and must conform to the Connecticut General Statutes, Sec. 9-369b.*

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 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 (fees vary)
- Absentee voting applications and ballots

Submitted by Kathy Dunai, Town Clerk

Town Clerk Staff

Kathy Dunai, Town Clerk

Erica Boucher, Assistant Town Clerk

Michele Urch, Assistant Town Clerk

TOWN CLERK STATISTICS			
	FY 18-19	FY 19-20	FY 20-21
Documents Recorded	2333	2567	3704
Local Conveyance Taxes	\$203,573	\$252,902	362,002
Dog Licenses	1718	1646	1775
Marriages	51	47	45
Births	50	81	78
Deaths	170	187	166
Electronic Payments	\$8,410.00	\$14,613.36	\$14,954.75



REGISTRARS OF VOTERS

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

Registrars' responsibilities:

- 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 proper maintenance of voting equipment in preparation for elections
- Training election officials
- Training the head moderator to tally the election results and submit the results to the Secretary of the State and town clerk

Registrars attend meetings called by the secretary of the state to keep current on impending and new legislation which affects the office. Registrars are members of the Registrars of Voters Association of Connecticut.

Office hours vary depending on the workload and sessions mandated by statute. Posted office hours are Tuesdays from 10 AM TO 2 PM 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 both registrars to ensure fair and equitable enactment of all election laws.



Registrars of Voters (elected position)

Darlene Burrell (D)

Lynn Joyal (R)

Deputy Registrars (Appointed Positions)

Cathy McKeen (D)

Judy Kelly (R)

As of July 3, 2021, there were 9805 registered voters in Suffield.

Voter record activity during FY 20-21:

(averages 333 voter record actions processed per month)

- 1,360 new voter records added
- 1,651 voter record changes
- 980 voter removals

The required annual canvass of electors was conducted using the National Change of Address System between January 3 and May 1, 2020, and 635 Suffield electors were canvassed to determine changes of residences.

In June, a voter registration session was held at the high school during lunch hours.

One case of possible voter fraud is under investigation.

ELECTION RESULTS

August 11, 2020 REPUBLICAN Presidential Preference Primary	
Nomination for President	Number of Votes Received
Donald J. Trump	403
Roque "Rocky" De La Fuente	20
Uncommitted	80
Representative in Congress	
Thomas Gilmer (withdrew after ballot preparation)	210
Justin Anderson (appointed by state Republican party to run in general election)	209

18% turnout: out of 2652 eligible voters, 480 electors voted either in person, or by absentee.

August 11, 2020 DEMOCRATIC Presidential Preference Primary	
Nomination for President	Number of Votes Received
Joe Biden	773
Bernie Sanders	100
Tulsi Gabbard	6
Uncommitted	21

37% turnout: out of 2492 eligible voters, 927 electors voted either in person, or by absentee.

November 3, 2020 Presidential Election			
<i>Candidates on ballot, shading indicates those in office</i>			
OFFICE	CANDIDATE	PARTY	# of Votes
President and Vice President	Biden & Harris	D	4363
	Trump & Pence	R	4155
	Jorgensen & Cohen	L	140
	Hawkins & Walker	G	26
	Carroll & Patel	Write-in	1
	West & Tidball	Write-in	1
Representative in Congress 02	Joe Courtney	D & WF	4353
	Justin Anderson	R	3853
	Daniel Reale	L	85
	Cassandra Martineau	G	110
State Senator 07	Frederick A Moffa	D & WF	3622
	John A Kissel	R & I	4803
State Representative 61	Jack Henrie	D	3279
	Tami Zawistowski	R & I	5212

87% turnout: out of 10,053 eligible voters, 8769 electors voted either in person, by absentee ballot, or with election day registration.

Submitted by Darlen Burrell & Lynn Joyal, Registrars

ECONOMIC DEVELOPMENT COMMISSION

The Economic Development Commission (EDC) works with staff to advance economic and community development projects. It supports other town commissions and committees as needed. The EDC is eager to diversify the tax base and continue to 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 (860) 668-3849.

COVID Effects and Future Outreach: Effects from the COVID-19 pandemic continued to make things difficult for many local businesses during FY 20-21. The EDC met regularly throughout the pandemic and offered Suffield companies, especially small businesses, the most current information regarding federal and state financial assistance programs.

Looking forward, the EDC began formulating a business outreach strategy, which it plans to implement during FY 21-22.

FY 20-21 Projects and Actions: In addition to dealing with the effects of a public health crisis, the EDC supported several projects focused on the economic health of the community.

- Approved a café in the building at 66 North Main Street
- Approved the remaining four phases of the commercial greenhouse project on Poole Road
- Approved expansion of the Linde Inc. facility on Ucar Street. Linde Inc. (formerly Praxair) and received approval for additional office and storage facilities at its 50 Ucar Street property
- Supported the application from Suffield River Walk, LLC to convert the building located at 1760 Mapleton Avenue into apartments
- Approved an 8,400 SF multi-tenant commercial building for a property on South Street in the light industrial zone
- Supported Rug Pad USA's acquisition of the vacant 219,000 SF building located at 100 Marketing Drive

Continuing Development Initiative: Besides approving or supporting specific projects, the EDC continued focusing attention and support on initiatives to further economic development and quality of life in Suffield.

- Continued concentrating on the Town Center, specifically redevelopment of the former lumberyard on Ffyller Place. It commissioned a wetlands delineation on the Town-owned property behind the highway garage located on Ffyller Place to determine if the land could be used for garage operations.
- Amended the guidelines of the business signage matching grant program to encourage its use to upgrade signage in the Town Center area.
- Continued marketing the undeveloped town-owned lots on South Street in the light industrial zone by hiring a local engineering firm to create concept plans for the properties. The concept plans indicate the development potential of each lot, so interested parties can readily understand what can be built on the land.

The Town continues to participate in the Bradley Development League, an economic development partnership with the towns of Windsor, Windsor Locks, and East Granby and the Bradley International Airport. In addition, with the closing of the Suffield Chamber of Commerce, the EDC began to assess two area chambers that may become a resource for the local business community.

Ongoing Projects: Sponsoring the Suffield Farmer's Market, which began its twenty-first year of operation in 2020.

To welcome visitors to the community, the EDC supports the upkeep and maintenance of Suffield's entryway signs. The EDC has collaborated for several years with the Suffield Garden Club and its volunteers to maintain the area around the signs.

The EDC welcomed new member John McGuire, who steps in after the resignation of Arnie Magid.

Submitted by Susan Thorner and Brian Banak, EDC Co-chairs.

Economic Development Commission

Susan Thorner, Co-chair

Brian Banak, Co-chair

Howard Orr

Gail Demko

Bob Kelly

Jack Henrie

John McGuire



CONSERVATION COMMISSION

Whether prompted by the insight that John Muir brought to the American public or the leadership of Theodore Roosevelt, concern for our environment continues to influence how we treat our fragile earth. The conservation commission has the responsibility to monitor and regulate activities that affect Suffield's watercourses, inland wetlands, and aquifers through the process of review and establishing regulations based on the Clean Water Act (Public Act 155), U.S. Environmental Protection Agency, and Department of Energy and Environmental Protection (DEEP).

Regulations of the Suffield Conservation Commission: This document is a comprehensive guide for local use. It cites regulations that require applications for any land use activity within a wetland or buffer area. Any homeowner, farmer, or developer is responsible to review and seek compliance with these regulations before making changes to the land. As land use continues to grow in Suffield, what many consider marginal land, wetlands, will invariably come under increased pressure for development. Once a development is approved, our consultant, Keith Morris, conducts random site inspections to ensure that erosion and sedimentation controls are in place and in good working order.

During FY 20-21, the Conservation Committee acted on five applications:

Approval for home construction.....	1
Commercial	1
Other.....	3

Local Parks

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, and early reservations are critical to be sure of a spot. Residents are always free to enjoy the parks from sunrise to sunset throughout the year by taking advantage of the hiking, fishing, swimming, and recreational resources.

FY 20-21 welcomed new Parks Superintendent Tom O'Brien and the dedication of the park's new nature-theme playscape. We also acquired a new side-by-side utility vehicle for Sunrise Park to help with day-to-day maintenance and respond to emergencies. The commission appreciates the work the highway and public works departments conduct on the parks.

The Conservation Commission meets on the second and fourth Tuesdays of the month except for the months of July, August, and December, when there is only one meeting a month.

Staff

83 Mountain Road
Telephone: (860) 668-3847

Tom O'Brien, Parks Superintendent
Telephone: (860) 668-3846

Keith Morris, Consultant
Email: kmorris@suffieldct.gov

Conservation Commission

Art Christian, Chairman
Glenn Neilson, Vice Chairman
Norm John Noble, Secretary
Elizabeth Fanous
Andrew Krar
Pat Reilly
Raymond Wilcox

Alternates

Tom Elmore
Jessica McCue

Submitted by Arthur Christian, Chair

TOWN FOREST COMMISSION

The Jesse Fowler Smith Town Forest, located on Halladay Avenue West, is used for hiking, dog walking, picnics, and scout camping weekends. The forest is the only remaining property the Town still owns that was part of the old town farm. The old town farm was also called the poor farm, where people who were unable to survive on their own came to live, sharing the farm and household work. They produced most of their own food and sold products to buy things they needed. From the wood lot that became the town forest, they harvested lumber for buildings and cut firewood for the two-story brick house located just east of the forest.

This cooperative approach has continued. For the past 70 years, the forest has operated on no budget. Neighbors and town folk took care of the forest, clearing trails of brush and damaged trees, picking up trash, maintaining the pavilion and outhouse, and dealing with “people issues.”

The forest is open from dawn to dusk. However, there has been a problem with groups going in late at night to party and causing damage over the years. A gate helped reduce the problem, but the person who monitored it for 60 years has passed away.

The Town needs someone to do or share that job, especially on the weekends. Someone in that neighborhood would be the best solution.

We did have a camera put up to see who has been causing damage to our beautiful forest. We have had some good results to identify individuals.

This commission needs volunteers to help maintain and improve this treasured environment.

Submitted by Joanne Neilson

HELENA BAILEY SPENCER TREE FUND AND VALYN GALLIVAN FUND

The committee met several times during the year and, at one meeting, observed a moment of silence in memory of longtime Tree Committee member and chairman Warren Packard, who passed away on January 31, 2021. The committee will work with the Suffield Garden Club, which obtained

a \$5,000 grant to engage Land Canvas Landscape Architecture. This firm will suggest tree plantings to take place over a ten-year period for Historic North and South Main Street and the Town Green areas. The committee agreed to use Spencer funds for the second treatment of four ash trees for emerald ash borer disease.

Commission Members

Anita Wardell, Chairperson

Melissa Mack, First Selectman

Michele Holcome, Secretary

Jack Henrie, Treasurer

Michael Turgeon, Tree Warden

Ginny Bromage

Rita Chmura, Suffield Garden Club President

Judith Hanmer

Sue Mayne

Todd Mervosh

Agnes Schulte

Kevin Sullivan

Joyce Zien

Submitted by Anita Wardell

The Jesse Fowler Smith Town Forest: The forest is the only remaining property the Town still owns that was part of the old town farm.

PLANNING AND ZONING COMMISSION

Among the duties of the Planning and Zoning Commission (PZC), as prescribed in Chapters 124 and 126 of the Connecticut General Statute, are evaluating and 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, as well as the purchase and sale of town-owned property.

The PZC is an elected group of residents consisting of six regular members and three alternates. Each member is elected to a four-year term unless they have been appointed to fill the remainder of a vacated term.

FY 20-21 Actions: The Commission approved a site plan application for the remaining phases of construction for a commercial greenhouse operation located at the end of Poole Road. The PZC also approved a special permit application for an 8,400 SF multi-tenant commercial building on South Street as well as a café in the building at 66 North Main Street. No residential building lots were created through the subdivision process. In all, the PZC reviewed seven applications with fees totaling \$9,844 for the fiscal year.

Since the early 1990s, 27 farms have been protected in Suffield, making the Town one of the farmland preservation leaders in Connecticut.

Staff approved 292 permits this year, among which were certificates of occupancy, sign applications, liquor permits, and driveway applications. Of the 292 permits, 266 applications were certified for zoning compliance. A zoning compliance form is required for building permits that include new construction, additions, sheds, pools, or fences, among other exterior changes to a building or site that involve a structure. Fees for zoning compliance certification totaled \$15,930 for the year. The commission also collected \$3,000 for fees in lieu of open space. 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 specific open space during the subdivision process. In some circumstances, it is not desirable to require that a portion of a property proposed for subdivision be open space. The fee in lieu gives the commission a way to designate open space in targeted areas, as the money received from this fee goes into the open space account and is

used to purchase open space that is more desirable.

By statute, the PZC is charged with officially updating the Town's Plan of Conservation and Development (POCD). Though the PZC continued work on updating the 2010 POCD, delays related to the COVID-19 pandemic allowed the PZC to receive a waiver from the Connecticut Office of Policy and Management from the 10-year POCD adoption requirement. The PZC received a grant from the State Department of Housing to hire a consultant and begin the process of developing the Town's first affordable housing plan, as required by state statutes.

Zoning Statistics: The PZC decides how 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 179 complaints in FY 20-21.

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

Farmland Preservation: Work on preserving farmland and open space continues. Suffield received a \$157,500 grant from the State Department of Energy and Environmental Protection to purchase a conservation easement on approximately 100 acres of land located off North Main Street. The property is strategically located in an area surrounded by other open space parcels. Staff continues to work on preserving farmland, and the Town regularly accepts applications to the farmland preservation program.

Since the early 1990s, 27 farms have been protected in Suffield, making the Town one of the farmland preservation leaders in Connecticut. The Town maintains a backlog of landowners interested in selling the development rights to their properties. This year, four applications to the farmland preservation program were submitted to the State Department of Agriculture.

Submitted by Mark Winne, Chair

Planning and Zoning Commission

Mark Winne, Chairman

Donald Rawling, Vice Chairman

Virginia Bromage, Secretary

Brendan Malone

Tracy Hespelt

Erin Golembiewski

Alternates

Jeff Girard

Ross Wilcox

Leon Litvak



TOWN ENGINEERING DEPARTMENT

Longtime Town Engineer, Gerald J. Turbet, PE, retired in February 2021 after 32 years of dedicated service. Karen Isherwood, PE, was hired as his successor in December 2020.



The Town engineering department works with specific projects and provides advice and support to other departments and ongoing maintenance tasks. It leverages available grants and state programs for financial support, as well as monitoring expenditures on projects.

Road and Paving Projects: Upon request, town engineering provided support to the highway department's contractors on pavement projects, including removing speed tables on South Stone Street. The work included processing invoices for the prime paving contractor and the supporting contractors as well as responding to concerns related to driveway issues including drainage problems.

Small Drainage Projects: The department's response to resident concerns on drainage issues included field review, design, and working with highway department's contractors to implement solutions. Construction work included catch basin reconstruction, pipe replacement, curbing, and driveway aprons.

Bridge Projects: The reconstruction of Remington Street Bridge over Stony Brook (80% funded under the federal local bridge program) was completed in December 2020, approximately \$120,000 below budget. The Dustin L. Doyon Memorial Bridge was dedicated on June 12, 2021.

For the Quarry Road Bridge replacement (50% funding by the Connecticut Department of Transportation Local Bridge Program), total project costs were estimated at \$1,295,000. In November 2020, the engineering department submitted a revised application requesting

a \$647,500 state grant to fund a twin-box culvert replacement. The CTDOT awarded the requested funds on June 1, 2021, and the project continues, pending design completion and CTDOT approval of final bridge design documents.

Trail and Sidewalk Projects: The Mountain Road multi-use trail project is to construct a 4,500-foot-long, 10-foot-wide asphalt multi-use trail along the north side of Mountain Road (State Rt. 168) between the intersection of Mountain Rd/Plantation Drive/Sheldon St and the existing sidewalk at Suffield Middle School. Construction and construction engineering is funded 100% under the Local Transportation Capital Improvement Program (LOTICIP). The final design received Conservation Commission approval in September 2020 and was submitted to the CTDOT for final review and approval in April 2021. Construction is anticipated in FY 21-22.

The Mapleton Avenue and Thompsonville Road sidewalk (Community Connectivity Grant Program—maximum \$400,000) is to construct a concrete sidewalk from North Main Street (Rt. 75) along the south side of Mapleton Avenue and continuing east on the south side of Thompsonville Road to the existing sidewalk at Rawlins Brook Road.

The engineering design contract has been awarded to Alford Associates, Inc. Work in FY 21-22 will include design development with public input and subsequent CTDOT approval.

Stormwater Management: The department worked with the Town's consultant towards submitting the 2020 Annual Report in conformance with the 2017 update of the Town's MS4 permit and stormwater management plan. Work included preparing an illicit discharge and connection stormwater ordinance for adoption in FY 21-22.

Additional Functions:

- Advising the Planning & Zoning Commission including engineering reviews of subdivisions, site plans, bond release requests, road acceptances, and coordinating construction inspections of public facilities on all subdivision roads
- Advising the conservation commission on drainage impacts on wetlands from proposed developments
- Providing technical advice on public works projects as requested
- Assigning street numbers for new lots for the building department
- Responding to drainage complaints and developing solutions.

- Facilitating payments to outside consultants and contractors for pavement management, sidewalk, and drainage projects
- Maintaining and updating the pavement management program, including design or design coordination for road improvement projects
- Maintaining Town road lists and maps including, each February, submitting information to CTDOT on new roads

Submitted by Karen Isherwood, PE, Town Engineer



POLICE COMMISSION

Vision Statement: *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.*

Mission Statement: *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 the police commission serves as civilian oversight of the agency and consists of six elected members who 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.

21st-Century Policing: The department continues to seek and embrace the practices of 21st-century policing. In FY 20-21, the Connecticut legislature passed HB6004, “An Act Concerning Police Accountability.” In response, the department retained the services of the Daigle Law Group Policy Center to begin the CALEA (Commission on Accreditation for Law Enforcement Agencies) national accreditation process. During FY 20-21, the department secured funding to purchase and implement both body-worn and dash-mounted cameras. The Town administration, police commission, and the department’s command staff continue their work to address the recommendations in the 2019 Daigle Study.

Traffic: The Suffield Police Commission also acts as the Town’s local traffic authority. To assure safer roadways in the community, the commission and department, in conjunction with other Town agencies, continue to address traffic concerns, policy, and calming measures. Commissioners Trombly and Black, along with the chief, have participated on the pedestrian and traffic safety committee during the past year. The goal of the committee is to develop a comprehensive plan to address the Town’s traffic issues, including speeding and motorists using local roads as cut-throughs.

Community Relations: We commend the department’s staff for their efforts during the pandemic. COVID-19 has continued to have a substantial impact on operations. During these difficult times, officers have created and maintained positive relationships with many groups in our community, including the recently formed Suffield ABAR (Anti-Biased, Anti-Racist). The positive relationships are a testament to professionalism and dedication to the citizens of Suffield. The Suffield Police Department continually strives to connect with our community and provide Suffield with the highest level of service.

The Town congratulates Officer Mark Sargent, who retired this past year after 25 years of dedicated service. The department is pleased to announce the hiring of three new officers Christopher Reagan, Erin Fox, and Randy Roman. Officers Fox and Roman transferred to the department from Hartford. They bring a wealth of knowledge and experience that will certainly benefit our agency.

Submitted by Rick Brown, Chief

FY 20-21 Police Commission members

Kenneth Pascoe, Chair
Joseph Quinn, Vice-chair
Joseph Blake, Clerk
Jeffrey Davis
Jason Trombly
Anthony Greco

	FY 18-19	FY 19-20	FY 20-21
Calls for Service	23,823	24,636	24,931
Value of Property Stolen	\$189,099	\$310,444	\$765,999
Value of Property Recovered	\$28,564	\$161,580	\$643,350
Criminal Arrests	125	106	82
Motor Vehicle Violations			
Infraction/Summons Issued	125	180	118
Citations (Verbal/Written)	690	807	697
Accidents	219	220	217
Fatal Accidents	1	2	1
DWI	29	20	25
Crime Data			
Auto Theft	5	17	22
Value Loss	\$73,000	\$266,475	\$668,114
Value Recovered	\$25,000	\$158,500	\$639,650
Sexual Assaults	2	1	2
Robbery	1	0	0
Assaults (includes domestic)	31	42	26
Burglary	31	7	22
Larceny	39	45	37
Arson	0	0	0
Narcotic Arrests	7	0	7

FIRE COMMISSION

The Suffield Fire Department is a combination department comprising an authorized career staff of a chief and 7 full-time personnel on duty 24/7 and 26 volunteer on-call firefighters, who commit themselves to protect the citizens and visitors of Suffield. One or two career firefighters respond to all alarms from Station 1. Depending on their work schedule, they are supplemented by the off-duty career and volunteer on-call firefighters who respond from their residences. Established in 1945 by the state legislature to organize and maintain a town fire department, the fire commission consists of six electors who are resident taxpayers and serve a four-year term.

Ratings and Possible Effect on Insurance

Rate: The fire department and fire commission continue to strategically develop a cost-effective budget which balances fiscal responsibility with meeting public safety requirements, consensus standards, and providing our firefighters with the equipment and personal protection required for all hazards and emergencies.

In 2018 the insurance analytics service Verisk classified the fire department's public protection classification as 5/5X. This classification system verifies details and compliance in five main categories:

- (1) emergency communications dispatching;
- (2) fire department—training, response, and equipment;
- (3) water supply;
- (4) divergence between capabilities of the fire department and the water supply; and
- (5) community risk reduction relative to fire protection and response for the community being served. On a rating scale of 1–10, with a Class 1 being the highest rating, subratings such as 5X take into account areas with limited water or hydrants.

In 2020, ISO was requested to review our public protection classification (PPC), since significant changes in communications and improved water deployment capabilities were realized through the cooperation of our many town and mutual aid departments. Effective July 1, 2021, the Suffield Fire Department was reclassified as a 4/4Y PPC, which may

translate into an insurance premium savings for our commercial property owners and residents.

Training and Compliance: The Suffield Fire Department trains and educates all members to meet minimum requirements of Connecticut OSHA Title 29 of the Code of Federal Regulations, including the following:

- Part 1910.156—firefighting
- Part 1910.120—hazardous materials operations
- Part 1910.1030--infectious disease control
- Part 1910.120(q)(3)(ii)—incident command system
- Part 1910.134—breathing apparatus

The department complies with other applicable standards, such as those published by the National Fire Protection Association. All our fire department apparatus and equipment are certified annually to meet state and federal regulations and standards.

Response and Community Service: In FY 20-21, the fire department responded to 758 calls. Of these, 75 percent were between 7 AM and 6 PM, when most volunteers are at their place of employment. Structure and building fires accounted for 27 alarms, with

a total loss of approximately \$239,500. All buildings that require fire and life safety inspections per state statute were inspected as scheduled, except for inspections postponed by the state fire marshal. Public education in fire prevention and life safety continues to be a priority of the department, including school visits, public displays, and community outreach programs. In 2020, however, we went virtually and had a greater number of neighborhood visits with our emergency service partners.

COVID-19 Response: During FY 20-21, our community still felt the effects of the COVID-19 pandemic. Throughout the pandemic, the fire department was able to maintain the health and wellness of the career and volunteer members through policies, procedures, and the best practices our members maintained in service to the community. No member was exposed or treated for the virus, and all members remained active and engaged in department training and activities.

In 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. Like most town buildings, fire stations were locked down to protect our



personnel, keeping them healthy and ready to provide our services when the community calls. Through it all, your fire department was there, protecting and enhancing your safety and way of life. As we begin to return to our post pandemic life, remember to stay fire and emergency safe.

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

Submitted by Chuck Flynn, Chief

Fire Commission

Paul D. Christian, Chair

Vic Mathieu, Secretary

Jack Bucior

Jason Caron

Ed O'Hurley

Terrence Plakias

BUILDING DEPARTMENT

The purpose of the building department is to verify that construction meets the building codes adopted by the State of Connecticut, and to gain compliance when there are deficiencies. Those codes and laws provide sensible controls of 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 their construction have become more involved as well. Our goal is to keep pace with the rapidly changing building environment and provide smart and customer friendly application of the codes to preserve health, safety, and the public welfare in Suffield.

Operations and Processes: Code administration starts with an application for a building permit. Most permit applications contain building plans and approvals from other connected departments or agencies. The application is reviewed for the methods and materials used in construction to ensure that building codes, health and safety regulations, construction standards, and zoning ordinances are met. Once it's determined that the proposed work conforms to those requirements and the fees are paid, we issue a building permit.

A building permit is a license to build. Visual inspections are conducted at specified intervals to ensure that the permit holder does not deviate from the approved drawings during construction. If any violations are found, the permit holder must make the appropriate corrections and a follow-up inspection is conducted to verify compliance with the code. When a building or project is completed, a final inspection verifies that the work was done correctly, and we issue a certificate of occupancy, use, or completion to the applicant.

The building department completed conversion to an online permit portal, [providing] greater transparency in permitting workflow, reduced turnover times, cut storage requirements, and improved residents' contact with the department ...

The building department also responds to reports of unhealthy or unsafe conditions, building failures, accidents, or fires. If necessary, a stop-work order or an unsafe-to-occupy notice will be issued.

Our office maintains a wide range of building records and documentation in compliance with the general records and retention schedules mandated by state statute. Those records are made available to owners, contractors, banks, surveyors, realtors, construction journals, government agencies and attorneys throughout the year.

Innovations: The Building Department completed conversion to an online permit portal. This has provided greater transparency in the permitting workflow, reduced turnover times, cut storage requirements, and improved residents' contact with the department by empowering them to conduct government business from the convenience of their home or office. It also allows for greater flexibility where improvements can be added with limited effort.

Activity: In spite of the difficulties both the public and our department faced during the COVID-19 pandemic, Suffield experienced a banner year of construction activity. The total value of new construction almost doubled from the previous year, coming in at \$44,259,851. New home permits increased from 22 to 47, and additions or renovations projects increased from 295 to 328. New commercial buildings and renovation

projects remained essentially the same from the previous year. We also issued 1,260 permits of all types and conducted 3,736 inspections during the year.

Submitted by Ted Flanders



Building Department Main Statistics		
	FY 19-20	FY 20-21
New Single Family Home Permits	22	47
Residential Renovations/Additions	295	328
Commercial Buildings/Renovations/Additions	21	20
Total of All Permits Issued	1,253	1,260
Total Inspections Conducted	3,139	3,736
Total Certificates of Occupancy	24	32
Total Value of All Construction	\$22,532,851	\$44,259,388
Fees Collected	\$321,921	\$494,290

SUFFIELD VOLUNTEER AMBULANCE ASSOCIATION

Like EMS agencies across the country, Suffield volunteer ambulance association was faced with many challenges this year in maintaining day-to-day operations while responding to a worldwide pandemic. After a small fluctuation in which we saw a decrease in emergency calls, our call volume quickly rebounded, and we had one of our busiest years on record. In addition to our regular responsibilities, many of our EMTs and paramedics helped administer COVID-19 vaccinations as part of the Town's efforts to combat the pandemic on a local level.

Volunteers and Paramedics: We continue to be very fortunate to have a strong volunteer base that extends beyond the Town of Suffield. We have volunteers who travel from surrounding areas to ride with our service to help our residents when they have a medical emergency. This year our volunteers provided more than 30,000 hours of service to the community, despite the risks associated with responding to emergencies during a pandemic. These hours represent only the time our members spend scheduled to provide ambulance coverage and do not include the hours spent training, providing administrative support, and working with our

Many of our EMTs and paramedics helped administer COVID-19 vaccinations as part of the Town's efforts to combat the pandemic on a local level.

new members. We also welcomed a new full-time paramedic to our ranks and successfully advocated for the addition of a second paramedic in FY 21-22.

After a short hiatus because of COVID, we continued operating our training program offering CPR, first aid, and EMT training to the residents of Suffield and the surrounding towns at an at-cost rate.

Information on our programs and opportunities to volunteer with our organization are on our web site www.suffieldems.org or by calling our office Monday through Friday from 8 AM to 4 PM at (860) 668-3881.

EMERGENCY MANAGEMENT

The Suffield emergency management office played a crucial role working in conjunction first selectman's office and town department heads in maintaining continuity of operations during the COVID pandemic. Through

community partnerships, proactive supply procurement, and distributions from state and federal partners, the office was able to maintain a sufficient supply of protective equipment to ensure the Town's departments could continue day-to-day operations safely and reopen to the public. The office also played a vital role in helping the senior center host vaccination clinics for its at-risk residents, and it worked with the Town's human resources department to ensure timely vaccination of Town employees.

In addition to responding to the pandemic, the office also monitored and responded to several large storms throughout the year, thus ensuring that the Town of Suffield was well prepared and recovered quickly from these events. It is important for each resident to take some time to prepare for an emergency. Go to www.ready.gov to find valuable information on how to prepare your home and family for an emergency. Now is the time to plan and be ready to respond and help.

Submitted by John Spencer, Chief

WATER POLLUTION CONTROL AUTHORITY

Financial: The water pollution control authority (WPCA) increased the rate from \$340 to \$350 use fee for FY 20-21 (the average annualized sewer costs per the 2019 rate study was \$520). The Kent Farms sewer district annual fee increased from \$340 per year to \$350. The commercial/industrial rate per 1000 gallons discharged to the system increased from \$8.13 to \$8.37.

The WPCA maintains contracts with H.P. Hood and the Connecticut Department of Corrections for treatment of their wastewater discharged to the Suffield plant. A new contract with H.P. Hood will be completed when H.P. Hood has its new permit from the Connecticut Department of Energy and Environmental Protection (DEEP).

The WPCA continues with its successful effort to collect all delinquent accounts. Our overall collection rate remains at approximately 96%.

Treatment Plant Operations: The Suffield WPCA operates and maintains the Town's two-million-gallon-per-day wastewater treatment facility. Several notable accomplishments occurred in FY 20-21:

- 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 FY 20-21.
- The Town of Suffield WPCA limit from DEEP for Nitrogen pounds a day is 45 pounds. The WPCA average daily pounds for FY 20-21 was 17 pounds per day.
- The average flow per day for FY 20-21 was 1.22 million gallons a day.
- The treatment plant has performed well, and the WPCA received nitrogen credits for FY 20-21 from DEEP of \$2,549. The program is a "self-sufficient" program ("state subsidy neutral"). Therefore, there will be no purchase of excess credits by DEEP, and the program has become self-sufficient.
- We replaced our second bank of wipers for our UV system.
- 3 manholes at the plant were lined.
- New anoxic mixer was purchased and installed.

- WPCA operators paved 1,000 feet of walkways around all our tanks. This will provide year-long access, including during inclement weather.
- The WPCA hired another operator, thus saving money from hiring outside contractors for some of the work needed to meet our permit.

Facilities Plan: The WPCF faces a series of water pollution control system needs related to condition, capacity, and system performance. The WPCA will need to make some important decisions that will have significant impact on the near-term operation and long-term sustainability of the system.

The facilities plan comprises 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.

Ongoing Studies

The facilities plan we completed in 2019 suggested four major studies:

Kent Farms: The study included looking at the possibility of a tie-in to the collection system instead of maintaining the decentralized community treatment system that consists of individual septic tanks.

Thompsonville Road/Cassotta Lane SSES:

This study focused on removing inflow and infiltration from the Thompsonville Road/Cassotta Lane area. The study included 8,900 feet of pipe smoke testing, 38 manhole inspections, building inspections (looking for illegal connections), using a camera for 8,900 feet of pipe inspections, and dye testing of illegal inspections.

Stony Brook Interceptor: This study is looking at the improvements needed to permanently repair the Stony Brook interceptor and its supporting piers to ensure the long-term viability of this critical asset.

Congamond Lakes Area: This ongoing study is evaluating wastewater management improvements in the Congamond Lake Area.

Pump Stations and Collection System: We purchased new GIS software to use as our asset management system for the collection system.

- No new pump stations were added in FY 20-21. The number of pumping stations remains at 19.
- The WPCA staff also maintains the treatment plant, 80+ miles of sewer line, and the underground treatment system at the Kent Farms subdivision.
- WPCA operators cleaned 9 miles of sewer pipe.
- WPCA operators completed 100 manhole inspections.
- WPCA operators built lean-tos at pump stations #6 (Landing Circle), #11 (Mapleton Avenue), and #12 (Bridge Street) to protect our panels that have electronic equipment.

Submitted by Julie Nigro and Jamie Kreller

Location: Treatment Plant and Administration Office
844 East Street South, Suffield, CT 06078
Telephone: (860) 668-3853 or 3854,
Treatment Plant: (860) 668-3856 or 3857
Administration Office Fax: (860) 668-3858
E-mail: jkreller@suffieldct.gov or jnigro@suffieldct.gov

Hours of Operation:

Monday–Friday, 7 AM–3 PM

Saturday 7 AM–10 AM

Sunday and Holidays 7 AM–10 AM

For after-hours sewer emergencies, call the police dispatcher, (860) 668-3870
WPCA personnel are on call to respond to emergencies 24 hours a day, 7 days a week.

WPCA Commissioners

Janet Davis, Chair

Frank Bauchiero

Jeff Davis

Dan Holmes

Rodger Ives

John Murphy

Chris Rago

PUBLIC WORKS

Staffed by a facilities manager and an administrative assistant, the Department of Public Works is responsible for maintaining 12 Town -owned, non-school buildings. Work focuses on fixing roofs; maintaining heating, ventilation, and air conditioning (HVAC), plumbing, and electrical systems; as well as facilitating various site inspections, repairs, and improvements.

New construction, renovation projects, and roof replacements at school buildings are also the department's responsibility. We hired one full-time custodian this year to help with daily cleaning and maintenance. Our two part-time evening office cleaners continue to provide a high level of service sanitizing our buildings.

FY 20-21 Building Maintenance and Construction Projects

Large capital projects completed:

- Exterior brick re-pointing and masonry repairs at the McAlister School
- Demolition of the old Bridge Street School. (Planning has begun for the new public park to be built on the site.)
- Installing a new gated perimeter fence around the police station
- Town Hall renovation and vault addition. (New furniture was

purchased, and the building was opened to the public.)

- Phase 2 of the streetlight purchase was completed, and old lamps were converted to LED bulbs on the 692 streetlights now owned by the Town
- Repaving the parking lot of the main fire house in conjunction with the new Town Hall lot
- Purchasing a new laser printer, allowing more flexibility to make road and event signs as needed
- Purchasing an ATV vehicle for Sunrise Park to make trail access and maintenance much easier
- Other vehicle purchases, including a Ventrac grounds maintenance machine and a JCB backhoe for the landfill

Grounds and Road Maintenance: The Highway Department is staffed by a foreman and a nine-person crew. Two employees are assigned to landfill operations full time, but all staff are on call to fill in where needed. The department is responsible for maintaining approximately 80 miles of Town roads and 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 our mechanic at the garage. The highway department crew is augmented

by several plowing contractors for large snowstorms. The Town uses Cargill Clear Lane treated road salt to keep the roads ice free in winter. The department works with the school superintendent to determine storm-related late openings or school closings.

The staff continually works on pothole patching on town roads and maintaining road drainage projects. In addition, they remove many dead trees and branches before they create dangerous situations. The crew maintains 150 acres of lawns, fields, and parks in town. They also do roadside mowing along Town roads when needed to keep the lines of sight clear for driving. Two seasonal workers are hired each year to help with mowing and other tasks. The highway crew collects scheduled bulk waste pickups from residents for a fee. They also set up many town events, like Suffield on the Green and the 5/10K road race.

Inmate Program: Unfortunately, due to COVID-19, this program was suspended until further notice.

Landfill: The landfill is staffed with two full-time employees and extra part time help on Saturdays. According to our consultant, the landfill has approximately 128,000 cubic yards of remaining capacity and can remain

open for approximately 64 more years, based on the current filling rate of 2,000 cubic yards per year. It is important to use this resource wisely, and we encourage residents to recycle 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.

The landfill is open to the public on Tuesdays, Thursdays, and Saturdays from 8 AM TO 4 PM and is located at 2715 Mountain Road.

Submitted by Linda Zaffetti & Chris Matejeck

Landfill Statistics FY 20-21		
Scrap Metal	342.54	Tons
Newspaper, Cardboard, and Mixed Paper	99.16	Tons
Bottles/Cans/Junk Mail, Single Stream	15.54	Tons
Auto Batteries	115	Units
Electronics	44.4	Tons
Rechargeable Batteries	0.74	Tons
Fluorescent Light Bulbs	1.15	Tons
Disposed of Mattresses and Box Springs	912	Pieces
Stuffed Furniture, Carpets, and Over-sized Plastics	417	Tons
Bulky Waste buried at the Landfill	825	Tons
Tires Removed	678	Tires
Freon-Containing Appliances	466	Units
Propane Tanks	178	Tanks
Fees collected for Bulky Waste Pickups	\$2,165.00	Dollars
Landfill Recycling Revenue (metal, paper/cardboard, E-waste)	\$50,255.53	Dollars

KENT MEMORIAL LIBRARY

Despite the pandemic, the library was able to run a full slate of programming electronically. We were able to adapt to what was labeled the “new normal” by using our teams’ innovation. We made sure that materials were available via curbside and grab-and-go, we taught cooking (even supplied the fixings) and supplied enough smiles and waves to bring joy to as many as possible.

Programs

Summer Reading: The summer reading programs for all ages in July of 2020 was done entirely online. The theme was “Imagine Your Story.” Library staff were able to adapt to using the Zoom virtual meeting software. The programming included “Joys of Solo Travels” with Pinki Shah and “Cooking with Pinki,” where patrons made chana marsala with Pinki’s guidance throughout the process. The children enjoyed cartooning with Rick Stomoski. Many raffle baskets were advertised online, through the library’s many social media platforms. The Friends of the Library support these and many other programs. A pop-up library service was added in addition to the regular curbside service. This allowed patrons to browse a small selection outside as the weather allowed. Sandy Chmiel created weekly grab-

and-go craft kits for patrons to take home and assemble with their children.

Other Programs

The library participated in the Town’s Halloween **Spooktacular** at Bruce Park. The theme was “haunted library.”

The library continues to run a **book concierge service**. Patrons can call in and give a favorite author or subject, and a staff member will get the books together for them.

For the young adults, the Teen Library Council met once a month, the Tinker Crate club and the Dungeons and Dragons group also met via Zoom.

The **winter reading programs** for all ages, “Feed Your Mind,” ran in February.

The **“Books and Beyond”** series began in April with *The Henna Artist*, by the *New York Times* bestselling author Alka Joshi. Patrons were able to have a book discussion with the author via zoom.

The YA area of the library ran a **graphic novel lounge** in conjunction with Suffield Youth Services. This program was run at the Youth Center.

FY 20-21 Statistics

Facebook Likes	57,136
Website visits	34,660
Total circulation of library materials	48,566
Total digital circulation (e-books, e-magazines, e-movies, e-audiobooks)	10,551
Visits to the library	63,475
Total Collection (including digital)	53,117
Attendance at programs	5845
Total programs	227
Computer sessions	1965
Reference questions (including technical help)	780

A program by the children’s staff was run at the Roaring Acres Alpaca Farm on Hale Street.

The Friends of the Library purchased a Cricut machine for the library (BIG FUN) and were able to restart book donations in May.

Miss Wendy partnered with the Phelps Hatheway House for their series called Littlest Historians. Lynn Mervosh, site administrator, created four themes involving the Phelps Hatheway House: Wendy would read a book

and do an activity or song related to the theme, after which Lynn would discuss the theme as it related to the house.

Staffing Changes: Wendy Mitzel began working as the full time programming and outreach services coordinator in July 2020. Pinki Shah became the head of circulation in October 2020. Wafaa Razeq was hired as reference librarian in February of 2021. Vicki McGuiness, who worked as assistant head of circulation, retired in April 2021.

Submitted by Kim Lord, Assistant Director

Contact:

Telephone: (860) 668-3896

Website: www.suffield-library-org



Award winning playground at Sunrise Park. Image by Lemmens Creative Design.

PARKS AND RECREATION

Mission Statement: *Suffield Parks and Recreation strives to enhance the quality of life by promoting and utilizing Suffield's diverse parks and recreation facilities and by offering a variety of affordable athletics, recreational, and arts programs for Suffield residents of all ages and interests.*

Suffield Leadership and Recognition: We are proud to say that Suffield Parks and Recreation is an innovative department and a leader in the State of Connecticut parks and recreation community. FY 20-21, which began at the height of the global COVID-19 pandemic, was filled with unprecedented

challenges that we met head on. Navigating these challenging times brought into the public light what Director Peter Leclerc has known since he arrived in Suffield in 2018—that we have a dedicated and amazing staff who find ways to get things done. Two examples of the department's performance during this challenging time were the fact that staff and employees operated numerous successful programs during this period, while many parks and recreation departments statewide suspended their programming. Further, the department received the 2020 state-wide "Park of Merit" award for the new Sunrise Park playground, developed in partnership with first the selectman's office, conservation commission, and Rotary Club.

With strong support from First Selectman Mack, the board of selectmen, the board of education, and Town departments, we were able to offer successful and safe summer programs in parks and school settings and bring some normalcy to the community.

Parks and Beaches: Our day camps, at Sunrise Park and in the schools, are the highlight of many children's summer experiences. In FY 20-21 we opened our summer camps, at first to essential employees and then to all Suffield residents, so parents could return to work and have options for affordable childcare. Camps that summer were a tremendous undertaking, and they looked much different from years past. We developed and implemented extreme sanitation measures for the safety of campers and staff. With strong support from First Selectman Mack, the board of selectmen, the board of education, and Town departments, we were able to offer successful and safe summer programs in parks and school settings and bring some normalcy to the community. In addition, with

limited travel options for families, Babb's Beach and Sunrise Park were more popular destinations than ever. At times, the beaches even reached capacity. People were very appreciative to be able to get outside for some recreation and were more than courteous to others at these destinations.

Return to School and Sports: The fall season means back to school and new activities, including soccer and field hockey. With the schools cohorting the students to mitigate the spread of COVID-19, parks and recreation followed their model by separating players into the same cohorts for soccer. A modified practice and game schedule saw players with last names beginning A–L forming teams in League A, while players M–Z comprised League B in each division. We were fortunate to have a successful season and zero cases of COVID-19 in our programs.

When students did return to school in September, they were balancing in-person learning and remote learning. This put a strain on working families that did not have childcare options. Suffield Parks and Recreation instituted a creative program based at the senior center building, S-PREP (Suffield Parks and Recreation Enrichment Program) for children in grades K–5. S-PREP assisted families as we all continued to

navigate life with COVID-19. The purpose of S-PREP was to provide a high quality and enriching environment for children while their parents or caregivers returned to work.

While this program ran through parks and recreation, it was a true collaborative with the board of education and the Town of Suffield (youth services, Kent Memorial Library, senior center, highway department, and first selectman's office). Parks and recreation and youth services staff, along with new employees, assisted children with their scheduled remote learning and provided extracurricular activities to make their time at S-PREP fun and memorable. S-PREP ran through the end of January 2021, when the students returned to full in-person learning at the schools.

At the annual conference for the Connecticut Recreation and Parks Association, the new Sunrise Park playground was recognized by the State of Connecticut with the "Park of Merit" award. The new nature-themed playscape and surrounding area brought together the conservation commission, parks and recreation commissions, and Rotary, while incorporating animal artwork by Suffield High School students as well. This was a proud moment for the Town, the entire department, and the parks and

recreation staff. This award-winning project showed what could be accomplished through collaboration and cooperation.

Diverse Programming: With many communities in the state not operating any programs in their communities, we continued to offer diverse programming throughout the year, both in-person and virtually. Some of the more memorable programs were adult fitness classes, LEGO-themed after-school programs, Bowling Buddies, seasonal craft classes, family paint night, holiday wreath making, yoga, wildlife educational virtual presentations, basketball, tee-ball, full moon hikes, and virtual juke box bingo. We even hosted our first ever e-sports tournament at the middle school. “Super Smash Bros. Ultimate” was the game of choice, and the response was fantastic! Video game stations were set up in the gymnasium, with the main console also being projected on a 24-foot inflatable movie screen for the crowd to see all the action.

Ice Skating: The activity that generated the most buzz during the winter was outdoor ice-skating. The highway department flooded the basketball court area behind the McAlister School and helped maintain the ice for some old-school family fun. Director Leclerc, who grew up being able to drop in and ice skate with family and friends at a similar rink,

was amazed and delighted to see so many people enjoying themselves doing the same thing. He often stopped by at night or on the weekends to see people safely enjoying themselves and socializing. Seeing that made all the effort worth it. It was so popular that a local television station did a live broadcast segment from the outdoor rink.

Classic Cars and Music: After more than one year navigating COVID-19 life, we looked for more ways to engage Suffield’s residents and have them safely enjoy themselves. In the late spring, we hosted “The Classics: Cars and Music” concert on the Town Green. A display of beautiful antique cars, organized by Suffield Police Sgt. Justin Nelson, lined the center and north greens and parked along High Street, while Patrick Tobin and The Ron Poster Trio, a group from the Boston area, entertained a large crowd with timeless classics. When the concert ended, there was an outdoor showing of the Disney movie *Cars* on the center green 24-foot movie screen. This was an enjoyable day!

Suffield Residents CAN DO: FY 20-21 showed, once again, that Suffield’s greatest asset is its people. People with “can-do” mindsets—and a lot of hard work—helped pave the way throughout the year, finding ways to safely get things done. The

department’s tagline, Suffield Parks and Recreation~Where Parks and Programs Make Life Better in Suffield, was never more true than this past year. The parks and recreation commission and our entire staff’s efforts made us proud to be part of this special group that helped make everyone’s life in Suffield just a little better.

Submitted by Peter Leclerc, Director

Parks and Recreation Commission

Brian Casinghino, Chair

William Boucher, Vice Chair

Jay Bombard

Stephanie Dolan

Andrew Joly

Sam Lombardo

Alternates

Stephen Marchillo

Anthony Migliozi

David Rusnock

SOCIAL SERVICES

Suffield Community Aid—Your Local Safety Net

Suffield Community Aid (SCA) provides supportive health and social services that positively affect the well-being of Suffield residents during periods of need. SCA is a private, non-profit 501(c)3 social service agency. Incorporated in 1903, SCA is there for our residents to make the tough times easier. Since our inception, we have endeavored 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.

Since it serves 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. Whether you've 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.

Submitted by Janet Frechette, M.S.W., Director

FY 20-21 Highlights: Due to the continued impact of the COVID-19 pandemic, we modified how several of our programs and services were delivered. Until May 2021, all SCA services were provided with no direct contact.

COVID-19 Support: Throughout the pandemic, SCA staff have been onsite to help residents navigate relief programs and resources to help alleviate the financial, social, and emotional challenges the pandemic has caused.

COVID-19 Crisis Relief Fund: This special fund was created in March 2020, thanks to donations from the community. The fund targets assistance to residents who do not qualify for other needs-based or COVID relief programs.

Vaccine Registration Assistance: SCA staff and volunteers helped hundreds of residents over the age of 75 register to receive their COVID vaccine. This process was streamlined by the Town's creation of a COVID-19 Hotline which generated "tickets" to SCA for troubleshooting.

Staff responded to more than 2,235 requests for information and provided comprehensive case assessment and networking to 423 Suffield households, comprising 680 residents.

Social Service Consultations: Staff responded to more than 2,235 requests for information and provided comprehensive case assessment and networking to 423 Suffield households, comprising 680 residents.

Fiore Food Pantry: SCA food pantry was accessed 505 times by 138 different Suffield families comprising 331 people, of whom 128 were children and 60 were over age 65.

Mini Self-Serve Food Pantry: Just outside the SCA door, this self-serve resource is available to any resident needing urgent food assistance at any time of day. We estimate there were 416 visits last year.

Fuel Assistance: Critical fuel aid of \$21,320 was distributed to 68 Suffield families from various SCA-administered funds. SCA

private fuel donations provided \$5,300 of this. We submitted an additional 180 energy applications to the State of Connecticut on behalf of our residents, resulting in \$122,017 in fuel aid to 162 eligible households.

Medical and Health Promotion Subsidies:

SCA subsidized medical services and related programming in the amount of \$9,020 to enrich the lives of 70 residents with health challenges. Due to safety concerns around the pandemic, all SCA-sponsored health programs, including blood pressure screening clinics and chair exercise classes at the Suffield Senior Center, were paused during the fiscal year.

Quality of Life Fund: Social workers make referrals for items, programs, and services that would enhance a resident's quality of life but would otherwise be financially prohibitive. This program benefitted 19 households at a cost of \$5,986.

Meals-On-Wheels: SCA coordinates volunteers who distributed 4,556 government-subsidized meals to 36 medically frail homebound seniors last year.

Meal Subsidies: At a \$6,200 cost to SCA, 1,787 "Grab & Go" meals were distributed from the Suffield senior center. This permitted low-income seniors and disabled persons to participate in the program, despite the center being closed to inside dining due to COVID-19.



Mask Distribution: Due to the generosity of local sewing volunteers, SCA was able to distribute hundreds of free face masks to our residents. Over \$2,400 was donated to SCA from masks distributed at the Suffield Farmer's Market.

Free Grocery and Delivery Program: With funding provided by the North Central Area Agency on Aging, SCA helped 14

older residents enroll in a grocery delivery service which provided food deliveries to the doorsteps of folks hesitant to leave their homes due to COVID-19.

Forward Focus, a partnering program to help launch Suffield teens and young adults: This program addresses financial and other challenges that impede the attainment of life goals for identified Suffield youth and young adults. Six residents were assisted at a cost of \$4,407.

Medical Equipment Loans: Donated durable medical items were loaned to 291 residents or their family members.

Flu Shot Clinic by Appointment: SCA sponsored a flu shot clinic which served 53 residents and Town employees, while adhering to all CDC recommendations.

Camperships/Child Care Subsidies: Camp subsidies at a cost of \$6,586 were provided to 30 children living in low-income homes. **School Supplies Collection:** SCA distributed 97 filled backpacks to financially qualified school-age children.

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 \$1,415 during the pandemic, thanks largely to the Suffield Rotary.

Holiday Basket Program: SCA coordinated distribution of 191 donated holiday and other seasonal baskets to low-income households. Transportation, Clinical Support, and Adult Day Care Subsidies: By instituting programs to offset prohibitive costs, SCA established subsidies to help qualified residents get to where they want to go when the Suffield mini-bus is not available, get the clinical help

they require, and explore the benefits of adult day care.

Resident At-Risk List: SCA partners with the Town's emergency preparedness team to identify vulnerable residents. The list proved critical in facilitating our ability to reach out to frail seniors and disabled folks throughout the pandemic.

CHOICES Counseling: Trained volunteers provided virtual appointments and assistance to dozens of residents and others looking to explore their Medicare options.

Parkinson's Peer Support: SCA facilitated a virtual peer support group for sharing ideas and resources in the management and treatment of the disorder.

Renter's Rebate: By June 30th, staff had processed 31 applications and submitted a claim to the Office of Policy and Management for \$15,578 to be shared by Suffield elderly and disabled qualified renters.

Veterans' Assistance: The Suffield Knights of Columbus and Landry-Sic VFW Post 9544 provided funding to meet the needs of Suffield Veterans experiencing financial and medical hardships. Ten veterans were served at a cost of \$810.

After-Hours Support Plan and Town Emergency Responder Assistance: SCA updated a support plan to ensure resident safety and wellbeing should a fuel, food or housing crisis occur during non-SCA work hours.

For a more complete listing of SCA's accomplishments, please visit www.suffieldcommunityaid.org

*Submitted by Janet Frechette, MSW,
Executive Director*



SUFFIELD SENIOR CENTER AND MINI-BUS TRANSPORTATION

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.

The COVID-19 pandemic required that the senior center be closed to the public for almost an entire year. Behind the scenes, we were very busy preparing Grab & Go meals, delivering meals to those who did not have transportation, helping people schedule vaccinations, transporting individuals to medical appointments, and just being an ear when someone needed it.

Notable Statistics	
Grab & Go meals prepared in 53 weeks	18,126
Individual served	108 weeks
Average meals per week	342
Average meals per day	68
Highest weekly meal count	466

Highlights

We began a soft opening in May providing limited activities until we were clear to open fully in July.

The Suffield mini-bus transports Suffield residents 60 years of age or older and individuals over the age of 18 with a disability to adult day care programs, Senior Center, medical appointments, grocery and retail shopping, pharmacies, area banks, and special trips.

During FY 20-21 the mini-bus service traveled 47,755 miles, providing transports for 243 days of operation. Limited service was available for non-emergency medical appointments, picking up prescriptions, and delivering grab and go meals. All travelers were pre-screened using CDC protocol guidelines.

In October, we accepted delivery of our new mini-bus 20. This bus was funded through a vehicle grant under the Federal Transit Administration's Section 5310 Program and the Suffield mini-bus reserve fund. In January 2021, we were notified that we were awarded another grant to purchase mini-bus 21, and we expect delivery in FY 21-22. In May 2021, we purchased a 2021 Subaru Outback through the Amiel P. Zak grant, an

anonymous donor through The Hartford Foundation for Public Giving, and mini-bus reserve funds.

Suffield senior center and mini-bus transportation is staffed with one full-time director (40 hours/week), one 18-hour/week assistant, one 10-hour/week kitchen assistant, one full-time transportation planner (35 hours/week), one 30-hour/week driver, one 24-hour/week driver, one 19-hour/week driver, and two 16-hour/week drivers. Located at 145 Bridge Street in Suffield, the team is committed to being fiscally responsible and providing the Suffield community with the best possible service.

During FY 20-21 the mini-bus service traveled 47,755 miles, providing transports for 243 days of operation.

Submitted by Paula Pascoe, Director

YOUTH SERVICES

Mission Statement: *Suffield Youth Services strives to coordinate and support programs and services designed to improve the quality of life for youth, families, and individuals so they may reach their full potential as healthy members of society. Suffield Youth Services envisions a community where youths are able to establish strong and positive relationships with family, peers, school, and the community.*

Pandemic Innovation: During FY 20-21, youth services underwent many significant changes under the direction of its new director Kate Powers. Innovative ways of delivering programs to youth and families were developed to respond to community needs during the COVID-19 pandemic.

Outdoor activities focused on the importance of reducing isolation for the youth of our community, while providing positive development for children ages 9-14.

Although the youth center building was closed over the summer, youth services continued its commitment to provide essential programming to the community by using Bruce Park as a meeting location. Outdoor activities focused on the importance of reducing isolation for the youth of our community, while providing positive development for children ages 9–14.

Program Highlights

Art in the Park: Engaging programming that focused on positive youth development, stress relief and social connection took place at Bruce Park Pavilion. Among the programming offered was “Kindness Rock Painting,” “Art Therapy on Canvas Painting,” “Lego Creation Programming,” and a “Home Alone Safety” course.

Hybrid Learning Help: In September 2020, youth services addressed the challenges of hybrid learning by forming a collaboration among *SPREP* (Suffield Parks and Recreation enrichment program), youth services, Parks and Recreation, and Suffield Public Schools. The group created an enrichment program to meet the needs of community youth and their families by supporting students in grades K–5 while in hybrid learning mode due to COVID-19. Children spent the day at the youth center learning online with support from

youth center staff. Engaging activities were also available during class breaks.

SPREP started in September 2020 and ended when the Suffield Public Schools went back to full time in-school learning in January 2021.

Kent Memorial Library Partnership: In partnership with Kent Memorial Library, youth services created virtual programming via Zoom that focused on reading, education, and conversation.

Intergenerational Book Chats: This program encouraged reading and connection for youth and their families by providing a virtual book club. The two books offered were *So you Want to Talk about Race* by Ijeoma Oluo and the graphic novel *New Kid* by Jerry Craft.

Inclusivity Speaker Series: This program encouraged conversation and understanding in the community by introducing topics via Zoom about anti-racism, access and ability, religious and cultural expression, and gender equality.

Peace at Home Parenting Solutions: This initiative took root in 2020 to support parents and caregivers during the pandemic. Peace at Home Parenting Solutions is a virtual program that provides live and recorded

virtual classes for a variety of parenting challenges. Topics include “Managing Virtual Learning at Home,” “Help Your Child Feel Safe in a Complicated World,” and “Parenting Teens in Turbulent Times.”

Virtual Family Paint Night: During the winter, youth services partnered with parks and recreation to offer free virtual “family paint nights” with the goal of increasing good quality family time, creative expression, stress reduction, and of course, to promote family fun! Youth services signed up participants and arranged for painting supplies to be delivered to each family’s home. We then secured certified art therapists from Camp Simon to lead this interactive program via Zoom.

Wellness Wednesdays: In April, the youth center addressed the challenge of Suffield school district’s half-day Wednesday schedule by offering after-school programming.

During Wellness Wednesdays, students engaged in a variety of activities aimed at providing connection, self-expression, and stress relief. Some examples of the collaborative programming achieved with Suffield parks and recreation and Kent Memorial Library included “Cookies and Canvas” (paint parties with art

therapists from Camp Simon), “Game Day Extravaganzas,” “Graphic Novel Lounge,” and “Hiking in Sunrise Park.”



Conversations with Seniors: To increase connections and reduce isolation for youth and seniors, youth services partnered with the Suffield Housing Authority to recruit and supervise teen volunteers to provide outdoor conversation and gardening assistance to seniors living in the Suffield housing development in April 2021.

Training Opportunities via Zoom: As a cost saving approach during the pandemic, youth services collaborated with Windsor and

Windsor Locks youth service bureaus to provide mental health awareness speakers for the region via Zoom.

Coping During Covid: In January 2021, we contracted with Riverside Trauma Center to provide training with tips for coping during times of uncertainty.

Raising Children with Resilience during the Pandemic and Beyond: Dr. Alicia Farrell led this training for parents and caregivers in April 2021.

Mental Wellness Initiatives

The goal of Youth Services is to continue to create positive youth development programming, mental health awareness, and substance abuse prevention.

Olympic Gold Advice: In partnership with Parks and Recreation, youth services contracted Olympic Gold Medalist Samantha Livingstone to speak with students, coaches, parents, and administrators in January 2021. Topics included dealing with uncertainty, athlete mental wellness, and reaching new heights.

Collaboration with schools: Mental health was also addressed in a collaboration between youth services and Suffield Public Schools by offering a virtual talk by Dr. Paula Gill Lopez, “Helping Your Student Through Difficult Times.”

Substance Speaker Presentation: The youth services director chaired the Suffield Local Prevention Council (SLPC), which brings awareness to substance use and lessens the stigma of addiction and mental health challenges. SLPC contracted speaker Robert Hackenson from Dynamic Influence to provide a virtual vaping prevention presentation titled “Seeing through the Vapor” to Suffield middle school and high school students. An evening presentation was also available for parents, grandparents, caregivers, and community members.

Hidden in Plain Sight Presentation: This evening program for parents, grandparents, and the Suffield community was funded by SLPC. The virtual presentation in January offered vital tools to parents and caregivers on how to talk to youth about alcohol and drugs and what to do if they suspect a problem.

Youth services met the challenges presented by COVID-19 and continued building the bridge that connects area resources to the children and families of our community. By leaning on innovative techniques and collaborative partnerships, youth services maintained its commitment to the people of Suffield and continued to improve their quality of life by providing tools, training, art, education, and of course, family fun!

Submitted by Kate Powers, Director

SUFFIELD PUBLIC SCHOOLS

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.*

FY 20–21 Board of Education Goals:

- Establish healthy channels of outreach, communication, engagement, and collaboration with town government and the community
- Systematically use meaningful data to drive, improve, and track student success and instructional practices
- Continue to design and implement an integrated plan for professional learning aligned with district needs
- Revise curriculum and programming with an emphasis on alignment and fidelity of implementation
- Engage in the process to develop a five-year strategic plan
- Promote diversity, equity, and inclusion for students, faculty, and staff by fostering acceptance, mutual respect, civility, and non-discrimination, per BOE Policies 4118.11 and 5145.4, across all areas of our district

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.

October 1, 2020 SPS School Enrollment	
PreK	39
K	134
Grade 1	137
Grade 2	141
Grade 3	127
Grade 4	129
Grade 5	136
Grade 6	141
Grade 7	141
Grade 8	154
Grade 9	201
Grade 10	176
Grade 11	208
Grade 12	190
Special Ed (included in above numbers)	295
Outplaced Students	20
Total Enrollment	2074

The percentage of Suffield children attending magnet schools continues to be nominal. At the conclusion of the 2020–2021 school year, 43 students were attending magnet schools.

Budget and Human Resources: The Board of Education proposed a 1.36% budget increase for the 2021–2022 school year. The budget increase was ultimately reduced to 0%. As a result, the operating budget for the Suffield Board of Education for FY 20-21 was \$35,901,022. The reduction to 0% was made possible through the redesignation of our BOE operating budget and Open Choice grant funds, as well as reductions due to the utilization of COVID-19 relief funds.

For the 2020–2021 school year, personnel consisted of 208.8 full-time equivalency (FTEs) of certified staff, 128.5 FTEs of non-certified staff, and 16.8 FTEs of administrators.

Technology: The Department of Information Technology supports the Suffield public schools and the Town of Suffield. The department’s primary objective is to provide excellent customer service to build and sustain an infrastructure that supports the business processes and innovative solutions for all stakeholders. All team members practice excellence in customer service.

Our department advances the district’s implementation of cost effective and innovative resources for our schools and town departments. The district has a 1:1

device program for all students in PreK–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/town infrastructure was completely updated in 2020, due to the support of the Town.

We recognize the importance of partnering with our families as crucial to enhancing student experiences.

Curriculum, Programming, and Special Services: Suffield Public Schools is an exemplary district for children in pre-kindergarten through 12th grade. We are committed to 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 share information with our families. Spaulding School continues to use 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 use 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 and emotional needs.

Suffield High School is a four-year comprehensive high school offering curricular and co-curricular programs to approximately 720 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 4 UCONN ECE (early college experience) courses. The high school is also the site of a regional agriscience center, which provides a distinctive and exciting

educational opportunity for our students, as well as students from surrounding towns. The agriscience program is designed to help students explore 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 and career pathways in conjunction with Asnuntuck Community College and a comprehensive special education program providing individualized educational and related services to students with special needs. Included in the recognition our students have received over the last year is National Merit Scholar semi-finalist status for exemplary achievement on the SAT.

Students and teachers at Spaulding Elementary, McAlister Intermediate, and Suffield Middle School were also immersed in an enriching educational environment. General education teachers, special education teachers, and related service providers in all grade levels collaborated and implemented the Columbia Teachers College Reading and Writing Workshop model. Through this literacy program, our students are becoming powerful readers and writers.



Illustrative Math is used at Suffield Middle School, which supports learning and achievement for all students.

At Spaulding and McAlister, our students receive mathematics instruction through 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 (MTSS). In support of delivering high quality instruction to all students, our faculty and staff revised our scientifically researched based intervention (SRBI) program to be a more inclusive wraparound MTSS program. In consultation with EASTCONN, the K–5 schools have initiated weekly student data meetings and

built a data platform in Google Studio. 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 via Gizmo's Pawsome Guide to Mental Health, which effectively teaches students about mental health, life skills development, and social connections. The schools also provided connections programs for students after school and over the summer to explore reading and science, technology, engineering, and math (STEM) topics. K–8 STEM programming is growing with STEM classes now being offered K–5 and in a new innovation lab at the middle school.

Through consultation with EASTCONN Psychological and Behavioral Services, the district created a program to meet the needs of identified students with autism spectrum disorders or other neurodevelopmental disorders who require more intensive services. Students in grades PreK–8 receive these services through a multi-disciplinary approach to meet their individual 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, 63% of our students in grades 3–8 met or exceeded the

Smarter Balanced assessment standards in English language arts. On the mathematics assessment, 52% met or exceeded expectations. Our average SAT scores are consistently above both the state and national scores for evidence-based reading, writing, and math tests.

Suffield 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 align with the State of Connecticut early learning and development standards (ELDS). Children with and without disabilities are provided with high-quality early childhood learning experiences in a safe, nurturing, language-rich environment.

School Facilities: This school year continued to see many improvements to the facilities as well as a maintained level of collaboration with the Town Department of Public Works and Facilities. The facilities department's priorities continue to be 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 shared services
- Working with the BOE/Town joint facilities subcommittee and Tecton Architects on long-range facilities master plan (District)
- Replaced old stair treads in 6 stairwells (SHS & MIS)
- New STEAM (science, technology, engineering, arts, and math) room at Suffield Middle School (SMS)
- Head custodian and principal walkthroughs and meetings
- Continued partnerships with Town First responders on all drills and safety planning
- Fitness center restructure at Suffield High School (SHS)
- ACCE approvals for this summer
- Installed more new interlocking Gerfloor product in 4 classrooms at A. Ward Spaulding (AWS)
- Continued split system A/C installations (SMS & AWS)
- Architectural plans done for several projects currently going out to bid (SHS)

- Courtyard landscaping underway (SHS)
- Main office reconfigured at McAllister Intermediate School (MIS)
- Locker conversion to storage in Main Hall (MIS).

Schools in the Spotlight: The board of education featured a “Schools in the Spotlight” at each 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. We view this as an opportunity to communicate and showcase the talents and endeavors of our students and staff.

Spotlight topics during FY 20-21:

- Fox61 News CHESLA education award recipients
- Board of Education appreciation
- Advanced placement language and composition classes
- CABA student leadership award recipients
- The 2021 Suffield High School valedictorian and salutatorian
- TEAM graduates and mentors

Board of Education Members

Susan Mercik Davis, Chair
Michael Sepko, Vice-chair
Maureen Sattan, Secretary
Jamie Drzyzga
Debra Dudack
Melissa Finnigan
Brian Fry
Glenn Gazdik
Scott Lingenfelter

*Submitted by Timothy Van Tasel, Ed.D,
Superintendent of Schools*

FINANCE DEPARTMENT

The Finance Department has the financial reporting responsibility for the Town. This includes processing accounts payable for the Town departments. The Board of Education (BOE) and the Water Pollution Control Authority (WPCA) are responsible for processing their accounts payable. In FY 20-21, the department processed 7,300 invoices. We are also responsible for the processing the payroll for the Town and WPCA employees and year-end W-2 forms for the Town, BOE, and WPCA.

The department is responsible for the federal and state reporting. The department makes the deposits for most town departments, and we recently started using remote deposit technology which allows the checks to be deposited from the office. We record the department's revenue into the Town's financial management system (Munis).

The Town is required to have an annual audit done of the financial statements. 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.

Town Budget Process: The Board of Finance develops the budget presented to the public for approval. This process is a coordination of efforts among the Finance Department, the First Selectman's Office, the Board of Education, and the Board of Finance. Each December, a request for budget information is sent to the Town departments to complete and submit to the Finance Department for review by the first selectman and director of finance. Meetings are then held with each department to finalize a budget to be presented to the board of selectmen. 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 1, 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 meetings have been held virtually since March of 2020. The Board of Education submits its 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 was presented to the public at a public hearing held virtually on May 12, 2021. The Town Meeting that adopted the budget was held on May 26, 2021. This meeting was held at Suffield Middle School and was also live streamed.

In December we welcomed Sahel Shwayhat to the Finance Department as the assistant director.

Thanks go to Katie Martin, Marie Bourque, and Sal Shwayhat for their service to the Town of Suffield.

Submitted by Deborah J. Cerrato, Director

ASSESSOR'S OFFICE

The Assessor's Office is responsible for discovering, listing, and valuing all real estate, taxable motor vehicles, and personal property in Suffield. Our primary goal is to ensure that the assessed value of individual taxpayers is correct, so that each taxpayer pays no more than his or her fair share of the property tax. To accurately accomplish this, the staff reviews information regarding all three classes of property. 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 a regular and supplemental list of all motor vehicles registered within the Town, which is the basis for the motor vehicle grand list. 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 (unless modified after that date), as provided by state statute.

In addition, all state and local exemption programs that affect the tax bills of elderly, military, blind, and disabled taxpayers are administered by this department, and 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 Assessor's Office was closed to the public from the beginning of the fiscal year through mid-May 2021 due to the COVID-19 pandemic, but the staff worked onsite every day.

The 2019 net taxable grand list for FY 20-21 was \$1,488,103,220, which was used to develop a mill rate of 28.64 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 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 the beginning of the fiscal year through mid-May 2021 due to the COVID-19 pandemic, but the staff worked onsite every day. The assessor and tax collection offices re-opened in a shared space in the newly remodeled Town Hall.

Submitted by Donna Murphy & Lisa Trase

TAX COLLECTOR

The Tax Collector's office is responsible for collecting and processing real estate, personal property, and motor vehicle taxes. We are also 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 during FY 20-21 represented what was owned as of October 1, 2019.

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 during FY 20-21 represented the vehicles that were registered after October 1, 2019.

Raven Reid rejoined the tax collectors' office July 1, 2019 and retired in January 2021. Raven's responsibilities included processing payments, answering the phone, removing individuals from DMV's database, updating the accounts for the deceased, and balancing receipts to the batch reports.

Robin Lutwinas, who has served the tax office since 1998, is a certified municipal tax collector. Some of the duties that Robin does regularly include creating the suspense list, sending out delinquent notices and demands, handling bankruptcy accounts, filing quarterly reports, and addressing NFS checks and transfers. Robin also processes the mail and answers the phone.

This year Robin and Raven worked on updating maps that will benefit the Town clerk, tax assessor, and title searchers. Robin also updated accounts to have a full zip code.

Jill Schechtman, an elected official, has been the tax collector for the Town of Suffield since August 2009. Her responsibilities include making deposits, processing online tax payments, filing liens and lien releases, maintaining escrow accounts, creating bills, balancing with Finance, preparing the tax collector's budget, and dealing directly with taxpayers. Jill also worked with the Selectman's office and created a deferral program for those who qualified for COVID relief.

The Tax Collector's Office returned to the newly renovated Town Hall in March, now sharing an office with the tax assessor. This merger should help to serve the public more efficiently. In May, the doors were open to the public once again.

The Town's FY 20-21 collection rate was 99.01%.

Submitted by Jill Schechtman, Tax Collector



CAPITAL PROJECTS: BOARD OF FINANCE FINAL APPROVED LIST

PROJECT	Cost	Grants or Other Funding Sources	Net Cost To Suffield Taxpayers
District - Safety and Security (BOE)	60,000		60,000
District - Technology Upgrade / Replacement (BOE)	90,000		90,000
McAllister - Auditorium Renovations (BOE)	35,000		35,000
McAllister - Stair Tread Replacement (BOE)	19,000		19,000
SHS - Bathroom Partition Replacement (BOE)	25,000		25,000
SHS - Furniture Replacement (BOE)	25,000		25,000
SHS - Stair Tread Replacement (BOE)	19,000		19,000
SMS - AC for Classrooms (BOE)	80,000		80,000
Spaulding - Auditorium Renovations (AC, Elevator, Curtain) (BOE)	45,000		45,000
Spaulding - Replace Asbestos Tiles (BOE)	100,000		100,000
AEDs (Town Wide and PD) (DPW)	43,875		43,875
Landfill Scale Phase 2 (DPW)	25,000		25,000
Leaf Blower (DPW)	12,000		12,000
Mower (DPW)	15,000		15,000
Police Department Cell Facilities (DPW)	40,000		40,000
Police Department Lobby / Fingerprint Alcove (DPW)	30,000		30,000
Roof Capital Funds - To be Allocated (DPW)	150,000	75,000	75,000
Six Wheel Truck - Replace '97(2), '00, '04 (\$190k/5yrs) (DPW)	38,000		38,000
SMS Tennis/Basketball Court Replacement (DPW)	400,000		400,000
Sunrise Park Decking and ADA (DPW)	80,000		80,000
Switch and Go Truck (DPW)	100,000		100,000
Veterans Park (DPW)	20,000		20,000
Drainage Projects (Engineer)	100,000	100,000	
Quarry Road Bridge Replacement (Engineer)	323,750	161,875	

PROJECT	Cost	Grants or Other Funding Sources	Net Cost To Suffield Taxpayers
Small Bridge Fund (Engineer)	20,000	20,000	
Stormwater Management (Engineer)	50,000	50,000	
Farmland Preservation (Farmland)	350,000	350,000	
1989 Tanker 4 Replacement (Fire)	500,000	500,000	
Cascade Air Compressor (Fire)	300,000	300,000	
SCBA (Self Contained Breathing Apparatus) (Fire)	375,000	375,000	
Station 1 Remodel / Rebuild (Fire)	170,000	170,000	
Station 3/4 AC/Heat (Fire)	20,000	20,000	
Core Infrastructure (IT)	15,000	15,000	848
Micro Computer Replacement (IT)	27,000	27,000	22,294
Modems for PD Fleet Devices (IT)	14,000	14,000	(32,333)
Police Laptop (IT)	30,000	30,000	(6,169)
Town Hall Digitize Records (IT)	40,000	40,000	(38,502)
Cruisers (3) (Police)	165,000	165,000	4,928
Internal Controls Audit (Town)	30,000	30,000	(11,201)
Mountain and Mapleton Road Sidewalk (Town)	150,000	57,737	(20,500)
Senior Center Security Camera (Town)		22,000	(26,773)
Town wide storage building (Town)		150,000	-
Traffic and Safety Initiatives (Town)		150,000	-
Total General Fund Proposed	4,453,625	329,138	4,124,487

5-YEAR SUMMARY

REVENUES	Actual FY 16-17	Actual FY 17-18	Actual FY 18-19	Actual FY 19-20	Actual FY 20-21	Budget FY 21-22
Property Taxes	39,515,233	40,320,629	41,343,705	42,266,261	43,168,652	43,262,796
Licenses, Permits & Fines	654,826	516,293	398,039	382,713	547,759	489,730
Revenues from Use of Money & Property	60,311	181,793	297,445	242,841	75,990	75,000
Revenues from Other Agencies	716,922	36,069	37,850	42,764	55,800	54,000
State Grants	6,380,289	6,876,999	6,281,137	6,271,258	6,823,232	6,318,953
Federal Grants	-	-	-	-	-	-
Education Related Revenue	7,227,691	6,554,541	7,348,018	7,507,199	7,676,960	7,651,762
Charges for Current Services	363,095	334,470	331,416	397,872	553,052	467,825
Landfill	77,590	87,810	100,012	70,675	86,494	55,000
Recreation	139,409	143,087	162,779	164,607	123,548	164,950
Miscellaneous	765,252	416,696	419,401	315,753	292,227	309,000
Transfers in	670,936	417,487	300,868	793,893	125,000	947,160
Premium on Bonds					449,255	307,825
Fund Balance	-	-	-	-	-	2,221,317
Total Revenues	56,571,554	55,885,876	57,020,670	58,455,836	59,977,969	62,325,318

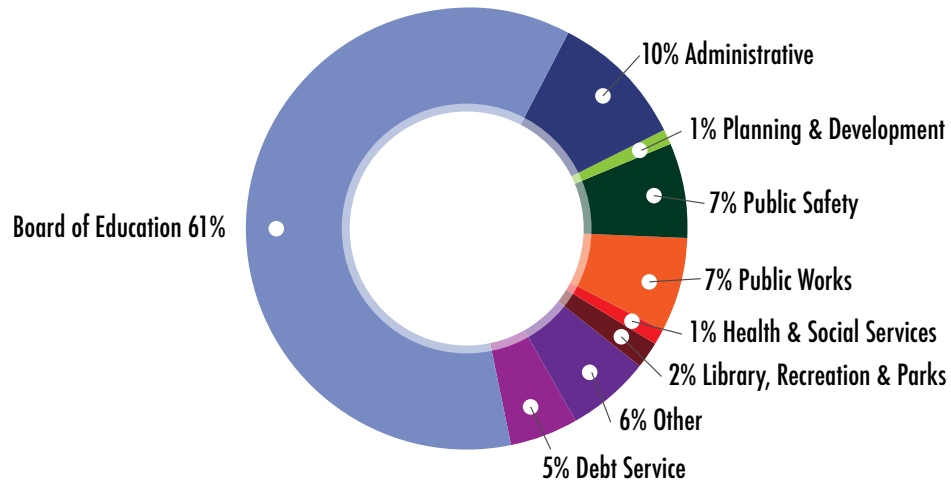
EXPENDITURES	Actual FY 16-17	Actual FY 17-18	Actual FY 18-19	Actual FY 19-20	Actual FY 20-21	Budget FY 21-22
Administrative	5,089,610	5,475,693	5,604,853	5,540,052	6,051,777	6,211,634
Planning & Development	417,203	292,310	292,335	269,726	303,904	296,089
Public Safety	3,975,367	4,267,103	4,158,196	4,189,192	4,348,835	4,397,793
Public Works	3,949,616	3,966,447	4,095,501	3,962,849	4,133,341	4,281,407
Health & Social Services	672,271	690,682	708,572	739,214	757,372	896,754
Library, Recreation & Parks	867,383	824,296	926,274	922,196	909,013	1,070,693
Other	5,262,744	2,731,086	4,532,124	4,584,534	3,602,583	6,953,625
Debt Service	2,584,175	2,809,804	3,206,275	3,102,175	2,992,825	2,316,300
Board of Education	34,230,229	34,611,131	34,807,222	35,439,044	35,853,943	35,901,023
Total Expenditures	57,048,598	55,668,552	58,331,352	58,748,982	58,953,593	62,325,318

5-YEAR SUMMARY *continued*

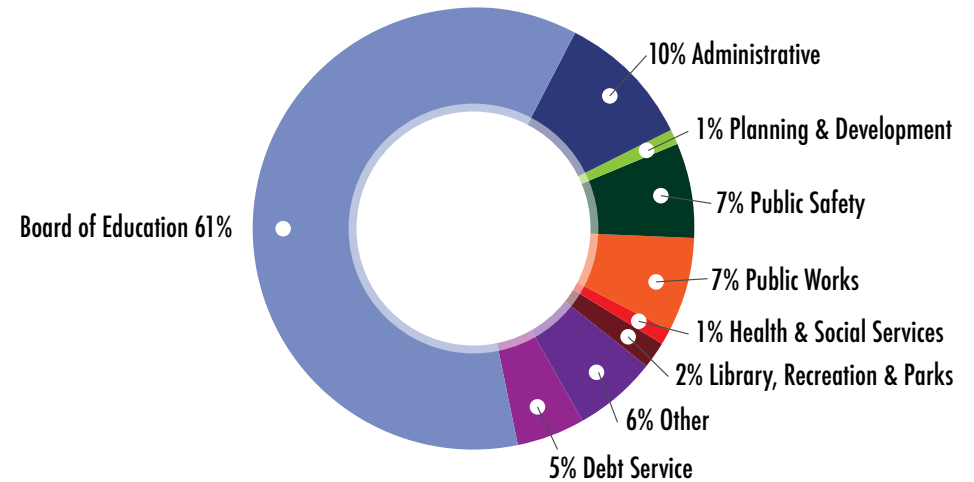
	Actual FY 16-17	Actual FY 17-18	Actual FY 18-19	Actual FY 19-20	Actual FY 20-21	Budget FY 21-22
Excess of revenues over (under) expenditures	(477,044)	217,324	(1,310,682)	(293,146)	1,024,376	
Adjustments for Budget to GAAP Reporting	(147,147)	73,173	(421,106)	163,608	181,968	
Total Fund Balance (GAAP)	9,687,388	9,977,885	8,246,097	8,116,559	9,322,903	
Committed & Assigned Fund Balance (GAAP)	1,313,506	2,580,572	544,744	1,240,909	3,342,796	
Unassigned Fund Balance (GAAP)	8,373,882	7,397,313	7,701,353	6,875,650	5,980,107	
Unassigned Fund Balance as % of Total Expenditures (GAAP)	14.7%	13.3%	13.2%	11.7%	10.1%	

GAAP - Generally Accepted Accounting Principles

ACTUAL EXPENDITURES



ADJUSTED BUDGET



REVENUES 2020-21

	FY 20-21 Adjusted Budget	FY 20-21 Actual	FY 20-21 Variance Favorable (Unfavorable)
Property Taxes			
Current list	41,883,701	42,041,299	157,598
Supplemental MV tax	400,000	420,105	20,105
Interest & Fees	160,000	284,696	124,696
Prior years	290,000	422,552	132,552
Total Property tax	42,733,701	43,168,652	434,951
Licenses, Permits & Fines			
Building Dept.	325,000	494,290	169,290
Planning & Zoning	19,000	26,250	7,250
Zoning Board of Appeals	1,240	1,434	194
Police Permits	8,000	21,912	13,912
Conservation	4,000	3,223	(777)
Historic District Fees	800	650	(150)
Total	358,040	547,759	189,719
Revenue from Use of Money & Property			
Fund Balance Utilization	1,000,000	-	(1,000,000)
Premium on Bonds		449,255	449,255
Investment income	50,000	75,990	25,990
Total	1,050,000	525,245	(524,755)
Revenues from Other Agencies			
Telecommunications grant	16,000	29,800	13,800
PILOT, CT Airport Authority	693,909	693,909	-
Town of East Granby - Animal Control	26,000	26,000	-
Total	735,909	749,709	13,800

	FY 20-21 Adjusted Budget	FY 20-21 Actual	FY 20-21 Variance Favorable (Unfavorable)
State Grants			
PILOT, State Property	1,801,140	1,801,140	-
Mashantucket Pequot	2,760,598	2,760,598	-
PILOT, Disabled Tax Relief	850	841	(9)
Veterans Exemption	7,800	8,248	448
LOCIP Reimbursement	91,892	-	(91,892)
Youth Services	14,000	14,189	189
Municipal Projects Grant	180,663	180,663	-
Municipal Stabilization Grant	206,051	206,051	-
Capital Expenditure Reimbursements	-	734,476	734,476
Miscellaneous	32,419	131,082	98,663
PILOT-Solar	15,000	-	(15,000)
Town Aid Road	291,079	292,035	956
Total	5,401,492	6,129,323	727,831
Federal Grants	-	-	-
Education Related Revenues			
Tuition, Vo-ag	770,999	743,707	(27,292)
Tuition, Other	118,249	133,303	15,054
Education Cost Sharing	6,148,151	6,126,681	(21,470)
Vo-Ag Grant	665,378	665,378	-
Other Educational Grants	7,377	7,891	514
Total	7,710,154	7,676,960	(33,194)

REVENUES 2020-21 *continued*

	FY 20-21 Adjusted Budget	FY 20-21 Actual	FY 20-21 Variance Favorable (Unfavorable)
Charges for Current Services			
Assessor's Map Sales	325	-	(325)
Bulky Waste	3,000	2,165	(835)
Real Estate Conveyance Tax	163,485	362,002	198,517
Social Service, Mini-Bus	5,200	2,650	(2,550)
Animal Control Fees	5,025	5,100	75
Town Clerk Recording Fees	174,600	181,135	6,535
Total	351,635	553,052	201,417
Landfill			
Landfill Operation	35,000	34,823	(177)
Recycling Rebates	4,000	7,663	3,663
Sale of Scrap Metal	25,000	42,960	17,960
Permits	200	1,048	848
Total Landfill	64,200	86,494	22,294
Recreation			
Recreation Summer Programs	62,050	29,717	(32,333)
Recreation Activity	100,000	93,831	(6,169)
Total Recreation	162,050	123,548	(38,502)
Miscellaneous			
Miscellaneous Town Income	45,000	49,928	4,928
Cell Tower	180,000	168,799	(11,201)
Rental of Town Property	94,000	73,500	(20,500)
Total Miscellaneous	319,000	292,227	(26,773)
Transfers In			
Off Duty Fund	125,000	125,000	-
Total Transfers	125,000	125,000	-
Total All Revenues	59,011,181	59,977,969	966,788

EXPENDITURES 2020-21

	FY 20-21 Adjusted Budget	FY 20-21 Actual	FY 20-21 Variance Favorable (Unfavorable)
Administrative			
Selectmen	285,250	285,250	-
Human Resources	178,212	178,212	-
Probate Court	4,768	4,768	-
Election	50,374	50,374	-
Board of Finance	11,431	11,431	-
Assessor	129,837	129,837	-
Board of Assessment Appeals	189	189	-
Tax Collector	181,449	181,449	-
Finance	317,174	317,174	-
Information Technology	443,409	443,409	-
Town Counsel	171,722	171,722	-
Town Clerk	209,832	209,832	-
Town Hall	130,692	130,692	-
Charter Revision	8,792	8,792	-
Insurance & Benefits	3,939,155	3,928,646	10,509
Total Administrative	6,062,286	6,051,777	10,509
Planning & Development			
Planning & Zoning	223,367	223,367	-
Zoning Board of Appeals	306	306	-
Economic Development	24,106	24,106	-
Historic District Commission	2,644	2,644	-
Conservation Commission	53,481	53,481	-
Total Planning & Development	303,904	303,904	-

EXPENDITURES 2020-21 *continued*

	FY 20-21 Adjusted Budget	FY 20-21 Actual	FY 20-21 Variance Favorable (Unfavorable)
Public Safety			
Fire	1,165,123	1,165,123	-
Police	2,706,222	2,706,222	-
Emergency Management	13,992	13,992	-
Building Department	259,108	259,108	-
Town Engineer	134,834	134,834	-
Animal Control	69,556	69,556	-
Total Public Safety	4,348,835	4,348,835	-
Public Works			
Public Works	1,979,260	1,979,260	-
State Aid Road	293,113	293,113	-
Public Utilities	1,860,968	1,860,968	-
Total Public Works	4,133,341	4,133,341	-
Health & Social Services			
Health & Social Services	193,767	193,767	-
Social Services Commission	673	673	-
Senior Center/Minibus	311,896	311,896	-
EMS / SVAA	251,036	251,036	-
Total Health & Social Services	757,372	757,372	-
Library, Recreation & Parks			
Library	406,788	406,788	-
Recreation	301,748	301,748	-
Recreation Activity	83,049	83,049	-
Youth Services	77,138	77,138	-
Total Library, Recreation & Parks	868,723	868,723	-

	FY 20-21 Adjusted Budget	FY 20-21 Actual	FY 20-21 Variance Favorable (Unfavorable)
Other			
Capital Expenditures	2,772,583	2,772,583	
Cemeteries	40,290	40,290	
Contingencies	330,000	330,000	
Transfer to Insurance Fund	500,000	500,000	
Total Other	3,642,873	3,642,873	
Debt Service			
	2,992,825	2,992,825	-
Board of Education			
	40,290	40,290	
	35,901,022	35,853,943	47,079
Total General Fund Expenditures	59,011,181	58,953,593	57,588

OUTSTANDING DEBT

For Fiscal Year Ended June 30,	2017	2018	2019	2020	2021
Notes	-	-	-	-	-
Bonds	21,755,000	19,715,000	17,175,000	14,630,000	22,620,000
	21,755,000	19,715,000	17,175,000	14,630,000	22,620,000

For Fiscal Year Ended June 30,	2017	2018	2019	2020	2021
Total Expenditures	57,048,597	55,668,552	58,331,352	58,663,982	58,663,982
Debt Service	2,584,175	2,809,804	3,206,275	3,102,175	3,148,842
Percentage	4.53%	5.05%	5.50%	5.29%	5.37%

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 Ziemba

Ethics Commission

Jay Presser, Chair
George Dalrymple, Jr.
Dennis Kreps
Carol Martin
Ellen Taylor-Stearns
Dara goings, Alt.
Susan Keane, Alt.

350th Anniversary Committee

Kacy Colston, Chair
Cari Cieri
Beth Chafetz
Rachel Spears
Norm Noble
Caroline d'Otreppe
Eric Remington
Tara Beaulieu
Lester Smith
Melissa M. Mack, 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
Tom O'Brien, Sunrise Park
Superintendent

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

Karen Isherwood

Town Forest Commission

Joanne Neilson

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
Susan Mayne
Todd Mervosh
Agnes Schulte
Kevin Sullivan
Joyce Zien
Michael Turgeon, Tree Warden
Rita Chmura, 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.

BOARDS AND COMMISSIONS *continued*

Historic District Commission

Douglas Mayne, Chair
Brendan Begley
Scott MacClintic
William Moryto
John Schwemmer
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
George Marion
Edward Mcananey
James Mol
Mark O'hara
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 Ellithorpe
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

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Marcia Dufore
Alan Popp
Dianne Remington
Pam Sinofsky
Jen Urbanski
Robin Zatony

Housing Authority

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Kathleen Remington, Treasurer
Jacqueline Marien
Mark Messenger
Deb Krut, Executive Director
Larry Magoon, Tenant
Representative

Municipal Agent for the Elderly

Pat Beeman

BOARDS AND COMMISSIONS *continued*

North Central District Health Dept Board

Victor Mathieu
Benjamin Rodriguez

Amplify

Kate Powers

LIBRARY, PARKS & RECREATION

Library Commission

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

Parks & Recreation Commission

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William Boucher, Vice Chair
Jay Bombard
Stephanie Dolan
David Rusnock
Sam Lombardo
Andrew Joly
Anthony Migliozi, Alt.
Stephen Marchillo, 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, Ed.d,
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.
Mark Sinopoli, Alt.
Deborah Cerrato, Director

Advisory Commission on Capital Expenditures

J. Michael Stevens, Chair
Ed Basile
Nicole Greco
James Mol
Jenn Urbanski
Jen Horn, Alt.
Dustin Rose, Alt.

Retirement Commission

Eric Remington, Chair
Glenn Gazdik
Jeff Laitinen
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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