

**TOWN OF SUFFIELD  
BOARD OF SELECTMEN  
REGULAR MEETING  
January 17, 2024  
7:00 P.M.**

**Hybrid Meeting (In-Person and Zoom)  
83 Mountain Road, Suffield, CT**

**Call-in number: 1-646-876-9923**

**Webinar ID: 827 6228 7274**

**Webinar Passcode: 209965**

<https://us02web.zoom.us/j/82762287274?pwd=N2szaEFkVkpVRE4zQW1mUHhEMVBxQT09>

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**Meeting called:** Board of Selectmen

**By:** First Selectman, Colin Moll

**Type of meeting:** Regular

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**AGENDA**

- 1) Pledge of Allegiance
- 2) Public Comment
- 3) Discussion and approval of the minutes from the January 3, 2024 Regular Meeting of the Board of Selectmen
- 4) Updates from the Assessor
- 5) Discussion and approval of tax abatement in the amount of \$4,668.30 to Joseph Michael and Lucy Rochette due to overpayment
- 6) Discussion and approval to transfer funds from Capital line items “Wood Chipper” in the amount of \$40,000 and “Mower” in the amount of \$6,228 to new Capital line item “Construction Equipment” and refer to Board of Finance
- 7) Discussion of Police Department Radio Project
- 8) Discussion of Farm Building Exemption
- 9) Discussion of Town Green Policy
- 10) Discussion of Agenda and Minutes Policy
- 11) Updates from the Veteran’s Memorial Expansion Committee
- 12) Selectman Updates
- 13) Public Comment
- 14) Adjournment

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF SELECTMEN  
JANUARY 3, 2024  
7:00 P.M.  
Town Hall Meeting Room, 83 Mountain Road, Suffield CT  
Hybrid Meeting**

**Selectmen present:** Colin Moll, Mel Chafetz, Kathleen Harrington, Pete Hill and Jerry Mahoney

**Also present via Zoom or in person:** Derek Donnelly – Town Attorney

First Selectman Moll called the meeting to order at 7:00 p.m., wished all a Happy New Year and asked everyone to join him in the Pledge of Allegiance.

**Public Comment**

**Dave Gauthier, 3219 Phelps Road** – Mr. Gauthier provided his thoughts on the Suffield Community Aid Building Fees Waiver, which he is in favor of. He also commented on the Blight Ordinance and expressed his concern over wetlands being excluded from the ordinance. In his opinion, this is a mistake that should be looked at further. Another concern involved the exclusion of active farms. He said he is “comfortable” with the exclusion, however, he feels it is an insult to our farmers in Suffield. He explained that there are many farms in Suffield that have no issues with blight while other farms in town have campers, boats and non-farm equipment on their property that appear to be blight. He would like to ask that for the farms, if the blight is a result of non-farming buildings, structures and equipment, those items should *not* be excluded, and the farms should be required to comply in the same manner as all others.

**Fred Sweitzer, 165 South Stone Street** – Mr. Sweitzer identified himself as a “lifelong democrat, lifelong liberal and a member of ABAR.” He reflected on the December 6<sup>th</sup> meeting and expressed his feelings of being thought of as the enemy. He commented on the Kent Memorial Library Commission and noted that two members of the board said that their decisions were not based on politics. In response, Mr. Sweitzer noted “*that may be true with regard to the desire to replace most of the members that were up for reappointment, but the discussion and the process appeared to reveal, in my view, a pretty nakedly partisan display.*” He also expressed concerns with the “strategy” he felt the majority members planned and carried out; what he perceives to be a “lack of transparency” by members of the board, and the characterization of ABAR as a group that seeks to divide the town. He noted that when this characterization was challenged at the last meeting, First Selectman Moll publically aired an email from two years ago, which involved an issue that had long since been resolved, and suggested that the writers could be considered to be anti-Semitic. In his opinion, this action was shameful. His hope, as we enter the new year, is that all points of view are considered and treated with respect.

**Discussion and Approval of the minutes from the November 29, 2023 Regular Meeting of the Board of Selectmen**

Selectman Harrington motioned to approve the minutes from the November 29, 2023 Regular Meeting of the Board of Selectmen. **Vote: 5-0 in favor. Motion passed unanimously.**

**Discussion and Approval of the minutes from the December 6, 2023 Regular Meeting of the Board of Selectmen**

**Selectman Harrington motioned to approve the minutes from the December 6, 2023 Regular Meeting of the Board of Selectmen with one change as follow:**

- 1) **Page 2 – Spelling correction needs to be made to read “Kelly Giannuzzi.”.**

**Vote: 5-0 in favor. Motion passed unanimously.**

**Discussion and reappointment of William Gozzo to the Permanent Building Commission through December 31, 2027**

**Selectman Harrington motioned to reappoint William Gozzo to the Permanent Building Commission through December 31, 2027.**

First Selectman Moll noted that he put out an email to all parties regarding this position and asked for interested candidates, however, he did not receive any new interest. He also shared that he had spoken with both candidates up for reappointment this evening. Selectman Chafetz raised concerns regarding the process undertaken to reappoint and/or replace Kent Memorial Library Commission members at the December 6<sup>th</sup> meeting of the Board of Selectmen. He wanted to know why the same requests were not made for these reappointments. First Selectman Moll explained that he *did* make the same requests, however, nobody indicated an interest in either position on the Permanent Building Commission. Discussion continued among the selectmen as to the process for reappointing individuals to commissions, with Selectman Chafetz continuing to express concerns and making comparisons to the December 6<sup>th</sup> meeting in which 7 positions on the Kent Memorial Library Commission, claiming that the “rules keep changing.” Selectman Mahoney provided his opinion on why the two situations were not the same. Selectman Chafetz did not agree and suggested that moving forward the board be consistent.

**Vote: 5-0 in favor. Motion passed unanimously.**

**Discussion and reappointment of Glenn Neilson to the Permanent Building Commission through December 31, 2027**

**Selectman Harrington motioned to reappoint Glenn Neilson to the Permanent Building Commission through December 31, 2027. Vote: 5-0 in favor. Motion passed unanimously.**

**Discussion and approval to waive building fees for Suffield Community Aid**

First Selectman Moll noted that he had recently spoken with Suffield Community Aid Director Danielle Annibalini and Kevin Goff who had presented on this subject a month ago and had been told they have no additional information for discussion. It appears to be a matter of whether the board would like to waive these fees, and in doing so, potentially open themselves up to further requests. First Selectman Moll explained that if approved, the board should be prepared to create a policy or guidelines for such requests in the future. He reminded the group that Suffield Community Aid was offered \$200,000 in ARPA funds in early 2022, which were rejected due to an already health fund balance. First Selectman Moll suggested that instead of a “yes” vote, the board could offer an increase of \$1,700 during the upcoming budget cycle to help offset these costs. This action would prevent the board from having to make further considerations and policy in regard to waiving building fees, while still supporting the Suffield Community Aid’s housing project efforts. Selectmen Mahoney stated that he still has the same concerns he had when the subject was originally presented to the board for consideration, however, he would be in favor of First Selectman Moll’s proposal to offer an increase of \$1,700 during the upcoming budget cycle. Selectman Hill feels the board should encourage more involvement with Suffield Community Aid and

when projects arise they should be considered on a case by case basis. In his opinion, if someone wants to improve our community by offering assistance to an individual who needs help, it is the duty of the board to help. He suggested creating a policy to address these situations. Discussion continued regarding the possibility of creating a policy, the best way to draft it and what types of parameters should be included. Selectman Harrington noted that she originally felt that the proposed \$1,700 increase to the upcoming budget cycle was the way to proceed, but would now be willing to consider Selectman Hill's idea of drafting a policy. Discussion continued at a high level and the selectmen agreed to table it for further discussion at a later date.

**Selectman Hill motioned to table. Vote: 5-0 in favor. Motion passed unanimously.**

### **Discussion of Farm Building Exemption**

First Selectman Moll explained that up for consideration is an ordinance that would provide a tax exemption for farm buildings. The Town of Suffield has always recognized and understood the importance of our farms and retaining our rural character. Provisions of Section 12-91 (c) of the Connecticut General Statutes allows for such an ordinance for farm buildings. The purpose of such an ordinance would further protect, preserve or promote the welfare and quality of life for our farming community while exempting certain farm buildings. Given the uncertain weather patterns of the last three years, the volatility with inflation and the cost of goods, First Selectman Moll believes it is an appropriate time to consider more protections for our agricultural community. Tobacco is one of our largest sectors within this community and due to the excessive rain over the last few years, tobacco farmers lost a majority of their crops, leaving them to claim losses with their insurance. Insurance does not cover the full cost of the loss to the farmers. Thirty (30) towns in Connecticut, including Ellington and East Windsor, are currently offering this exemption. First Selectman Moll provided the selectmen with information pertaining to the farms that may be impacted, including locations and information from the town Assessor. Attorney Donnelly walked the board through the ordinance, clarified language and discussed recent valuation jumps with regard to these properties. Selectman Mahoney stated that generally he is in support of the idea, however he would like both the board and the residents to get additional information about insurance costs and what exactly this type of insurance covers. He also pointed out what will or will not be covered and provided that information to the group. He feels that a 50% exemption would be appropriate, allowing for some relief and taking additional action somewhere down the line if it makes sense. Attorney Donnelly suggested making some language adjustments to the draft document with regard to revenue and expense requirements. Selectman Harrington also expressed concerns and stated that she would like more data before making any type of decisions. She suggested having the Town Assessor attend a future meeting to walk the board through the numbers. Selectman Hill also feels it is a good idea but agrees there are questions that must be answered prior to making any decision. Selectman Chafetz would like to get more information on what other types of abatements the farmers may be receiving. He said he is currently not sure where he stands on this issue as tobacco is not one of the healthiest products to be growing. Attorney Donnelly addressed some of the selectmen's concerns, explained the limitations within the statute and suggested that the Town Assessor will be able to address those questions when she presents to the board.

### **Discussion and approval of Blight Ordinance and refer to Town Meeting**

First Selectman Moll noted that the selectmen are all in receipt of the most updated version of the Blight Ordinance with suggested edits included. Attorney Donnelly provided red-lined versions to the board in an effort to make the editing process thus far easier to understand. Selectman Harrington commended **Attorney Donnelly** for the edits he made based off of the comments provided. Attorney Donnelly clarified the wording that she was referring to was in Section 6 under Enforcement. The added language now reads "*The Blight Enforcement Officer shall determine violations of the section and shall make at*

*least two (2) documented attempts to resolve those violations with the owner of the blighted property. If no resolution can be achieved, the Blight Enforcement Officer shall take steps to enforce this ordinance and.....*” The overwhelming comments were that we not rush and work to resolve these issues with the resident. Selectman Harrington pointed out

- 1) Page 1 – Edits made at the bottom reads “Board of Selectman” and it should read “Board of Selectmen.”
- 2) Page 7 – Correct the spelling of “rehabilitate”
- 3) The first sentence of section 11 has “the” written twice. One needs to be removed.
- 4) Add the word “or” at the end of A and at the end of B
- 5) Page 7/Section 11 (b) – change wording to “at the time of the sale of the blighted property the bona fide purchaser demonstrates the financial ability and intention to immediately rehabilitate the blighted property”
- 6) Page 7/Section 11 (c) - change wording to “All rehabilitation is completed in accordance with a stipulated plan to rehabilitate the blighted property while holding all penalties and leans in advance.”

Selectman Hrrington asked Attorney Donnelly to address Mr. Gauthier’s earlier public comment regarding the wetlands. He answered accordingly. Discussion ensued and it was determined that a public hearing might be necessary prior to making a vote on this issue.

**Selectman Harrington motioned to table. Vote: 5-0 in favor. Motion passed unanimously.**

### **Selectman Updates**

#### **Budget Season**

First Selectman Moll noted that budget season is upon us and invited all board members to join him at any of the departmental budget presentation meetings if interested.

#### **Policies**

First Selectman Moll noted that he is continuing his work work on policies and has a few coming up, including a Town Green Policy and an Agenda and Minutes Policy. The board should be receiving draft copies of these proposed policies for their review in the next few days.

#### **Solar Projects – Landfill**

First Selectman Moll shared an update on the two Landfill solar projects that were discussed approximately a year and a half ago. The smaller project is still proceeding as planned, but the larger project will not be moving forward due to capacity issues with Eversource.

#### **New Director of Public Works**

First Selectman Moll noted that after a thorough hiring process, he was happy to welcome Lee Corbert as the town’s new Director of Public Works. He pointed out that the hiring process was exactly the same as it had been when hiring the former DPW Director, with the exception of the former being hired as an internal candidate and Mr. Corbert being hired as an external candidate. After interviewing potential candidates, the town chose the final two contenders. Mr. Corbert was chosen for the position because it was felt that he presented the ability to move the town in a newer and better direction.

Selectman Chafetz asked for a copy of Mr. Corbert's resume. First Selectman Moll agreed to forward it to him.

### **Open Positions**

- Part-time Fire Marshal
- Library Director
- Assistant Building Official

### **LOTICIP Requests**

**First Selectman Moll explained that the town is preparing our 2024 LOTICIP requests and we have reached out to the Town of East Granby to gauge their interest in applying jointly to add a rotary at the Route 187 and South Stone intersection. This was one of the recommendations from our recent Traffic Safety Study. First Selectman Moll encouraged the board to share any ideas they may have.**

### **TIF Matching Funds Grant**

The TIF Matching Funds Grant will be open for applications this upcoming Monday. First Selectman Moll looks forward to all the applications and the support and improvements the town will be providing to our local business within the TIF District.

### **Library Task Force**

First Selectman Moll has created a task force to address the library youth behavior. They will be meeting for the first time tomorrow. He thanked all members who have volunteered to be in the group.

### **First Selectman Coffee Hour**

First Selectman Moll will be hosting his first Coffee Hour at Café Barista on Friday, January 5<sup>th</sup>. All residents are welcome to stop by to share thoughts, present ideas or ask questions.

### **Apology**

First Selectman Moll announced that he would like to make an apology to Dr. Kristina Hallett. At the December 6, 2023 Regular Meeting of the Board of Selectman, First Selectman Moll made remarks about documents that included Dr. Kristina Hallett and that "*certain documents could be perceived as anti-Semitic.*" After discussions with her, he realized he was wrong to lead into that kind of perception and publicly apologized to her for doing it in such a way.

### **Budget Meetings**

Selectman Harrington requested to sit in on the Fire Department budget meeting and Selectman Chafetz requested to be included in the Library and Highway Department budget meetings.

### **Public Comment**

**David Gauthier, 3219 Phelps Road** – Mr. Gauthier said he was glad to see that the board is considering a policy for waiving building fees and mentioned that the Conservation Commission already has a policy for waiving their fees. He shared what he had read in the document and provided his interpretations to the

board. He also pointed out the connection between the Blight Ordinance and the Conservation Commission and shared concerns he has with wording that he feels should be reconsidered.

**Fred Sweitzer, 165 South Stone Street** – Mr. Sweitzer noted that since he was publicly critical of the statement regarding potential anti-Semitism he also wanted to publicly appreciate **First Selectman Moll's** apology.

**Tess McCool, 10 Sutula Road** – Ms. McCool wanted to echo **Selectman Chafetz's** sentiments regarding commission appointments. She feels that if resumes and/or interviews are required for one commission, they should be required for all commissions, even if no one else other than the previous appointees are seeking reappointment. She thinks this process would be helpful in bringing transparency and consistency, as well as help the public understand and trust in the process.

#### **Executive Session – Current Litigation**

**Selectman Harrington motioned to enter Executive Session to discuss current litigation and invited Town Attorney Derek Donnelly to join at 8:12 p.m. Vote: 5-0 in favor. Motion passed unanimously.**

**Executive session ended at 8:49 p.m.**

#### **Action on Executive Session**

No action taken.

**Selectman Mahoney motioned to adjourn at 8:50 p.m. Motion passed unanimously.**

Respectfully submitted,  
Kristen O. Lambert  
Recording Secretary



**Application for Refund of Taxes**

Return to: Tax Collector's Office  
83 Mountain Road  
Suffield, CT 06078

Tax Payer's Name/Mailing Address:

Pay to: Rachette Joseph Michael & Lucy Amount of Refund: \$ 4,668.30  
Last Name First Name  
68 Wheeler Drive Grand List Year: 2022 & L  
West Suffield, CT 06093

**PLEASE READ, SIGN AND DATE BELOW:**

I am entitled to this refund because I have made the payments from funds under my control and no other party will be requesting this abatement.  
I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.  
I hereby apply for an abatement of taxes in accordance with service exemption or Sec. 12-129 Refund of Excess Payments.

X \_\_\_\_\_  
Signature of Applicant/Agent

\_\_\_\_\_  
Tax Collector's Signature

X \_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Tax Collector's transmittal date

Date of payment: 1-4-2024 processed

Tax Type: MV PP RE Unique ID: R02037

GL Number: 2022-01-0004698

Property Owner: Rachette Joseph Michael & Lucy

Reason for refund: Accidentally paid-while escrowed

At a regular meeting of the Board of Selectman held on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
it was voted to abate Property Taxes amounting to: \$ \_\_\_\_\_

\_\_\_\_\_  
First Selectmen

\_\_\_\_\_  
Other Governing Body



## Ordinance Establishing a Tax Exemption for Farm Buildings

STATEMENT OF PURPOSE: Recognizing the importance of farms to the character of Suffield the Town hereby enacts the following ordinance:

- Tax Exemption for Farm Buildings:** Pursuant to the authority granted by Connecticut General Statutes §12-91(c), the Assessor shall grant a reduction in the property tax assessment for any building used actually and exclusively in farming, as defined in §1-1 of the Connecticut General Statutes, or for any building used to provide housing for seasonal employees of such farm. Such exemption shall be in an amount not to exceed one hundred ~~fifty~~ thousand dollars (~~\$150~~100,000.00) of assessed value of each eligible building.
- Residences-Excluded Properties:** The exemption shall apply only to buildings used actually and exclusively for farming operations and shall not apply to any residence except for a building used exclusively as a residence for seasonal farm employees. This exemption shall not apply to any farm building that receives an additional form of abatement, such as a building abated as part of a dairy farm.
- Application:** Upon passage, a farm owner shall make written application on forms as adopted by the Assessor identifying each building for which this exemption is claimed on or before May 1, 2024. In each year thereafter, On or or before the first day of November or the extended filing date granted by the Assessor pursuant to §12-42 of the Connecticut General Statutes, a farm owner shall make written application on forms as adopted by the Assessor identifying each building for which this exemption is claimed. ~~The All~~ applications shall include a notarized affidavit certifying that the owner, derived at least fifteen thousand dollars (\$15,000.00) in gross sales or incurred at least fifteen thousand dollars (\$15,000.00) in expenses related to such farming operation, with respect to the most recently completed taxable year of such farmer prior to the commencement of the assessment year (October 1) for which such application is made.
- Leased Property:** In the event the farm is owned by one person or entity and leased to another person or entity who conducts farming operations, then the application must provide a notarized affidavit from the Lessee certifying that the Lessee, derived at least fifteen thousand dollars (\$15,000.00) in gross sales or incurred at least fifteen thousand dollars (\$15,000.00) in expenses related to such farming operation, with respect to the most recently completed taxable year of such farmer prior to the commencement of the assessment year (October 1) for which such application is made. The owner shall file an affidavit attesting to the identity of the lessee.

5. **Failure to file:** Failure to file the application on or before the first day of November, or the extended filing date granted by the Assessor pursuant to §12-42 of the Connecticut General Statutes, shall be considered a waiver of the right to such exemption for the assessment year.
6. **Appeal:** Any person aggrieved by any action of the Assessor shall have the same rights and remedies for appeal and relief as are provided in the Connecticut General Statutes for taxpayers claiming to be aggrieved.
7. **Effective Date:** Said ordinance shall become effective fifteen (15) days from publication thereof.



## **Town of Suffield**

### **Town Green Policy**

The Town of Suffield establishes this policy to regulate and protect the property defined as the Town Green. Rules and regulations apply to the entire property and all assets that reside on the Town Green.

#### Reserving the Town Green

1. Application. The First Selectman's Office shall establish an application for the use of the Town Green. For the purposes of this policy, the term "use" shall mean a activity, event, and/or display. Any person(s) who wish to use the Town Green must first contact the First Selectman's Office to check availability of the date and to receive an application form which must be approved by the First Selectman's Office. All applications must be submitted to the First Selectman's Office not less than 30 days before the initial date of the proposed activity.
  
1. Criteria for approval. The First Selectman's office shall grant and issue such permit for use of the Town Green if:
  - a. The application is properly submitted with all required information; and
  - b. The proposed activity, event, and/or display will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation; and
  - c. The facilities desired have not been reserved for other use at the day and hour required in the application; and
  - d. There are no Town of Suffield events either at the time of the proposed activity, event and/or display or that would interfere with a future Town of Suffield event and
  - e. The conduct of such activity, event, and/or display will not substantially interrupt the safe and orderly movement of traffic; and

- f. The conduct of such activity, event, and/or display will not require the diversion of so great a number of police officers of the Town to properly police such activity and the areas contiguous thereto, as to prevent normal police protection of the Town; and
  - g. The conduct of such activity, event, and/or display is not reasonably likely to cause injury to persons or property, incite violence, crime or disorderly conduct; and
  - h. Such activity, event, and/or display is not to be held for the purpose of advertising any product, good, or event, and is not designed to be held for private profit; and
  - i. The activity, event, and/or display is not in violation of any law; and
  - j. The sponsor of such activity, event, and/or display meets all insurance requirements.
2. Insurance. The sponsor of such programs shall provide the Town with a Bond or a Certificate of Liability Insurance with the Town of Suffield named an insured and in a format approved by the Town, in the amount of \$1,000,000; provided, however, that the amount of Insurance coverage required may be increased at the discretion of the First Selectman and Town Attorney if the activity, has a potential liability risk in excess of \$1,000,000. The Town expressly has no liability with respect to private property brought onto the Town Green and the sponsoring entity must carry its own insurance for property loss.
3. Required Permits. Nothing in this policy shall be deemed to excuse the Sponsor of any activity, event and/or display from obtaining the necessary permits that may be otherwise required by law. Necessary permits will be identified on the application and proof of all permits shall be provided to the Town not more than three days prior to the scheduled event. Failure of the Individual or Organization to get all permits approved in a timely manner will not be excused by the Town and may put event at risk. It is expected that the Organizers will know and understand the timelines required by all offices for permitting.
4. Use of Signage on the Town Green. Small Signs of not more than 9 square feet of advertising space shall be permitted to be placed advertising upcoming events on the Town Green.
  - a. Signs are permitted only at the southwest and northwest corners of the Town Green at the intersection of Mountain Road and Route 75. These areas are designated as a limited public forum.
  - b. Signs are not permitted in other areas of the green or in front of the Kent Memorial Library without applying for use of the Town Green.
  - c. Signs placed on the Town Green shall not interfere with traffic or the line of sight for any driver's as determined by the Town's traffic authority.
  - d. The Town of Suffield reserves the right to remove any signs that do not comply with these regulations.
  - e. These regulations shall not apply to signs placed by the Town of Suffield.
5. Public Safety. If the condition of the Town Green is determined to be unsafe for any reason by the Director of Public Works, the Town Green shall be shut down and all events cancelled. . In the event that a display on the Town Green is not properly maintained, kept in good repair, or is found unsafe, the Director of Public Works in consultation with the First Selectman's Office may order that the display be immediately removed.

Applicants who meet all of the requirements as set forth in on the application shall be approved. Applicants who do not meet all of the requirements set forth on the application shall be rejected.

### Rules and Regulations for the Town Green

The following rules and regulations for the use of the Town Green must be adhered to by the Sponsor of any approved activity, event, and/or display:

1. Any set-up or maintenance service must be paid for by the Individual or Organization requesting to use the Town Green. Refer to DPW Usage Policy if service is needed.
2. Any equipment required must be acquired and moved by the individual or Organization. The Town is not responsible for providing any materials. Refer to DPW Usage policy for equipment usage.
3. Proper law enforcement and traffic safety controls are the responsibility of the Individual or Organization and must be paid for by them. If it is determined at the time of the event that law enforcement is required per the Town or the Police Department, payment will be made by the Individual or Organization. Failure to do so will result in need for immediate payment and a \$500 fine.
4. All grounds and property must be cleared and of any debris and left in the condition it was found prior to its use. Failure to do so will result in covering the costs to remediate the property to its original condition and a \$500 fine.
5. No nailing, tacking, or otherwise affixing materials of any kind to the Town Gazebo or any other piece of property, natural or artificial, owned by the Town.
6. No staking or driving any post or material into the ground.
7. No driving or parking of any vehicle onto the Town Green unless requested on the application. A request does not warrant an approval. The Town may deny this request due to weather, soil conditions, or any other reason that may have a negative impact on the Town Green. The Individual or Organization is responsible to pay for any damages incurred by any vehicle.
8. No vending allowed on the Town Green unless requested on the application. A request does not warrant an approval.
9. The cooking and serving of food will be allowed on the Town Green provided that the cooking does not damage the Town Green or any other physical property on the Green. All appropriate permits from the North Central District Health Department will be required.
10. Any use of electrical outlets on the Town Green must requested during the application process and inspected and approved by the DPW Director, Building Official, and Fire Marshal. Failure to obtain these approvals will result in a denial of electrical use. At no point will the Individual or Organizer make any changes or adjustments to the placement of electrical boxes.
11. Mulch beds and plantings are strictly off limits. The Individual or Organization is expected to keep any people from their event out of these areas. Failure to comply or damage to these areas will result in reimbursement to the Town.
12. All applicable Federal laws, State laws and Town Ordinances are complied with.

The failure of any Individual or Organization to properly adhere to these rules and regulations will allow the First Selectman's Office to determine use of the Town Green for said Individual or Organization in the future.

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**Town of Suffield**  
**Agenda and Minutes Policy**

The Town of Suffield establishes a policy for Boards and Commissions and recording secretaries to adhere to the Freedom of Information Act (FIOA) timeline requirements. This policy defines expectations and recourse should timelines not be met.

For definitions regarding FIOA, refer to CGS 1-200 et seq.

1. Agendas and Minutes. Agendas and minutes must be filed in compliance with the Connecticut Freedom of Information Act, C.G.S. §1-200, et. seq. Specifically, recording secretaries are responsible for:
  - a. Timely filing of agendas.
  - b. Timely filing of a record of votes taken at the meeting.
  - c. Timely filing of minutes.
2. Additional filing requirements above FOIA. In addition to the general requirements of the Connecticut Freedom of Information Act, C.G.S. §1-200, et. seq, the Town also requires that recording secretaries comply with the following:
  - a. Submissions of Agendas or Minutes to the Town Clerk's Office must include any attachments to be discussed and should be filed with Town Clerk in one file for posting.
  - b. To be timely, submissions must be received by the Town Clerk a minimum of 30 minutes prior to the close of business.
  - c. Submissions received late will not be posted, or marked as received, until the next business day.
  - d. Submissions received on a weekend or holiday will not be posted, or marked as received, until the next business day.

3. Penalties. Any recording secretary that fails to meet the requirements of compliance with the Connecticut Freedom of Information Act, C.G.S. §1-200, et. seq. shall be subject to the following action:

- a. After the first failure to comply, the First Selectman's Office will issue a verbal warning to the Recording Secretary and the Chairman of each Board or Commission that fails to comply with FOIA.
- b. After the second offense, the First Selectman's Office will issue a written warning to the Recording Secretary and the Chairman of each Board or Commission that fails to comply with FOIA- the Board of Selectman will publicly.
- c. After the third offense, the First Selectman may remove the recording secretary from the duties of the Commission and the Board of Selectmen may- vote to public censure the Board or Commission that fails to comply with FOIA.
- d. After the fourth offense, the First Selectman shall remove the recording secretary from the duties of the Commission and the Board of Selectmen shall vote to public censure the Board or Commission that fails to comply with FOIA.

4. Deviations from the policy. The Board of Selectmen holds the right to consider a deviation from this policy or any penalties imposed herein due to extenuating circumstances.