

Town of Suffield

Annual Report
Fiscal Year 2023-2024

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Department, Commission, and Committee Reports

ADVISORY COMMISSION ON CAPITAL EXPENDITURES (ACCE)

The Advisory Commission on Capital Expenditures (ACCE) is made up of 5 members and 2 alternates appointed by the Board of Selectmen for 4-year terms.

ACCE meets between December and March with town department heads and/or Boards and Commissions to review and discuss their capital project requests for the upcoming fiscal year, and the forecast for the coming 5 fiscal years. The commission also holds a public hearing to ascertain the input of the public on any capital projects.

The Board of Finance has established a target of 11% of the budget be spent on Debt Service and capital projects. This Fiscal Year ACCE also put additional effort into reviewing completed capital projects and sweeping any remaining balance to be reallocated.

ACCE reviewed all the requests and prioritized them in order of importance to the town, while keeping within the recommendation from the Board of Finance. The final list of recommendations and 5-year forecast was presented to the Board of Selectman, and ultimately the Board of Finance for consideration and incorporation into the final budget presentation.



AFFORDABLE HOUSING ADVISORY COMMITTEE






The committee was formed to evaluate the Suffield Affordable Housing Plan (Adopted on May 4, 2022) to make recommendations to the Board of Selectmen for housing options that will fit the Town's needs while meeting the State's mandatory requirement.

Summary






The Affordable Housing Committee of Suffield has been actively working to address the community's housing needs through a series of meetings throughout 2023 and early 2024. The committee has reviewed and discussed various strategies to enhance affordable housing options in the town while adhering to state regulations, particularly Connecticut General Statutes Section 8-30g. Significant developments have included the expiration of the affordable housing moratorium, updates on current development applications, and the preparation of a Suffield Housing Affordability Plan. Various presentations during the meetings have focused on housing statistics, incentives for developers, and the importance of public education regarding affordable housing.


Highlights

-  **Committee Goals:**
 - ♦ The Affordable Housing Committee aims to evaluate housing plans and make recommendations that meet both local and state requirements.
-  **Meeting Regularity:**
 - ♦ The committee held monthly meetings to discuss progress on housing projects and strategies for improving affordable housing in Suffield.

-  **Affordable Housing Statistics:**
 - ♦ Current statistics indicate that Suffield's affordable housing ratio is below 7%, necessitating active measures to increase this figure. Raising the Affordable Housing ratio above 10% is the goal set forth in the CT General Statute 8-30g
-  **Development Projects:**
 - ♦ Key projects discussed include the Housing Authority expansion, redevelopment of the St. Joseph property and updates on Brookhill Village, which is expected to bring more affordable units to the market. Other potential sites were identified as appropriate for collaboration with new Affordable Housing Development.
-  **Suffield Affordability Plan:**
 - ♦ The committee has completed a proposed Suffield Affordability Plan.
-  **Incentives for Housing Developers:**
 - ♦ The committee has explored potential incentives for developers to promote affordable housing construction and utilization of existing property.
-  **Public Education Initiatives:**
 - ♦ There is a strong emphasis on educating the public about affordable housing options and the initiatives being discussed within the committee.

Key Insights

-  **The Importance of Affordable Housing:**
 - ♦ Affordable housing is essential for maintaining a diverse and inclusive community. The committee's discussions underscore the necessity to create more affordable options as the town's demographics evolve.
-  **Zoning Regulations Impact:**
 - ♦ The existing zoning regulations significantly affect the development of affordable housing. The committee's meetings have highlighted the need for potential amendments to zoning laws to facilitate more effective housing development.
-  **Developer Engagement:**
 - ♦ Engaging with developers is crucial. The committee recognizes that developers require supportive environments that enable high-density housing and access to utilities, which can be achieved through cooperative efforts with the town.
-  **Current Moratorium Expiration:**
 - ♦ The expiration of the affordable housing moratorium presents both challenges and opportunities. The town must act to ensure that Affordable Housing options can continue to develop.
-  **Data-Driven Decisions:**
 - ♦ The committee's reliance on data and statistics is vital for making informed decisions. An understanding of the current housing landscape enables the committee to formulate effective strategies to enhance affordable housing.
-  **Community Awareness and Support:**
 - ♦ Educating the community about the importance of affordable housing and the efforts being made is essential for garnering support and participation from residents in these initiatives.

-  **Recommendations to BOS:**
 - ♦ The summarized recommendation report was delivered to the Board of Selectmen addressing the immediate housing needs of Suffield while aligning with long-term community goals.

ASSESSOR'S OFFICE

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

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. These 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 (GL).

Classification	2021 Net Taxable Grand List	2022 Net Taxable Grand List	% of Grand List	\$ Diff	% Diff
Real Estate	1,293,741,308 (after BAA)	\$1,309,245,628	82.75%	\$15,504,320	1.2%
Personal Property	\$91,379,639 (after BAA)	\$97,996,976	6.19%	\$6,617,337	7.24%
Motor Vehicles	\$166,782,634 (after BAA)	\$174,846,326	11.05%	\$8,063,692	4.83%
FINAL TAXABLE GRAND LIST	\$1,551,903,581 (after BAA)	\$1,582,088,930		\$30,185,349	1.95%

Real Estate growth (\$15,504,320) included 26 new houses completed since the 2021 GL and 37 houses in process. Hidden Way, Kings Meadow, Metacomet Ln, and Stonegate Ln and Phase II of Suffield Chase (Dylan Drive) subdivisions were actively being built. Approximately 400 properties changed value through the Assessor's office inspection of building permits, review of real estate listings and other discovery. This increase included Income & Expense penalties of \$2,982,144 (assessed value) for 25 commercial properties who failed to file their Income & Expense report as required by CGS 12-63c(d.). This is a one year 10% assessment penalty. Going forward, these penalties will be added to the Grand List rather than the previous method of processing as adjustments with a special bill in July. Assessment relief was given to seven properties with foundation issues on the 2022 Grand List. One foundation repair/replacement was completed. Public Act 21-120 was enacted which removed the limited

assessment relief to 5 years, relief is now given for an indefinite timeframe.

- The Real Estate Gross Grand List was \$1,807,491,424 with \$490,199,960 or 27% of the assessed value classified as exempt.
- There were 730 active Personal Property accounts. Most notable increases were from
- Connecticut Light & Power (nearly \$7M) and Connecticut Water (\$800,000).
- The Motor Vehicle Grand List increased by 347 vehicles to 14,723. Although prices began to stabilize after the pandemic there were still some value increases for used motor vehicles. Approximately 10,500 vehicles were on both the 2021 and 2022 Grand Lists. Twenty four percent (24%) of those vehicles increased in value, while the remaining 8,000 (76%) of those vehicles had a lower assessment this year.
- The 2022 net taxable Grand List for the 2023-2024 fiscal year was \$1,582,088,930 which was
- used to develop a mill rate of 28.61 mills. This was the same mill rate as the prior year.

BUILDING DEPARTMENT

The Intent of the State Building Code

The purpose of the State Building Code is to establish the minimum requirements to provide a reasonable level of safety, health and general welfare through structural strength, means of egress, stability, sanitation, light and ventilation, energy conservation, and for providing a reasonable level of life safety and property protection from the hazards of fire, explosion or dangerous conditions, and to provide a reasonable level of safety to fire fighters and emergency responders during emergency operations.

Provisions of the Building Code

The provisions of the building code shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures.

Duties of the Building Department

The building official is authorized and directed to enforce the provisions of the building code. The building official has the authority to adopt policies and procedures to clarify the application of its provisions. Such policies and procedures shall comply with the intent and purpose of the building code. The building official shall receive applications, review construction documents and issue permits for the erection, and alteration, demolition and moving of buildings and structures, inspect the premises for which such permits have been issued and enforce compliance with the provisions of the building code.

Accomplishments of the Building Department

- Regularly attend training seminars to maintain building official licenses.
- Continue to make improvements and streamline the Open Gov permitting software.
- Instituted and updated policy changes

Building Department Statistics

Type of Permit	FY 20	FY 21	FY 22	FY 23	FY 24
New Single-Family home	22	47	37	25	30
Residential -Renovations & Additions	295	328	442	403	471
Commercial – Renovations & New Buildings	21	24	24	28	34
Inspections Conducted	3139	3736	3656	2887	2753
Number of Permits Issued	1253	1253	1399	1353	1436
Construction Value of Permits	\$24,318,913	\$44,259,388	\$39,079,030	\$33,680,648	\$38,023,340
Permit Fees Received	\$327,436	\$524,290	\$484,504	\$492,889	\$578,929

COMMUNITY SERVICES DEPARTMENT

The Community Services Department encompasses the Parks & Recreation, Senior Center, Mini-bus Transportation, and Youth Services Departments. This unified structure fosters collaboration, cultivates a culture of exceptional service, and enhances the sense of community in Suffield.

Parks and Recreation**Parks and Recreation Staff**

Donna Carney-Bastrzycki, Director of Special Programs; Pam Cocca, Registration Administrative Assistant; Daniel Leonard, Recreation and Sports Programmer.

Suffield Parks and Recreation Mission Statement

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

Department Program Summary

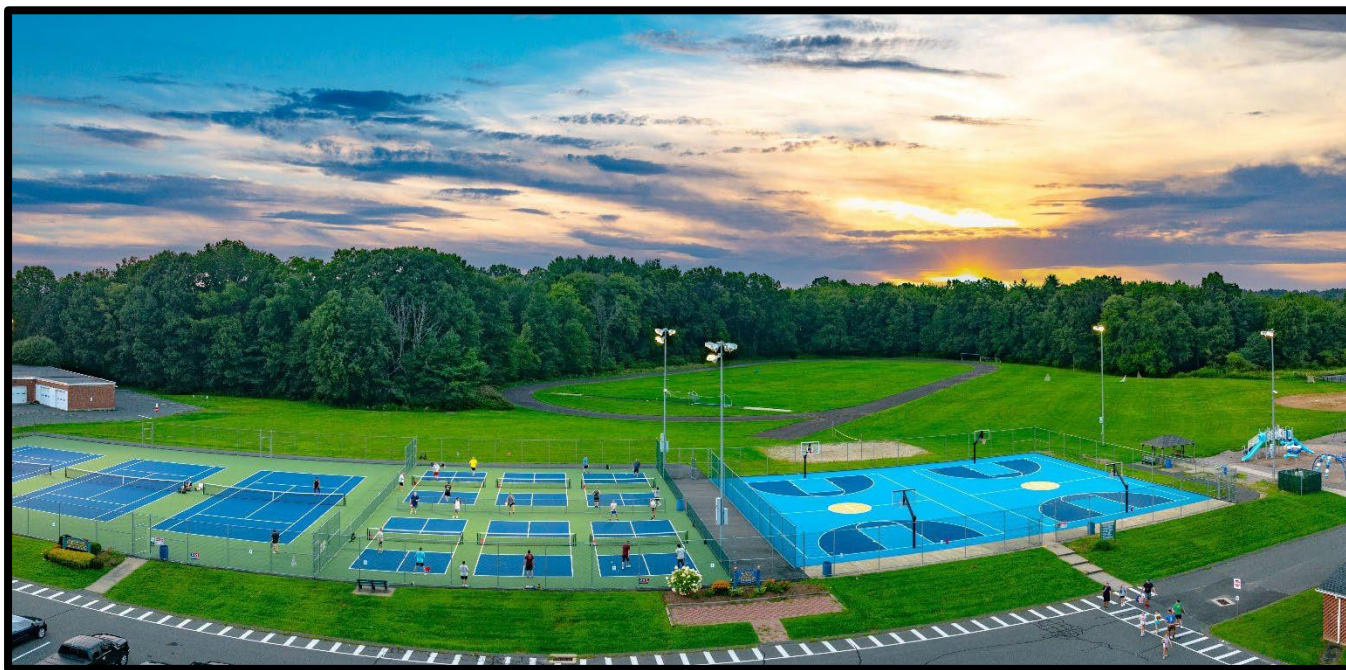
Over this past year, the department continued its tradition of offering high quality and diverse programs, at affordable prices, for our residents. This was the second year being part of the Town's expanded Community Services Department. Community Services Department is made up of Parks & Recreation, Senior Center, Mini-bus Transportation, and Youth Services Departments. The Parks & Recreation employees are leaders in their field, and regularly work state-wide with other communities and organizations. This includes sharing their sought-after knowledge through the Connecticut Recreation and Parks Association, collaborating on events and programs for Suffield and the region.

Registered Program Participants for the Year: **5890 for FY24, which was a 20% participation increase over the last fiscal year.**

Highlighted programs include: the fastest growing sport in the country – Pickleball, various levels of adult exercise programs, enrichment classes for youth and adults, after-school programs, bus trips- NYC and James Taylor at Tanglewood, the Bowling Buddies Outing Group, various sports including soccer, basketball, field hockey, cheerleading, tee-ball, fishing, and even visits from Santa and the Grinch at the annual “Suffield Alight!” event.

Summer programs included day camps at Sunrise Park, and Kids Korner/Morning Muchkins at the McAlister School. There were also sport specific summer camps for tennis, soccer, basketball, field hockey, and volleyball. Exercise classes, swim lessons, golf, tennis, horseback riding, running clubs, races, and enrichment classes rounded out our summer offerings.

Community Special Events for the Year: Multi-Generational Family Fun Nights, Full Moon Hikes, Movie Nights on the Green, Summer Concerts, Suffield Night at the Yard Goats, Suffield on the Green, the Great Halloween Drive-thru, Suffield Alight!, a Fishing Derby with the Conservation Commission, and the Suffield Summer Fair. These community events reached over an estimated 30,000 people.



The Suffield Family Athletic Complex Renovation Project

Suffield Family Athletic Complex project photo credit: Chad Lemmens - Lemmens Creative Design

We completed the redesign and renovation for the \$600,000+ project that included one level of 6 pickleball courts, 2 basketball courts, 3 full sized tennis courts, an area for tables with umbrellas that abut the pickleball area, easy ADA access, improved drainage, new fencing, installed LED lighting, and even reduced the concrete footprint surrounding the basketball courts. This investment has created a great space for the public, and has been a catalyst for a more active and vibrant community! The project was nominated for the Connecticut Recreation and Parks Association’s “Park of Merit Award”. In addition to the physical improvements previously mentioned, the color scheme for the basketball courts was voted on by the students at the McAlister and Middle Schools, and the results were announced at a

Parks and Recreation Commission meeting, with students and families in attendance. This was a great way to introduce to students how their vote matters, and that they can participate in local government.

Community Awards

Members of our community were presented with the Suffield Parks and Recreation awards for service within different aspects of the Town, and the department. These award recipients were recognized at a Hartford Yard Goats' AA baseball game, in a pre-game ceremony. While it is difficult to single out specific volunteers, these awardees are outstanding examples of the many people who make Suffield a special place. The awards were established in 2019, and the Military Family Award in 2022.

Louis Casinghino Service Award: James Barrett

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

Public Service Award: Barbara Coffin

Recognizes a member of the public, or an organization, that has made outstanding contributions to Suffield Parks & Recreation.

Youth Leadership Award: Rylie Baril

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

Youth Sports Impact Award: Matt Andre

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

Military Family Award: Angeline Driggers, US Navy, and Family

Recognizes Suffield military families that currently serve, or have served, the United States of America, and further contribute to Suffield Parks & Recreation, and the community.

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 youth are able to establish strong and positive relationships with family, peers, school and the community.

During Fiscal Year 2023/2024, Suffield Youth Services offered 72 programs and hosted over 900 participants at various youth, family, and community events. Compared to 2022/2023, this is a 131% increase in program registrations and 84% increase in program offerings. With these programs, Suffield Youth Services has served 200% more participants than the state average for Youth Service Bureaus.

A Youth Leadership Council (Suffield High School students) & Junior Youth Leadership Council (Suffield Middle School students) were developed to provide youth leadership training and experiences. These groups developed and implemented programs to support and encourage physical and mental well-being among Suffield students and the community. Some highlights include:

- SHS students planned mental health programs during midterm
- SMS students created the Kindness Quilt to promote respect for self and others
- 20 SHS and SMS students participated in leadership development training



Pictured are members and leaders of the Youth Leadership Council

Suffield Youth Services partnered with Suffield Public Schools and Suffield Local Prevention Council (SLPC) to organize a Vaping Awareness Assembly for all grades at Suffield Middle School as well as a parent presentation in the evening.

Family and Community Programs of note:

- Suffield Family Intergenerational Sock Hop
- Daughter & Special Person Dream Boards
- Family Plant Night
- Bowl with the Blue
- Family Day at Storrs Adventure Park

Community Collaboration Programs

- Tiger Games! Middle School Leadership Afternoon
 - Suffield Academy
- Keep Working Teen Fitness
 - Suffield Fitness Factory
- Try Something New - Tae Kwon Do
 - Suffield Tae Kwon Do Academy
- Swifties: Floral Era
 - Feather & Bloom

Senior Center and Mini Bus Transportation

Senior Center

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.



"Holiday Floral Design" step-by-step with Bob Whitney

Notable Statistics	FY22	FY23	FY24 (current year)
Check-in Count	11,378	12,876	13,995
Highest Weekday Attendance Average	72 on Wednesday	93 on Wednesday	89 on Wednesday
Highest Daily Average Attendance Month	50 in June	55 in April	58 in October
Meals Served	2,811 (Wednesdays & Thursdays)	3,150 (Wednesdays & Thursdays)	5,212 (Tuesdays, Wednesdays & Thursdays)

Outstanding Customer Service and Expanded Offerings

The Town of Suffield Senior Center Department had a remarkable year, showcasing exceptional customer service and enhancing its program offerings to better serve our senior community. This year under the direction of Marylou Brewster, Assistant to the Director- Kitchen, and Kitchen Assistant, Laura Bourgeois, we expanded lunch service by adding Tuesday, complementing our successful Wednesday and Thursday

lunch programs. Additionally, our special event Holiday Dinner Show with Patrick Tobin was a standout highlight, bringing festive cheer and entertainment to our seniors.

Our collaborations with Parks and Recreation, and Youth Services have been particularly fruitful, resulting in several well-received special events and programs throughout the year. These partnerships have enriched our programming and fostered a sense of community across age groups.

Program Highlights

This year, our Senior Center offered a diverse array of new programs and activities including:

- **Floral Arrangement, and Painting Classes:** Engaging workshops that brought creativity and joy to our seniors.
- **Fitness Classes:** Various levels of fitness classes, including yoga, Pilates, and line dancing, have been tailored to accommodate all abilities.
- **Pickleball:** A new and popular addition to our sports offerings, encouraging both physical activity and social interaction.

Our center has continued to offer essential informational and health services such as Ask the Attorney, Ask the Realtor, Choices Medicare, Foot care, Blood Pressure Screenings, Haircuts by Rosemarie, and Therapeutic Massage. These services remain crucial to supporting the well-being and interests of our senior participants.

Volunteer Contributions and Facility Enhancements

We are deeply grateful for our dedicated volunteers, who have contributed over 1,000 hours of their time this year. Their invaluable efforts at the kitchen, reception area, library and special events have greatly enhanced our service quality and community spirit.

Building improvements have been a significant focus this year, including:

- **New Sport Floor:** Installed in the exercise room to support a variety of fitness activities.
- **LED Lighting Upgrade:** All lighting in the center has been updated to LED to reduce energy consumption and improve lighting quality.
- **Volunteer Garden:** Reestablished to grow fruits, vegetables, and spices, benefiting both the kitchen and the community.

Staffing Enhancement

In May, we welcomed Bethany Sullivan as a full-time employee dedicated to senior programming and services. This addition has bolstered our capacity to deliver high-quality programs and enhance our service offerings.

Overall, the Town of Suffield Senior Center Department has made substantial strides this year, thanks to our dedicated staff, volunteers, community partners, and Town Officials. We look forward to continuing our efforts in the coming year to provide excellent service and enriching experiences for our senior residents.

Mini-Bus Transportation

Minibus Transportation staff.

The Suffield Mini Bus offers essential transportation services for Suffield residents who are 60 years or older, as well as individuals over 18 with disabilities. This service helps with trips to adult day care programs, the Senior Center, medical appointments, grocery and retail shopping, pharmacies, area banks, and special events. It plays a crucial role in supporting seniors and individuals with disabilities by providing both regular and special transportation, helping them stay engaged and maintain their independence.

Operating from the Library Room at 145 Bridge Street, the dedicated team also facilitates transportation for community events such as Suffield on the Green, senior dinners, the Suffield Summer Fair, and other local activities.

The Mini Bus staff consists of: 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.

FY22 One-way trips: 8,978

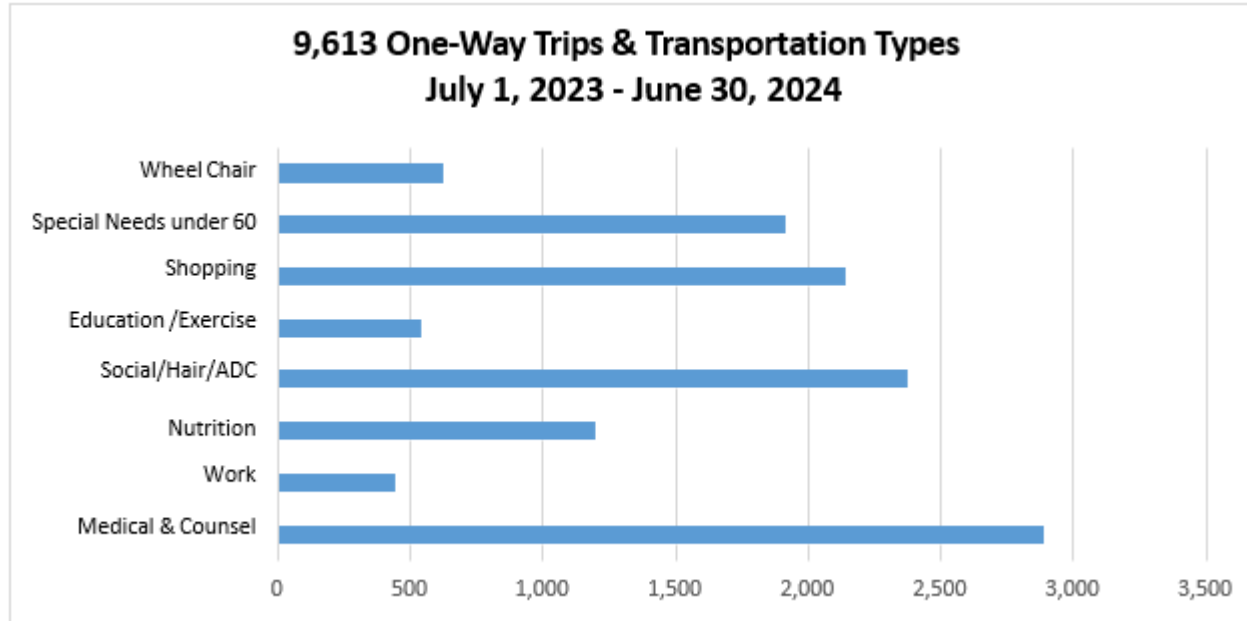
FY22 Mileage: 64,696

FY23 One-way trips: 9,676

FY23 Mileage: 68,269

FY24 One-way trips: 9,613

FY24 Mileage: 59,845



CONSERVATION COMMISSION

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

Whether it was prompted by the insight that John Muir brought to the American public or the leadership of Theodore Roosevelt, concern for our environment continues to have an impact on how we treat our fragile earth. The Conservation Commission has the responsibility to monitor and regulate activities that directly impact Suffield's watercourses, 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). Suffield has a comprehensive guide for local use in its **Regulations of the Suffield Conservation Commission**. This document cites regulations that require applications for any land use activity within a wetland or buffer area. It is the responsibility of any individual whether homeowner, farmer, or developer to review and seek compliance with these regulations prior to making changes to the land. As land use continues to grow in Suffield what many consider marginal land, wetlands, will invariably come under increased pressure for development. Once a development is approved our consultant, Keith Morris, conducts random site inspections to insure that erosion and sedimentation controls are in place and in good working order.

During the past year, the following actions have been taken by the Conservation Commission:

Applications acted upon	6
Approval for home(s) construction	4
Culvert Replacement/sidewalk	2

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

throughout the year by taking advantage of the hiking, fishing, swimming, and recreational resources available.

Commission accomplishments in the 2023-24 fiscal year include the following:

- Several new cooking grills were installed at Sunrise Park.
- Improvements were made to the barn at Sunrise Park including an electrical upgrade and repairs to the foundation.
- Continued hosting the annual fishing derby for kids at Sunrise Park's White's Pond. Special thanks to the Suffield Parks and Recreation Department for their assistance in making this event happen.

The Conservation Commission also appreciates the past and future work that the Highway and Public Works departments conduct at the Parks.

ECONOMIC DEVELOPMENT COMMISSION

The Economic Development Commission (EDC) works with staff to advance economic and community development projects while providing support to other town commissions and committees as needed.

The following are highlights of the Commission's work for the year.

- Began a collaboration between the Economic Development Department, Youth Center, and local businesses to provide an opportunity for interested local youths to interact with these businesses.
- Began a collaboration between the Economic Development Department, Suffield High School (SHS), local manufacturers, and trades people entitled the "SHS Post-Secondary transition, training and trade expo" which is a job fair aimed at soon to be graduating students.
- Planned and participated in an event at the Connecticut Capitol building with the Bradley Development League to promote Suffield businesses. Several local businesses attended the event including MetFin, Kongsberg Automotive, Hilltop Farm, and Roaring Acres Alpaca Farm.
- Created the Tax Increment Financing (TIF) district matching grant program. The purpose of this grant is to provide funds for improvements to building facades and certain interior renovations to business and property owners in the district. Twenty projects were funded this fiscal year.
- The first annual Suffield Art Trail took place May 18th featuring the Seward Johnson statues largely funded through donations and a grant from the Greater Together Community fund.
- Coordinated grand opening and new business owner ribbon cuttings for Resilience Physical Therapy, Intention Yoga, The Hair Revival, Ivy Rehabilitation, Suffield Pediatric & Adolescent Care, Grand Street Liquors, Suffield Wine & Spirits, and the expansion of Karenough Crafts and Boutique.

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

EMERGENCY MANAGEMENT DIRECTOR

The **Emergency Management Director (EMD)** oversees Suffield's **emergency preparedness, response, and recovery efforts**, coordinating plans and training to enhance community resilience.

In **2023-2024**, the EMD supported **multiple emergency responses**, including severe weather monitoring, and led a **complete update of the Local Emergency Operations Plan (LEOP)** with town officials to improve emergency coordination.

Looking ahead, the EMD is **conducting LEOP training exercises** and collaborating with the **Town IT Department** to develop a **new emergency notification system** for improved public communication.

The Emergency Management Office remains committed to **enhancing Suffield's readiness** through planning, training, and community engagement.

FIRE COMMISSION

The Suffield Fire Department is a combination department which is comprised of a full-time career staff consisting of a Chief, Captain and 6 full-time firefighters on duty 24/7 and 25 volunteer on-call firefighters. One or two career firefighters respond to all alarms from Station 1 located at 73 Mountain Rd. They are supplemented by volunteer on-call firefighters who respond from their residences. Their mission is to honorably and safely protect citizens and visitors of Suffield, preserve their property and promote public safety in a professional and caring manner. Department values of courage, integrity, collaboration, commitment, honor, pride, quality, and leadership provide guiding principles for their members to provide first class service to the community and its visitors.

The Board of Fire Commissioners carry out all duties and responsibilities granted in Special Act No. 89, an Act establishing a Fire Department in the Town of Suffield and by Town Charter. 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. The mission of the Fire Commission is to assist the Department in ensuring that the citizens of the Town have dependable, efficient fire protection and public education. The Commission oversees the administration of Department policies and finances and works with the Chief to produce a budget which balances fiscal responsibility with the need to protect the public and give the firefighters the tools they need in order to do their work safely. It seeks to recruit and retain firefighters who display the highest degree of skill, courage and integrity. It encourages Department programs that enhance the quality of life.

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 fire department apparatus and equipment are certified annually to meet state and federal regulations and standards.

Response and Community Service: In FY 23-24, the fire department responded to 527 incidents. Of these, 64 percent were between the hours of 7AM and 5PM, when most volunteers are at their place of employment. 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.

If you are interested in joining the Suffield Fire Department contact Fire Chief Scott Cunningham at Station 1 or by calling (860) 668-3303. You can also send an email to scunningham@suffieldct.gov

HELENA BAILEY SPENCER TREE FUND AND VALYN GALLIVAN FUND

This year the committee continued working to gain recognition within the community for the Tree Committee and Trees for Suffield by participating in a variety of Town events. We manned booths at the Suffield Garden Club May Market, the Farmer's Market, and Suffield on the Green. At these events we gave away sapling trees to anyone making a donation, and sold "Trees of Suffield" posters featuring local photographers' photos of Town trees. In addition we sponsored several fun tree-related programs through Parks and Recreation.

Using a grant from the Suffield Greater Together Community Fund we advertised a new initiative, "Trees for Free" which provided on a first come first serve basis, sapling trees to 15 Suffield residents who agreed to plant and maintain the trees on their property along Town roads. Assistance was given with tree planting, and trees were tagged with information about Trees for Suffield and SGTCF. Public Works helped with tree pick up and delivery. The program was highly successful and we hope to repeat it. We continued following our 10 yr planting plan, allocating \$16,000 for new trees and planting and \$3000 for structural pruning of several young trees planted in the last 15 years.

In October, the Town was honored by the Tree Wardens' Association of CT with a 'Thanksgiving Tree'. State and local officials joined a group of about 20 residents for a dedication ceremony of the Dawn Redwood tree which was planted on the north green.

We held two educational events in front of Town Hall about the importance of proper mulching, with live demonstrations of different methods of mulch removal and tree care. Bartlett Tree donated their time and materials for their Tree Invigoration Program. Programs were held for the general public as well as one geared to professional development for arborists, landscape professionals and tree wardens. This winter, Tree Warden and committee chair Sue Mayne was asked to be a panelist for the CT Urban Forestry Council's annual meeting where she highlighted the "boots on the ground" efforts of the Tree Committee over the last year. Then, in the Spring the Tree Committee and Trees for Suffield welcomed representatives from CT Notable Tree who joined us in a tree naming ceremony at the Phelps-Hatheway House for one of the Town's most beloved trees, the "Burbank Sycamore".

HUMAN RESOURCES DEPARTMENT

Department Overview

The Human Resources Department is responsible for managing employee relations, recruitment, compensation, benefits, training, and development for all town employees across various municipal services. Our mission is to attract, develop, and retain a talented workforce that serves our community effectively.

Labor Relations

- Settled union contract with the Highway Department and Fire Department

- Union negotiations scheduled to begin in 2025 with the Police Department, Town Hall, Library, Dispatchers and Water Pollution Control Authority

Benefits Administration

Our benefits strategy focuses on cost-saving measures while maintaining robust employee benefits. We have implemented several initiatives to reduce costs for both union and non-union plans, ensuring benefits remain fair and meet the needs of our employees and their families.

Employee Development and Training

- **Annual Fire Extinguisher Compliance Training:** Conducted by the Suffield Fire Department for all employees per CONN/OSHA requirements.
- **Compliance Training:** Provided for all new hires and current employees to meet federal and state mandates.
- **Performance Management:** Revamped the performance appraisal process for department heads to enhance transparency and goal orientation, introducing regular performance check-ins for more frequent feedback and goal alignment.
- **Development Training:** Online training opportunities offered through the Employee Assistance Program (EAP) for all Town of Suffield employees.

Health and Well-being Programs

- **Employee Assistance Program (EAP):** Offering services including mental health support, stress management and coping skills, financial counseling and support, legal assistance, family and parenting support, substance abuse and addiction support, health and wellness support, crisis support, career counseling and development, conflict resolution and mediation, and training, educational workshops and webinars.
- **Flu Shot Clinics:** Hosted flu shot clinics to employees and dependents.
- **On-site Empower Investment Appointments:** One-on-one onsite appointments available with the Town's Retirement Plan Advisor from Empower
- **Benefit Education Sessions:** In-person information sessions with Cigna representatives to educate and answer any questions to help participants understand plans offered and make informed decisions.
- **Voluntary Benefits:** Newly added supplemental benefits, including accidental injury, critical illness, and hospital care coverage.
- **Wellness Fair:** An annual event, in partnership with the Board of Education, focusing on employee wellness and mindfulness, supported by insurance provider funding.
- **Wellness Survey:** Conducted to identify employee interests and ensure wellness programs are effective and aligned with their needs.

Employee Recognition & Engagement

We prioritize recognizing and supporting our employees to ensure they feel valued. Our key initiatives foster a positive workplace culture and promote employee well-being:

- **Monthly Luncheons:** Celebrations for employee birthdays, recognition of positive contributions, welcome new employees and foster community-building.
- **Annual Holiday Celebration:** Honors employee longevity, celebrates milestones, and recognizes Suffield Spirit to Service nominees.

- **Seasonal Competitions:** Themed challenges throughout the year to engage employees.
- **Appreciation Days:** Department-specific celebrations during national employee appreciation days to acknowledge hard work and community contributions.

Strategic Goals for FY 25/26

Our strategic goals address operational needs, employee well-being, future-proofing HR practices, and aligning workforce strategies with broader community and sustainability objectives:

- **Improve Retention Strategies:** Implement mentorship and career coaching programs.
- **Enhance Employee Recognition and Engagement:** Boost employee satisfaction and morale through improved recognition programs and a culture of appreciation.
- **Strengthen Employee Wellness Programs:** Foster a culture of well-being that supports physical and mental health.
- **Enhance Employee Experience and Retention:** Develop a comprehensive strategy focused on job satisfaction, work-life balance, and career growth.
- **Expand Leadership Development Programs:** Establish a leadership pipeline through skill-building and training opportunities.
- **Streamline HR Best Practices:** Implement electronic onboarding processes, adopt electronic time-tracking, and utilize recruitment tools through the Munis platform.



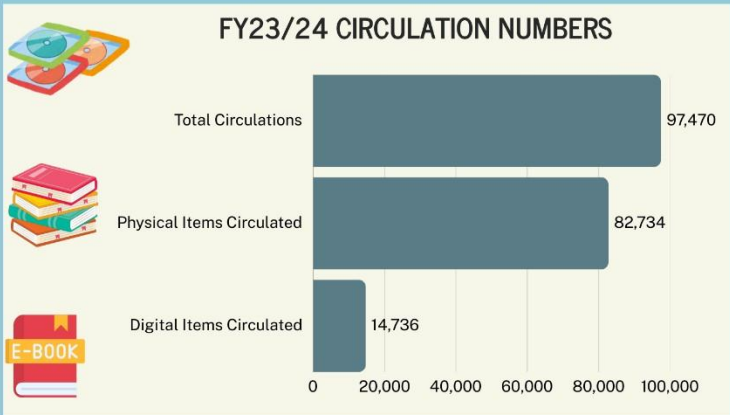
KENT MEMORIAL LIBRARY ANNUAL REPORT

2023-2024
Annual Report

It was a busy year at the library. We welcomed more than 77,000 visitors who availed themselves of the many services, programs, and resources we provide to our community. Circulation numbers, reference transactions, program offerings, and attendance remained strong.

This past year was also one of change. Our library director and associate director resigned, and Beth Chafetz was brought on as an interim library administrator. Beth was an invaluable addition to the staff, and we are very appreciative for all her hard work during this time.

The Town Administration, Library Commission, Friends of the Library, the Suffield Public Library Foundation, and our community supporters were integral to our success in upholding our mission of dedication “to serving the community by providing learning resources and information services that support and improve individual, family, and community life.” We thank you.



PROGRAMS/ EVENTS

FY24 was a busy year for programming. The library hosted 296 programs with a total attendance of 4,473!

We also offered 144 self-directed activities, with 910 patrons participating.

Thank you to the Friends of the Library for their generous support throughout the year.

Some notable offerings:

- Summer Reading program for adults and children
- Winter Reading program for adults and children
- 3rd-grade library visits
- Movie screenings
- Book Discussion groups for adults and teens
- Rhyme Time
- Hula Hoop Classes
- Spooky Story writing contest
- Chick hatching and egg candling
- Wanderlust Travel Club
- Fish tank installation & angelfish naming
- Qigong
- Art Gallery installations

NEWS

Staffing

- Julie Styles resigned as Library Director in September 2023.
- Kate Jarest resigned as Associate Director in February 2024.
- Beth Chafetz was hired as interim library administrator in February 2024.
- Jack Reuter was hired as the Assistant Head of Circulation.
- Kayla Fern was hired as a Library Clerk.

Facilities

- Cameras were replaced in the downstairs main entrance and the rear lobby. Additionally, cameras were installed in the fiction area, newspaper area, children’s department, and art gallery.
- The Suffield Garden Club provided the library with beautiful floral arrangements throughout the year, enhancing our decor. The arrangements always receive positive feedback from patrons!

PERMANENT BUILDING COMMISSION

The Permanent Building Commission consists of six members and two alternates appointed by the Board of Selectmen. The Board of Selectman shall appoint one of the six members to act as a liaison to the Board of Finance. In addition to the six members mentioned above, the Board of Selectmen shall appoint a member from each Board(s)/Commission(s) responsible for a Permanent Building Commission project; said members shall be recommended by that Board(s) or Commission(s) and shall have voting rights only on the matters relevant to that board's or commission's project. Terms are four (4) years in length (Suffield Town Charter).

During the fiscal year 2023-2024 the commission was involved in the following inquiries:

Babb's Skating Rink Evaluation

- ◆ First Selectman Colin Moll introduced the project to the Commission on October 19, 2023.
- ◆ The thought is to Modify the existing building to create a "Babbs Pavilion," an outdoor recreational facility, which would include a dog park and playground. The Board of Selectman decided to put the project in the Commissions hands at this point. A budget of \$1.5 m for the scope of work to modify the building into an open Pavillion. However, the Board of Selectman would prefer to limit the spending \$1.2 m.
- ◆ The building evaluation and budget estimate was completed and returned to the First Selectman with a total cost of \$3.4m. With town labor offsetting some project line items a reduction of \$289.5K can be utilized for a net projected cost of \$3,128,021
- ◆ The Dog Park and Playground are not included in this Project Cost.

HighSchool Roof Replacement Evaluation

- ◆ The PBC reviewed the condition of the High School Roof and has placed this project on a priority list to be included in the Facilities Master Plan

KML Air QualityMonitoring

- ◆ Following the Addition of the ADA Entry and remodeling of the building on June 29, 2019, the KML Library's air quality has been monitored for PCB contamination found during project. The Town and Permanent Building Commission are following the EPA guidelines from the Nov 09, 2015 Cleanup and Disposal Approval Document, section #17, a, b, c.

Cold Storage Building

- ◆ The PBC collaborated with the Public Works Department on the design, planning, and installation of the Public Works Cold Storage Building during the transition of the Public Works Director.

Facilities Master Plan

- ◆ The Board of Selectmen (BOS) has requested the Permanent Building Committee's (PBC) recommendation regarding the implementation of the Facilities Master Plan (FMP). The commission has been diligently evaluating the findings of the FMP, confirming its conclusions, and documenting any changes that have occurred since the report was created. The PBC is expected to complete this evaluation by early 2025 and will subsequently submit its findings to the BOS for developing actionable plans to implement the FMP.

PLANNING AND ZONING DEPARTMENT

- The Planning & Zoning Commission (PZC) reviewed and approved a special permit/site plan application for a composting facility located at 654 North Grand Street. The PZC also approved a special permit for the Friends of the Farm at Hilltop so that the non-profit can hold weddings and private events on their Mapleton Avenue property. A total of seven applications were reviewed by the PZC this year.
- The PZC adopted several text amendments to the Zoning Regulations in response to changes in the Connecticut General Statutes that govern land use. These changes include provisions for accessory dwelling units, parking standards, outdoor dining, total number of multifamily units, minimum dwelling unit size, requirements for what zoning regulations are designed to do, and how use of the word “character” is to be defined with clear and explicit physical characteristics.
- There were no residential subdivision applications reviewed this year by the PZC.
- The Town Center Village District Design Review Board reviewed four applications including the storage building at the Highway Garage, an expansion to the Veteran’s Memorial, and updated signage and façade improvements for Dunkin Donuts.
- Staff approved 229 permits which include but are not limited to certificates of occupancy, sign applications, liquor permit, and driveway applications. Of the 229 permits, 203 applications were certified for zoning compliance as part of the building permit process.
- The Zoning Enforcement Officer investigated 215 complaints.

The following table indicates the amount of fees collected by the department.

Planning & Zoning Department - Fees Collected	
Type	Amount
Commission Application Fees	\$2,788
Zoning Compliance Fees	\$12,180
Copies, Maps, Misc. Fees	\$182.50
Fees-in-lieu of Open Space	\$18,000
Zoning Board of Appeals Application Fees	\$620.00
Total	\$33,771
*Fees-in-lieu of Open Space are deposited into the open space account.	

POLICE DEPARTMENT

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

It is the mission of the Suffield Police Department to 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 Police Commission serves as civilian oversight of the department 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. The Commission is comprised of the following personnel: Chairman Anthony Greco, Vice Chairman Joseph Blake, Secretary Kristina Hallet, Michael Siegel, Terrence Plakias and William Boucher.

Staffing

During this year the Department saw the retirement of Dispatcher Theodore Hansen after a lengthy career in emergency services. We have begun a search for a new dispatcher while continuing to attempt to fill 1-2 Officer vacancies. The staffing remains unchanged with 21 total Officers, 6 Dispatchers, a Records Clerk and Administrative Assistant.

Community Engagement

In the spring of 2024 the Department rejuvenated its Citizens Police Academy. The program is designed to provide participants with an inside look into the world of policing. Members of the Suffield Police Department instruct on Constitutional Law, Criminal Law, Department Policies and Procedures, as well as discussing specific issues faced by our Officers in providing services to the Town of Suffield. Additionally, they are able to get a tour of the Department, participate in a ride along, as well as some time at the firearms range while discussing use of force laws and statutes. At the end of the program, participants attend a graduation ceremony and are presented with a certificate of completion.

Social Work Law Enforcement Internship Program

In late 2023 and early 2024 the Suffield Police Department began a partnership with Dr. Isabel Logan and the Social Work Law Enforcement Internship Program through Southern Connecticut State University. The program seeks to take students seeking an advanced degree in Social Work and pair them with Connecticut Police Departments for an internship. The programs purpose is to break down barriers between social workers and police departments, while striving to provide the most advanced services to the Suffield community. Many times, police respond to calls to address issues related to someone suffering a mental health crisis, youths in risk, and various other matters. After dealing with whatever issue may be at hand, the social work intern is notified and they conduct follow up visits and care with those involved in such situations, while also being a liaison to get additional resources as necessary. At the conclusion of the internship, the student prepares a project and presents it to their classmates and to the staff at the police department. Lessons learned are then implemented to provide for better services from both the police department and incoming interns.

Equipment Upgrades

The Police Department had a need to replace their tasers as the ones in use had become too antiquated and could no longer be indemnified by the manufacturer. As a result, we were able to replace all of the tasers and enter into an agreement that renews every five years. This will allow for continuous refreshing of the equipment and ensure our Officers have the necessary tools that they need. Also this year, a study was conducted on the emergency services radio system – which services the Police Department, Fire Department, Suffield Volunteer Ambulance Association, Department of Public Works and Suffield Schools. Funds were obtained to have an outside consultant conduct a review of the system and to provide a recommendation as to if the system needs to be replaced. Furthermore, if replacement was deemed necessary, the consultant was to design a system and assist the Town in the remainder of the process until project completion. The consultant determined that the system is approximately 31 years old and is at end of life – meaning that replacement parts could not be located if any were to break. They further indicated that most systems last 20-25 years. The consultant presented their findings to Town leaders, along with the committee working on the project – Police Chief James Canon Jr, Fire Chief Scott Cunningham, Suffield Volunteer Ambulance Association Chief John Spencer, Director of Information Technology Rebecca Osleger, Department of Public Works Director Lee Corbert and First Selectman Colin Moll. It was decided to move forward with an RFP for the proposed build from the consultant, which will carry through the summer of 2024.

	FY21-22	FY22-23	FY23-24
Calls for Service	29,885	22,554	20,213
Criminal Arrests	97	101	124
Motor Vehicle Violations			
Infraction/Summons Issued	75	75	134
Citations (Verbal/Written)	1107	1216	1956
Accidents	237	191	226
Fatal Accidents	4	1	0
DWI	23	26	18
Crime Data			
Auto Theft	11	15	12
Sexual Assaults	8	8	4
Fraud	40	86	73
Assaults (includes domestic)	41	75	86
Burglary	14	18	16
Larceny	81	59	50
Arson	1	1	0
Narcotics Arrest	12	3	2

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works consists of a Director of Public Works and an Administrative Assistant. The department is responsible for maintaining 12 Town owned, non-school buildings. Work focuses on fixing roofs, maintaining heating, ventilation and air conditioning systems (HVAC), plumbing and electrical systems, and facilitating various site inspections, repairs and improvements. New construction projects, building renovations and roof replacements at both town and school buildings are also the responsibility of the department. The department utilizes one full time Facilities supervisor and two part time cleaners to assist with daily cleaning and maintenance tasks.

Some capital projects that Public Works completed this year include:

- Building of a cold storage garage
- Drainage repairs and new installations
- Installation of new and replacement of old AED defibrillators at several Town buildings and Parks
- Installation of a new crosswalk and signals on North Main street from the Town green.

The Highway Department consists of a Foreman, 8 person fulltime crew, 1 part time prisoner supervisor, 1 part time landfill employee and 2 summer employees. Two employees are assigned to Landfill operations full time but all staff is on call to fill in as needed. The department is responsible for maintaining approximately 81 miles of Town roads and 7 miles of private roads. Town owned vehicles and equipment are maintained by our Highway Department mechanic at the garage. The crew is assisted by several plowing contractors for large snow storms and uses 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. Dead trees and branches are removed along streets and mowing along roadsides keeps the sight lines clear for driving. The crew maintains the sport fields and parks which total approximately 150 acres. The highway crew is responsible for collecting scheduled bulk waste pickups from residents for a fee. They also work to set up many events happening in town like Suffield on the Green, 5/10K road race, Suffield Alight, and the Summer Carnival.

The landfill and transfer station is staffed with 2 full time employees and 1 part time helper. According to our consultant, the annual filling rate of 2,250 cubic yards translates to approximately 77 more years of life expectancy.

REGISTRARS OF VOTERS

The Office of the Registrars of Voters is governed by the Connecticut General Statutes. Registrars work closely with the Office of the Secretary of the State to ensure that voting rights of citizens are upheld. Registrars administer all elections held in town: National, State, Municipal, Primaries, Referenda and Early Voting.

Registrars' responsibilities include:

- Voter education
- Updating and maintaining the accuracy of the registry list
- Organizing and conducting the annual canvass of voters
- Organizing and running elections, primaries & referenda
- Maintaining state certification and keeping up with state & federal election laws
- Providing supervised absentee ballot assistance for convalescent home residents

- Ensuring proper maintenance and storage and preparation of voting equipment utilized for elections
- Training election officials
- Certifying election results to the Secretary of the State and Town Clerk
- Preparing department budgets
- Working town meetings as needed

Registrars attend meetings called by the Connecticut Secretary of the State in order to keep current on impending and new legislation which affects the office. Registrars are active members of the Registrars of Voters Association of Connecticut and attend regular meetings and training sessions.

Although the Registrars of Voters are elected positions, both registrars work together to ensure the fair and equitable implementation of all election laws and administration of elections. There is no partisanship in the Office of the Registrar of Voters.

Regular Office hours are weekly on Tuesdays from 10 am to 2 pm. Staff are frequently in the office other days and times to tend to other workload responsibilities as well as additional sessions mandated by state statute. The public is welcome to schedule appointments during times other than the scheduled drop in hours.

In 2024, in addition to the full slate of regular duties, the office has seen a bustle of activity with the first implementation of Early Voting that occurred with the 4/2/2024 Presidential Preference Primary as well as responsibilities related to pre-rollout activities of the anticipated 2025 release of a new statewide centralized voter registration system.

As of July 1, 2024, there were 9863 registered voters in Suffield: Democrats (2493), Republicans (2815), Unaffiliated (4290), Other (265).

During FY 24 the office processed 2,206 voter record actions, for an average of 183 per month:

- added 605 new voters
- changed 997 voter records
- removed 604 voter records

Voter education/information packets were sent to 136 new Suffield residents.

The required annual canvass of electors was conducted between January 3 and May 1 to determine changes of residence. The National Change of Address System (NCOA) along with the Electronic Registration Information Center (ERIC) was used and 408 Suffield electors were canvassed. As a result, changes were made to 315 voter records.

In September, voter information regarding eligibility for admission as an elector and procedures for applying for such admission was distributed at Suffield High School. In June, a voter registration session was held at the high school to encourage eligible students to register to vote.

RETIREMENT COMMISSION

The Retirement Commission is responsible for overseeing and managing the towns retirement plans, including pension funds, by setting investment strategies and ensuring compliance with regulations. The commission, which consists of eight members, meets quarterly.

During the fiscal year 2023-2024 the commission was involved in the following:

Quarterly review of investment performance:

Each quarter the town's investment consultant, GYL Financial Synergies, prepares detailed reports on the town's pension and deferred compensation plans and addresses the concerns and recommendations of commission members.

Pension plan actuarial valuation:

On an annual basis the commission meets with representatives of Hooker & Holcombe to evaluate the money in versus money out of the pension and how this will affect contribution recommendations for the coming year. The commission voted to engage Hooker & Holcombe to conduct a pension plan experience study to be completed in FY24/25. Our previous experience study was completed five years ago.

Introduction of 457 and 401(a) plans administered by Empower:

Employees are happy with the streamlined options and lower fees offered by the new plans. Human Resources worked extensively with Empower to make sure that all employees received training materials on the new plans and had opportunities to discuss the options directly with representatives from Empower.

SUFFIELD PUBLIC SCHOOLS

The 2023-2024 school year brought forth many new opportunities for our students, families, faculty and staff of the Suffield Public Schools.

As with every year, the Suffield Public Schools sets forth annual goals and new initiatives that are intended to further improve and advance the opportunities we offer our students and families. Taxpayer support, other resources, and professional learning helps us to achieve these goals – and we take great pride in what we have been able to accomplish to-date. With this being said, the following list provides only a few of the 2023-2024 key initiatives of the Suffield Public Schools:

Integration of Multi-Tiered System of Supports (MTSS) programming to identify student academic and social-emotional progress within the classroom, as well as, establish a system of early intervention to students requiring additional academic and social-emotional support continued K-8.

Suffield Pre-school continued to work on extending preschool programming and made progress toward NAEYC Accreditation

Continued focus on curricular modifications for the STEM programs. Home Builders Institute curriculum was implemented using the Suffield Middle School STEM/Manufacturing facility.

Increased professional development opportunities for teachers to review new elementary reading programs aligned to the science of reading instruction and new math programs. Teachers throughout the district received professional development related to safety, security and threat assessment protocols.

The new teacher evaluation plan was developed and approved by Suffield Board of Education and Connecticut State Department of Education.

Emphasis was placed on providing experiential learning opportunities for students. Teachers and students utilized the Outdoor Learning Lab.

Suffield Music Program received NAMM Best Communities for Music Education Award highlighting the growth of the music program throughout the district.

The following infographics provide additional information on school district budgets, grants, fund utilization, and enrollment.

15-YEAR BOE BUDGET HISTORY

Fiscal Year	Total Budget	Percent Change
2010-2011	\$30,405,137	1.46%
2011-2012	\$30,761,551	1.17%
2012-2013	\$31,263,943	1.63%
2013-2014	\$31,856,239	1.89%
2014-2015	\$32,589,367	2.30%
2015-2016	\$33,704,325	3.42%
2016-2017	\$34,230,244	1.56%
2017-2018	\$34,611,844	1.11%
2018-2019	\$34,807,232	0.56%
2019-2020	\$35,547,870	2.13%
2020-2021	\$35,901,022	0.99%
2021-2022	\$35,901,022	0.0%
2022-2023	\$36,660,643	1.6%
2023-2024	\$38,533,892	5.69%

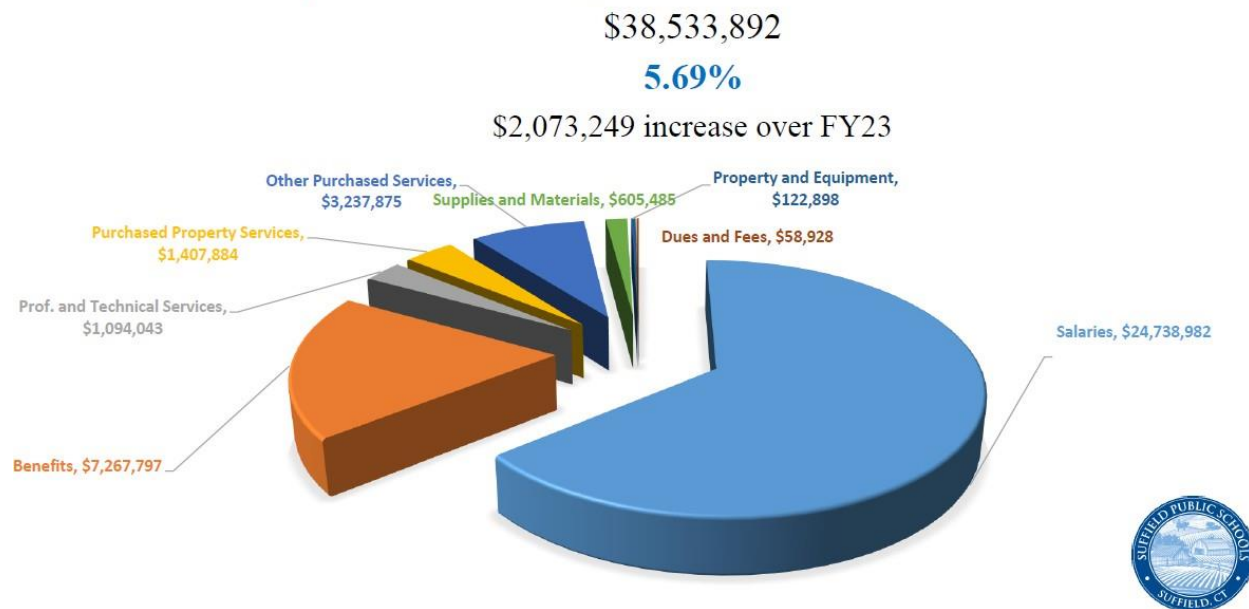
ENROLLMENT HISTORY

Enrollment (Official October CSDE PSIS Counts vs. ESDEC Projections)

2018-19: 2,132 students	2021-22: 2,030 students (Projected 1,986)
2019-20: 2,102 students	2022-23: 2,025 students (Projected 1,971)
2020-21: 2,055 students (Projected 2,071)	2023-24: 2,023 students (Projected 1,976)

BUDGET BY OBJECT CODE

□ BOE Proposed FY24 Budget:



SUFFIELD VOLUNTEER AMBULANCE ASSOCIATION (SVAA)

The **Suffield Volunteer Ambulance Association (SVAA)** is a non-profit EMS agency providing **24/7 emergency medical services** to the Town of Suffield. Our dedicated team of **volunteers and career staff** delivers **Basic Life Support (BLS)** and **Advanced Life Support (ALS)**, responding to **2,365 EMS requests**, with **1,525 patient transports** to area hospitals.

Our **volunteers contributed 13,363 hours** of service, forming the backbone of our staffing alongside **two full-time paramedics** and a **small per-diem team** of paramedics, AEMTs, and EMTs. We remain committed to community engagement, providing **EMS coverage at town events, CPR and Stop the Bleed training**, and launching a **patient satisfaction survey program**, where we ranked **among the top agencies nationwide**.

As **volunteerism declines**, SVAA has had to **increase paid staffing**, creating a **greater financial burden** that requires ongoing **community support**. Despite these challenges, we remain dedicated to **high-quality emergency care** and continuously seek ways to **recruit volunteers and secure sustainable funding**. We thank our volunteers, staff, and the community for their unwavering support.

SUSTAINABLE SUFFIELD TASK FORCE

The task force is a group of 11 appointed volunteers who promote sustainable practices. They educate the community, advise on the use of state funds allocated to Suffield for the purpose of reducing solid waste and make budgetary recommendations to the First Selectman. As of June 30, 2024, members were Anna-Kristin Daub-Murphy (Chair), Colin Moll, Etienne d'Otreppe, Ginny Bromage, Lauren O'Hara, Terrance Stearns, Trina Gomes, Lisa Coatti, Libby O'Hara (student representative), and Keila Silva (student representative).

Achievements

- Worked with the First Selectman and school officials, to institute a food scrap recycling program at Spaulding Elementary School.
- Launched a food scrap recycling drop-off program for residents.
- Created a program to divert methane-producing pumpkins from the landfill. DPW mixed the pumpkins with other vegetation and delivered the nutrient-rich blend to participating area farmers.
- Created a two-sided 11" x 17" Suffield Recycling and Disposal Guide for town residents and inserted it into the Suffield Observer for distribution to all residents.
- Secured a matching grant from Sustainable CT to purchase outdoor composters for residents to promote backyard composting.
- Held a composting workshop at the Senior Center and disbursed countertop compost bins and outdoor composters.
- Arranged with town officials for a centrally located dumpster to collect residential food scraps and implemented the program.
- Held a townwide clean up, in part sponsored by USA Waste & Recycling, to help beautify the town.
- Held a townwide tag sale to help prolong the life of household goods and keep them from the landfill.

Certifications

- Earned a Bronze Certification from Sustainable CT for implementation of specific best practices.

TAX COLLECTOR

The Tax Collector's office consists of two full time positions. The Tax Collector is an elected position held by Jill F. Schechtman since August of 2009.

Robin Lutwinas has been the Assistant Tax Collector since December of 1998. Both positions are certified.

Paige Remington joined us in June and December to help with the collection of the 2022 GL. This was Paige's second year helping with collections.

The season began with 6,400 Real Estate accounts, 700 Personal Property Accounts and 14,730 Motor Vehicle Accounts. Later in December we added 2,159 Motor Vehicle Supplemental Accounts.

By June 30, 2024, we collected \$45,191,796.42 in Tax, \$116,185.33 in Interest and \$846.79 in Liens and Fees. The total amount collected for the Current Year only was \$45,308,828.54. The overall collection rate was 99.12%.

By June 30, 2024, we collected \$564,261.43 in Tax, \$282,719.53 in Interest and \$7,778.89 in Liens and Fees. The total amount collected for the Prior Year was \$854,759.85. The Grand Total collected for the 2022 GL was \$46,163,588.39.

Our online program, hosted by Invoice Cloud, brought in \$6,964,388.23 of the 2022 GL collections.

Our duties in the Tax Collector's Office include scanning all checks, making many deposits, sending out delinquent notices, demands and lien notices. We lien all delinquent Real Estate accounts. We report delinquencies to DMV and release accounts from DMV once the accounts are paid in full. We process refunds, balance to Finance and create reports for the Auditors, Finance and WPCA. We process all payments for the WPCA and do deposits for the WPCA.

The Tax Office works closely with the Assessor's Office, WPCA and Finance.

TOWN CLERKS OFFICE

The Town Clerks Office is the official record keepers for the Town of Suffield. The office maintains all land records, vital records and board and commission minutes. The office also handles dog licenses, marriage licenses, trade name certificates, notary public certificates, veteran discharge records and state liquor permits. During elections, the office issues absentee ballots.

Town Clerk Statistics			
	<i>FY 2021-2022</i>	<i>FY 2022-2023</i>	<i>FY 2023-2024</i>
Documents Recorded	3173	2490	2343
Local Conveyance Taxes	\$350,363.92	\$416,560.49	\$297,245.71
Dog Licenses	1682	1905	1949
Marriages- In Suffield	45	38	47
Births- CT Recorded	68	68	65
Deaths	168	168	147
Electronic Payments	<i>\$21,603.50</i>	<i>21,603.50</i>	<i>\$14,497</i>

Town Meeting Summaries

The official minutes are available for inspection in the Town Clerks Office or on the Town's website.

December 13, 2023

Resolved: That the Town Meeting of the Town of Suffield approve the proposed animal control ordinance as presented and approved by the Board of Selectmen. Passed by voice vote.

Resolved: That the Town Meeting of the Town of Suffield approve the proposed changes to the Tax Increment Finance (TIF) District Master Plan as presented and approved by the Board of Selectmen. Passed by voice vote.

May 8, 2024

Resolved: That the Town Meeting of the Town of Suffield approve the report and Town budget recommendations of the Board of Finance and to make such appropriations in connection therewith as may be advisable. Passed by voice vote.

Resolved: That the Town Meeting of the Town of Suffield approve the use and expenditure of American Rescue Plan funds as recommended by the Board of Selectmen and Board of Finance. Passed by voice vote.

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. Passed by voice vote.

The team of Kathy Dunai, Michele Urch and Erica Boucher continue to provide the residents of Suffield with professionalism, dedication and efficiency with respect to all services offered by the office.

TOWN ENGINEER

Drainage Projects

The department responds to resident concerns on drainage issues and works with the Highway Department and contractors to implement solutions. Drainage projects under design include Marbern Drive near Muddy Brook, and the Cassotta Lane cross culvert. Construction work included catch basin reconstruction, pipe replacement, and clearing overgrown ditches and detention basins at various locations around town.

Bridge Projects

The Quarry Road Bridge design was completed and property rights were obtained from abutting owners. Partial funding for the bridge will be provided by the Local Bridge Program and a Small Town Economic Assistance Program (STEAP) grant with construction expected to begin in 2025. The Russell Avenue bridge replacement project began initial studies needed in advance of bridge design. This project is entirely funded by the Federal Local Bridge Program with design and rights of way acquisition covered by the Department of Transportation. Construction is expected to begin in 2027.

Local Transportation Capital Improvement Program (LOTICIP)

Four LOTICIP grant projects are under design including one to repave the Windsor Locks Canal Trail, one to replace and extend sidewalks on Kent Avenue, one to repave the Farmington Canal Heritage Trail in West

Suffield, and one to repave Bridge Street and add pedestrian amenities including sidewalks. The LOTCIP grant fully covers construction and construction inspection costs.

Crosswalk Projects

In an effort to improve pedestrian safety, a redesigned crosswalk was installed near the Suffield Academy campus replacing the old one and installing warning lights. Crosswalk designs were completed for the Marbern Drive/Main Street area and Town Hall. Both projects will add warning lights and the designs were sent to the Department of Transportation (DOT) for review and approval. The crosswalk at the Mountain Road/Main Street intersection is also under review by the DOT.

Additional Town Engineer Functions

- Advising the Planning & Zoning Commission including engineering reviews of subdivisions, site plans, bond release requests and road acceptances, and supervision of construction inspections of public facilities on all subdivision roads.
- Advising the Conservation Commission on drainage impacts of proposed developments on wetlands.
- Provide technical advice on Public Works projects as requested.

WATER POLLUTION CONTROL AUTHORITY (WPCA)

Treatment Plant Operations

The Connecticut Department of Energy & Environmental Protection (DEEP) issues a five-year permit to the Suffield Water Pollution Control Authority (WPCA). The WPCA plant is permitted to receive and treat 2 million gallons per day (MGD). The permit restricts the WPCA effluent discharge to meet the following criteria:

- 85% Total Suspended Solids (TSS) removal
- 85% Biochemical Oxygen Demand (BOD) removal
- 45 pounds of nitrogen production daily

The average wastewater flow for 2023/2024 was 1.5 million gallons a day with the following removal rates:

- 99% TSS removal
- 99% BOD removal
- 8 pounds of nitrogen production daily

Accomplishments

- The WPCA Operators cleaned 4.6 miles of sewer line and completed 137 manhole inspections.
- 45 manholes were rehabilitated by WPCA Operator's.
- The easement to access the Hood sewer line was improved to allow full access by our Vector Truck
- Sonetic Headphones were purchased for the WPCA Operator's to be used for traffic control and equipment.
- The SCADA (supervisory control and data acquisition) system was upgraded. SCADA is used at the wastewater plant to monitor in real-time, the flow rates, and chemical dosage, allowing operators to make informed decisions that result in optimal plant performance.

Financial

For FY 2023/2024, both the residential and commercial sewer rates were increased. The increase was necessary to fund several large capital improvement projects.

- The annual residential sewer user fee increased from \$370 (FY 2022/2023) to \$380 (FY 2023/2024). For comparison, the average statewide residential sewer user fee in 2019 was \$520, per a Tighe & Bond rate study.
- The Kent Farms sewer district annual residential user fee increased from \$370 to \$440.
- The commercial/industrial rate increased from \$8.89 to \$9.09 per 1000 gallons discharged to the system.
- The WPCA's collection rate for the 2023 bills was 97.09%.

TOWN OF SUFFIELD, CONNECTICUT
SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES -
BUDGET AND ACTUAL - BUDGETARY BASIS - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2024

	Budgeted Amounts			Variance With Final Budget Over (Under)
	Original Budget	Final Budget	Actual	
PROPERTY TAXES:				
Current List	\$ 44,350,209	\$ 44,350,209	\$ 44,581,154	\$ 230,945
Supplemental motor vehicle	450,000	450,000	554,893	104,893
Taxes, prior year	350,000	350,000	426,040	76,040
Interest and fees	250,000	250,000	327,078	77,078
Total property taxes	<u>45,400,209</u>	<u>45,400,209</u>	<u>45,889,165</u>	<u>488,956</u>
INTERGOVERNMENTAL:				
Grants unspecified:				
Mashantucket Pequot and Mohegan Fund	2,760,598	2,760,598	2,760,598	-
Payment in lieu of taxes - State property	2,071,895	2,071,895	2,227,287	155,392
Town Aid Road grants	290,733	290,733	291,826	1,093
Local Capital Improvement Program	91,153	91,153	139,620	48,467
Municipal Grants-In-Aid	180,663	180,663	180,663	-
Municipal Revenue Sharing	206,051	206,051	603,938	397,887
State Distressed Municipalities	72,750	72,750	73,002	252
Board of Selectman authorized - PILOT	15,000	15,000	15,000	-
Youth Services	14,000	14,000	14,103	103
Tax relief - Veterans Exemption	7,500	7,500	6,466	(1,034)
Tax relief - Totally Disabled Persons	800	800	1,029	229
Federal grants	-	-	179,203	179,203
Other	32,419	32,419	50,960	18,541
Total state grants unspecified	<u>5,743,562</u>	<u>5,743,562</u>	<u>6,543,695</u>	<u>800,133</u>
Grants for school aid:				
Education cost sharing	6,157,292	6,157,292	6,058,286	(99,006)
Vocational agriculture grant	839,289	839,289	847,600	8,311
Other educational grants	-	-	9,202	9,202
Total state grants for school aid	<u>6,996,581</u>	<u>6,996,581</u>	<u>6,915,088</u>	<u>(81,493)</u>
Total intergovernmental	<u>12,740,143</u>	<u>12,740,143</u>	<u>13,458,783</u>	<u>718,640</u>
INVESTMENT INCOME	<u>1,100,000</u>	<u>1,100,000</u>	<u>1,760,657</u>	<u>660,657</u>
CHARGES FOR SERVICES:				
Current services and fees:				
Building Department	500,000	500,000	571,133	71,133
Planning and zoning	20,000	20,000	14,330	(5,670)
Zoning Board of Appeals	750	750	504	(246)
Police permits	16,000	16,000	8,002	(7,998)
Sunrise Park Fees	-	-	1,715	1,715
Conservation	4,000	4,000	2,967	(1,033)
Historic District fees	500	500	700	200
Total current services and fees	<u>541,250</u>	<u>541,250</u>	<u>599,351</u>	<u>58,101</u>

(Continued)

TOWN OF SUFFIELD, CONNECTICUT
SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES -
BUDGET AND ACTUAL - BUDGETARY BASIS - GENERAL FUND (Concluded)
FOR THE YEAR ENDED JUNE 30, 2024

	Budgeted Amounts			Variance With Final Budget Over (Under)
	Original Budget	Final Budget	Actual	
CHARGES FOR SERVICES: (Continued)				
Landfill:				
Operating	\$ 40,000	\$ 40,000	\$ 47,595	\$ 7,595
Recycling rebates	1,200	1,200	7,563	6,363
Sale of scrap metal	38,000	38,000	37,083	(917)
Permits	250	250	-	(250)
Total Landfill	79,450	79,450	92,241	12,791
Charges for current services:				
Bulky waste	2,500	2,500	2,561	61
Real estate conveyance fee	335,000	335,000	297,246	(37,754)
Mini-bus transportation	5,500	5,500	4,000	(1,500)
Animal control fees	30,500	30,500	31,458	958
Town clerk recording fees	164,300	164,300	88,188	(76,112)
Total charges for current services	537,800	537,800	423,453	(114,347)
Recreation:				
Camps	-	-	124,030	124,030
Activities	305,000	305,000	231,071	(73,929)
Total Recreation	305,000	305,000	355,101	50,101
Revenue from other agencies:				
Telecommunications grant	15,000	15,000	32,828	17,828
Tuition, Vo-ag	559,486	559,486	614,070	54,584
Tuition, other	146,084	146,084	163,036	16,952
Payment in lieu of taxes, CT Airport Authority	693,909	693,909	693,909	-
Total revenue from other agencies	1,414,479	1,414,479	1,503,843	89,364
Total charges for services	2,877,979	2,877,979	2,973,989	96,010
MISCELLANEOUS:				
Rent - Town property	54,600	54,600	72,132	17,532
Cell tower	197,630	197,630	184,318	(13,312)
Other	135,000	135,000	169,723	34,723
Total miscellaneous	387,230	387,230	426,173	38,943
Total revenues	62,505,561	62,505,561	64,508,767	2,003,206
OTHER FINANCING SOURCES:				
Unliquidated encumbrances	-	-	271,762	271,762
Transfers in:				
Off Duty Fund	200,000	200,000	200,000	-
Cemetery Fund	40,290	40,290	40,290	-
Capital and Nonrecurring Fund	100,000	100,000	100,000	-
American Rescue Plan Fund	2,580,162	2,580,162	2,263,880	(316,282)
Total other financing sources	2,920,452	2,920,452	2,875,932	(44,520)
Total revenues and other financing sources	\$ 65,426,013	\$ 65,426,013	\$ 67,384,699	\$ 1,958,686
				(Concluded)

TOWN OF SUFFIELD, CONNECTICUT
SCHEDULE OF EXPENDITURES AND OTHER FINANCING USES -
BUDGET AND ACTUAL - BUDGETARY BASIS - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2024

	Budgeted Amounts			Variance With Original Budget Over (Under)
	Original Budget	Final Budget	Actual	
GENERAL GOVERNMENT:				
Board of Selectman	\$ 251,128	\$ 257,992	\$ 256,697	\$ (1,295)
Human resources	198,028	200,806	200,802	(4)
Probate court	6,100	6,985	6,985	-
Election	60,353	69,910	69,908	(2)
Board of Finance	10,521	7,742	3,048	(4,694)
Assessors	182,271	174,523	161,086	(13,437)
Board of Assessment Appeals	946	1,079	1,079	-
Tax collector	175,299	178,491	178,488	(3)
Finance	387,295	445,295	441,776	(3,519)
Information technology	457,091	457,091	448,207	(8,884)
Town counsel	93,000	120,130	120,128	(2)
Town clerk	204,364	204,364	196,684	(7,680)
Town hall	60,700	60,700	60,470	(230)
Insurance	510,000	510,000	480,456	(29,544)
Employee benefits	3,575,000	3,762,943	3,373,778	(389,165)
Total general government	<u>6,172,096</u>	<u>6,458,051</u>	<u>5,999,592</u>	<u>(458,459)</u>
PLANNING AND DEVELOPMENT:				
Planning and zoning	221,618	220,629	215,968	(4,661)
Zoning Board of Appeals	3,104	3,104	1,205	(1,899)
Economic development	61,728	61,728	75,425	13,697
Historic District Commission	2,077	2,077	1,964	(113)
Conservation Commission	62,008	63,597	60,610	(2,987)
Total planning and development	<u>350,535</u>	<u>351,135</u>	<u>355,172</u>	<u>4,037</u>
PUBLIC SAFETY:				
Fire Commission	1,204,543	1,102,954	1,077,647	(25,307)
Police Commission	3,079,878	3,059,978	3,056,788	(3,190)
Emergency management	10,765	10,765	10,722	(43)
Building Department	329,633	312,433	293,798	(18,635)
Town Engineer	122,010	89,880	80,328	(9,552)
Animal control	85,502	106,432	105,448	(984)
Total public safety	<u>4,832,331</u>	<u>4,682,442</u>	<u>4,624,731</u>	<u>(57,711)</u>
PUBLIC WORKS:				
Public works	2,113,778	2,096,756	2,044,143	(52,613)
State aid road funds	292,924	292,924	292,044	(880)
Public utilities	2,220,000	2,220,000	2,167,994	(52,006)
Total public works	<u>4,626,702</u>	<u>4,609,680</u>	<u>4,504,181</u>	<u>(105,499)</u>
				<i>(Continued)</i>

TOWN OF SUFFIELD, CONNECTICUT
SCHEDULE OF EXPENDITURES AND OTHER FINANCING USES -
BUDGET AND ACTUAL - BUDGETARY BASIS - GENERAL FUND (Concluded)
FOR THE YEAR ENDED JUNE 30, 2024

	Budgeted Amounts			Variance With Original Budget Over (Under)
	Original Budget	Final Budget	Actual	
HEALTH AND SOCIAL SERVICES:				
Health and social services	\$ 204,859	\$ 204,859	\$ 203,901	\$ (958)
Social services commission	1,480	1,480	1,211	(269)
EMS/ambulance	369,978	369,978	351,324	(18,654)
Total health and social services	<u>576,317</u>	<u>576,317</u>	<u>556,436</u>	<u>(19,881)</u>
LIBRARY, RECREATION AND PARKS:				
Kent Memorial Library	556,604	556,604	556,604	-
Recreation	-	4,381	4,381	-
Community services	940,134	935,756	894,329	(41,427)
Total library, recreation and parks	<u>1,496,738</u>	<u>1,496,741</u>	<u>1,455,314</u>	<u>(41,427)</u>
BOARD OF EDUCATION:				
Education	<u>38,533,893</u>	<u>38,533,893</u>	<u>38,527,909</u>	<u>(5,984)</u>
OTHER:				
Cemeteries	<u>40,290</u>	<u>40,290</u>	<u>40,290</u>	<u>-</u>
DEBT SERVICE	<u>2,188,325</u>	<u>2,188,325</u>	<u>2,188,325</u>	<u>-</u>
CONTINGENCY	<u>500,000</u>	<u>310,453</u>	<u>-</u>	<u>(310,453)</u>
Total expenditures	<u>59,317,227</u>	<u>59,247,327</u>	<u>58,251,950</u>	<u>(995,377)</u>
OTHER FINANCING USES:				
Transfers out:				
Capital Projects Funds	5,908,786	5,978,686	5,978,686	-
Community Organizations Fund	200,000	200,000	200,000	-
Total other financing uses	<u>6,108,786</u>	<u>6,178,686</u>	<u>6,178,686</u>	<u>-</u>
Total expenditures and other financing uses	<u>\$ 65,426,013</u>	<u>\$ 65,426,013</u>	<u>\$ 64,430,636</u>	<u>\$ (995,377)</u> <i>(Concluded)</i>

TOWN OF SUFFIELD, CONNECTICUT
SCHEDULE OF PROPERTY TAXES LEVIED, COLLECTED AND OUTSTANDING
FOR THE YEAR ENDED JUNE 30, 2024

Grand List Year	Balance Uncollected July 1, 2023	Current Levy	Lawful Corrections		Transfers To Suspense	Balance To Be Collected	Collections, net of refunds			Overpayments	Balance Uncollected June 30, 2024
			Additions	Deductions			Interest and		Total		
							Taxes	Lien Fees			
2022	\$ -	\$ 45,696,111	\$ 49,014	\$ 150,749	\$ 897	\$ 45,593,479	\$ 45,191,796	\$ 117,032	\$ 45,308,828	\$ 9,454	\$ 411,137
2021	445,580	-	9,347	13,282	-	441,645	235,784	53,439	289,223	6,877	212,738
2020	249,039	-	3,093	1,942	42,082	208,108	109,801	41,594	151,395	1,835	100,142
2019	93,450	-	-	214	-	93,236	55,083	30,628	85,711	19,652	57,805
2018	87,090	-	280	-	-	87,370	45,806	29,143	74,949	4,525	46,089
2017	71,846	-	-	-	-	71,846	29,485	26,438	55,923	2,237	44,598
2016	49,891	-	-	-	-	49,891	19,340	24,194	43,534	2,169	32,720
2015	37,425	-	-	-	-	37,425	19,486	23,530	43,016	8,480	26,419
2014	30,333	-	-	-	-	30,333	14,435	6,916	21,351	9,554	25,452
2013	20,267	-	-	-	-	20,267	4,431	9,251	13,682	8,883	24,719
2012	24,644	-	-	-	-	24,644	4,654	5,244	9,898	3,490	23,480
2011	21,378	-	-	-	-	21,378	1,861	3,903	5,764	2,279	21,796
2010	18,968	-	-	-	-	18,968	1,810	4,124	5,934	4,019	21,177
2009 & prior	4,416	-	2,154	-	-	6,570	5,020	13,216	18,236	31,641	33,191
Total	\$ 1,154,327	\$ 45,696,111	\$ 63,888	\$ 166,187	\$ 42,979	\$ 46,705,160	\$ 45,738,792	\$ 388,652	\$ 46,127,444	\$ 115,095	\$ 1,081,463

Board and Commission Members

As of June 30, 2024

Advisory Commission on Capital Expenditures (ACCE)

Brad Belcher, Chair
Mark Englander
Jim Irwin
Alex Lepage
Mike Sattan
Scott Crossen – Alternate
Don Miner – Alternate

Affordable Housing Committee

Kevin Goff, Chair
David Colangelo
Erin Golembiewski
Kathleen Harrington
Krystal Holmes
Mark Sinopoli
Robin Zatony

American Rescue Plan Committee

Colin Moll, Chair
Brad Belcher
Melvin Chafetz
Tom Frenaye
Brian Kost

Board of Assessment Appeals

Edward McAnaney, Chair
Krystal Holmes
Ryan Walters

Board of Education

Maureen Sattan, Chair
Joshua Barrows
Debra Dudack
Melissa Finnigan
Brian Fry
Geert Mol
Samuel Toskin
Vacant (2)

Board of Finance

Eric Harrington, Chair
Chris Childs
Michael Haines
Ann Huntington Mickelson
Brian Kost
Mark Sinopoli
Arthur Christian II, Alternate
Mark Englander, Alternate
Tom Frenaye, Alternate

Board of Fire Commissioners

Paul Christian, Chair
Jacek Bucior
Victor Mathieu
Edward O’Hurley
Nathan Prusi
Peter Yeskey

Board of Police Commissioners

Anthony Greco, Chair
Joseph Blake
William Boucher
Kristina Hallett
Terrence Plakias
Michael Siegel

Board of Selectman

Colin Moll, First Selectman
Klaire Bielonko
Melvin Chafetz
Kathleen Harrington
Peter Hill

Building Code Board of Appeals

Glenn Neilson, Chair
Catherine Ellithorpe
Kevin Goff
William Gozzo
Joseph Sangiovanni
Martin Page, Alternate
Vacant Alternate (4)

Cable Advisory Council

Alex Fraser, Chair
Chad Kuzontkoski
Carl Casinghino

Charter Revision Commission

Eric Remington, Chair
Ray Dalrymple
Frederic Dubour
Michael Haines
Jeremy Lambert

Conservation Commission

Arthur Christian, Chair
Elizabeth Fanous
Glenn Neilson
Norman Noble
Gary Phelps
Patrick Reilly
Raymond Wilcox
Thomas Elmore, Alternate
Jessica McCue, Alternate

Economic Development Commission

Gayle Demko – Chair
Brian Banak
Jack Henrie
Robert Kelly
John McGuire
Jeff Girard, Alternate
Maria Silvestri, Alternate

Emergency Management Advisory Council

John Spencer, Emergency Management Director
Colin Moll
Scott Cunningham
James Canon
Pam Sinofsky
Vacant (1)

Ethics Commission

Jay Presser, Chair
George Dalrymple
Dara Goings
Carol Martin
Scott Wheeler
Susan Keane, Alternate
Daniel Vindigni, Alternate

Helena Bailey Spencer Tree Fund Committee

Sue Mayne, Chair
Judith Hanmer
Todd Mervosh
Connie Murray
Anita Wardell
Joyce Zien
Vacant (3)
Kacy Colston, Treasurer Ex Officio
Colin Moll, First Selectman Ex Officio
Marie Gauthier, Suffield Garden Club President
Ex Officio

Historic District Commission

John Schwemmer, Chair
Doglas Mayne
Scott MacClintic
William Moryto
Elizabeth Tracey
Aysha Moore-Manwaring, Alternate
Crystal Quandt, Alternate
Vacant Alternate (1)

Housing Authority

Jonathan Carson, Chair
Jacqueline Marien
Mark Messenger
Kathleen Remington
Jacqueline Nielson, Tenant Representative

Juvenile Review Board

Peter Leclerc, Chair
Dianne Bailey
Brian Casinghino
Alaina Decesare
Matthew Dobi
Kelly Giannuzzi
Dianna Kolodziej
Randy Roman
Beth Sheridan

Library Commission

Christine Sinopoli, Chair
Corbin Adzigirey
Michael Alexopoulos
Denise Boutin
Joe Craven
Claire Kawalec
Nina Kendrick
Michelle Kynard
Robert Parks
Christine Sinopoli
Despina Tartsinis
Vacant (1)

Parks & Recreation Commission

Brian Casinghino, Chair
William Boucher
Jackie Guzie
Andrew Joly
Sam Lombardo
Anthony Migliozi
David Rusnock
Stephen Marchillo, Alternate
Christopher Parker, Alternate

Permanent Building Commission

Kevin Goff, Chair
Catherine Ellithorpe
William Gozzo Sr.
Glenn Neilson
Joe Sangiovanni
Heather Van Deusen
Brian Baril, Alternate
Martin Page, Alternate

Planning and Zoning Commission

Mark Winne, Chair
Virginia Bromage
Brian Dunn
Erin Golembiewski
Leon Litvak
Christine Sinopoli
Jacob Byrnes, Alternate
Jeff Girard, Alternate
Geoffrey Kaplan, Alternate

Retirement Commission

Kacy Colston, Chair
Ryan Burrell
Mark Englander
Glenn Gazdik
David Innes
David Mercik
Colin Moll
Dan Sheridan, Adhock Non-Voting Member

Social Services Commission

Robin Zatony, Chair
Ann Bauchiero
Kathleen Bielonko
Mark Blackaby
Sharon Bruno
Laura Eisenhaure
Nathan Prusi

Sustainable Suffield Task Force

Tony Peterson, Chair
Ginny Bromage
Lisa Coatti
Anna-Kristin Daub-Murphy
Etienne D’Otreppe
Colin Moll
Lauren O’Hara
Andrea Prusi
Terrence Stearns

Water Pollution control Authority

Daniel Holmes, Chair
Frank Bauchiero
Janet Davis
Daniel Holmes
Roger Ives
Todd Mervosh
John Murphy

Town Center/West Suffield Center Village District Design Review Board

George Fields, Chair
Bob Borg
Matthew Falkowski
Michelle Girard
Frank Grillo
Raymond Wilcox
Vacant (3)

Zoning Board of Appeals

Mark Blackaby, Chair
Gerard Chase
Susan Hastings
John Schwemmer
Despina Tartsinis
Timothy Casey, Alternate
Victor Roy, Alternate
Vacant (1)

Town Forest Commission

Vacant (2)

Veterans Appreciation Committee

Tony Peterson

For a current list of Board and Commission Members, please visit the Boards & Commissions page of the Town Website at onboard.suffieldct.gov

Key Personnel

Animal Control Officer: Ryan Selig
Assessor: Lisa Trase
Building Inspector: Michael Addington
Community Services Director: Peter Leclerc
Director of Finance: Mandi Moore
Emergency Management Director: John Spencer
Fire Chief: Scott Cunningham
Director of Human Resources: Karin Ziemba
Director of Information Technology: Rebecca Osleger
Library Director: Beth Chafetz (Interim)
Director of Planning and Development: Bill Hawkins
Police Chief: James Canon
Director of Public Works: Lee Corbert
Public Works Foreman: David Falk
Tax Collector: Jill Schechtman
Town Clerk: Kathleen Dunai
Town Treasurer: Kacy Colston
Registrar of Voters (D): Laura Brady
Registrar of Voters (R): Darlene Burrell
School Business Manager: Eric Remington
School Resource Officer: Randy Roman
School Superintendent: Timothy Van Tassel
Suffield Volunteer Ambulance Association Chief: John Spencer
Youth Service Director: Kelly Giannuzzi
Zoning enforcement Officer: James Taylor

Town Counsel

Derek E. Donnelly