

# Town of Suffield Annual Report \*

SUFFIELD, CONNECTICUT

July 1, 2013 to June 30, 2014

\*Summary Version

First Selectman  
Edward G. McAnaney  
(860) 668-3838

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When it comes to doing business with our town, the people of Suffield have been fortunate to have many dedicated officers and officials, both elected and appointed. Sadly, this year Suffield lost two dedicated and well loved Town Officials.

Joan Root McComb served as our Tax Collector for twenty years. Joan was equally helpful to all and conscientious in her work for the benefit of the taxpayers of Suffield. After retirement in 1999, she enjoyed traveling, her church, country music, and a piece of dark chocolate every evening! Many may also remember her as a teller for twenty years at the First National Bank of Suffield, but all who knew Joan remember her as a loving mother, sister, grandmother, friend and a loyal and valued employee of the Town of Suffield.

Elaine O'Brien enjoyed serving the community that she loved. She often referred to Suffield as "Connecticut's own Mayberry", an almost perfect place. She began her service to Suffield by volunteering in Scouts, Soccer, Little League and PTO. As her boys grew, so too her dedication to Suffield. First elected to the Zoning & Planning Commission and the Board of Education, her commitment continued to ultimately include election to the Office of Town Clerk and finally the 61st District State Representative. She was a familiar face at Town Meetings, the Fire Department 5K and the Rotary Club. Her professional insights and warm, friendly manner served Suffield well.

These two women will be missed by our community.

## Dedication

**JOAN MCCOMB**  
**1933 - 2014**

**ELAINE O'BRIEN**  
**1955 - 2014**



## Administration

Fiscal Year 2013-14 presented Suffield with some economic challenges but town leaders worked together to minimize the effects of those challenges.

During the development of the budget, a \$1-million reduction in State Aid was predicted because of Connecticut's weakened economy. We planned accordingly and passed a budget reflecting this loss on income. Immediately after the budget was passed at the Town Meeting, the \$1-million cut was restored by the State, yielding a surplus in our budget.

We also received other unplanned revenue:

- dirt from the New Britain-Hartford Busway was used to cap portions of the Town Landfill as it is filled;
- about \$30,000 was received for the first full year of recycling; and
- in excess of \$300,000 was received for repair of the roads damaged by the electric company in their upgrade of the power lines thorough West Suffield.

The Boston Neck Road bridge opened in early August. The Town paid for the replacement of the bridge itself rather than wait for the State bridge project to pay a portion of the cost. It would have taken five years from the closing of the bridge to the completion of repairs had the State been involved. By doing the work as a town, the process took about 15 months from closure to the planned re-opening.

The Large Animal Facility at the High School opened after many construction problems. We also authorized an addition to the library entrance to make access for all to the building easier.

Suffield formed a partnership with the Connecticut Conference of Municipalities to offer a prescription discount card to residents, that saved them over \$57,000 in prescription drug costs.

Additionally, Suffield partnered with Energize CT to offer residents low cost energy evaluations. A portion of their costs was donated to the Suffield Emergency Aid Association's Fuel Bank.

Mel Chafetz was welcomed to the Board of Selectmen. Our Board thanked Eileen Moncrief for her many years of dedicated service when she stepped down from the Board of Selectmen.

As you read through the this year's Town Report, you will notice many new faces are featured in the following pages as we welcomed them to their new positions in our community. Our dedication on the previous page honors two dedicated town servants who died this year.

Edward McAnaney  
*First Selectman*

## HUMAN RESOURCES

*submitted by Katherine Christopher,  
Director*

The Human Resources (HR) Department serves as a point of contact for the public, employees and management seeking information and guidance on a variety of topics related to employment and benefits. Topics include recruitment; health and dental insurance; short term and long term disability; workers' compensation; family medical leave; wages; vacation; sick and personal leave; discipline; unemployment; deferred compensation; employee assistance program; classification; contract interpretation; policies and standard practices; and other employment issues.

*First Selectman  
Edward McAnaney (L)  
and local resident John  
Biggerstaff (R) hold  
the ribbon while  
Max Beaudoin (L)  
and Riley Moores (R)  
assist in the ribbon  
cutting at the official  
opening of the Boston  
Neck Road bridge.*



**TOWN CLERK STATISTICS**

	FY 2011-12	2012-13	2013-14
Documents Recorded	3,533	3,327	2,948
Local Conveyance Tax	\$113,699	\$181,366	\$166,148
Dog Licenses	1,260	1,359	1,311
Marriages	59	48	60
Births	66	65	68
Deaths	135	158	163
Electronic Payments*	0	0	\$3,609

\*Electronic payments started in FY 2013-14

During FY 2013-14, I was hired as Director of Human Resources to fill the vacancy left by the October departure of former Director Joyce Feeney. My employment began in December 2013.

Contract negotiations for seven unionized groups within the town were conducted with changes and revisions to benefits and wages. The HR Director works in tandem with the Town Labor Attorney to ensure equitable terms for both the town and employees.

Specific projects undertaken during this year included:

- Recruiting and placement of a qualified Highwayman, Civilian Dispatcher, Finance Assistant, Human Resources Director, and the Kent Memorial Library Director.
- Sending out a Request for Quote and Proposal for a new Insurance

*On March 20, 2014 George Beiter was sworn in as Town Clerk to fill the remaining term of Elaine O'Brien.*

Broker of record for health and ancillary benefits.

- Moving to a new workers' compensation and liability carrier with the Town.
- Updating and placement of useful information for employees and applicants on the Town website.

**TOWN CLERK**

*submitted by D. George Beiter, Clerk*

Following the death of our long-time Town Clerk Elaine O'Brien, I was honored and humbled to be appointed to serve out her term until January 2016. The Town Clerk's office also welcomed the addition of Maria Capella this year as one of our Assistant Town Clerks. Maria previously worked in the registrar's office and brings a wealth of election knowledge to this office as well as incredible attention to detail and understanding on our documents preservation.

In an effort to provide a more open government, increase automation, and improve our service to our residents, we continue to implement to advance technology. Electronic record keeping can make our government more accessible. We can provide near real time information for Town Meetings as well as board and commission meetings.

Additionally, the public can access and search for the information more easily and efficiently. Finally, we have the obvious reduction in paper and associated physical storage needs.

Additionally, our office updated the email distribution for town information. Users can sign up to receive updates on ALL boards and commissions, or simply opt in to specific lists they wish to receive. Those interested can simply visit [www.SuffieldTownHall.com/TownClerk](http://www.SuffieldTownHall.com/TownClerk) to sign up for email updates or to visit our Facebook and Twitter pages.

We will continue to retain hard copies in our office, as required by Statute.

The Town Clerk's Office continues to maintain:

- Dog licenses (\$19 or \$8 for altered dogs)
- Sport licenses for hunting and fishing
- Marriage licenses (\$30)
- Vital records for Birth, Marriage and Death certificates (\$20)
- All Land records
- Absentee voting applications and ballots



**REGISTRAR OF VOTERS**

*submitted by Darlene Burrell and Lynn Joyal, Registrars*

As of June 30, 2014, there were 8,113 registered voters in Suffield. Voter record activity was 1,080 voter record additions, changes and removals throughout the FY 2013-14, an average of 90 per month. Voter Information Packets were sent to 149 new Suffield residents. The mandated annual Canvass of Voters was done using the National Change of Address System (NCOA). 466 electors were canvassed and 413 voter records were changed as a result.

A voter registration session was held at the Suffield High School on September 24th. All eligible students were given the opportunity to register to vote at that time, and pre-registration was made available to 17-year-olds who would turn 18 before the November election.

Although the Registrar of Voters position is an elected position; politics does not have any place in a Registrar's office. It is the responsibility of both parties to ensure fair and equitable enactment of all laws.

**INFORMATION TECHNOLOGIES**

The Information Technology (IT) Department's mission is to maintain, improve and deliver a reliable technology infrastructure for Suffield employees. Our primary goal is to guarantee a reliable data network and systems foundation on which to conduct operations efficiently.

The IT Department provides vision, leadership and a framework for evaluating emerging technologies and implementing proven information technology solutions to meet the needs of the Town. The Department is responsible for the stewardship, control and supervision of all appropriate IT resources to support the effective and efficient operation of all IT related services.

**NOVEMBER 5, 2013 MUNICIPAL ELECTION First Selectman**

✓ Edward G. McAnaney	R	1,610
Tom Frenaye	D	1,441

**Board of Selectman**

✓ Joanne M Sullivan	R	2,149
✓ Tim Reynolds	R	1,992
✓ Brian Fitzgerald	D	1,681
✓ Mel Chafetz	D	1,710

**Board of Finance**

✓ Brian Kost	R	1,806
✓ Justin Donnelly	R	2,168
✓ Ryan Anderson	R	1,755
Jack Henrie	D	1,396

**Board of Finance Alternate**

✓ Eric Harrington	R	1,939
✓ Tracy Eccles	R	2,032
✓ J. Michael Stevens	D	1,651

**Board of Assessment Appeals**

✓ George Roebelen Jr.	R	2,022
✓ Christopher Burke	D	1,701

**Zoning & Planning Commission**

✓ John Murphy	R	2,122
✓ Mark Winne	R	1,970
✓ Mark O'Hara	D	1,703

**Zoning & Planning Commission Alternates**

✓ Jack Bucior	R	1,423
✓ Ginny Bromage	D	1,382

**Police Commissioners**

✓ Jeffrey Davis	R	1,731
✓ Kevin Armata	R	1,828
✓ Joseph J Quinn, Jr	D	1,555
Peter Hill	D	1,489

**Board of Fire Commissioners**

✓ Jeremiah Mahoney	R	1,714
✓ Philip Barrett	R	1,864
✓ Richard Gemme	R	2,001
✓ Jeffrey Webster Sr.	D	1,345

**Water Pollution Control Authority**

✓ John S. Gifford III	R	2,156
✓ Ann Huntington Michelson	D	1,855
✓ Roger Ives Jr.	D	1,667

**Board of Education**

✓ Robert Eccles	R	1,799
✓ Jeanne Gee	R	1,822
✓ Natalie Semyanko	R	1,635
✓ Mary Roy	R	1,861
Joe Hernick	D	1,352
Jason Qua	D	1,352

Out of 8,390 eligible voters, 3,125 electors voted (37% turnout).

**SPECIAL ELECTION APRIL 11, 2014**

**State Representative**

✓ Tami Zawistowski	R	1,226
Peter Hill	D	890

Out of 8,303 eligible voters, 2,130 electors voted (26% turnout).

*submitted by Daniel Beaudoin, Director*

## Planning and Development

### ECONOMIC DEVELOPMENT

*submitted by Howard Orr, Chair*



new Development Zone. The BDL was also accepted into a new State program called Solarize Connecticut.

The EDC administered a \$150,000 Small Town Economic Assistance Program (STEAP) grant for the landfill expansion project which was brought to completion this fiscal year.

Design was completed on the reconstruction of Canal Road which will be funded by a \$250,000 STEAP grant for this reconstruction.

An application for \$800,000 in Small Cities CDBG Program Funds was submitted.

A \$250,000 STEAP Grant was secured for Hilltop Farm to help restore two homes on this National Register Property. The Town also received approval to utilize a \$75,000 grant on the historic Babbs Beach roller rink building.

The EDC facilitated a monthly forum called the Suffield Cultural Council bringing together stakeholders from cultural and historical venues with organizations in the community.

Tecton Architects completed designs of ADA improvements to the Kent Memorial Library. A \$200,000 grant was secured from the Hartford Foundation for Public Giving, as well as a \$200,000 Historic Restoration Fund Grant administered by the State Historic Preservation Office and a \$500,000 contribution in honor of Mary Anne Zak for whom the entrance will be named.

The EDC continued to focus attention on the Town Center, specifically redevelopment of the former lumber yard on Ff Tyler Place. A new freestanding CVS Pharmacy was approved. Sage Engineering completed a feasibility study of building a new highway facility on Town-owned land in the light industrial zone. A remedial action plan and appraisal of the Town-owned property on Ff Tyler Place was also conducted.

In other areas, the EDC

- worked closely with the Suffield Chamber of Commerce on an upgrade to its website and the launch of display bulletin boards including the first at Highland Park Market.
- assisted with additional studies of the Bridge Street School and possible use for Parks and Recreation.
- published a monthly e-newsletter called *Suffield Town Center News*.
- continued to sponsor the Suffield Farmer's Market which began its 14th year of operation. The EDC also continued to publish an e-newsletter called *Suffield Ag News*.
- worked with the owners of Lincoln Educational Institute located at 1760 Mapleton Avenue which is a 130,000 s.f. former seminary building to find an appropriate user for the facility.
- continued to work with Citizens Restoring Congamond (CRC) on promoting the renovation of the historic Babbs skating rink. The EDC also assisted Friends of the Farm at Hilltop on marketing events at the farm.
- worked closely with the Chamber

of Commerce on upgrading its website and other initiatives.

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

In order to welcome visitors to our beautiful community, the EDC supports the upkeep and maintenance of Suffield's entryway signs. Volunteers from the Suffield Garden Club do a fantastic job of making the planting beds look great. We are grateful for the success of this continued partnership and to the Garden Club members for their efforts.

We will continue to work hard at diversifying the tax base, as well as enhancing the quality of life in the community. Anyone interested in opening a business in Suffield should contact the EDC Director at 860-668-3849.

### ZONING AND PLANNING COMMISSION

*submitted by Frank E. Bauchiero, Jr., Chair*

The Zoning and Planning Commission (ZPC) welcomed two new members this year. Jacek Bucior and Virginia Bromage joined the Commission as alternate members in December to fill vacancies. The ZPC is an elected group of residents consisting of nine members, six are regular members and three are alternates. Each member is elected to a four-year term unless they have been appointed to fill the remainder of a vacated term. The ZPC operates under the

duties prescribed to it by the Connecticut General Statutes (Chapters 124 & 126). Some of the duties the ZPC is responsible for include adoption of a long range plan as well as decisions on applicants' subdivision and resubdivision plans, site plans, special permits, and zone change applications. The ZPC also reviews and makes recommendations on municipal improvement projects such as roads and bridges.

In FY 2013-14, our Commission approved 65 new building lots through the subdivision process. One of the lots created was for a commercial building in the light industrial zone with the balance of the lots approved being for single family residential purposes. The largest residential subdivision consists of 40 lots with a road network that will connect Bridge Street to Wisteria Lane. Although this is one of the larger subdivisions approved in recent years, it will result in 62 acres of open space that will directly connect with adjacent, permanently preserved land. When completed, this open space corridor of approximately 283 acres will extend from Bridge Street to East Street. Altogether, the ZPC reviewed 20 applications with fees totaling \$18,460.50 for the fiscal year.

Staff approved a total of 230 permits this year which include but are not limited to certificates of occupancy, sign applications, liquor permit, and driveway applications. Of the 230 permits, 161 applications were certified for zoning compliance. A zoning compliance form is required for building permits that include new

*Studies for the potential use of the former Bridge Street School site as a community center continued throughout the year.*

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

The EDC marketed the availability of a State program called the Small Business Express Program. The EDC also marketed the C-PACE program which provides low-interest financing for energy efficiency improvements in commercial and industrial buildings.

Metal Finish and Supply completed its 10,000 s.f. addition at 19 Kenny Roberts Memorial Drive. Trevisan was approved for a new 17,000 light industrial building on the corner of Austin Street and Route 75.

The EDC is working to make the land by Bradley International Airport development ready. As such, the EDC worked with the late State Representative Elaine O'Brien on securing state funds of \$980,000 for the extension of water and sewer utilities in the light industrial zone. The Town hired Cardinal Engineering to design the infrastructure improvements.

The Town continues to participate in the Bradley Development League (BDL) that is an economic development partnership with the towns of Windsor, Windsor Locks, and East Granby. The Town worked with the Connecticut Airport Authority on applications related to the Bradley Airport Development Zone. The BDL continued to update its website highlighted by information on the

construction, additions, sheds, pools, fences, among other exterior changes to a building or site that involve a structure. Fees for zoning compliance certification totaled \$8,050 for the year. Other fees collected by the Zoning and Planning Department included \$24,000 for fee in lieu of open space. A fee in lieu of open space allows the ZPC to accept a fee for each approved lot as opposed to a dedication of open space during the subdivision process. This gives the option of having open space in targeted areas, and the money received from this fee is placed into the Open Space Account that is used to purchase open space that is more desirable.

#### Farmland Preservation

A coordination of efforts between Town, State, and Federal officials concluded the transaction on the purchase of development rights to a 58-acre farm owned by the Bielonko Brothers Farm Trust on East Street. In addition to preserving prime and important farmland soils, the property offers picturesque views of the Connecticut River.

Applications were submitted to the Connecticut Department of Agriculture for two Suffield farms. Both were approved as possible candidates for the purchase of development rights and appraisers were contracted in June. Once the appraisals are completed, offers to purchase the development rights will be made to the owners. It is our hope to enter into agreement with the property owners and complete the process in the next fiscal year. If these two farms are preserved, it will add another

182 acres of permanently preserved farmland. Since the early 1990's, 21 farms have been protected in Suffield making it a farmland-preservation leader in Connecticut. The Town began participating in the program in 2001 and has directly contributed to the preservation of 13 farms totaling nearly 1,000 acres. Suffield continues to have a backlog of landowners that are interested in selling the development rights to their farms.

#### Zoning Statistics

Our Commission decides the manner in which the zoning regulations are to be enforced. The Zoning Enforcement Officer (ZEO) is charged with enforcing the regulations under the direction of the Commission. The ZEO investigated 197 complaints this year.

The ZEO also works with residents that want to make an application to the Zoning Board of Appeals (ZBA). The ZEO is the staff person that receives and reviews applications to the ZBA to ensure the applications are complete before they are reviewed at a meeting. This year, the ZEO received 6 applications for the ZBA.

#### HISTORIC DISTRICT COMMISSION

*submitted by David Bahlman*

Suffield is blessed with two distinct historic districts: one encompassing North and South Main Street and the portion of Mapleton Avenue to Thompsonville Road; the other, the Hastings Hill section of Hill Street. The Suffield Historic District Commission (HDC) is responsible for over-

sight and enforcement of the preservation and appropriate development within these districts.

Owners of property within the Districts are custodians of the past. By living within an Historic District, each property owner should acknowledge that responsibility by adhering to the spirit of the District and the guidelines the Commission has established when considering renovation or alteration to existing buildings or the development of new construction.

Our Commission recognizes the need of property owners to modify their properties to meet changing needs and the guidelines established by the Commission provide a standard against which to judge the appropriateness of the proposed projects and provide a basis for consistency in the decisions made.

In 2014, over two dozen Certificate of Appropriateness (CofA) applications were processed by the HDC on a wide range of projects in both historic districts. Some of these projects have presented new challenges to the integrity of the Historic District and has signaled the need to bolster the HDC's role in the protection of Suffield's unique architectural treasures. In December 2013, we reaffirmed our usage of the *Secretary of the Interior's Standards for the Treatment of Historic Properties* to evaluate CofA applications. Our goal is more fully engage this resource to help provide greater clarity and consistency in our application process and also enable the HDC to better manage the intricacies of compliance within the Districts.

In May 2014, we initiated a formal survey of historical and architectural resources within Suffield. The survey will support the policies and objectives spelled out in the *2010 Suffield Plan of Conservation and Development* and requirements for Suffield's Certified Local Government status. But more importantly, this new survey will provide a positive opportunity for Suffield residents to gain a greater awareness of our architectural resources and related historic preservation issues.

In order to facilitate an updated survey, the Town (through an application processed by the HDC) applied for a \$30,000 non-matching Supplemental Certified Local Government Grant (SCLG Grant) from the State Historic Preservation Office in June of 2014. The grant would provide funds to hire an architectural historian to update and digitize Suffield's current *Survey of Historical and Architectural Resources*, prepared in 1979 by the Capitol Region Council of Governments. This Supplemental Certified Local Government Survey Grant requires the submission of an electronic copy of the survey. Thus, if granted, the survey can be posted as a link on the Town of Suffield's website. This would offer the both Suffield residents and the general public far greater access and understanding of Suffield's rich architectural heritage.

Our Commission has been fortunate to have the continuing assistance and support of other Town offices. In particular, the Zoning and Planning Department provided large scale maps of both historic districts

with each address indicated, making it very easy to identify properties within the districts. The HDC also worked with the Building Department to produce an improved Certificate of Appropriateness Application Form. The Town Clerk's office has coordinated with the HDC to identify new property owners in the historic districts so that the *Suffield Historic District Handbook* can be mailed to these residents.

#### CONSERVATION COMMISSION

*submitted by Keith Morris, Consultant*

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 establishment of regulations based on the Clean Water Act (Public Act 155), U.S. Environmental Protection Agency, and Department of Energy and Environmental Protection (DEEP). Suffield has a comprehensive guide for local use in its *Regulations of the Suffield Conservation Commission*. This document cites regulations that require applications for any land use activity within a wetland or buffer area. It is the responsibility of any individual whether homeowner, farmer or developer to review and seek compliance

with these regulations prior to making changes to the land. As land use continues to grow in Suffield, what many consider marginal land and wetlands will invariably come under increased pressure for development.

Our Commission experienced some changes in members during FY 2013-14 with the departure of long time Commissioner and Secretary Thomas Heffernan and the arrival of new Commissioners Pat Reilly and Glenn Vincent.

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.



#### FY 2013-14 CONSERVATION COMMISSION STATISTICS

Applications acted upon	21
Approval for	
home(s) construction	10
Recreation activities	2
Wetland map amendments	1
Commercial	2
Other	6

*Prospect Street was one of several major infrastructure improvements completed in Suffield this year.*

**HELENA BAILEY  
SPENCER TREE AND  
VAL GALLIVAN FUNDS**

*submitted by  
Anita Wardell, Chair*

The Committee met several times during the year in preparation for the planting of 20 trees on Main Street. Funding came from the Valyn Gallivan Fund administered by the Hartford Foundation for Public Giving.

After a review of estimates, J.W. Mather and Son was selected to plant the trees and maintain them for one year. Planting occurred during June of 2014.

New members Joyce Zien and Judy Hanmer were welcomed to the Committee.

*Engine Tanker  
#2 reaches final  
completion and was  
being readied to be put  
into full service in the  
early Fall of 2014.*



**Public Safety**

**FIRE COMMISSION**

*submitted by Philip Barrett, Chair*

The Fire Commission was established in 1945 by the State Legislature to organize and maintain a Town Fire Department. The Commission consists of six electors who are resident taxpayers and serve a four-year term. After 26 months in as Fire Chief, Charles Flynn continues to promote various initiatives that are well received by Department members and our Commission.

Our Commission has worked closely with the Chief in an attempt to develop a reasonable budget that spends taxpayer money wisely while providing the necessary equipment to protect the public and our firefighters. We had a \$10,692 budget surplus for the FY 2013-14.

**Volunteers and Responses**

Two major metrics of the Department are the recruitment of volunteers and increased incident responses with the active volunteers we have. Recruitment of interior firefighters continues to be difficult. The time required to become certified is prohibitive in most cases. Of the four new applicants this year, only one completed the necessary training. Recruitment of interior firefighters is not just a Suffield problem but also a nationwide concern.

The Commission raised the Volunteer Response Stipend to \$12.50 from \$10.00. With the expense of operating a vehicle, the increase helps a bit.

Many hours are spent promoting fire prevention. Suffield-on-the-Green in September and Fire Prevention Week in October are the main periods of emphasis. Many presentations are done in the schools and for the general public. The Amiel P. Zak Public Service Fund provided a grant of \$13,000 for the purchase of an electronic prop to train people on the use of fire extinguishers.

In Calendar Year 2013, incidents were up 8%: from 447 to 483. During that same period, personnel responding was up 20%: from 3,142 to 3,783. A total of 4,490 hours were recorded for 2013 training. Periodic training drills were done with Task Force #52 — a group of departments from Suffield, Bradley Airport, East Granby, Air National Guard, Windsor Locks, Windsor, Bloomfield and Blue Hills — to prepare for large scale emergencies.

**Capital Improvements**

Under our Dry Hydrant Program, equipment was installed and tested at one location. Additional locations are in the process of getting landowner permission. These dry hydrants will enhance firefighting capability in locations that do not have standard hydrants.

Generators for Stations #3 and #4 were approved by ACCE and installed in the Spring 2014.

Our Commission approved the purchase of new dress uniforms that were badly needed. Thirty-two members agreed to the newly established uniform policy. A total of \$15,500

was spent from the Donation Reserve Account.

In May 2014, our Commission held interviews for the position of Lieutenant. Firefighter John Golec was promoted to the position. Also in May Volunteer Lee Chapman was appointed to the position of Assistant Chief. In June, interviews were held for Volunteer Lieutenants positions. Nicholas Fasano, Daniel Godin, Lewis Cannon and Alton Golden were appointed.

The following are a few statistics of interest:

- property loss for 2013 was \$205,175;
- no firefighter injuries;
- all personnel completed required Connecticut OSHA training;
- three firefighters completed Fire 1 at the Hartford County Fire School
- four completed Firefighter 2 at the Hartford County Fire School;
- two firefighters completed Fire Officer 1 and 2 at the Connecticut Fire Academy;
- ten members completed Emergency Medical training re-certification;
- two members were certified as Emergency Medical Technicians; and
- in excess of 450 burn permits were issued.

**BUILDING DEPARTMENT STATISTICS**

	2012-13	2013-14
New Single Family Home Permits	23	25
Residential Renovations/Additions	280	257
Commercial Renovations/Additions	22	16
Total of All Permits Issued	1,211	1,219
Total Inspections Conducted	2,887	3,114
Total Certificates of Occupancy	28	30
Total Certificates of Use	30	34
Total Value of All Construction	\$21,751,223	\$21,640,491
Fees Collected	\$282,106	\$291,353

**BUILDING DEPARTMENT**

*submitted by  
Edward Flanders, Building Official*

**Purpose**

The Building Department plays a vital part in the safe development and growth of Suffield.

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

The enforcement of the building code has a major impact on the economic

well-being of Suffield and the safety of its citizens. Our goal is protect the public and enhance the quality of life through the evenhanded enforcement of the Building Code.

**Functions**

After an application for a permit is made by a homeowner or contractor, it is checked to see that the appropriate approvals have been obtained and that the proposed construction plans conform to the building standards

in the State code. A visual inspection during construction is the method used to verify that code compliance has been achieved. Reinspections are done to ensure that the appropriate corrections are made before the next phase of construction can continue.

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

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

we issue a Certificate of Completion or a Certificate of Use.

Our staff includes two full time inspectors and one administrative assistant. We are on call 24 hours a day, seven days a week. We respond to fires, explosions, gas leaks, carbon monoxide leaks, vehicle-building collisions, freeze ups, electrical problems, and all unsafe conditions.

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

## SUFFIELD POLICE DEPARTMENT

*submitted by  
Michael Manzi, Chief of Police  
Kevin Armata, Commission Chair*

On behalf of the Suffield Police Department, it is our pleasure to present this year's annual police report. At the conclusion of each fiscal year, our Department tabulates statistics and reviews activities. The Suffield Police Department and its Communication/Dispatch Center offer a wide variety of services and programs to the community. As outlined in our mission statement, our intent is to work closely with the community to create partnerships that will address issues, solve problems and maintain quality of life. Therefore, this report will reflect upon our accomplishments during the past year and enable us the foresight to focus on future needs.

The Department's Command Structure consists of two divisions: Administrative Services and Patrol Operations. Chief Michael Manzi is responsible for the overall operation. Captain Craig Huntley commands the Administrative Services which is responsible for providing administrative services necessary to operations such as budgeting, scheduling and training. Lieutenant Richard Brown is in charge of Patrol Operations which is responsible for providing direct police services to the community.

The Suffield Police Department has 19 full-time sworn Police Officers and is presently in the process of hiring one additional officer. The posi-

tion had been cut several years ago because of budget constraints. There are also two Supernumerary Officers, four full-time Dispatchers, three part-time Dispatchers, one Administrative Assistant and one civilian employee. During this year we hired recruit officer Geoffrey Miner. Officer Miner completed his 22 weeks of training at the State Police Academy and is currently fulfilling his 400 hours of Field Training within the Department.

Our first line patrol supervisors include Sergeant Shawn Nelson, Sergeant Ryan Burrell and Sergeant John Trovato. Presently, the Patrol Operation consists of 14 officers regularly assigned to the patrol division with four officers assigned to the day shift, six officers assigned to the evening shift and four officers assigned to the midnight shift. That number includes one Lieutenant and three Sergeants who supervise three eight-hour shifts each day. The primary function of the patrol division is to handle daily calls for service. During FY 2013-14, this division responded to 17,071 calls for service.

Our department currently maintains a fleet of 15 police vehicles. Three unmarked vehicles are used by the Command Staff, six vehicles are used for basic patrol purposes, one vehicle is used by the K-9 Officer, one vehicle is used by the School Resource Officer, one vehicle is used by the Animal Control Officer; and three vehicles are used for off-duty road jobs. In addition two military grant vehicles are housed at the police station. These vehicles are maintained and managed by Fleet Manager Sgt. Ryan Burrell.

We continue to partner with the Suffield Public School system as School Resource Officer Terrence Antrum starts his ninth year in this position. In addition, Officer Antrum is in charge of the Police Explorers Program which assists in many town-wide events. Our Community Service Officer Thomas Kieselback embraced the senior citizens community by establishing outreach programs such as the summer picnic and Christmas party events. Officer Pete Osowiecki is in his ninth year as our K-9 officer. Officer Osowiecki, who has been nationally accredited as a train-the-trainer, has received extensive training in search-and-rescue as well as narcotics detection. The full-time Animal Control Officer position is held by Angelo DiMauro. The ACO is responsible for enforcing town animal ordinances and his duties include stray animals, license compliance, animal abuse/neglect and nuisance animals. He is assisted in these matters with the part-time Animal Control Officer Stacey Robins.

Our patrol officers include Peter Osowiecki, John Lacic, Jeffrey Reynolds, Terrence Antrum, Robert Dabkowski, John Chevalier, Thomas Kieselback, Mark Sargent, Justin Nelson, Richard Devin, Christopher Richards and Geoffrey Miner. Justin Fuller is assigned as the Department's detective. Walter Skoron and John Kowalski are the two remaining supernumerary officers.

After nearly 25 years of service the Chief's Administrative Assistant Karen McKown retired. Karen was a caring and compassionate employee

to all those who worked with her during her career. Karen's retirement created a void in our organization which was eventually filled by Karen Doyon. Mrs. Doyon has already proven to be a true asset within the organization.

### Improvements & Significant Cases

On July 19, 2013, at approximately 1:36 P.M., Suffield Police received a call in regard to a possible found body in a wooded area near the intersection of Phelps and Quarry Road. Officer Lacic was the first responding officer at the scene and located a duffle bag that appeared to contain a body. At this time, notification was made to the Chief State Attorney's Office and to the State Police Central District Major Crime's Unit. An autopsy was conducted on the body the following day at the Chief Medical Examiner's Office and positive identification was made. The investigation led Suffield to the Hartford Police Department. Within three days, the homicide, which occurred in Hartford, was solved with three arrests.

On September 11, 2013, at approximately 2:15 P.M., Suffield police reported to Suffield Academy on the report of a drowning victim. Upon arrival, medical personnel at the school were attempting to revive a fourteen-year-old who was pulled from the bottom of the indoor pool. SVAA arrived on scene and assumed care for the victim. At the time, the victim was not breathing and had no pulse. The victim was eventually transported to Bay State Medical,

a pulse was obtained, and breathing reestablished with the use of a ventilator. Unfortunately, the victim never regained consciousness and died after being removed from the ventilator.

Like many other departments during this year, Suffield was exploring the possibilities for replacement of the traditional Ford Crown Victoria, a model discontinued by Ford. On September 3, 2013, we opted on the Ford Police Interceptor SUV. The purchase price of the two SUV's was \$49,000.00.

In October 2013, an InRem proceeding was forwarded to the Department of Public Safety / State Asset Forfeiture Fund. This case involved a search warrant for a known narcotic location operating in the town of Suffield. Seized during the execution of the warrant was a sizeable amount of marijuana and \$7,420 in U.S. currency. In compliance with General Statute 54-36h (drug asset forfeiture) the Court ordered a default and a judgment against the defendant. In summary, the Town of Suffield received \$5,194 of the \$7,420. The money was deposited into the Suffield Police Department's drug enforcement fund.

On January 16, 2014, the Suffield Police Department held its first Citizen Police Academy class. Officer Pete Osowiecki has taken the lead on this class by reaching out to the community for participant interest, coordinating and scheduling the three-hour classes. There were eleven Suffield residents that signed up for the class. The class met on the third Thursday of each

### POLICE DEPARTMENT STATISTICS

	FY 2013-14	2012-13	2011-12
Calls for Service	17,071	16,685	18,320
Value Property Stolen	\$97,442	\$86,290	\$171,244
Value Property Recovered	\$8,643	\$2,700	\$39,897
<b>Criminal Arrests:</b>	140	209	242
<b>Motor Vehicle Violations:</b>			
Infractions/Summons Issued	969	1,103	1,172
Citations (Verbal/Written)	692	1,104	1,411
Accidents	247	243	243
Fatal Accidents	1	2	2
D.W.I	18	35	36
<b>Crime Data:</b>			
Auto Theft	3	3	5
Value Loss	\$18,810	\$6,100	\$44,300
Value Recovered	\$5,810	\$2,700	\$36,800
Sexual Assaults	5	9	3
Robbery	2	1	0
Assaults (includes domestic)	58	80	106
Burglary	29	31	29
Larceny	88	72	95
Arson	0	0	0
Narcotic Arrests	41	32	46



**K-9 Officer Pete Osowiecki is nationally accredited as a train-the-trainer.**

**Officer Tom Kieselback fills the tank for one of the new Ford Police Interceptor SUV's.**



month, at 6:30 P.M., for five months. This Academy Class was received with positive and favorable reviews by all attendees.

At the end of this year, the Suffield Police Department will have a new look. We have moved away from our grey uniforms and Stetson hat to a conventional navy blue uniform with a typical eight-point police hat.

### **SUFFIELD VOLUNTEER AMBULANCE ASSOCIATION**

*submitted by Art Groux, Chief*

The FY 2013-14 continued to be busy and productive for the SVAA. We responded to 1,485 calls for service. On 183 occasions, two or three of our ambulances were called to respond at same time. We staff one ambulance 24 hours a day, seven days a week with a dedicated crew; the second and third will roll when we assemble a "scramble crew" of members who are able to respond.

During FY 2013-14, our volunteers provided over 24,534 hours of service on the ambulance. In addition to these hours, hundreds more volunteer hours were required to keep the service running through fundraising, administrative support, training and program development.

Our program to offer training to residents of Suffield and the surrounding towns on an at-cost rate is growing. This year, we offered 14 CPR classes, five first aid classes, an

Emergency medical responder class, an Emergency Medical Technician class and an Advanced Emergency Medical Technician class. We are particularly pleased to have offered – *and continue to offer* – the AEMT class. It reflects the decision of the Connecticut Department of Public Health to maintain and enhance the AEMT level of certification, which was in question in 2013. Information on our programs can be found on our web site [www.suffieldems.org](http://www.suffieldems.org) or by calling our office Monday thru Friday from 8 am to 4 pm at 860-668-3881.

Suffield Volunteer Ambulance continues to be a leader in Connecticut's efforts in disaster preparedness. The State of Connecticut continues to invest in equipment to be housed in Suffield that will benefit our town and others in case of severe emergency, such as the 2011 October snowstorm.

### **ENGINEERING DEPARTMENT**

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

*This year's Town Report theme highlights extensive projects were undertaken and/or completed on Suffield roads and bridges during FY 2013-14. The following report discusses many of these in detail.*

By year end, the reconstruction of portions of Hickory Street, Kent Avenue, Mapleton Avenue, Phelps Road, Spencer Street, Prospect Street, South Grand Street, Warner-town Road and Rising Corner were

essentially completed. An aggregate of approximately 5.5 miles of road improvements cost \$2.5 million and was funded by Town bonding under the 2012 Pavement Management Through Road Projects. Design for the final three projects of bond-funded construction is underway with a consulting engineer. Bidding is complete for the first of these three that in total will reconstruct an additional nine miles of road.

Pavement Management funds were also used to design, mill and repave 23 areas along South Stone Street. Designs and bidding are complete for the reconstruction of Spruce Street and to address minor drainage issues between North Grand and Ratley Road in the upcoming year.

New LOCIP grant requirements by the DOT for the STP-Urban Grant meant that our engineering consultant had to prepare a new pavement evaluation and grant application for the rehabilitation of Thrall Avenue. The new grant would fund a greater amount of this \$1,143,000 project with work scheduled for 2015 or later.

In FY 2013-14, we selected a consultant for a water and sanitary sewer extension project for construction in 2015. This project will be funded by an \$890,000 DECD grant.

In early August, the reconstructed Boston Neck Bridge over Stony Brook opened as a one lane bridge. In March, a concept meeting was held to discuss the reconstruction of the Remington Street Bridge over Stony



Brook. A commitment was obtained from the DOT to fund 80% of this \$3.5 million project. Consultant selection will begin in FY 2014-15.

Using off-road drainage and management accounts, an outside contractor handled numerous small drainage repairs. The Highway Department recommended the contractor and our Engineering Department facilitated with the funding. We also completed surveys on drainage complaints on South Stone Street, a ditch by Thompsonville Road/Rawlins Brook and the rear area of Overhill Drive. These small projects will be designed in the upcoming year.

The DEEP and the Army Corps of Engineers permit approval times have pushed the bidding for the construction of the White's Pond dam outlet structure into FY 2014-15. Also on the docket for next year are sight

distance issues on the along the Farmington Canal Heritage Trail.

LaFountain Road, Sutula Road of the Sunset Farms subdivision and Lise Circle of the Malec Farms subdivision were accepted as Town roads on February 27, 2014.

As your Town Engineer, I continue to advise the Zoning and Planning Commission, the Conservation Commission and the Public Works Department on engineering reviews, site plans, drainage issues, bond releases and road acceptances, as well as conduct inspections of public facilities on all subdivision roads, Reports on all drainage complaints are given to the Public Works Department. My maintenance of our Pavement Management Program requires continual updating, design, and design coordination of road improvement projects.

### **DEPARTMENT OF EMERGENCY MANAGEMENT**

*submitted by  
John H. Woods, Director*

Emergency Management spent the year tweaking and developing our local Emergency Operations Plan. In conjunction with other Emergency Services, we worked to develop better lines of communications and a better understanding of State and local plans. We also worked to expand the Suffield emergency notification system.

Early in the year, we took part in a statewide exercise to improve our emergency response. We opened our Emergency Operations Center and utilized the Connecticut *Web EOC*. In this exercise the Department of Emergency Services and Public Protection (DESPP) presented us with world disaster scenarios and the Town operated a unified command through various means of communication.

Another FY 2013-14 accomplishment was the strengthening of ties with local nursing homes. Their management personnel received training, and they are now part of our plan. This provides Suffield with another resource for patient care and transport in the event of an emergency.

By law (Public Act 13-3), the Town of Suffield Emergency Management began work with our school system and first responders to development of our *All Hazard School Security and Safety Plan* set forth by DESPP and the Department of Education.

*Extensive road repair work was carried out during FY 2013-14. This photo shows the road grinding operation in preparation for the resurfacing of Kent Avenue.*



While we can all be grateful we didn't have to deal with any town-wide emergencies this past year, no one has forgotten the need of preparedness. Please do your part to keep your home emergency kits up to date. You may need to replace batteries, food and any other items that may have expiration dates. Be safe.

#### FY 2013-14 LANDFILL STATISTICS

Waste Oil	2,285	gallons
Scrap Metal	23.46	tons
Newspaper & Cardboard & Mixed Paper	458.51	tons
Bottles/Cans/Junk Mail, Single Stream	5,025.74	tons
Auto Batteries	980	pounds
Antifreeze	215	gallons
Leaves	147.63	tons
Electronics	35.25	tons
Rechargeable Batteries	143	pounds
Disposed of Mattresses and Box Springs	399	units
Disposed of Stuffed Furniture, Carpets and oversized Plastics	130.91	tons

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

Residential Solid Waste	4,111.38	tons
Commercial & Municipal Waste	3,903.35	tons

Bulky Waste buried at the Landfill	571.01	tons
Tires removed	426	tires
Freon-Containing Appliances	78	units
Propane tanks	39	tanks

Households receiving Curb Side Pickup	4,189	households
Households signed up for Transfer Station	166	households
Trash area add-on Stickers issued	359	stickers
Fees collected for Bulky Waste Pickup	\$1,200	
Christmas tree pickup	3.8	tons

#### April 2014 Household Hazardous Waste Collection Day

Households participating	278	cars
Disposal Cost	\$12,256.39	

## Public Works

### DEPARTMENT OF PUBLIC WORKS

submitted by  
John Cloonan, Director

#### Building Maintenance and Construction Projects

The Department follows a maintenance plan for the 17 Town-owned, non-school buildings. The plan focuses on roofs, HVAC, plumbing, electrical systems and site work. Renovation projects that take place at school buildings are also the responsibility of the Public Works.

In FY 2013-14, the following projects were completed:

- the bathrooms at Spaulding School were renovated;
- the parking lot at McAlister School was repaved and relined;
- door locks were replaced at Spaulding, McAlister and Middle Schools;
- the SHS fire pump was rebuilt;
- work completed at the Agriscience Program makes the Large Animal Facility (LAF) available for use;
- a gravel pathway at the Cannon Property now connects the LAF to the fields at Bruce Park;
- new dugouts were built at the baseball and softball fields at Bruce Park;
- the doors and windows were replaced at the Main Fire Station;
- a new generator was installed at the Thomspsonville Road Fire Station #4;
- an air conditioning unit was installed in the dispatch area of

- the Police Station; and
- temporary heating units were installed and the roof repair work was completed at Bridge Street School.

#### Grounds & Road Maintenance

The Department is responsible for maintaining approximately 80 miles of Town roads and 7 miles of private roads in the Congamond Lakes area. The 10-person crew is assisted by plowing contractors during large storms.

During the especially harsh winter of 2013-14, 3,000 tons of salt were used for the roads. Staff responded to 38 callouts during the winter snow-plowing season. The Department works together with the School Superintendent to determine late openings and school closings.

The Public Works responded to pothole patching on Town roads



Julie Oakes became Suffield's Facilities Manager in October 2013.

and tackled small drainage projects. Its staff also assisted with major events taking place in town like *Suffield on the Green* and *Relay for Life*.

The crew maintains approximately 150 acres of lawns and fields on Town-owned properties, as well as tackling all roadside mowing. The majority of the work – including mowing, field marking and trash pickup – is completed by the staff. Two summer interns have been assisting with the field mowing.

#### Inmate Program

The Inmate Program from the Willard/Cybulski Facility in Enfield continues to provide a significant cost savings to Suffield. The inmates assisted the Department staff with a variety of park maintenance projects including weeding and trimming around Town-owned buildings. The inmates performed many building maintenance tasks and were responsible for the periodic cleaning of the mini buses.

#### Landfill

A two-acre expansion of the landfill has been completed. This expansion allows disposal of bulky waste into the new cell, increasing the life expectancy of the landfill for another seven years.

The landfill has the capacity to open five cells that would extend its life for a total of 40 years.

## WATER POLLUTION CONTROL AUTHORITY

submitted by  
Julie Nigro,  
Business Administrator  
James Rusczyk,  
Aging Chief Operator

The Suffield Water Pollution Control Authority (WPCA) operates and maintains the Town's two-million-gallon-per-day wastewater treatment facility. The treatment plant has performed extremely well, and the WPCA received nitrogen credits for 2013 from the DEP of \$3,891 while annual limits are becoming even more stringent. The 2014 Permit limit is 45 pounds per day.

In addition to the treatment plant, our staff maintains 70 miles of sewer line, 19 pumping stations and the underground treatment system at the Kent Farms subdivision.

#### FY 2013-14 Statistics

- The WPCA maintained the same annual use fee of \$238 as in the previous year.
- The Kent Farms Sewer District annual fee increased from \$178 to \$210 per year. This was the first increase since 2008.
- The commercial/industrial rate was decreased to \$5.41 per 1,000 gallons of discharge.
- The WPCA maintains contracts with H.P. Hood and the Connecticut Department of Corrections for treatment of their wastewater discharged to the plant.

- The WPCA continues with its successful effort to collect all delinquent accounts.
- The WPCA realized an 11% decrease in electricity or a net savings of \$25,565 after retrofitting electrical fixtures through a contract with World Energy. A similar study directed at the plant process equipment may be completed in FY 2014-15.

#### Lake Congamond Study

A study to assess the septic systems around the Congamond Lakes began in March 2010. Grant funding was secured for this project which is predicted to be completed by the Fall of 2014.

The study is examining alternatives for wastewater treatment in that area if problems are identified. The DEEP is funding 55% of the \$182,000 cost for the study. Having completed the Phase 1 sewer implementation in Southwick, Massachusetts, the firm of WMC Engineers of Newington, Connecticut, has brought much knowledge to Suffield regarding the lake area in this study for our community.



After several water pressure tests, the Large Animal Facility at SHS's Agriscience Center opened in May 2014. Below Mrs. Grasso's (L below) class visited the facility during Spaulding School's annual Agriscience Center visit.



## FY 2013-14 MINI BUS STATISTICS

Mini Bus	54,582 miles
Car	27,819 miles
Total	82,401 miles
Transports	16,826
Days Operated	242 days
New riders	49

## Social Services

### SENIOR CENTER

submitted by

Paula J. Pascoe, Director

After four years in our wonderful building, the Suffield Senior Center continues to grow and change to meet our mission of providing information, programs, and activities designed to promote the health, independence, and well-being of our aging population.

The Suffield Senior Center serves 1,663 members, 1,142 of whom are Town residents.

Our membership is comprised of the following age groups:

- 6% of membership is 55-59
- 24% of membership is 60-69
- 38% of membership is 70-79
- 28% of membership is 80-older
- 4% don't want us to know how old they are!

Our meal program continues to grow. We provide lunch on Wednesdays and Thursdays. Lunches are \$3.50 and Emergency Aid Association subsidizes meals for low-income seniors. Meals are prepared on site and the menu is posted in our monthly newsletter.

We were able to obtain Wi-Fi this year which contributed to another successful AARP Tax Aid Program year. We are grateful to our computer assistance volunteer had another busy year assisting members with all types of computer-related issues.

### SUFFIELD MINI BUS

submitted by

Denise Winiarski, Coordinator

The Suffield Mini Bus provides transportation for Suffield residents over 60 years of age and/or permanently disabled adults.

Through most of FY 2013-14 operated three handicapped accessible mini buses and three cars. In April 2014, we retired our green Caravan and, in June 2014, we traded in our red Mercury for a 2014 Chevrolet Equinox. The funds from the sale of the Caravan and Mercury were put towards the purchase of the new vehicle and the rest was paid through donations made to the Mini Bus Reserve Fund.

Our staff includes one full time driver and four part time drivers, as well as a full time Coordinator who is also scheduled to drive. We provide transportation daily to Adult Day Care programs in Enfield as well as to Allied Rehabilitation Center and Enfield Dialysis. The Mini Bus also provides service for Suffield Senior center programs, medical and dental appointments, grocery shopping and hair appointments. Frequent stops at area banks, pharmacies, cleaners and the Post Office are part of a regular day.

The Mini Bus reports to the Suffield Social Services Commission. We also report to the Connecticut DOT for vehicles procured through them and to the Municipal Matching Grant program that is overseen by the DOT.

### KENT MEMORIAL LIBRARY COMMISSION

submitted by

Jacqueline Hemond, Director

Transitions are always difficult and this year the library faced the resignation of Director James McShane, who was employed for nine years. Jim resigned in December after accepting a position as the Director of the Rapid City Library in South Dakota. For four months, Kim Lord, the Associate Director and Wendy Taylor, the Children's Librarian, ably served as Acting Directors until the search for a new director was complete. On April 21, 2014, Jackie Hemond was hired as the new Director. Jackie was previously Director of the Salem Library, and also served in various public and private libraries.

#### New Entrance and Renovations

Construction on The Mary Anne Zak Entrance will start in October 2014. The new entrance will be ADA compliant making the library accessible to all. The entrance will include handicapped bathrooms. Patrons will use an elevator or stairs to enter the library through a glass walkway which leads to the Circulation Desk. No one will have to mount a hill to enter the library again! Michael Zak contributed a significant donation for the entrance in honor of his mother. The Suffield Library Foundation and Library Commission endowment funds will also fund the project.

Additionally, the Town of Suffield will replace the large plate glass windows

with more energy efficient ones, upgrade the HVAC and electrical systems, add a sprinkler system and construct additional library parking spaces. The library is expected to vacate the building by September 30 for one year. The temporary location of the library will be 61 Fyler Place.

#### Strategic Planning

Our goal is to maintain a public library of which the people of Suffield can be proud. In order to determine how successfully the library serves as a gateway for information, cultural enrichment and 21st-century technology services to the community, our Library Commission conducted strategic planning sessions with different segments of the population. Their research indicates the need for a fiber optics connection and updated library computers. Work on identifying additional community needs and areas for improvement will continue.

#### Community Interaction

Our library hosted 225 community meetings. Last year we welcomed the Chamber of Commerce to conduct its numerous training sessions at the library. We continue to host a monthly art show & artist reception in our Pinney Gallery, directed by Fran Milliken of the Suffield Arts Council. Numerous other town groups such as the Historical Society, Scout troops, condominium associations and private tutors hold meetings in library spaces.

Bginning in the Fall, the library will be providing a Homebound Service –

a free service for homebound patrons to borrow items from the library.

#### Digital Services

Although the library offers traditional library services, the role of libraries is changing. It is important that the Kent Memorial Library provide a suite of electronic tools to connect patrons to research and leisure.

The library subscribes to numerous digital services. All can be accessed from home with the exception of Ancestry.com which can only be used in the library. The library provides:

- Ancestry.Com
- A to Z Business Directory/Free White Pages: Detailed company information for sales and job research
- A to Z Travel Maps
- Auto Repair
- Consumer Reports
- E-Books and E-Audiobooks
- Genealogical Databases and Newspapers on Newsbank including the Hartford Courant
- Indieflix - Independent & foreign films
- Mango: Foreign language instruction
- Wowbrary: Email alert on the library's new purchases
- Zinio - Popular magazines

#### Programs

The Summer Reading was a great success. Over 500 adults and 306 children registered for the program. 44 businesses contributed goods for 31 raffle baskets. The children read 5,449 books. 1,577 patrons attended over 35 summer reading programs.

We host three monthly book groups as well as an interactive group known as the Socrates Club, a philosophically-inclined group that discusses current issues. Other on-going programs include a Writer's Group, Spanish instruction, Photo Club, a Zentangles group and storytime.

#### Volunteers

The work of the staff is augmented by over 600 annual hours of service supplied by volunteers. Additional volunteer hours are logged in by the individuals who help with the Friends of Kent Memorial Library book sale. Kerry and Bob White, who chair the Friends Book Sale, determined that over 2,000 hours are spent throughout the year on book sale activities.

#### Statistics Overview

Our library continued to be very busy and productive in FY 2013-14:

- Presented 414 programs, attended by 7,950 patrons,
- Hosted 225 community group meetings,
- Circulated 107,423 items,
- Circulated 3,297 e-books and e-magazines,
- Circulated 972 e-audiobooks this year,
- Interlibrary loaned 16,400 items,
- 2,934 annual searches were conducted on Newsbank databases,
- Registered 11,949 patrons,
- 79,340 people visited the library, or 217 visitors per day,
- 34,300 annual website visits,
- 10,920 annual Facebook visits,
- 7,825 annual computer sessions



*Library Director James McShane resigned in December, and Jackie Hemmond joined the KML staff in April as our new Director.*



## PARKS AND RECREATION DEPARTMENT

submitted by  
*Wendy LaMontagne, Department Director*  
*Lou Casinghino, Commission Chair*

During FY 2013-14, the Parks and Recreation Department provided a diverse, balanced slate of programs and services for Suffield. Our goal is to offer quality programs that meet the needs of the community and present a variety of opportunities in both active and passive recreation. The Parks and Recreation Commission continues to determine needs through program participation evaluations, participant involvement and input.

### Programs

To keep up with current trends, we introduced several new programs and trips that proved popular with children and adults. Throughout the year thousands of people participated in a variety of over 190 programs we had to offer. As part of our continuous improvement, our Commission conducts evaluations to enhance programming ideas and customer service.

Attendance remains steady in core programs. Nearly 1,000 children spent part of their summer vacation time in one of our 57 camps and programs! During the fall, the soccer program is one of the largest activities for youth with 275 children participating. The youth basketball program had 270 children participating during the winter season. Field hockey, tennis, softball and tee ball programs were each well attended with over 145 children enjoying the fields and courts.

The annual 5K and 10K road races are a popular events with 228 children and adults participating. This community event is sponsored by the First National Bank of Suffield, and kicks off the *Suffield on the Green* weekend.

### Capital Improvements

Capital improvement projects at the Family Recreation Complex resulted in the renovation and resurfacing of the four tennis courts. One court has been designated into four smaller scale courts, specifically for young children to learn the game of tennis. These new mini courts are shorter in length and width and equipped with smaller nets. The courts have become popular with youth tennis lessons and the student population at adjacent Middle and McAlister schools.

At the Sullivan field complex a new multi-purpose field was added in the northern area of the park. Public Works put the finishing touches on the construction of this field in time for the youth soccer program to play their first games here in the fall.

A major improvement project was completed at Bruce Park just in time for the spring and summer baseball and softball seasons. An Amiel P. Zak Public Service Fund grant was augmented by donations from the Suffield Little League and in kind services provided by the Public Works Department. This community collaboration resulted in the construction and installation of four new dug outs located at the softball and baseball fields. This project provides a safer and more professional environment for players and visitors to this community recreation site.

Our Department continues to work closely with civic groups. To achieve his Eagle Scout Award this Spring, Daniel Bennett worked closely with the Department and Commission to update the wording for a new welcome sign at Bruce Park. Daniel installed a new sign; planted flowers and bushes to complete a new landscape design in the adjacent area; and complemented the project with a recognition plaque.

To celebrate Earth Day, we partnered with Praxair Inc. to plant two trees adjacent to Spaulding School playground. The Suffield Fire Department was instrumental in the first stages of watering these plantings. The shade and beauty of these plantings will be enjoyed by future generations.

The Babb's recreation site continues to be a challenge. It is, however, the intention of the Commission to develop this site into a future recreation area. An architectural firm was contracted to provide a conceptual site plan and preliminary cost estimate for the development of this beautiful Suffield resource.

### Staff and Volunteers

In January, our full time administrative secretary moved to the Finance Department and the position was filled by a 10-hour/week registration clerk.

Both our Department and our Commission appreciate the numerous volunteer parents who provide significant assistance by coaching and in volunteer support. We are extremely grateful to the many dedicated volunteers who share their time and talents. We sincerely hope that their efforts will continue.

## Education

### BOARD OF EDUCATION

submitted by  
*Karen Baldwin, Superintendent, and Bob Eccles, Board Chair*

The 2013-14 school year marked the second year of implementing the districts' Five-Year Strategic Plan (2012-17). During this year, the Board of Education and district leadership team focused their efforts in the following areas: (1) strengthening teaching and learning environments Pre-K – 12 through the implementation of revised curriculum standards, to prepare all students to be college and career ready; (2) developing the policy framework and resource allocation to implement the four strategic goals to guide the future district work; (3) maintaining a commitment to review opportunities to achieve operational efficiencies in the district; and (4)

implementing the revised educator evaluation plan that uses multiple sources of information and fosters dialogue about student learning and emphasizes growth over time.

Accomplishments for the 2013-14 school year include:

- Implementation of full-day kindergarten resulting in increased instructional time, growth opportunities for social/emotional learning, and increased time for teachers to get to know children and families.
- Suffield High School Boys' Soccer Team State Champions for a 3rd consecutive year.
- Middle School Continuous Improvement effort resulting in equalized ELA instruction across grades, reduction in the number of study halls and curriculum revision in Unified Arts.
- Digital learning pilot program in the 5th grade.

- Creation of a SWAT (Students Working to Advance Technology) team at the high school to support the 1:1 digital learning initiative.
- Awarded a \$237,000 SDE Technology Grant to improve inter-district bandwidth by replacing network switches. Additionally, the district purchased Google Chromebooks to advance the 1:1 digital learning initiative at the high school in 2014-15 and at middle school for 2015-16.
- Awarded a \$1.3 million School Security Grant to continue the effort to improve security in all four district schools. Specific areas of enhancement include: video surveillance, identification card access and security system installation at Spaulding and McAlister schools, public access system upgrades and panic buttons.
- Developed a Unified Theater program for students at the middle school and high school that highlights the different abilities of all students.
- Transition to new principal leadership at A. Ward Spaulding – Scott P. Dunn
- Suffield High School Assistant Principal, Joe Blake, was named the Assistant Principal of the Year by the Connecticut Association of Schools.
- Implementation of Spaulding Stars Positive Behavior Intervention Support program.

### Student Assessment Results

The 2013-14 school year represented a teaching and learning environment that is undergoing significant change



*The top photo shows Scott Dunn, the new Spaulding School principal with students. Below SHS Principal Donna Hayward works with Ass't Principal Joe Blake, who was named Connecticut's High School Assistant Principal of the Year by the Connecticut Association of Schools.*

### CLASS OF 2014

Graduating Class Size	206
Number of students taking SAT's (85%)	175
Mean SAT Score Reading	544
Mean SAT Score Math	553
Mean SAT Score Writing	542

### SCHOOL ENROLLMENT

October 1, 2013

PreK	55
K	133
Gr. 1	135
Gr. 2	159
Gr. 3	142
Gr. 4	181
Gr. 5	174
Gr. 6	182
Gr. 7	216
Gr. 8	203
Gr. 9	202
Gr. 10	216
Gr. 11	215
Gr. 12	216
Special Ed	
outplaced students	18
<b>Total Enrollment</b>	<b>2,447</b>

### 2014 COLLEGE AND CAREER READINESS RESULTS

Number of Students taking ACT (57%) 118

	2014	National 2014	CT 2014*
ACT Score English	24.0	20.2	24.0
ACT Score Math	25.1	20.9	23.9
ACT Score Reading	24.4	21.1	24.4
ACT Score Science	23.9	20.7	23.3
ACT Score Composite	24.4	20.9	24.0

\*2014 National & State averages have not been made public

### 2014 Advanced Placement Results

179 students sat for 374 totals exams. 87% scored a 3 or better.



**Suffield Middle School Principal John Warrington retired in June with plans to hike the Appalachian Trail.**

**Kris Pryce, Literacy Specialist and Lead Teacher at A. Ward Spaulding School, was named Suffield Public School Teacher of the Year.**



relative to assessment. While the Connecticut Mastery Test (CMT) administered in grades 3-8 is essentially the same, our standards, curriculum, instructional and assessment methodology are shifting to align with the Common Core State Standards (CCSS) and the Smarter Balanced Assessment Consortium (SBAC) assessment. In the Spring of 2014, the district participated in the Smarter Balanced Field Test, no longer administering the CMT or CAPT to students. In 2015 the SBAC system will be fully in place along with just the Science component of the CMT and CAPT.

## Finance

### ASSESSOR

*submitted by Helen Totz, Assessor*

The Assessor's Office is responsible for discovering, listing and valuing all real estate, taxable motor vehicles and personal property in Suffield. My goal as Assessor together with our Assistant Assessor Timothy Hutvagner is to insure that the assessed value of individual taxpayers is proper in order that each taxpayer pays no more than his fair share of the property tax.

In order to accomplish this, we review all three classes of property for accuracy. This process includes conducting random audits of Personal Property business accounts, inspecting and listing new construction (as well as verifying any demolition of property), reviewing and updating

tax maps, and maintaining current title information for all real estate parcels. The Department of Motor Vehicles provides the office with lists of all motor vehicles registered within the Town, and once each vehicle has been valued, these lists comprise the Motor Vehicle and Supplemental Motor Vehicle Grand Lists. All Personal Property and Motor Vehicles are assessed at 70% of the current fair market value, as of October 1 of each year. Real Estate assessments in the past fiscal year were based on values set for the 2008 revaluation, as provided by State statute.

In addition, all State and local exemption programs that affect the tax bills of elderly, military, blind and disabled taxpayers are administered by our Department, and the exemptions are applied to the assessed value of eligible property. All this information results in a "Grand List" which is an accurate list of all property and its assessed value. This information is the basis for the Tax Collector's tax bills.

The total taxable 2012 Grand List for the FY 2013-14 was \$1,428,780,797, which was used to develop a mill rate of 25.16 mills. The exempt real estate property in Town was valued at \$487,477,980.

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

### TAX COLLECTOR

*submitted by Jill F. Schechtman, Tax Collector*

The primary function of the Tax Office is to collect town taxes in two installments – the first and the busiest is in July. My office operates with two assistants.

As Tax Collector I am responsible for creating the bills with Quality Data Services. Once the bills have been printed and stuffed, the bills are then sent out. The collection period begins. It is my job as Tax Collector to make deposits, balance the records of Quality Data to Munis, the program used by the Finance Department to file all necessary State reports. I report delinquent car taxes to DMV and removes them as well. This process helps to collect delinquent motor vehicle taxes throughout the year. My duties include sending out refund forms for overpayments throughout the year.

Assistant Tax Collector Robin Lutwinas is responsible for collecting and processing payments. She is in charge of delinquent notices, demand notices, creating the Suspense list, filing quarterly statements to the State and processing bankruptcy payments. After 15 years in this office, Robin was invaluable in training our newest Assistant Tax Collector, Raven Reid, who joined us in November 2012.

Raven is responsible for processing mail and over the counter payments, for new transfer data, escrow maintenance and filing maintenance. She also assists the Tax Collector in preparing the new bills.

The Tax Collector has received approval from the Town Attorney and the Board of Selectman for online tax payments. The process should begin shortly.

I would like to thank my office for their hard work throughout the year! As a team we have received a collection rate of 98.9% this year. We look forward to serving you in the year ahead.

### FINANCE DEPARTMENT

*submitted by Deborah J. Cerrato, Director of Finance*

There was a retirement in our Finance Department effective June 30, 2013. While the town explored the possibility of combining the functions of the financial departments of the Town and the Board of Education, the position remained vacant until early January.

Our Finance Department processes payroll and accounts payable for all Town departments. Revenue from all departments is also recorded into the Financial Management System. While some of the deposits are also made by our Department, the Tax Collector and Town Clerk make their own deposits to the bank. Our Finance Department also enforces the adopted Bid and Purchase Policy and processes the purchase orders. We also maintain the general ledger that is used to create various reports and financial statements for the annual audit. A copy of the Audited Financial Statements is available to be reviewed on the Town's website [www.suffieldtownhall.com](http://www.suffieldtownhall.com)

under Public Documents which is located under the Town Hall page.

The Board of Finance is responsible for the budget that is presented to the public for approval. The request for the budget information is sent to the Town departments in December for completion. These department budgets are reviewed by the First Selectman. Meetings are held with the departments, the First Selectman and a member of the Board of Selectmen to finalize the budget to be presented to the Board of Finance. The Board of Selectmen submits its budget to the Board of Finance by March 1st in accordance with the Town Charter. The Board of Finance meets weekly to review the budget presented to them by the Board of Selectmen. These meetings are open to the public and an agenda is posted for them with the Town Clerk.

The Board of Education submits its budget for review not later than the last Monday in March. The Advisory Commission on Capital Expenditures (ACCE) reviews all of the requests for capital projects and prioritizes them and makes their recommendation to the Board of Finance for inclusion in the budget. The budget is presented to the public at a meeting that is held two weeks before the Town Meeting to adopt the budget. This Town Meeting must be held on or before the second Wednesday of May. The Board of Finance is responsible to present a budget that meets the needs of the town and school system and also can be supported by the residents. The Town receives approx-

imately 23% of our revenue from the State of Connecticut. The majority is from property taxes.

I would also like to thank Katie Martin, and Marie Bourque for their service to the Town of Suffield.

### ADVISORY COMMISSION ON CAPITAL EXPENDITURES

*submitted by John M. Stevens*

Between January and March of 2013, our Commission met with each of the Town's department heads and the First Selectman to review and discuss their requests for project funding. As opposed to previous years, we adopted a new approach to the funding and prioritization of projects by forecasting the current and future needs, with the goal that we would have a more predictable year-over-year budget allowing the process to be more proactive than reactive. We also instituted a quarterly meeting schedule with the department heads to adjust the financial forecasts throughout the year and provide to the Town and Board of Finance a higher quality deliverable before the start of each fiscal year.

As a result of the meetings with the department leads, the First Selectman and the Board of Finance, we were able to create a list of prioritized projects that included both items recommended for funding in the coming fiscal year as well as items for which we recommend saving money. Often the latter, if fully funded within a single year, comes at the expense of another important project.



**Chris Mills retired from the Suffield Finance Department after 22 years of service.**

As per the Town Charter, the final review session of the prioritized list was open for public review in March 2013. With the First Selectman in attendance, we were able address and respond to any questions that were posed. With very few adjustments, our list of recommendations was presented to the Board of Finance. Our Commission answered questions raised by the Board of Finance and outlined the new approach to planning and funding of the Town's capital projects. Except for an adjustment to the funding pool for future needs, this recommended priority-and-project list was accepted for inclusion into the overall FY 2014-15 Town Budget.

## Town Meetings

submitted by  
Lester Smith, Town Historian

*These summaries of Town Meetings are furnished for convenient reference. The official minutes are available for inspection in the Town Clerk's office.*

### FEBRUARY 27, 2014

#### Tax Exemption Ordinance Adopted

The Meeting adopted an ordinance regarding a tax exemption program for real and personal property acquired by certain tax-exempt institutions.

#### Wastewater Pretreatment Ordinance Adopted

The Meeting adopted an ordinance establishing pretreatment requirements for commercial facilities that generate fats, oils, and grease in their wastewater flow.

### State Historic Restoration Grant Accepted

The Meeting authorized accepting a \$200,000 State grant for accessibility improvements to the Kent Memorial Library.

### LaFountain Road, Sutula Road, and Lise Circle Accepted

The Meeting accepted as public roads LaFountain Road and Sutula Road, of the Sunset Point subdivision running east off South Street, and Lise Circle, of the Malec Farm subdivision running east off Mapleton Avenue.

### MARCH 20, 2014

#### Library Accessibility Addition Approved

After approving an amendment to the original motion, the Meeting approved the accessibility addition to the Kent Memorial Library, as previously approved by the Zoning and Planning Commission and subject to the receipt of \$1,300,000 in gifts and grants and \$100,000 in Town funds. The addition will fulfill the requirements of the federal Americans with Disabilities Act. The amendment was voted (60-23) to ensure that the additional parking shown in the approved site plan on the west side of Bank Lane remained in the program.

#### Withdrawal from Solid Waste Authority Approved

The Meeting authorized the Town to withdraw from membership in the Central Connecticut Solid Waste Authority. It was explained that the town was disposing its waste in a more economical plan.

### MAY 5, 2014

#### Annual Town Budget Approved.

The \$57,846,904 town budget for FY 2014-15 proposed by the Board of Finance was approved by a counted hand vote of 74-40.

### JUNE 26, 2014

#### Steap Grant Accepted

The Meeting authorized accepting a \$250,000 Small Town Economic Assistance Grant from the State to assist the Friends of the Farm at Hilltop in the restoration of two farmhouses.

#### Special Education Grant Accepted

The Meeting authorized accepting an \$839,573 Excess Cost and State Agency Placements federal grant from the State. This grant is associated with children placed in Special Education programs.

#### IDEA Grant Accepted

The Meeting authorized accepting a \$409,154 Individuals with Disabilities Education Act federal grant from the State.

#### Open Choice Grant Accepted

The Meeting authorized accepting a \$179,675 Open Choice Academic & Social Support grant from the State.

#### Open Choice Tuition Grant Accepted

The Meeting authorized accepting a \$605,872 Open Choice Tuition Grant from the State.

#### Technology Grant Accepted

The Meeting authorized accepting a \$238,014 Technology grant from the State for school computers and Internet bandwidth.

	Actual 2009-10	Actual 2010-11	Actual 2011-12	Actual 2012-13	Actual 2013-14	Budget 2014-15
<b>REVENUES</b>						
Property Taxes	31,934,209	32,099,202	34,156,785	35,158,618	36,225,744	36,753,063
Licenses, Permits & Fines	278,463	275,483	246,670	338,624	331,282	310,210
Revenues from Use of Money & Property	161,945	97,546	32,940	34,911	34,293	30,000
Revenues from Other Agencies	258,484	26,686	911,482	962,936	39,158	39,000
State Grants	4,606,342	6,262,806	6,563,458	6,678,950	6,518,799	6,624,412
Federal Grants	0	0	1,016,374	42,539	685	0
Education Related Revenue	6,732,585	6,535,234	6,453,549	6,483,166	7,502,955	7,412,580
Charges for Current Services	296,356	268,683	225,183	362,563	299,477	346,900
Landfill	931,152	936,566	94,126	59,906	105,980	94,517
Recreation	140,625	127,869	119,235	122,816	89,230	123,165
Miscellaneous	397,245	658,365	1,551,263	719,779	1,045,097	309,296
Transfers in	683,825	453,000	410,000	1,093,000	436,185	2,080,636
Fund Balance - Bond Premium				520,793	0	176,610
Fund Balance						1,000,000
<b>Total Revenues</b>	<b>46,421,231</b>	<b>47,741,440</b>	<b>51,781,065</b>	<b>52,578,601</b>	<b>52,628,885</b>	<b>55,300,389</b>
<b>EXPENDITURES</b>						
Administrative	3,824,677	4,151,522	4,870,918	5,176,626	5,001,933	4,946,034
Planning & Development	365,746	371,440	371,937	366,835	373,878	387,291
Public Safety	3,299,267	3,363,645	3,314,681	3,515,608	3,600,994	3,729,258
Public Works	3,087,802	3,243,592	4,184,269	3,205,530	3,585,560	3,743,583
Health & Social Services	681,207	697,550	683,981	692,965	704,202	745,365
Library, Recreation & Parks	873,248	872,273	847,861	851,315	782,862	873,014
Other	1,965,452	5,816,838	3,346,524	3,329,131	4,761,543	5,506,041
Debt Service	2,934,099	2,363,255	2,248,430	2,184,530	2,406,951	2,780,436
Board of Education	29,218,465	29,536,866	30,407,419	31,214,874	31,856,219	32,589,367
<b>Total Expenditures</b>	<b>46,249,963</b>	<b>50,416,981</b>	<b>50,276,020</b>	<b>50,537,414</b>	<b>53,074,142</b>	<b>55,300,389</b>
<b>Excess of revenues over (under) expenditures</b>	<b>171,268</b>	<b>(2,675,541)</b>	<b>1,505,045</b>	<b>2,041,187</b>	<b>(445,257)</b>	
<b>Adjustments for Budget to GAAP* Reporting</b>	1,744	91,194	27,673	58,790	(79,055)	
<b>Total Fund Balance (GAAP*)</b>	<b>10,481,875</b>	<b>7,897,528</b>	<b>9,430,246</b>	<b>11,530,223</b>	<b>11,005,911</b>	
<b>Committed &amp; Assigned Fund Balance (GAAP*)</b>	<b>2,925,675</b>	<b>1,529,018</b>	<b>1,074,901</b>	<b>3,777,082</b>	<b>1,459,048</b>	
<b>Unassigned Fund Balance (GAAP*)</b>	<b>7,556,200</b>	<b>6,368,510</b>	<b>8,355,345</b>	<b>7,753,141</b>	<b>9,546,863</b>	
<b>Unassigned Fund Balance as % of Total Expenditures (GAAP*)</b>	<b>16.3%</b>	<b>12.6%</b>	<b>16.6%</b>	<b>15.3%</b>	<b>18.0%</b>	

\* GAAP - Generally Accepted Accounting Principles

**Revenues**

	Adjusted Budget	Actual	Variance <i>Favorable (Unfavorable)</i>
<b>Property Taxes</b>			
Current list	35,403,923	35,196,355	(207,568)
Supplemental MV tax	250,000	301,971	51,971
Interest & Fees	125,000	240,684	115,684
Prior years	280,000	486,734	206,734
<b>Total Property tax</b>	<b>36,058,923</b>	<b>36,225,744</b>	<b>166,821</b>
<b>Licenses, Permits &amp; Fines</b>			
Building Dept.	275,000	291,353	16,353
Zoning & Planning	18,000	24,825	6,825
Zoning Board of Appeals	3,410	1,240	(2,170)
Police Permits	4,000	8,747	4,747
Conservation	4,000	4,217	217
Historic District Fees	800	900	100
<b>Total</b>	<b>305,210</b>	<b>331,282</b>	<b>26,072</b>
<b>Revenue from Use of Money &amp; Property</b>			
Fund Balance Utilization	2,600,000	0	(2,600,000)
Investment income	30,000	34,293	4,293
<b>Total</b>	<b>2,630,000</b>	<b>34,293</b>	<b>(2,595,707)</b>
<b>Revenues from Other Agencies</b>			
Telecommunications grant	23,000	22,813	(187)
Town of East Granby - Animal Control	16,000	16,345	345
<b>Total</b>	<b>39,000</b>	<b>39,158</b>	<b>158</b>
<b>State Grants</b>			
PILOT, State Property	2,879,880	3,229,943	350,063
Mashantucket Pequot	2,149,791	2,675,180	525,389
PILOT, Disabled Tax Relief	1,090	1,241	151
Veterans Exemption	7,200	8,028	828
Elderly Tax Relief	87,620	83,925	(3,695)
Property Tax Relief	2,000	2,000	0
LOCIP Reimbursement	90,643	0	(90,643)
Youth Services	14,000	18,937	4,937
Municipal Revenue Sharing	178,288	186,647	8,359
Capital Project Reimbursements	140,000	128,250	(11,750)
Miscellaneous	24,000	22,240	(1,760)
Town Aid Road	291,106	290,658	(448)
<b>Total</b>	<b>5,865,618</b>	<b>6,647,049</b>	<b>781,431</b>
<b>Federal Grants</b>	<b>0</b>	<b>685</b>	<b>685</b>
<b>Total</b>	<b>0</b>	<b>685</b>	<b>685</b>

	Adjusted Budget	Actual	Variance <i>Favorable (Unfavorable)</i>
<b>Education Related Revenues</b>			
Tuition, Vo-ag	727,272	572,400	(154,872)
Tuition, Other	314,600	208,316	(106,284)
Education Cost Sharing	6,230,106	6,272,257	42,151
Vo-Ag Grant	178,860	365,102	186,242
Other Educational Grants	6,726	7,236	510
Pupil Transportation	0	77,644	77,644
<b>Total</b>	<b>7,457,564</b>	<b>7,502,955</b>	<b>45,391</b>
<b>Charges for Current Services</b>			
Assessor's Map Sales	800	620	(180)
Bulky Waste	2,000	1,200	(800)
Real Estate Conveyance Tax	160,000	182,024	22,024
Social Service, Mini-Bus	5,500	4,807	(693)
Animal Control Fees	14,200	715	(13,485)
Town Clerk Historic Document Fees	3,600	1,559	(2,041)
Town Clerk Recording Fees	160,800	108,552	(52,248)
<b>Total</b>	<b>346,900</b>	<b>299,477</b>	<b>(47,423)</b>
<b>Landfill</b>			
Landfill Operation	41,736	32,890	(8,846)
Recycling Rebates	30,000	57,907	27,907
Sale of Scrap Metal	7,101	3,328	(3,773)
Permits	15,680	11,855	(3,825)
<b>Total Landfill</b>	<b>94,517</b>	<b>105,980</b>	<b>11,463</b>
<b>Recreation</b>			
Recreation Summer Programs	39,905	14,059	(25,846)
Recreation Activity	80,000	61,586	(18,414)
<b>Total Recreation</b>	<b>119,905</b>	<b>75,645</b>	<b>(44,260)</b>
<b>Miscellaneous</b>			
Miscellaneous Town Income	399,183	666,159	266,976
Cell Tower	150,000	175,390	25,390
Resource Officer	58,123	58,185	62
Rental of Town Property	100,000	75,298	(24,702)
<b>Total Miscellaneous</b>	<b>707,306</b>	<b>975,032</b>	<b>267,726</b>
<b>Transfers In</b>			
Town Donations		13,585	13,585
Sewer Assessment Payments	275,000	378,000	103,000
<b>Total Transfers</b>	<b>275,000</b>	<b>391,585</b>	<b>116,585</b>
<b>Total All Revenues</b>	<b>53,899,943</b>	<b>52,628,885</b>	<b>(1,271,058)</b>

# Expenditures

	Adjusted Budget	Actual	Variance <i>Favorable (Unfavorable)</i>
<b>Administrative</b>			
Selectmen	241,178	218,610	22,568
Human Resources	90,566	76,190	14,376
Probate Court	5,800	5,073	727
Election	43,633	33,583	10,050
Board of Finance	41,015	41,015	0
Assessor	150,139	141,767	8,372
Board of Assessment Appeals	1,450	952	498
Tax Collector	167,064	157,981	9,083
Tax Rebates	60,000	49,370	10,630
Finance	266,497	240,237	26,260
Information Technology	301,709	217,303	84,406
Town Counsel	137,000	130,872	6,128
Town Clerk	194,521	191,987	2,534
Town Hall	149,819	149,819	0
Insurance & Benefits	2,859,473	2,722,174	137,299
<b>Total Administrative</b>	<b>4,709,864</b>	<b>4,376,933</b>	<b>332,931</b>
<b>Planning &amp; Development</b>			
Zoning & Planning	174,817	164,471	10,346
Zoning Board of Appeals	5,845	2,092	3,753
Economic Development	153,953	153,265	688
Historic District Commission	1,094	1,094	0
Conservation Commission	57,774	52,956	4,818
<b>Total Planning &amp; Development</b>	<b>393,483</b>	<b>373,878</b>	<b>19,605</b>
<b>Public Safety</b>			
Fire	913,983	901,271	12,712
Police	2,302,324	2,265,595	36,729
Civil Preparedness	30,654	27,145	3,509
Building Department	212,930	211,985	945
Town Engineer	115,031	115,019	12
Dog Account	82,921	79,979	2,942
<b>Total Public Safety</b>	<b>3,657,843</b>	<b>3,600,994</b>	<b>56,849</b>
<b>Public Works</b>			
Public Works	543,897	488,664	55,233
Highways	1,156,281	1,156,281	0
State Aid Road	291,106	291,066	40
Public Utilities	520,000	509,073	10,927
Landfill	1,193,511	1,140,476	53,035
<b>Total Public Works</b>	<b>3,704,795</b>	<b>3,585,560</b>	<b>119,235</b>
<b>Health &amp; Social Services</b>			
Health & Social Services	203,439	196,438	7,001
Social Services Commission	1,692	1,602	90
Senior Center	106,881	102,479	4,402
Minibus	212,236	192,623	19,613
EMS / SVAA	219,417	211,060	8,357
<b>Total Health &amp; Social Services</b>	<b>743,665</b>	<b>704,202</b>	<b>39,463</b>

	Adjusted Budget	Actual	Variance <i>Favorable (Unfavorable)</i>
<b>Library, Recreation &amp; Parks</b>			
Library	445,710	445,710	0
Recreation	263,103	227,397	35,706
Recreation Activity	110,338	75,960	34,378
Youth Services	75,572	21,821	53,751
Tree Warden	11,974	11,974	0
<b>Total Library, Recreation &amp; Parks</b>	<b>906,697</b>	<b>782,862</b>	<b>123,835</b>
<b>Other</b>			
Capital Expenditures	2,972,655	2,972,655	0
Cemeteries	36,290	36,290	0
Contingencies	206,116	72,253	133,863
Transfer to Cafeteria Fund	48,935	48,935	0
Transfer to CNRE*	1,700,000	1,700,000	0
Transfer to OPEB**	625,000	625,000	0
<b>Total Other</b>	<b>5,588,996</b>	<b>5,455,133</b>	<b>133,863</b>
<b>Debt Service</b>	<b>2,406,951</b>	<b>2,406,951</b>	<b>0</b>
<b>Board of Education</b>	<b>31,787,649</b>	<b>31,787,629</b>	<b>20</b>
<b>Total General Fund Expenditures</b>	<b>53,899,943</b>	<b>53,074,142</b>	<b>825,801</b>

\* (Capital Non-Recurring Expenditure Fund)

\*\* (other post employment benefits)

OUTSTANDING DEBT					
For Fiscal Year Ended June 30,	2010	2011	2012	2013	2014
Notes	0	0	0	0	0
Bonds	15,995,408	14,411,403	12,864,895	20,315,834	18,815,210
<b>TOTAL DEBT</b>	<b>15,995,408</b>	<b>14,411,403</b>	<b>12,864,895</b>	<b>20,315,834</b>	<b>18,815,210</b>
For Fiscal Year Ended June 30,	2010	2011	2012	2013	2014
<b>Total Expenditures</b>	<b>46,249,963</b>	<b>50,416,981</b>	<b>50,276,020</b>	<b>50,659,605</b>	<b>53,074,142</b>
<b>Debt Service</b>	<b>2,934,099</b>	<b>2,363,255</b>	<b>2,248,430</b>	<b>2,184,530</b>	<b>2,406,951</b>
<b>Percentage</b>	<b>6.34%</b>	<b>4.69%</b>	<b>4.47%</b>	<b>4.31%</b>	<b>4.54%</b>

## TOWN OFFICIALS

### ADMINISTRATION

#### Selectmen

Edward G. McAnaney, First Selectman  
Mel Chafetz  
Brian Fitzgerald  
Tim Reynolds  
Joanne Sullivan

#### Town Clerk

D. George Beiter

#### Registrars

Darlene Burrell  
Lynn Fahey Joyal  
Cathy McKeen, Deputy Registrar  
Judy Kelly, Deputy Registrar  
Maria Capella, Ass't Registrar  
Sharen Lingenfelter, Ass't Registrar  
Bobbie Kling, Ass't Registrar

#### Treasurer

Christine Davidson

#### Human Resources

Katherine Christopher

#### Town Counsel

Charles T. Alfano, Jr.

#### Town Historian

Lester Smith

#### Information Technologies

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#### CATV Advisory Commission

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James R. Taylor,  
Zoning Enforcement Office  
Eleanor Binns,  
Administrative Secretary

### Town Engineer

Gerald J. Turbet

### Central Regional Tourism District

Lorraine Erickson

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Art Groux, Chief

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## LIBRARY, PARKS & RECREATION

### Parks & Recreation

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### Tax Collector

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