

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF SELECTMEN  
May 4, 2016**

**Present:** First Selectman Melissa M. Mack, Joanne Sullivan, Mel Chafetz and Krystal Holmes

**Absent:** Tim Reynolds

Also in attendance: Kathy Dunai, Town Clerk; Art Groux, Director of Emergency Management; Patrick McMahon, Director of Economic and Community Development

First Selectman Mack called the meeting to order at 7:00 pm.

**Approval of the Minutes from the April 6, 2016 Regular Meeting of the Board of Selectmen**

Selectman Holmes made a motion to approve the Minutes from the April 6, 2016 Regular Meeting of the Board of Selectmen. **Vote 4-0 in favor.**

**Approval of the Minutes from the April 20, 2016 Regular Meeting of the Board of Selectmen**

Selectman Sullivan made a motion to table the Minutes from the April 20, 2016 Regular Meeting of the Board of Selectmen. **Vote 4-0 in favor.**

**Public Comment**

Leeayn Burke spoke on behalf of Parks & Recreation Commission and wanted to extend their gratitude for the Board of Selectman's support of the Bridge Street School Community Center. Money for abatement and environmental issues was not part of the proposal so they are hoping for the continued support of the BOS in that any money allocated to the community center be used for that purpose only; money for the abatement issues should be found from town monies elsewhere. The commission does not want to compromise the integrity of the project in place and looks forward to the success of the programs planned. They would like to be able to count on the money that had been planned for that project.

**Transfer from Contingency to Capital Non-Recurring for Town Clerk Codification Project and recommend to Board of Finance**

Kathy Dunai, Town Clerk, provided an overview of the process for updating the Codification of Ordinances which has not been done for quite some time. Quotes from two different companies are available. The intent is to republish the book after auditing and updating to make sure it is not in violation of any statutes, the Town Charter, etc. An on-line index would be created for a more user-friendly experience once the book is

updated and scanned. East Granby utilizes a similar index for reference. The Board of Finance supports the effort and has agreed to transfer funds. This will be a one to two-year project but the ordinance book will be up-to-date and accurate. Codification should be done on a regular basis going forward. Selectman Holmes asked if this will be added to the budget regularly. The Town Clerk replied that as of now it will be a one-time expense at approximately \$14,000 comprised of money already in the Town Clerk's budget and a transfer from contingency of \$12,000. First Selectman Mack added that after this project it will be more of a maintenance cost going forward. Selectman Holmes asked if we are following bid policy and Town Clerk confirmed. She currently has two bids which are in the same ballpark, but she wants to assure that the company she chooses provides a user friendly service. Selectman Holmes questioned whether we have a requirement to have a written copy. The ordinance book will be maintained online but Town Clerk would also like to have 8-10 actual books at various locations as well (including First Selectman's office, Town Attorney, etc.). First Selectman Mack suggested putting a copy at the Senior Center and Library. Selectman Holmes said it is a long overdue project; she wondered why the money was coming from the capital non-recurring fund. First Selectman Mack explained that if the dollars are taken from the non-recurring fund, the money does not have to be spent by the end of this fiscal year.

Selectman Holmes made the motion to transfer \$12,000 from contingency to capital non-recurring for Town Clerk Codification Project and recommend to Board of Finance. **Vote 4-0 in favor.**

### **Reappointment of Seth Crocker as member of Advisory Commission on Capital Expenditure through April 30, 2020**

Mr. Crocker had recently been appointed to ACCE, filling the vacancy of a member who had stepped down; he expressed his desire to continue in the role.

Selectman Holmes said in general the ACCE appointments (that end 4/30/16) conflict with the budget season so she would like to see us amend the dates so they occur after budget season. First Selectman Mack will make a recommendation that does not violate the Town Charter but addresses issue.

Selectman Holmes made a motion to reappoint Seth Crocker as member of Advisory Commission on Capital Expenditure through April 30, 2020. **Vote 4-0 in favor.**

### **Quarterly Update on Emergency Management Office by Art Groux**

Art Groux, Director of Emergency Management, provided highlights over the last quarter which included the following recaps:

#### **Events:**

- Eversource conducted a fly over of high voltage lines within the town
- Participated in state-wide Ebola exercise

- Participated in a communications drill with Western Mass/Northern CT at Six Flags (in preparation of large scale exercise to come in September)

### **Training**

- Whole Community Planning (including local businesses)
- School Emergency Plan Updates (due by November)
- National School Safety Symposium
- School Security and Vulnerability Assessment Training
- CT Emergency Management Symposium

### **Upcoming Events**

- Full scale exercise between Western Mass/Northern CT scheduled for mid-September to encompass all responders and cross-border cooperation
- State-wide emergency exercise in October

In response to Selectman Chafetz question regarding participants, Mr. Groux confirmed the participation of all emergency department heads including police, fire, EMS, and hopefully, the school department this year in order to better test the communication systems between the emergency department and the schools. Selectman Sullivan asked if Suffield Academy would be included and Mr. Groux indicated the offer would be made in order to build a better bridge with them as well. Daycare centers in town would also be included. The state now requires that the police department maintain contact information for all licensed daycare facilities in town.

### **Significant Happenings During Quarter**

- EMP Grant submitted and accepted for 2016 (funds half of the budget for the Emergency Management Office)
- Transition from Code Red notifications to Everbridge has begun

Mr. Groux explained that Code Red provided notification to residents in the event of an emergency. Cost for Code Red had been \$6,000/year. Everbridge is offered free of charge by the state and includes emergency notifications from the State of Connecticut as well as from the Town, which is an added benefit over the Code Red system. The Town is in the process of switching over Code Red users to Everbridge. Mr. Groux stated that the link on the town website has changed to CTAlert (Everbridge) with directions for residents on how to sign up. Mr. Groux also noted that for absolute emergencies, CTAlert uses landlines as its database. For routine notifications, the town is limited to contacting residents who have signed up for notifications.

- EOC (Emergency Operations Center) has been moved to the Ambulance Facility

### **Items for Next Quarter**

- Department Head training on Town's Emergency Operations Plan
- Meeting of Emergency Management Office Members
- Training on use of the EOC
- Schedule for backup EMD in Mr. Groux's absence (vacation coverage)
- Virtualization of key EOC functions to allow immediate activation

First Selectman Mack asked for update on “backpack” grant program. Mr. Groux stated it is a one hour class for entire fifth grade class that teaches them what to do in the case of an emergency.

### **Grant application to complete the Local Historic Survey**

Director of Economic and Community Development, Patrick McMahon, presented. Back in 1979 Capital Region Council of Governments (CRCOG) completed a local historic survey with a database of approximately 360 properties in town, mostly comprised of houses looking at architectural styles and history. This hard copy survey is on file in the Town Clerk’s office. The town secured a \$30,000 SCLG (Supplemental Certified Local Government) Grant in 2014 and along with resident David Bahlman updated and digitized records for 200 of the properties to be added to the town website along with the hard copy of the survey. The available funding only covered half of the historic properties listed in the original survey. The second phase of the survey would allow for the survey of the rest of the properties. This is not a competitive grant. Suffield is one of 46 towns in the state eligible for this funding source as it has been designated a Certified Local Government. First Selectman Mack noted that the first phase of the survey addressed many structures that did not have a recorded historical background and whose historical significance was at a potential risk of being lost if not recorded to put people on notice of the structures’ significance.

Selectman Holmes made a motion that the Board of Selectmen approve the submission of a SCLG grant application in the amount of \$30,000 to continue the update to the Survey of Historical & Architectural Resources.

Further resolved, that Melissa M. Mack, who is the First Selectman of Suffield, is empowered to execute and deliver in the name and on behalf of this municipal corporation a certain contract with the State of Connecticut, Department of Economic and Community Development, and to affix the corporate seal, if any. **Vote 4-0 in favor.**

### **Grant application for Windsor Locks Canal Capital Needs Study**

The First Selectman in Windsor Locks reached out to First Selectman Mack to proceed with a joint study of the Windsor Locks Canal. This would be a simple first look of capital needs by engineers to determine canal structural issues. The Ahlstrom Corporation would need to approve the review as well in order to move forward as they technically own the property. First Selectman Kervick of Windsor Locks has already reached out to Ahlstrom on that accord. The second part to the application is to look into the feasibility of hydropower. As Ahlstrom’s primary focus is business, it may be advisable to have the canal owned by a historic trust or non-profit organization to protect the historic character of the canal, the trails, etc. Both grants would fund the engineering study.

Two different grant applications need to be authorized, the first of which is to the Connecticut Trust for Historic Preservation Technical Assistance Grant (HPTAG). A

pre-application was already submitted which was well received given the rarity of two towns applying for such a grant together. The grant is for up to \$20,000 along with a matching grant through a second grant application to the Historic Preservation Enhancement Grant (HPEG).

Mr. McMahon confirmed for Selectman Holmes that the town would not be contributing Town funds, but would rather use the grants for payment. First Selectman Mack noted that this is a good opportunity to be well-positioned from a grant application standpoint because of the collaboration with another town.

Selectman Holmes made a motion that the Board of Selectman approve of the submission of a HPTAG grant application to the Connecticut Trust for Historic Preservation in the amount of \$20,000 to conduct a capital needs assessment and a hydropower feasibility study of the Windsor Locks Canal.

Further, the Board of Selectmen approve of the submission of a HPEG grant application to the State Historic Preservation Office in the amount of \$20,000 that would be used as matching funds for the HPTAG program to conduct a capital needs assessment and a hydropower feasibility study of the Windsor Locks Canal.

Further resolved, that Melissa M. Mack, who is the First Selectman of Suffield, is empowered to execute and deliver in the name and on behalf of this municipal corporation a certain contract with the State of Connecticut, Department of Economic and Community Development, and to affix the corporate seal, if any. **Vote 4-0 in favor.**

### **Call of Town Meeting for May 11, 2016**

Selectman Sullivan read the call

**LEGAL NOTICE**  
**NOTICE OF ANNUAL BUDGET MEETING 2016-17**  
**TOWN OF SUFFIELD**

Notice is hereby given that the Annual Budget Meeting of the inhabitants of the Town of Suffield, Connecticut, qualified to vote in Town Meeting, will be held at the Auditorium in Suffield Middle School, 350 Mountain Road, Suffield, on Wednesday, **May 11, 2016** at 7:00 p.m. for the following purposes to wit:

1. To consider and act upon the report and recommendation of the Board of Finance and to make such appropriations therewith as may be advisable.
2. To consider and act upon a motion authorizing the Board of Finance to print and distribute explanatory texts concerning the budget, if the budget is petitioned to referendum. Such texts may not advocate approval or disapproval of the budget and must conform to the Connecticut General Statutes, Sec. 9-369b.

Dated at Suffield, Connecticut this 4<sup>th</sup> Day of May, 2016

BOARD OF SELECTMEN

Melissa M. Mack, First Selectman  
Mel Chafetz, Selectman  
Krystal Holmes, Selectman  
Timothy Reynolds, Selectman  
Joanne Sullivan, Selectman

**Vote 4-0 in favor.**

**Selectmen Update**

Selectman Chafetz attended the Board of Finance meeting on Monday and the only item on agenda was to act on request of \$186,000 to extend utilities down Route 75 toward town property. Patrick McMahon explained history of grant application. Other than a few questions, BOF unanimously approved. BOF also felt they did not need WPCA help with funding. First Selectman Mack noted that the delays in extending the utilities according to this grant were not due to the town's failure to act, but rather that it was a complicated process with many beaurocratic organizations involved.

Selectman Holmes mentioned the PMC Kids Ride to support The Jimmy Fund will be this Saturday and she encouraged residents to participate.

First Selectman Mack will be updating the Board of Finance on the Town's Bid and Purchase Policy revised by the Town's prior administration. She noted that she compared the revised policy to the bid and purchase policies of the Board of Education and the WPCA and found them to be substantially similar.

The virtual net metering purchase and sale agreement with Lodestar is being reviewed by legal counsel, Flossy Davis, who has an energy law practice at Day Pitney and represented the Town of Vernon in its negotiation with Lodestar so is familiar with the contract and will be providing efficient and expert advice to Suffield.

The Social Services Commission will be conducting a town-wide social services needs study that is performed every few years. The Town is exploring creative and economical ways to get the survey into the residents' hands.

Connecticut Counsel of Municipalities is offering customer service training for municipal employees. First Selectman Mack has encouraged attendance by all

town employees, but specifically to those with direct contact with the public including Parks & Recreation and the Senior Center.

First Selectman Mack will speak to the Permanent Building Commission on the space needs study that was performed about ten years ago on Town Hall. The study will be updated to reflect the current needs of the Town.

First Selectman Mack is working with the Fire Commission and Chief Flynn regarding a grievance filed by a firefighter in the fire union pertaining to firefighter safety and supervisory concerns. Labor counsel is investigating the allegations by interviewing all paid firefighters and as many volunteer firefighters as are willing to be interviewed. Counsel will prepare a report to be shared with Board of Selectman, Fire Commission, Chief Flynn and the fire union to determine next steps.

Selectman Sullivan noted the promotions of Justin Nelson to Sergeant and Ryan Burrell to Lieutenant within the Suffield Police Department.

Selectman Chafetz asked about the status of Suffield's Animal Control Officer. First Selectman Mack is negotiating an agreement among East Granby, Suffield and Windsor Locks for the regionalization of the Animal Control Officer.

Selectman Chafez asked about hiring of a permanent police chief. First Selectman Mack will be discussing this with Police Commission Chairman Armata.

Selectman Chafetz asked the status of town counsel going forward. First Selectman Mack said Town Counsel is still Alfano & Flynn, but may provide an update at the next Board of Selectmen meeting.

Selectman Sullivan asked when the library will be completed. First Selectman Mack had no definitive answer, but suggested attending tomorrow's Permanent Building Commission meeting.

**Public Comment**

None

First Selectman Mack moved to adjourn and by unanimous vote the meeting was adjourned at 7:52 p.m. The next regular Board of Selectmen Meeting will be Wednesday, May 18, 2016 at 7:00 p.m.

Respectfully submitted,  
Kim Worthington  
Recording Secretary