

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF SELECTMEN
June 15, 2016**

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

Also in attendance: Town Planner Bill Hawkins, Town Engineer Gerry Turbet

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

Approval of the Minutes from the May 18, 2016 Regular Meeting of the Board of Selectmen

Selectman Sullivan made a motion to approve the Minutes from the May 18, 2016 Regular Meeting of the Board of Selectmen. **Vote 4-0 in favor. Selectman Chafetz abstained.**

Public Comment

None

Approval of water line easement for Suffield Chase Subdivision

Town Planner Bill Hawkins presented a request regarding the 40 lot Suffield Chase subdivision approved by the Planning & Zoning Commission on July 15, 2013. The property has frontage on Bridge Street as well as on the Wisteria Lane cul-de-sac. The development will connect Wisteria Lane to Bridge Street when fully built-out. The entire property was approximately 91 acres with the development occupying only 31 acres. The other 60 acres was approved as open space in two separate parcels which were accepted by the Town at the December 4, 2014 town meeting. A bridge was required as part of the road design approximately 115 feet into the development from Bridge Street in order to avoid impacts to wetland soils. The water line that will service the lots in the development is to be brought in from Bridge Street. There is no room for the water line to fit between the precast bridge structure and the road above, which forces it to be built out of the road right-of-way on Town owned open space north of the bridge.

Since the water line needs to be placed off the bridge, it needs to go in what is now town owned open space which requires an easement in favor of the Connecticut Water Company. The Town Charter states that conveyance of the easement requires town meeting approval. The firm that designed the subdivision should have indicated the need for easements on the plans that were approved by the town. However, the easements weren't shown, the subdivision was sold, and the current owner is planning on starting construction of the road, bridge, and utilities which brought the need for an

easement to light. The total area needed for the easement is approximately 5,500 square feet. The use of the 12 acre open space parcel will not be impacted by granting the water company an easement. Much of the open space contains wetland soils and was intended to remain in its natural state to act as a buffer from Bridge Street for the homes in the subdivision. There would be no financial impact to the Town to convey the water line easement.

First Selectman Mack asked when would be the latest possible date to call for a Town Meeting without unnecessarily delaying the occupancy of the homes because she does not plan to call a Town Meeting for at least a few months. Mr. Hawkins replied as soon as possible because the builder needs to start planning infrastructure and would like to be selling homes by this fall.

Selectman Reynolds made a motion that the town convey a water line utility easement to Connecticut Water Company over town owned open space parcel Map 55H, Block 47, Lot 14-C41, which is adjacent to Bridge Street and Dylan Drive. Reference is made to Sheet 1 of the plan completed by Dutton Associates, LLC entitled “Property Boundary Survey – Easement Plan -Easement to be conveyed to the Connecticut Water Company over Lot 41 – Open Space – Suffield Chase, Dated 3/21/2016. **Vote 5-0 in favor.**

Approval of request to waive bid and purchase policy for road work project

Town Engineer Gerry Turbet requested that the Board of Selectmen waive the Town’s bid and purchase policy for the following requisitions related to recent road work as all were over \$10,000 with no alternate bids obtained:

Requisition #	Contractor	Date Submitted	Amount	Type of Work	Roads
51531660-00	Rolocut Construction	5/25/16	13,430	Drainage	Ellison Street, Thistledown
51531661-00	Rolocut Construction	5/25/16	14,390	Drainage	Thistledown, Michael Lane
51531668-00	Rolocut Construction	6/10/16	16,995	Drainage	River Blvd., Halladay Ave. East
51531669-00	Rolocut Construction	6/10/16	18,150	Drainage	Meadow Wood Dr., River Blvd.
51531670-00	CS Landscape	6/10/16	13,871.25	Restoration	Overlaid roads in West Suffield

The Town had an opportunity to have pavement overlays or milling and paving of 10-15 miles of roads, listed in bond projects, done by state VIP low bidders (paving, milling).

The catch was that the work would have to be done early in the season when these contractors had available crews, and the Town was responsible for getting contractors to do related work (catch basin top replacements and repairs prior to paving and restoration following paving). Local contractors have been involved in this process with a large number of PO's and invoices processed to pay for the work. Due to the unexpected nature and quickness of the road projects so early in the season, there was no time to put together projects and obtain bids for the work.

Selectman Reynolds made a motion to waive the bid policy for five requisitions related to recent road work as presented by Mr. Turbet. **Vote 5-0 in favor.**

Discussion and approval of submission for Historic Tax Credits available for Bridge Street Community Center Project, Kent Memorial Library and Babb's Recreation Complex

First Selectman Mack presented that the Town of Suffield is eligible to apply to the Connecticut Historic Rehabilitation Tax Credit Program for a 25% tax credit on the qualified rehabilitation expenditures associated with the rehabilitation of certified historic structures such as the Bridge Street School, Kent Memorial Library and Babb's Recreation Complex. The program specifics include: a 25% tax credit of the total qualified rehabilitation expenditures; \$31.7 million in tax credit reservations are available each fiscal year; a per project cap is up to \$4.5 million in tax credits; qualified rehabilitation expenditures are hard costs associated with rehabilitation of the historic structure; site improvements and non-construction costs are excluded; buildings must be listed on the National or State Register of Historic Places, either individually or as part of an historic district; all work must comply with the Secretary of the Interior's Standards for Rehabilitation; tax credits are available for the tax year in which the building or, in phased projects, an identifiable portion of the building is placed in service; tax credits can only be used by C corporations; tax credits can be assigned, transferred or conveyed in whole or in part by the owner to others up to three times

For Bridge Street School, only the historic structure would be eligible not the gymnasium addition. However, the ADA addition on the east side of the school is code related and would qualify. Environmental remediation within the building footprint is an eligible cost but not beyond the footprint.

The Bridge Street School and Kent Memorial Library are eligible as each is a part of the Suffield National Register Historic District. Babbs Beach (Rink and shed buildings) is also listed on the National Register of Historic Places. For Town Hall to be eligible, it would need to be listed at least on the State Register.

First Selectman Mack and Economic Development Director Patrick McMahon met with the State Historic Preservation Officer, Julie Carmelich, who suggested if the Town is interested then to submit an application as soon as possible at they are taking reservations for this next fiscal year allocation. Applications are accepted on a rolling basis. Ms. Carmelich also stated that there is definitely a market for companies in

Connecticut to acquire the tax credits. Should the Town choose to pursue the tax credit program then the program's requirements should be incorporated into the scope of the work for the design team.

First Selectman Mack noted that a cost benefit analysis would need to take place if the Town received the tax credits to determine if accepting the credits makes sense given the higher building standards the SHPO would require. At this point, we do not know what the standards will be until we apply so there is no harm in starting down the road. The tax credits aren't put into place until the building is operational. The State Preservation Historic District screens candidates who are available to utilize the credits. Millions of dollars are available so we want to get in the queue as projects are available on a rolling basis. The Town could turn down the program if it ended up not being beneficial to the Town. The Board of Finance unanimously approved applying for the credits at their last meeting.

Selectman Reynolds made a motion to approve submission for Historic Tax Credits available for Bridge Street Community Center Project, Kent Memorial Library and Babb's Rink. **Vote 5-0 in favor.**

Grant application in conjunction with Town of Enfield for Substance Use Prevention to fund Opioid Addiction Task Force

First Selectman Mack presented that the Enfield Youth Services Department is asking for the Town of Suffield's participation in applying for a multi-town substance abuse prevention grant. State of Connecticut Department of Mental Health and Addiction Services announced their request for application to the Connecticut Partnerships for Success (PFS) 2015 Initiative. This would be a regional approach with the towns of Ellington, Somers, Suffield, Windsor and East Windsor to prevent and reduce the progression of underage drinking for individuals aged 12-20; prevents and reduce prescription drug and illicit opioid misuse and abuse in 12-25 year olds; strengthen capacity and infrastructure to implement data-driven, evidence-based policies, practices and programs; and align strategies and redirect existing services and leverage resources to sustain efforts.

Enfield would be doing most of the work on the application. Eight grants are being awarded. This is a multi-town initiative which is good for regionalization. Selectman Chafetz asked if it had gone through Social Services Commission. It has gone through Board of Finance but it is not required to go through Social Services Commission. Selectman Reynolds made a motion to approve grant application in conjunction with Town of Enfield for Substance Use Prevention to fund Opioid Addiction Task Force. **Vote 5-0 in favor.**

Budget Transfer Request – Elections – Payroll and Employee Benefits

The transfer was submitted by Registrar of Voters Darlene Burrell and Lynn Joyal. The Board of Finance approved last Monday. A request is being made to transfer funds

(\$6,500) from the Contingency account to the Election Department (2105/16 budget) for payroll and employee benefits. This is needed due to double primary not being included in the budget as well as Petition Investigations, U.S. Department of Justice Investigation (regarding disabled voters), New Elections Management System Training, New Secretary of the State Training Day. Selectman Holmes made motion to approve budget transfer for elections. **Vote 5-0 in favor.**

Budget Transfer Request – Bonuses – First Selectman

First Selectman Mack made the request as an effort to reward employees who have stepped up and assumed more responsibility since her taking office and increasing expectations. She requested that \$4,300 be transferred from The Board of Selectmen Dues and Fees budget line item which has a balance of \$6,537 to performance bonuses making the total amount available to \$9,300 for FY15/16.

This will not cost the Town any additional money as it will be transferred from a budgeted line item for the Code Red System that will not be expended because the budgeted item is no longer a necessary service.

These are token bonuses for around 16 of the approximately 27 eligible employees. Selectman Chafetz noted that he disagreed in the past with the award of discretionary bonuses because there are no criteria and bonuses can create hard feelings. First Selectman Mack stated that they are discretionary, but she has specific reasons for each person she is considering. Selectman Holmes suggested a policy be created for determining bonuses. Debate ensued regarding policy, subjectivity, etc. Selectman Reynolds made motion to approve transfer of \$4,300 from Dues and Fees to Board of Selectmen bonus. **Vote 4-1 in favor with Selectman Chafetz against.**

Budget Transfer Request – Police Dept. – Chief expenses

A request is being made to transfer funds (\$5,920.20) from the Board of Selectmen – Contracted Services Account to the Police Department for certain expenses. This is needed due to an oral agreement made by the prior First Selectman to pay the accommodations and travel expenses of the Interim Police Chief during his tenure.

First Selectman Mack stated that in good faith we should honor these expenses. Selectman Sullivan made a motion to transfer funds from the Board of Selectmen contracted services account to the Police Department for travel expenses for Chief Riello, \$5,920.20. **Vote 5-0 in favor.**

Appointment of Debra Dudack to the Cable Advisory Council through June 30, 2018

Selectman Reynolds made a motion to appoint Debra Dudack to the Cable Advisory Council through June 30, 2018. **Vote 5-0 in favor.**

Appointment of Arnie Magid as alternate member of Economic Development Commission through June 30, 2020

This is the recommendation of the RTC. Selectman Sullivan made a motion to appoint Arnie Magid as alternate member of Economic Development Commission through June 30, 2020. **Vote 5-0 in favor.**

Reappointment of Andrew Krar and Pat Reilly as members of Conservation Commission through June 30, 2020

Selectman Holmes made a motion to reappoint Andrew Krar and Pat Reilly as members of Conservation Commission through June 30, 2020. **Vote 5-0 in favor.**

Reappointment of Bill Moryto as alternate member of Historic District Commission through June 30, 2020

Selectman Sullivan made a motion to reappoint Bill Moryto as alternate member of Historic District Commission through June 30, 2020. **Vote 4-0 in favor. Selectman Reynolds abstained because Mr. Moryto is one of Selectman Reynolds' cousins.**

Reappointment of Jonathan Carson and Kim Emmons as members of the Suffield Housing Authority through June 30, 2020

First Selectman Mack noted that the re-appointment of Mr. Bump as the tenant representative falls under the responsibility of the Housing Authority. Selectman Sullivan made a motion to reappoint Jonathan Carson and Kim Emmons as members of the Suffield Housing Authority through June 30, 2020. **Vote 5-0 in favor.**

Reappointment of Lou Casinghino, Brian Casinghino, David Rusnock, Amy Egan, and Scott Tobey as members of the Parks & Recreation Commission through June 30, 2020

First Selectman Mack noted that Kerri Milne has opted not to be re-appointed. Selectman Sullivan made a motion to reappoint Lou Casinghino, Brian Casinghino, David Rusnock, Amy Egan and Scott Tobey as members of the Parks & Recreation Commission through June 30, 2020. **Vote 5-0 in favor.**

Reappointment of William Arendt, Renee Pacewicz, Derek Donnelly (alternate) and John Schwemmer (alternate) as members of the Zoning Board of Appeals through June 30, 2020

Selectman Holmes made a motion to reappoint William Arendt, Renee Pacewicz, Derek Donnelly (alternate) and John Schwemmer (alternate) as members of the Zoning Board of Appeals through June 30, 2020. **Vote 5-0 in favor.**

Reappointment of Jack Quinn as Constable through January 31, 2018

Selectman Holmes made a motion to reappoint Jack Quinn as Constable through January 31, 2018. **Vote 5-0 in favor.**

Reappointment of Richard Miner as Constable through June 30, 2018

Selectman Sullivan made a motion to reappoint Richard Miner as Constable through June 30, 2018. **Vote 5-0 in favor.**

Reappointment of Lorraine Erickson to Central Regional Tourism District through December 31, 2018

Selectman Holmes made a motion to reappoint Lorraine Erickson to Central Regional Tourism District through December 31, 2018. **Vote 5-0 in favor.**

Selectmen Updates

First Selectman Mack reported on the following:

Based on Town Engineer, Gerry Turbet's diligent work we will receive \$30,915 from the State of CT for the Suffield Street Bridge over Stony Brook as reimbursement for some municipal inspection costs and some of the municipal share of the State's costs. The reimbursement goes back into the Town's general fund.

First Selectman Mack along with Florence Davis of Day Pitney (energy attorney) provided comments on the proposed Lodestar solar contract noting some concerns regarding provisions that were not that favorable to the Town. We await their response.

The Town of Suffield was not awarded the Responsible Growth & Transit-Oriented Grant for \$2 million to construct a new town garage.

There is still \$15 million available of STEAP funding from the State of CT for the remainder of 2016 which still may be awarded through the end of the calendar year. There is also \$50 million in STEAP funding approved for FY2017. The Town is still in the running for \$250,000 in grants for each of Babb's Recreation Facility and Hilltop Farm.

In regard to a question that came up last meeting, board secretaries are treated as part-time employees and are provided with a W-2 at the end of the calendar year.

With respect to the Fire Department investigation, the report is due on Friday or Monday. Lisa Lazarek (labor attorney) interviewed firefighters – paid and volunteers, Chief, Captain with a sampling of some of the most senior ranking firefighters. She also digested numerous pieces of correspondence and documents. It is important that the

report be comprehensive, accurate and include next steps. Upon receipt, it will be circulated to the Firefighters' Union, Board of Selectmen, Fire Chief and Fire Commission.

We have received no new update on the status of Four Seasons Farms' issues with CT DECD or Army Corp of Engineers.

Selectman Chafetz asked how we are ending up this year. Selectman Holmes asked Finance Director Deb Cerrato to send monthly updates for the Town to the Board of Selectmen.

Selectman Chafetz attended the Library Commission meeting. The Permanent Building Commission is trying to get a handle on the pcbs at the library and hired an expert. First Selectman Mack offered that the PBC will present its findings at tomorrow's meeting.

Selectman Chafetz requested that Charter Revision be added for discussion to next BOS Agenda. Selectman Reynolds stated that it is too early to go back to a Charter Revision. Selectman Chafetz feels the Town Manager discussion was not adequately discussed at last Town Charter Revision. First Selectman Mack agreed to put the discussion on the agenda for next month.

Selectman Reynolds made a motion to enter Executive Session to discuss Police Department restructuring. **Vote 5-0 in favor.** Executive session convened at 8:20 p.m.

At 8:28 p.m. Executive Session ended.

Selectman Reynolds made a motion to approve a temporary Deputy Chief of Police as recommended by the Police Commission and Board of Finance for so long as necessary as determined by First Selectman Mack and the Chairman of the Police Commission. **Vote 5-0 in favor.**

Public Comment

None

Selectman Reynolds made a motion to adjourn and by unanimous vote the meeting was adjourned at 8:30 p.m.

The next regular Board of Selectmen Meeting will be Wednesday, July 20, 2016 at 7:00 p.m.

Respectfully submitted,
Kim M. Worthington
Recording Secretary