

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF SELECTMEN
NOVEMBER 2, 2016**

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

Also in attendance: Director of Economic Development Patrick McMahon, Police Captain Chris McKee, Town Counsel Derek Donnelly, Senior Municipal Relationship Manager at ViewPoint Carl Anderson, Michael Stevens, Chairman of Technology Committee

First Selectman Mack called the meeting to order at 7:01 pm and recognized new Police Captain Chris McKee. She noted the swearing in last night of Rick Brown as Chief of Police and added it was a wonderful, well-attended event and the Police Department is moving in the right direction with great things to come. She is confident in the leadership of the Police Department.

Approval of the Minutes from the October 19, 2016 Regular Meeting of the Board of Selectmen

Director of Public Works John Cloonan stated that p.7 regarding the update on the Library should read “He (Selectman Chafetz) noted that John Cloonan’s office (Department of Public Works) submitted the **air balancing** to the state for the HVAC balancing.” The original minutes stated “air quality”.

Selectman Holmes made a motion to approve the Minutes as amended from the October 19, 2016 Regular Meeting of the Board of Selectmen. Vote: 5-0 in favor.

Public Comment

First Selectman Mack read a letter of appreciation from Fire Chief Russ Anderson, Southwick Fire Department, regarding Suffield Ambulance Chief Art Groux’s help with an accident in Southwick in which Chief Groux was the first on the scene. “Chief Groux, I wanted to take this opportunity to thank you for your assistance at the MVC in Southwick on 10/22/16. Your quick arrival and actions to this traumatic scene made the best of a bad situation. Early CPR and your paramedic interventions gave this young man the best opportunity for survival. We know that early intervention is the best chance to turn the tide. We appreciate all that you did working seamlessly with our staff in attempts to change the outcome. Thank you again and if we can ever be of assistance please don’t hesitate to give us a call. Sincerely, Russ Anderson Fire Chief.”

First Selectman Mack read a letter of congratulations from Connecticut State Fire Marshall, William Abbott. “Dear Fire Marshal Michael Thibedeau, I would like to personally take this opportunity to congratulate you and the Suffield Fire Department for receiving a 2015 Life Safety Achievement Award. The Life Safety Achievement Award is received when there have been zero fire deaths in residential structures during the year or a 10% reduction in fire deaths from the previous year. The award proves your dedication and exemplary effort toward fire prevention and education which we know can significantly reduce life and property loss from

residential fires. Once again, congratulations and thank you for all you do to make your community fire safe. William Abbott, Connecticut State Fire Marshall.”

Selectman Chafetz made a motion to move item #4, Reappointment of Director of Finance for a term of four years and refer to Board of Finance, to the end of the agenda. Vote: 5-0 in favor.

Online Permitting Presentation – ViewPoint Government Solutions

Senior Municipal Relationship Manager at ViewPoint Carl Anderson presented. Michael Stevens, Chairman of Technology Committee was also present.

ViewPoint has been headquartered in Boston since 1995 and providing permitting solutions in Connecticut since 2007. ViewPoint currently has 37 Connecticut municipalities as customers. ViewPoint provides a very scalable solution and brings civic engagement, efficiency and automation to all of their customers. Contractors enjoy the system because through CRCOG, ViewPoint has the regional on-line permitting center which allows contractors to apply for permits from a single place for all the municipalities where they do work. Residents can explore areas from the main menu/storefront and fill out the appropriate application on-line. The application requires the contractor be noted and the application does not proceed unless it confirms he is licensed. Work flow is provided so applicant can see where they are in the process. Payment can be made via credit card or walk in with cash/check.

Building Inspector Ted Flanders asked how the system confirms the resident is who they claim to be. Mr. Anderson answered there a number of ways the town can safeguard against fraud by requiring applicants to upload documentation, for example a driver’s license. Contractors are confirmed via their identification number issued from the Department of Consumer Protection.

Selectman Chafetz asked if residents use contractors from Massachusetts would the system be able to determine if they were licensed. Mr. Anderson answered that both Connecticut and Massachusetts contractors could be made available within the system.

Selectman Holmes asked if there is a “save” feature. Mr. Anderson replied that each applicant would have a profile created that would save information as the application was being completed to enable them to return and complete the application at a later date and time.

Building Inspector Ted Flanders asked if blueprints would still be brought in to the Building Inspector. Mr. Anderson stated the blueprints could be uploaded or brought in by the person. First Selectman Mack would like to see paper reduction, but at times she recognizes the need for a hard copy.

Building Inspector Ted Flanders also asked if records are kept to which Mr. Anderson replied into perpetuity.

Town Clerk Kathy Dunai asked if there was a fee to pay on-line. Mr. Anderson answered that there is a fee for charge cards, but many residents choose this option for the convenience of not having to go into town hall.

Selectman Reynolds asked if we have spoken to any of the towns that have used the system in Connecticut. First Selectman Mack spoke to users at CRCOG and heard no issues, only increased efficiency.

Building Inspector Ted Flanders asked is there is a date and time noted on the applications. Mr. Anderson responded that date and time is included, but work flow for the building inspector within the 30 days, for example, would not start until the other parts of the application were completed.

Selectman Chafetz asked if town employees have reviewed and made recommendations. First Selectman Mack stated that tonight was the first introduction of the system other than at the Technology Committee.

Town Assessor Helen Totz asked if there is any interface into Vision, the assessor's database, that would automatically allow the system to access Vision data or would that still have to be manually done. Mr. Anderson indicated an import could be done into Vision rather than re-keying all of the information. First Selectman Mack asked if the system is compatible with MUNIS, the Town's financial reporting system; information could be imported.

Selectman Holmes asked if there is an email notification along with the system and Mr. Anderson confirmed. Mr. Anderson noted that all records are backed up by three different data centers across the U.S.

Town Attorney Derek Donnelly asked about the process for FOIA requests. Mr. Anderson said the information belongs to the town so there is access to all of it. He also added that historical records could be migrated in from any older systems into the new system.

Regarding user issues, Mr. Anderson stated that residents would call ViewPoint for technical issues and the town for other issues. First Selectman Mack added that training would be provided to Town staff prior to rolling it out. ViewPoint advised that best practice would be to recommend a gradual roll out of the system which would provide greater comfort for town employees.

First Selectman Mack asked if there has been an increase in permit activity and compliance for towns using this system. Mr. Anderson confirmed.

Town Attorney Derek Donnelly asked if you could add permits for town facilities, for example, permits that don't require a fee. This permit type was confirmed.

Regarding pricing, because of CRCOG, Connecticut gets the best pricing in the nation. Pricing is based on the number of applications processed per year. A convenience fee can be added per application so that the system is almost self-funding. First Selectman Mack added that in speaking with the Technology Committee an initiation price was estimated at approximately \$15,000 at the high end.

Resident Kate Rietberg asked if any of the towns reviewed noted FTE savings by automating. First Selectman Mack noted they have not heard that, but emphasized this is not meant to replace any people but rather to have people work smarter and more efficiently.

Discussion and approval of Application for Connecticut Brownfields Program and refer to Board of Finance – Patrick McMahon

The Town of Suffield has the opportunity to apply for a grant from the Connecticut Remedial Action and Redevelopment Municipal Grant Program through the CT Department of Economic and Community Development. Applications are due on November 16, 2016.

Approximately \$5 million will be made available statewide through this program for remediation and assessment activities. The State anticipates three to five projects will be selected for remediation grants. Maximum grant for remediation is \$2 million. Goals of the program include leveraging the maximum amount of non-State funds possible to increase the economic impact of the State's investment, reactivating long-stalled sites and encouraging job creation.

An obstacle to the redevelopment of Ff Tyler Place into uses in keeping with its Town Center Village District location is the fact that the Town highway garage is a brownfields site. On a portion of the Highway Garage Complex there was a town landfill used decades ago. Municipal solid waste was burned at the site. The site has also had an issue with a former underground storage tank and contaminated soil in its proximity. Phase I, II and III environmental investigations, as well as a remedial action plan, have been conducted on the site. Remediating the site will make the property more attractive to potential developers.

A final scope for the application is being developed. There is no matching funds requirement; however, we would highlight that the Town has funded the environmental assessments, as well as other planning efforts for the Ff Tyler Place Redevelopment. Selectman Reynolds asked how long we have to use the grant. Patrick McMahon responded usually a couple of years.

Selectman Holmes made a motion to recommend this application for brownfields remediation grant and refer to the Board of Finance. Vote: 5-0 in favor.

High Visibility Enforcement Campaign and refer to Board of Finance – Police Captain Chris McKee

The State of Connecticut Department of Transportation is conducting a High Visibility Seat Belt/Child Safety Seat Enforcement Campaign. The schedule for Wave 51 of the Click It Or Ticket program is November 21st through November 28, 2016 and Wave 52 is May 22 through June 4, 2017. The Department of Transportation is once again asking for us to renew our commitment to join in enforcing this year's seat belt mobilization.

Our agency has been preapproved to apply for up to \$5,000 of which approximately 25% is to be used for the November 2016 CIOT and 75% to be used during the May 2017 CIOT. This equates to approximately twenty hours of patrol in November and seventy hours of patrol in

May. It will certainly draw awareness to the issue, help with our ongoing traffic issues, and most importantly reduce injuries in motor vehicle collisions in our town.

Selectman Reynolds asked if the public would be aware of times and places of checkpoints. Captain McKee responded that residents would not be aware as in sobriety checkpoints but the police would let residents know they are participating and why it is so important to wear seatbelts. A ticket would be issued for those that do not have a seat belt. Selectman Reynolds asked where ticket revenue goes; Captain McKee responded the state general fund. First Selectman Mack added the town; however, gets the \$5,000 grant for participating.

Selectman Chafetz mentioned perhaps coinciding the program during prom as that would be a very good time for the police to be out.

Selectman Reynolds made motion to approve the click it or ticket enforcement funding grant and recommend to the Board of Finance. Vote: 5-0 in favor.

Discussion and appointment of Despina Tartsinis as alternate member to Zoning Board of Appeals to fill the remainder of Derek Donnelly's term through June 30, 2020

First Selectman Mack noted the applicant is an attorney who originally expressed interest in the Planning & Zoning Commission but the vacancy had to be filled by a Democrat and she is unaffiliated. She expressed interest in the Zoning Board of Appeals instead. Selectman Chafetz expressed concern that cases she handles might present conflicts of interest. First Selectman Mack said the Town Clerk would provide Ms. Tartsinis with the Code of Ethics.

Selectman Reynolds made a motion to appoint Despina Tartsinis as alternate member to Zoning Board of Appeals to fill the remainder of Derek Donnelly's term through June 30, 2020. Vote: 5-0 in favor.

Discussion and appointment of member to Technology Committee to fill the remainder of Richard Drinan's term through February 29, 2020

First Selectman Mack offered three candidates for consideration. The Democratic Town Committee recommended Steve McKeen; Tracy McDonagh and Jeffrey Greer, both Republicans, are also interested. Currently the Technology Committee is comprised of three Republicans, three Democrats and three unaffiliateds.

Selectman Chafetz made a motion to appoint Tracy McDonagh to Technology Committee to fill the remainder of Richard Drinan's term through February 29, 2020. Vote: 5-0 in favor.

Discussion and reappointment of Faith Roebelen, Ruth Clark and Robert Brooks as full members of the Social Services Commission through November 30, 2020

Selectman Sullivan made a motion to appoint Faith Roebelen, Ruth Clark and Robert Brooks as full members of the Social Services Commission through November 30, 2020. Vote: 5-0 in favor.

Discussion and appointment of member to Library Commission to fill the remainder of Benito Cuevo's term through November 30, 2017

First Selectman Mack expressed that two applicants were interested in the position; Ann Ho, recommended by the DTC and Kathryn Morrow, recommended by the RTC. Mr. Cuevo, whose position is being filled, is a Republican.

Selectman Holmes made a motion to appoint Ann Ho to Library Commission to fill the remainder of Benito Cuevo's term through November 30, 2017. Vote: 4-0 in favor (Reynolds against).

Discussion and approval of COTT contract and refer to Board of Finance

Town Attorney Derek Donnelly explained that the Town's intent going forward is to place greater scrutiny when reviewing contracts. First Selectman Mack added that the next budget process will require department heads to provide copies of all contracts so that a town database can be maintained. This will enable the Town to incorporate standard language and better liability protection for the Town in its contracts. Town Clerk Kathy Dunai added COTT has been used by the Town since the 1980's for land records and dog licensing. It is a 36 month lease and this is at least the third renewal. The Town Clerk is attempting to outright purchase the computers which would result in an overall savings of \$14,000 over span of the lease. On-line abilities are provided as well which resulted in the Town Clerk's office taking in \$3,000 in on-line printable copies for 2013-14; 2015-16 was approximately \$9,000. Town Attorney Derek Donnelly noted that we don't need to go to Board of Finance because we are actually saving money. However, it is unclear in the procurement policy and Town Charter if we are signing a different contract than what was budgeted for so that's why we are authorizing the First Selectman to go forward with approving the COTT contract.

Selectman Reynolds made a motion to approve the First Selectman's authority to sign the COTT contract. Vote: 5-0 in favor.

Call of Town Meeting

Selectman Holmes made a motion to call the Town Meeting for Monday, November 28, 2016 at the Suffield Middle School auditorium at 7:00 p.m.:

- 1. To authorize the acquisition of the development rights to the 2.1 acres (MBL 24-26-103-1) of land located off of Taintor Street for no consideration for the purpose of serving as preserved replacement acres for the expanded gas pipeline easement on the adjacent Fish Farm per the NRCS requirements.**

2. **To authorize 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”**
3. **To authorize that the Town convey an electric utility easement over town owned open space parcels Map 55H, Block 47, Lot 14-C41, and Map 55H, block 47, Lot 14-C46 to Eversource for the Suffield Chase Subdivision as shown on the easement compilation plan completed by Dutton Associates, LLC dated 9/29/2016.**
4. **To authorize a contract entering into a net metering credit agreement with Lodestar Energy LLC.**

Vote: 5-0 in favor.

Selectmen Updates

- Scare-it-Up Suffield was a huge success by the Senior Center, Library, Youth Services and Parks & Recreation Departments
- Congratulations to Windsor Marketing Group on its 40 Year Anniversary
- First Selectman presented to two groups of Suffield Middle School 6th grade students on roles and responsibilities of local government and how we fit into the national and state government. She presented them with a 6th grade challenge:
 - Optional essay about an important piece of Suffield’s heritage to celebrate at the Town’s 350th Anniversary Celebration (2020) and describe an activity that would appeal to Middle School Aged residents to engage them in celebrating Suffield’s history
 - Best essay gets to help plan the event and spend a day as Suffield’s honorary First Selectman this summer
- Next Board of Selectmen agenda will include a discussion of Suffield’s 350th Anniversary
- Richard Brown - New Police Chief- Swearing in Ceremony yesterday
- The Town participated in a state-wide drill earlier today from our Emergency Operations Center led by Art Groux, our emergency management director. Town Departments left the exercise with clear understanding of their roles in an emergency.
- Canal Street paving will be done next Spring due to state requirements that have prolonged the process.
- We are pleased to report that the conduit has been installed for the fiber project. The fiber is projected to be pulled through the conduit next week. The IT Department is going to be working on the connections to the Town buildings so it is likely to be up and running by the end of November.
- Town Capital Projects – Director of Public Works John Cloonan provided an update: Permanent Building Commission will meet tomorrow regarding Bridge Street School Community Center to discuss RFP’s and then go out to bid with CM at risk and architect. Town received the state modification for Kent Memorial

Library which approved the air balancing in the building. Selectman Chafetz asked for an update on the Library now that modification approved. Fuss & O'Neill is coming in few weeks to do a pilot test which will take about one month. Town Hall, EDM is continuing with a conceptual design for addition/space needs study. Spaulding School has a roof project underway as well. Selectman Holmes asked for an updated timeline for BSCC and Town Hall.

- Timing of Bond issuance – preparing documentation for the \$9,000,000 for the roads to go to market in mid-December

Selectman Holmes made a motion to go into Executive Session at 8:35 p.m. for discussion of Town Litigation and reappointment of Director of Finance with Town Counsel Derek Donnelly. Vote: 5-0 favor.

Executive Session ended at 9:31 p.m.

Selectman Reynolds made a motion to reappoint the Director of Finance for a term of two years and refer to Board of Finance. Vote: 5-0 in favor.

Selectman Chafetz noted that it is not a reflection on Debbie Cerrato, but he believes the appointment should be for one year until the process of providing employee evaluations is put in place.

Public Comment

Kate Rietberg, 12 Devine Road, would like us to put on the agenda the applicants for the different commissions so that people can speak at public comment in favor of applicants. She would also like us to more publicly advertise openings for commissions and boards so Republicans, Democrats and unaffiliated voters are aware of openings. First Selectman Mack noted we are currently doing this on the Town of Suffield Facebook page and website. She encouraged interested candidates to forward resumes. Ms. Rietberg also advocated for Mr. Greer and his wife stating that if they are ever interested in serving on a commission or board, they would be wonderful candidates.

Selectman Reynolds made a motion to adjourn and by unanimous vote the meeting was adjourned at 9:32 p.m.

The next regular Board of Selectmen Meeting will be Wednesday, November 16, 2016 at 7:00 p.m.

Respectfully submitted,
Kim M. Worthington
Recording Secretary