

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF SELECTMEN
APRIL 2, 2014**

Present: First Selectman Edward G. McAnaney, Joanne Sullivan, Mel Chafetz, Brian Fitzgerald and Timothy Reynolds. First Selectman McAnaney called the meeting to order at 7:00 p.m.

Minutes: Selectman Fitzgerald made a motion to approve the March 19, 2014 minutes of the regular meeting of the Board of Selectmen as printed. Vote 5-0 in favor.

Public Comment: None

Approve submission of Historic Document Preservation Targeted Grant application.

Town Clerk, George Beiter was in attendance and provided the Selectmen with a memorandum. Mr. Beiter noted that since 2003 the Town has secured \$57,500 under the Grant. The amount available to Suffield for FY 2015 is \$5,000. The Town Clerk would like to use the Grant for a comprehensive inventory project of the entire Town Clerk's office spaces to include the first floor office, the vault and the basement storage area. The vendor would inventory all documents, log each document and note specifications for each document such as scanning, filing, requesting disposal, etc. The suggested vendor is approved by the Connecticut State Library and will provide a quote by April 30th.

Selectman Fitzgerald questioned the bid procedure. The Town Clerk noted that historically quotes have been received but bids were not done.

Selectman Sullivan moved that the Board of Selectmen approves the submission of Historic Documents Preservation Targeted Grant application. Vote 5-0 in favor.

Selectman Sullivan resolved that Edward G. McAnaney, First Selectman, is empowered to execute and deliver in the name of and on behalf of this municipality, a contract with the Connecticut State Library for an Historic Documents Preservation Grant. Vote 5-0 in favor.

Approve purchase of a vehicle for the Minibus Department.

Mini Bus Coordinator, Denise Winiarski was in attendance and provided the Selectmen with a memorandum detailing her request. Ms. Winiarski noted that the Mini bus Department uses cars to supplement bus transportation. The cars are easier to use for inner city apartments, are easier for some seniors and provide significant savings in fuel costs. Buses get between 6 to 7 miles per gallon while cars are anywhere from 15 to 20 miles per gallon. Since 2006 they have purchased two Mercury Grand Marquis and were fortunate to receive a donation of a Dodge Caravan. The Caravan was recently retired as it had reached its useful life and was becoming costly to maintain. The 2005 Mercury is also at the end of its useful life with 118,000 miles and problems are beginning.

Ms. Winiarski proposes the purchase of a new 2014 Chevy Equinox which has good fuel economy and is the perfect size for their needs. A new vehicle will include a 5 year,

100,000 mile warranty. The vehicle would be paid for through the mini bus reserve fund. The fund was established to assist in the procurement of future vehicles and the purchase of this car will not impact future bus purchases.

Selectman Reynolds asked about the source of the reserve fund. Ms. Winiarski stated that it is increased by memorial donations. Selectman Fitzgerald asked about the bid policy. Selectman Chafetz noted that the schools go out to bid when they buy vans. First Selectman McAnaney said they'd look into the bid policy and work to get the best price. Selectman Reynolds made a motion to approve the purchase of a vehicle for the Minibus Department at the lowest reasonable price. Vote 5-0 in favor.

**Discussion regarding Police Budget with Chief Manzi and Kevin Armata
Chairman of the Police Commission.**

This item was moved to the end of the Agenda.

**Approve transfer of \$13,315.00 from Contingency to Public Works Repair and
Maintenance of Buildings Account (0161001 50435).**

Public Works Director, John Cloonan provided a memo stating that the request was being made because a change was made during the 2013-14 budget development to transfer these funds from the Contracted Services line item but the Public Works Repair and Maintenance of Buildings Account (0161001 50435) was never increased.

Selectman Fitzgerald made a motion to approve the transfer of \$13,315.00 from Contingency to Public Works Repair and Maintenance of Buildings Account. Vote 5-0 in favor.

**Rename Pavement Management line item to include concrete sidewalk/repair
replace.**

Public Works Director, John Cloonan provided a memo stating the request was on behalf of the Advisory Commission on Capital Expenditures (ACCE). They request the combination of the concrete repair/replace projects with the pavement management line. First Selectman McAnaney added that proposed sidewalk projects include completion of sidewalks on Day Avenue and a new sidewalk near the Cannon property on Sheldon Street to Rosewood Drive.

Selectman Reynolds made the motion to Rename Pavement Management line item to include concrete sidewalk/repair replace. Vote 5-0 in favor.

**Accept \$75,000 grant for extension of water line and construction of sanitary
facilities at Babb's Rink.**

First Selectman McAnaney explained that in 2000 the Town was awarded a \$75,000 Open Space Grant to rebuild the Bath House at Babb's Beach. The grant was not accepted at Town Meeting twice but the grant money remained. The Bath House was eventually torn down. Our late State Rep. Elaine O'Brien tried to get the money reprogrammed for a new use. Rep. Betty Boukus has continued to aid us in securing this grant money. She requested that the Board of Selectmen approve a motion explaining how the grant would be utilized. Selectman Fitzgerald made the motion to accept \$75,000 grant for the extension of water line and construction of sanitary facilities at

Babb's Rink.

Discussion followed about the timing of the grant and whether or not a Town Meeting would be needed. Mr. McAnaney stated that no Town Meeting would be needed. The \$75,000 is lower than the .25% threshold requiring Town Meeting approval. Vote 5-0 in favor.

Fair Housing Proclamation and Resolution

First Selectman McAnaney proclaimed April to be Fair Housing Month in Suffield. The full proclamation follows:

Whereas, The month of April is recognizes nationally as Fair Housing Month;
Whereas, Fair Housing is important to ensure all Americans the right to live in a decent, safe and sanitary environment; and
Whereas, Fair Housing is the legal right of every American to live wherever they choose; and
Whereas, The Town of Suffield is proud to participate in the recognition and support of Fair Housing Month
Now, therefore, I, Edward G. McAnaney, do proclaim April to be Fair Housing Month in the Town of Suffield, Connecticut.

As part of the application for the \$800,000 the Town is required to adopt a Fair Housing Resolution. Selectman Reynolds moved to approve the Fair Housing Resolution as presented in the Selectmen packet. Vote 5-0 in favor.

Approve the establishment of Parks and Recreation Registration Clerk position.

First Selectman McAnaney explained that the Parks & Recreation Secretary left to work in another department. No one in the Town Hall Union applied for the position. Discussions followed between the First Selectman, the Parks & Rec Commission and the Parks & Rec Director to discuss their needs. It was agreed to eliminate the full time secretary position and replace it with a 10 hour part time registration clerk. The job description was provided to the Selectmen. There was a lengthy discussion about the duties and number of hours. Lou Casinghino, Parks & Rec Commission Chairman was in attendance and joined the discussion. Mr. Casinghino acknowledged that there is not currently a need for a 35 hour secretary position due to online registrations, etc. He noted that there is a Union Grievance regarding the elimination of the secretary position and was unsure how this would affect the new Registration Clerk position. A 10 hour Registration Clerk has been hired and started this week. Mr. Casinghino and the First Selectmen have agreed to a 10 hour per week position but will revisit the number of hours if needed.

Selectman Reynolds made a motion to approve Registration Clerk part time (not to exceed 10 hours/week) position responsible for assisting the Director of Parks and Recreation Department. This position shall be paid an hourly rate and is not affiliated with a union-represented agreement. Vote 5-0 in favor.

Appointment to Parks and Recreation Commission through June 2016 to fill the vacancy left by the resignation of Michael Roccanti.

First Selectman McAnaney said that when the vacancy was made known, his office notified the Town Committees to solicit their recommendations. One candidate was recommended by each of the Democratic and Republican Town Committee. Their resumes were provided to the Selectmen. Selectman Chafetz recused himself from the discussion. Selectman Reynolds made a motion to appoint Amy Egan to the Parks and Recreation Commission through June 2016 to fill the vacancy left by the resignation of Michael Roccanti. Selectman Sullivan noted that the positions are usually filled by members of the same party. Mr. Roccanti and Ms. Egan are both Republicans. Vote 4-0 in favor with Selectman Chafetz not casting a vote.

Approve transfer of \$20,000 from Contingency to the Tax Rebates Account (0141451 50808).

The request is being made since \$35,812.39 in refunds have been processed against a \$40,000 budget. There are also over \$12,000 in refund requests on tonight's agenda.

Selectman Fitzgerald made a motion to approve the transfer of \$20,000.00 from Contingency to the Tax Rebates Account. Vote 5-0 in favor.

Approval of Tax Rebates: Selectman Fitzgerald upon the recommendation of the Tax Department moved to authorize the tax rebates of \$10,083.22 for Friend of the Farm at Hilltop (FOFAH) and \$2,711.37 to Corelogic. Vote 5-0 in favor.

Approve position of Help Desk Technician to replace Data Processing Assistant Position.

First Selectman McAnaney explained that there is a budgeted vacant position in the Information Technology (IT) Department. The position has not been filled since the needs were not formally defined. The Director of IT has created a job description for the Help Desk Technician citing the needs of the Department. The First Selectman noted that the Data Processing Assistant title and job description are out of date. This is a 20 hour per week position with the same pay rate as the Data Processing Assistant position.

Selectman Reynolds made a motion to approve the position of Help Desk Technician to replace the Data Processing Assistant position. Vote 5-0 in favor.

Open the Public Hearing on the 2012-13 Annual Report.

Selectman Fitzgerald made a motion to officially open the Public Hearing on the 2012-13 Annual Report.

First Selectman McAnaney said that the report is available on the Town website. The Selectmen will continue to receive input from the public during the next fourteen days. Acceptance of the Annual Report will be voted on at the next Selectmen's meeting on April 16th. Vote 5-0 in favor.

Selectman's Update

The First Selectman reported that Jackie Hemond has accepted the position of Library Director. She will start work on April 21st.

The Selectmen were provided copies of the Board of Education Budget.

Discussion regarding Police Budget with Chief Manzi and Kevin Armata Chairman of the Police Commission.

Police Chief Manzi, Kevin Armata (Chairman of the Police Commission) and Captain Craig Huntley were in attendance along with a number of police officers. Chief Manzi passed out a memorandum to the Selectmen requesting two additional police officers. The department has 19 members presently. The officers work a 4 day on 2 day off schedule. There are currently 13 officers in patrol with two additional officers who are out on active military duty and workers compensation case. The other 4 department members are the Chief, the Police Captain, a detective and the school resource officer. Chief Manzi explained that the number of service calls has increased from 13,000 in 2002-2003 to about 19,000 in 2010-11. He noted the challenges of covering the large geographical expanse of the Town as well (44 square miles). Chief Manzi discussed recent criminal activity and the need to ensure both community and police officer safety. He based the patrol staffing level on a mathematical formula used by the Police Executive Research Forum (PERF) of the Commission on Accreditation for Law Enforcement Agencies (CALEA). Chief Manzi indicated that he would like to have three officers per shift at all times. The calculation determined that there should be 17.2 patrol officers. Mr. Armata indicated that the budget increase was 3.29% or about \$70,000. It was noted that the additional positions would reduce but not eliminate overtime. Chief Manzi noted that there was a position cut two years ago which he would like to re-instate along with one additional officer.

A short question and answer period followed. Selectman McAnaney did note that the 2014-15 budget has been modified to include one additional officer. First Selectman McAnaney asked that the Selectmen read the memo and discuss it at the next Board of Selectmen meeting.

Selectman Chafetz requested discussion of additional items.

Selectman Chafetz asked when the Request for Proposal (RFP) will be completed for management of the Capital Non Recurring Expenditure (CNRE) Account. Selectman Chafetz suggested hiring someone to develop the RFP.

Selectman Chafetz noted the lost reimbursement opportunity for \$250,000 due to changes for Obamacare. First Selectman McAnaney noted that the Finance Director reached out to Anthem on several occasions to request required information. The information was not provided and the reimbursement date passed.

Selectman Chafetz noted that the Town is due for a Charter Revision. Selectman Fitzgerald agreed but said it needs to be a focused directive. It was agreed to add Charter

Revision Review to the June Board of Selectmen agenda after the budget has been completed.

Selectman Fitzgerald made a motion to convene Executive Session to discuss the Union Negotiations. Vote 5-0 in favor.

Executive Session convened at 8:25 p.m. and ended at 8:55 p.m. There being no further business, the meeting was adjourned at 8:55 p.m.

The next Board of Selectmen Meeting will be Wednesday, April 16, 2014.

Lisa Trase
Recording Secretary