

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF SELECTMEN  
FEBRUARY 5, 2014**

**Present:** First Selectman Edward G. McAnaney, Joanne Sullivan, Mel Chafetz, Brian Fitzgerald and Timothy Reynolds. Karen Baldwin, Superintendent of Schools, Scott Schneider, member of the Board of Education and Patrick McMahon, Director of Economic Development were also in attendance. First Selectman McAnaney called the meeting to order at 7:00 p.m.

**Minutes:** Selectman Sullivan made a motion to accept the January 22, 2014 minutes of the regular meeting of the Board of Selectmen as presented. Vote 5-0 in favor. Later in the meeting First Selectman McAnaney noted a typographical error in the title of the document and asked for it to be corrected.

**Amendment of the Agenda:**

Selectman Reynolds made a motion to amend the agenda to include Executive Session for personnel matters. Vote 5-0 in favor.

**Public Comment:**

Janet Banks of 9 Randall Drive was in attendance and noted that there were several items on the Agenda to move to Town Meeting for approval. She asked what the projected date for Town Meeting was. First Selectman McAnaney stated that February 27<sup>th</sup> is the tentative date.

**Presentation on School Security Grant.**

Superintendent, Karen Baldwin and Board of Education member Scott Schneider were in attendance to discuss the School Security Grant. Ms. Baldwin had previously submitted documents to the Selectmen for their information. The First Selectman opened the discussion by explaining that the school board applied for and was awarded a security grant for \$1.3 Million. Ms. Baldwin thanked the board for the opportunity to provide clarity, to explain the process and competition for the grant award and to discuss next steps through the 2014-15 budget process. She noted that safety and security is always the district's top priority.

Superintendent Baldwin explained that the week after the tragedy at Sandy Hook the Suffield Police Department conducted several audits to identify gaps. Principals and custodians were consulted to identify areas of need. During the 2013-14 budget process items were submitted to the Advisory Commission for Capital Expenditures (ACCE) and added the Capital budget including \$56,000 for radios and \$40,000 for interior classroom lock mechanisms. Id badges, surveillance and electronic monitoring at the building entrances were also added. There were several items that went unfunded. Notice of the competitive Security Grant was received in late May, 2013. The Grant was for \$5 Million and priority districts (as identified by State Dept of Education - Suffield is not considered one) and districts with identified need would receive priority. At no time did the documentation mention that the grant would have a matching component. The Grant application was completed and submitted by the 7/29/2013 due date. It included a

National Facilities Clearinghouse Checklist which was completed with school facility personnel and the Student Resource Officer for every school. The requested grant amount was \$1,338,788 for the Suffield School district. Ms. Baldwin noted that there was to be 3- \$5 Million awards over the next 3 years but due to the number of applications, the grant award was modified to be nearly \$30 Million. Also, the grant period was modified to include security changes that were completed since January 1, 2013 instead of the original start date of April, 2013. Expenses must be made by June 30, 2015 to qualify for reimbursement. Suffield was awarded the grant and is one of the top five recipients for this round. The superintendent detailed the projects that were included in the submission such as \$1 Million for entry way modification and engineering; video monitoring; Public Address system upgrades along with the radio and classroom lock upgrades that have already been completed. The focus of the requests are to slow down access to the buildings. Training and prevention are key components to security. On January 23<sup>rd</sup> and 27<sup>th</sup>, State Police, Suffield Police and the Director of Emergency Management toured the school for a security audit and made suggestions. Next, Superintendent Baldwin explained how the grant works. You must spend 25% of the award before you qualify for reimbursement. That equals \$334,697 in this case. To date \$110,722 has been spent. This means that an additional \$223,975 would need to be spent before any reimbursement could take place. The reimbursement rate for Suffield is 52%. In order to get reimbursement, the improvements must be included in the 2014-15 capital budget. In order to fully utilize the grant reimbursement, the Town would need to spend \$554,572. The timing of the reimbursement was unclear at present. Ms. Baldwin did note that the grant request can be lowered. First Selectman McAnaney reminded the Selectmen that there is about \$3 Million available for capital requests including planned projects for Town Hall and Library HVAC projects that have been accruing capital for years. Mr. McAnaney noted that the State Police identified the need for situational awareness as opposed to high cost enhancements. Superintendent Baldwin agreed the more we practice and rehearse the more prepared we will be to handle an emergency. Ms. Baldwin wanted to clarify that by applying for the grant, Suffield is not committed to the match amount. Mr. McAnaney added that ACCE is evaluating the requests presently and tonight's discussion was an informational session.

A brief discussion took place regarding virtualization. The School system has a three year project to implement virtualization. A grant was received to offset the costs and cut one year off the project. There was a question whether or not the School and Town systems would be compatible First Selectman McAnaney stated that he would request the Town IT Director to meet with the Education Technology Director to test to determine if the systems are compatible. Ms. Baldwin noted that the school is about six months away from completion of their project.

The Board thanked the Superintendent and Mr. Schneider for their presentation.

**Motion to move the acceptance of the Historic Restoration Fund grant from the State Historic Preservation Office in the amount of \$200,000 to Town Meeting for approval.**

Patrick McMahon, Director of Economic Development explained that the Town has been awarded a \$200,000 grant through the Historic Restoration Fund (HRF) for accessibility improvements to the Kent Memorial Library. He requested that the Board of Selectmen send this item to Town Meeting for acceptance of the HRF grant. Mr. McMahon went on to state that sufficient funds have been secured to move forward with the planned improvements. He expects that final designs will be completed late winter, bid in the spring and construction will begin in the summer.

Selectman Reynolds made a motion that the Board of Selectmen move the acceptance of the Historic Restoration Fund grant from the State Historic Preservation Office in the amount of \$200,000 to Town Meeting for approval. Vote 5-0 in favor.

Selectman Chafetz noted that it was unusual to receive this large amount. It was more common to receive \$15,000-\$30,000.

**Motion to send the request to transfer \$100,000 from the Capital Reserve Fund for the Library Elevator Project to Town Meeting for approval.**

First Selectman McAnaney stated that he and Selectmen Fitzgerald planned the establishment of the Capital Account in the amount of \$1.7 Million including \$100,000 to assist in the Library project. The Board of Finance doesn't acknowledge their agreement to this amount. Mr. McAnaney stated that the Town committed to the \$100,000 expenditure and it should be honored. The money is not needed before July 1<sup>st</sup>, 2014.

Mr. McMahon's memo detailed the funding package:

\$100,000 – Town Commitment  
200,000 – Historic Restoration Fund  
200,000 – Hartford Foundation for Public Giving  
300,000 – Library Foundation  
500,000 – Private Donation  
100,000 – Additional private fundraising  
\$1,400,000 Total

Selectman Reynolds made a motion to send the request to transfer \$100,000 from the Capital Reserve Fund for the Library ADA Project to a Town Meeting for approval. Vote 5-0 in favor.

**Acceptance of \$10,000 grant from the Hartford Foundation for Public Giving for tree planting on the Suffield Green.**

A letter was received to inform the Town that the Hartford Foundation for Public Giving has approved a grant of \$10,000 to the Town of Suffield for tree planting on the Suffield Green. This was a request made through the Town of Suffield Tree Committee.

Selectman Reynolds made a motion to accept the \$10,000 grant from the Hartford Foundation for Public Giving for tree planting on the Suffield Green. Vote 5-0 in favor.

Selectman Fitzgerald commented that the Town Green has many uneven surfaces and that we should consider some grading to level it out.

**Appointments:**

Selectman Fitzgerald made a motion to appoint Patrick Reilly to fill the unexpired term of Tom Heffernan as a full member of the Conservation Commission through June, 2016. Vote 5-0 in favor.

Selectman Reynolds made a motion to appoint R. Glen Vincent to fill the unexpired term of Keith Golembiewski as an alternate member of the Conservation Commission through June, 2014. Vote 5-0 in favor.

Selectman Sullivan made a motion to appoint Ryan Anderson as an alternate member of Advisory Commission on Capital Expenditures (ACCE) through February, 2018. Vote 5-0 in favor.

Selectman Sullivan made a motion to appoint Kate Daly Rietberg as a full member of Advisory Commission on Capital Expenditures (ACCE) through February, 2018 filling a vacancy caused by the expiration of the term of Ryan Anderson. Vote 5-0 in favor.

Selectman Fitzgerald made a motion to appoint Eric Boecher as an alternate member of Advisory Commission on Capital Expenditures (ACCE) through April, 2015 to fill the unexpired term of Kate Daly Rietberg.

**Approve salary increase of 1.08% for the Police Captain.**

This position received a salary increase for FY 2013/14 during the budget process of .92%. This position was not included in the other Non Union increases because the position received an increase in the budget. This request is to increase this salary to the 2% increase approved for all other Non Union employees.

Selectman Reynolds made the motion to approve a salary increase of 1.08% for the Police Captain. Vote 5- 0 in favor.

**Approve transfer of \$1017.12 from Contingency to Police Department Payroll and Employee Benefits lines for salary increase for the Police Captain.**

This request is to approve the transfer of funds for the salary increase approved in the preceding item. The request is to transfer \$1017.12 from contingency (0195011-50920) to Police Department Payroll (\$944.44 – account 0151501-50160) and to Police Department Employee Benefits (\$72.28 – account 0151501-50210).

Selectman Reynolds made the motion to approve transfer of \$1017.12 from Contingency to Police Department Payroll and Employee Benefits lines for a salary increase for the Police Captain. Vote 5- 0 in favor.

**Discussion regarding draft ordinance for Friends of the Farm at Hilltop (FOFAH) property tax reimbursement. Motion to move to Town Meeting an ordinance entitled Exemption of Real and Personal Property Acquired by Certain Tax Exempt Institutions.**

The draft ordinance was discussed briefly and Selectman Sullivan made the motion to move to Town Meeting an ordinance entitled Exemption of Real and Personal Property Acquired by Certain Tax Exempt Institutions. Vote 5-0 in favor.

**Discussion regarding draft ordinance for Fats, Oils and Grease (FOG) Pretreatment. Motion to move to Town Meeting an ordinance entitled Pretreatment of Fats, Oils and Grease.**

The draft ordinance was described by the First Selectman who noted that the ordinance was designed to penalize those individuals or institutions who send Fats, Oils and/or Grease down their drains. A \$100/day fine will be assessed. Selectman Reynolds made the motion to move to Town Meeting an ordinance entitled Pretreatment of Fats, Oils and Grease. Vote 5-0 in favor.

It was noted that a member of the Water Pollution Control Authority (WPCA) should explain the ordinance at the Town Meeting.

**Selectmen's Update**

**2014-15 Budget.**

First Selectman McAnaney reported that only a few budgets remained to be reviewed. Selectman Fitzgerald or Selectman Chafetz have attended most of the departmental reviews. There are no big changes in the operating budgets. Capital requests are being reviewed by the Advisory Commission on Capital Expenditures (ACCE).

**Large Animal Facility/Fire Pump**

A new contractor, Milton Beebe, has been hired to complete the fire pump. The permit has been filed and work has begun. The contractor expects to be completed in seven weeks. The floor in the Large Animal Facility has been repaired.

**Bridge Street School Public Forum Dates.**

Two dates have been confirmed:

Wednesday, February 12, 2014 at Suffield Middle School at 7:00 p.m.

Thursday, March 13, 2014 at Suffield Middle School at 7:00 p.m.

The Town will give presentations and the public comment will be received.

**Home Energy Solutions letter.**

A draft letter (on Selectmen's office letterhead) was passed out and is being finalized by CL&P. It will be sent out to residents by CL& P shortly. Residents will pay a fee to have an energy audit and \$25 of the cost will be donated to the Emergency Aid Association's

Fuel Bank.

**Prescription Discount Card Results**

After six months of tracking, 244 prescriptions have been filled using the Prescription Discount Card saving residents over \$16,000. Cards can be obtained at Town Hall, Kent Memorial Library, Emergency Aid Association and the Senior Center. There also is a link on the Town website to print a card online.

**Hazardous Waste Day is Saturday, April 12, 2014 from 8:30 – 1:00 p.m.**

It should be noted that new this year, the Town is participating in a program called Paint Care. All liquid latex paints in their original containers will be accepted. An article from the Suffield Garden Club will appear in the March edition of the Observer.

Selectman Reynolds made a motion to convene Executive Session at 8:20 p.m.

The Selectmen left executive session at 8:32 p.m.

Selectman Fitzgerald made a motion to adjourn at 8:32 p.m. Vote 5-0 in favor.

The next Selectmen's Meeting will be Wednesday, February 19, 2014.

Lisa Trase  
Recording Secretary