

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF SELECTMEN
DECEMBER 16, 2015**

Present: First Selectman Melissa M. Mack, Timothy Reynolds, Joanne Sullivan, Krystal Holmes and Mel Chafetz.
Town Planner Bill Hawkins, Economic Development Director Patrick McMahon, Fire Chief Chuck Flynn and Human Resources Director Katherine Christopher were also in attendance. First Selectman Mack called the meeting to order at 5:00 p.m.

Approval of the Minutes from the December 2, 2015 Regular Meeting

Selectman Reynolds made the motion to approve the minutes from the December 2, 2015 Regular Meeting of the Board of Selectmen. Vote 5-0 in favor.
First Selectman Mack thanked Selectman Reynolds for chairing the December 2nd meeting.

Public Comment:

None

Approve the application for the Assistance to Firefighter Grant through the Federal Emergency Management Agency (FEMA) and recommend to the Board of Finance.

Chief Flynn was in attendance and had previously provided information to the Selectmen. Chief Flynn is requesting approval to apply for a micro grant not to exceed \$25,000 with a 5% cost share. If the grant is awarded, the department would purchase two Thermal Imaging Cameras, 1 E hydraulic rescue ram and two multi gas meters. The thermal imaging cameras and gas meters would replace older technology equipment, which is expensive to repair and have exceeded their life expectancy. The two cameras were purchased approximately 20 years ago under a State of CT grant. If awarded a grant, the cost to the Town is 5% or \$1,250 which could be absorbed by the Fire Department operating budget.

Selectman Sullivan made the motion to approve the application for the Assistance to Firefighter Grant through the Federal Emergency Management Agency (FEMA) and recommend to the Board of Finance. Vote 5-0 in favor.

Selectman Reynolds made a motion to add the following items to the agenda :

- 7 a. Waive the Bid & Purchase Policy for selection of Bond Consultant and Bond Counsel.
- 7 b. Approval of a Retirement agreement with Captain Huntley and recommend to the Board of Finance.

Vote 5-0 to add the items to the agenda.

Approve the application for a Local Transportation Capital Improvement Program (LOTICIP) Grant

Economic Development Director Patrick McMahon was in attendance and had previously submitted a memo to the Selectmen. He explained that the Capitol Region Council of Governments (CRCOG) is accepting grant applications for LOTICIP with a deadline of January 5, 2016. Mr. McMahon is proposing applying for a paved trail along Mountain Road linking the Middle School/McAlister area to the High School/Spaulding area. A 10 foot wide multi-use path of approximately 4,500 linear feet on the North side of Mountain Road. There would be three cross-walks at Hill Street, Plantation Drive and Mountain Road to the west of Sheldon Street. Also in the plans would be a 4 foot sidewalk in front of the police station of about 300 feet to connect the elementary school to existing sidewalks. The multi-use path would be 9 inches of processed gravel aggregate base on 3 inches of bituminous asphalt. The 4 foot concrete sidewalk would be 6 inches of processed gravel and 5 inches of concrete and may require ramps on the ends. The preliminary cost estimate for construction is \$355,200 as prepared by the Town Engineer. The minimum grant amount is \$300,000. The grant would pay for 100% of construction related costs. Costs of design would need to be borne by the Town – estimated to be \$35,000 (10% of construction costs). The Board of Finance approved this grant submission at its December 14, 2016 meeting. The project will be presented to ACCE to discuss funding of the design.

Selectman Chafetz and Selectman Sullivan brought up the possible need for traffic lights and lit crosswalks for safety. First Selectman Mack noted that this request is in line with the public safety project that Officer Mark Sargent has been working on.

Selectman Reynolds made the motion that the Board of Selectmen approves of the submission of the LOTICIP grant application for a multi-use trail linking the school facilities and that the First Selectman is authorized to execute grant-related documents. Vote 5-0 in favor.

Discussion and potential approval to grant an easement across the Andrew Fish Farm to Tennessee Gas Pipeline Company, LLC subject to receipt of executed documents and send to Town Meeting.

Town Planner Bill Hawkins was in attendance to discuss the matter. He noted that Tennessee Gas consultants came in seeking approval to construct a new 24” diameter pipe adjacent to Tennessee’s existing 16” pipe that crosses the Andrew Fish Farm at 410 Taintor Street. The Town has acquired 28.6% of the development rights of the property.

Since the Town is a part owner with the state and federal government there are questions whether or not it is appropriate for the Town to sign the easement and to accept

compensation for it. First Selectman Mack has asked Tennessee Gas to investigate and offer a legal opinion so the Town doesn't incur those costs. Once received, the Town will confirm Tennessee Gas' opinion with Town Counsel.

Selectman Holmes made the motion to approve an easement across the Andrew Fish Farm to Tennessee Gas Pipeline Company, LLC subject to the Town Counsel opinion and First Selectman discretion that this is appropriate and subject to receipt of executed documents and send to Town Meeting. Vote 5-0 in favor.

Approve a contract with CS Landscape Design and Construction, Inc. for the purchase of 2.631 acres of industrial land, lot 11-2 on the corner of East Street and Bennett Road and send to Town Meeting.

First Selectman Mack noted that the former First Selectman entered into a contract with CS Landscape Design and Construction, Inc. (CS Landscape) subject to approval by the incoming Board of Selectmen. Since that time CS Landscape has received approval from Conservation (12/8/15) and from Zoning and Planning (12/9/15) for his development plan.

Selectman Reynolds made the motion to approve a contract with CS Landscape Design and Construction, Inc. for the purchase of 2.631 acres of industrial land, lot 11-2 on the corner of East Street and Bennett Road and send to Town Meeting. Vote 5-0 in favor.

Call Town Meeting for Tuesday, December 29, 2015

Selectman Reynolds read the Legal Notice into the record:

LEGAL NOTICE

**NOTICE OF A TOWN MEETING
TOWN OF SUFFIELD**

Notice is hereby given that a Town Meeting of the inhabitants of the Town of Suffield, Connecticut qualified to vote in Town Meeting, will be held in the auditorium at the **Suffield High School, 1060 Sheldon Street on Tuesday, December 29, 2015 at 7:00 p.m.** for the following purpose to wit:

1. To consider approving the expenditure of \$39,760 (subject to any adjustment due to the final survey acreage) from the open space fund for the purchase of development rights to the 60.51 +/- acre Stiles Farm.

2. To consider approving the expenditure of \$32,958 (subject to any adjustment due to the final survey acreage) from the open space fund for the purchase of development rights to the 119.32 +/- acre Bielonko Farm.
3. To consider authorizing the Board of Selectmen to sell 2.631 acres of industrial land known as lot 11-2 on the corner of East Street and Bennett Road to CS Landscape Design and Construction, Inc.
4. To consider authorizing an amendment to the Right of Way and Easement to Tennessee Gas Pipeline Company, LLC pursuant to the development rights owned by the Town of Suffield on the Andrew Fish Jr. Farm subject to review of legal documents.

Dated at Suffield, CT this 16th day of December, 2015.

BOARD OF SELECTMEN-TOWN OF SUFFIELD

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

Vote 5-0 in favor.

Waive the Bid & Purchase Policy for selection of Bond Consultant and Bond Counsel.

First Selectman Mack reported that she has interviewed firms for Bond Consultant with the assistance of Justin Donnelly (Chairman Board of Finance), Chris Childs (Board of Finance Member), Debbie Cerrato (Director of Finance) and Christine Davidson (Town Treasurer).

First Selectman Mack has also identified four law firms to interview to serve as Bond Counsel. The four firms are Updike and Kelly, Shipman and Goodwin, Robinson and Cole and Pullman and Comley. Selectman Chafetz voiced concern that Ms. Mack's family has prior employment relationships with two of the firms and there could be a conflict. Selectman Reynolds said he didn't see a conflict since the Mack family would not see a financial gain if selected. First Selectman Mack thanked Selectman Chafetz for voicing his concern and assured him she would disclose the potential conflict. Additionally the First Selectman will be interviewing Real Estate, Construction, Land Use, and Labor and Employment counsel to ensure the town is well represented in future construction contracts and union negotiations. Selectman Chafetz suggested negotiating with the Education Department to get better rates. Ms. Mack agreed and said she is hoping for competitive rates and quality service for these specialized areas. Selectman Holmes noted that we can select qualified low bidders rather than simply the low bidder per our Purchasing Policy. Selectman Holmes made the motion to waive the Bid & Purchase Policy for selection of Bond Consultant and Bond Counsel. Selectman Chafetz

noted his concerns regarding potential conflict of interest. Vote 4-0-1 in favor with Selectman Chafetz abstaining.

Approval of a Retirement agreement with Captain Huntley and recommend to the Board of Finance.

This item was tabled until later in the meeting.

Selectmen's Update

a. CT Council of Small Towns (COST) training class

First Selectman Mack and Selectman Holmes attended the training and said it was beneficial. Selectman Holmes forwarded information she received to the other selectmen.

b. An FOI Seminar with Tom Hennick of the Freedom of Information Commission is scheduled for Tuesday, January 5th at 7:00 p.m. at the Suffield Middle School.

The public is invited and Town employees, Board and Commission members are encouraged to attend.

c. Retirement of Denise Winiarski effective 12/31/15

Denise Winiarski will retire effective 12/31/15 after 23 years of service in the Mini bus department. Denise also was Town Hall Union steward for a number of years.

d. Resignation of Faith Roebelen from the Board of North Central District Health Department.

Ms. Roebelen is stepping down but will meet with First Selectman Mack and Vic Mathieu (the other Suffield board member) to discuss opportunities and needs for the future of the Town on the board.

e. Road Project Frustrations

Many residents have called concerned that the paving projects that are in process would not be completed this year. Roads were in an in-process state for many weeks. Town Engineer Gerry Turbet has been pushing the contractor to complete the projects and expects all but the Branch Road cul de sac to be completed. In an email he noted that the low bidder who was awarded the contract was about \$200,000 less than the next bidder. He suggested that we add language to future contracts to include liquidated damage clauses to encourage contractors to complete the projects in a more timely manner. We will investigate the issues causing Branch Road cul de sac to remain incomplete.

f. Update of Capital Projects

Plans are in process to determine where to house Town Hall employees during the renovation. The First Selectman, Finance, Human Resources, Information Technology and Treasurer offices will move to 230 Mountain Road where Parks and Recreation

resided. Most of the remaining departments will move to 61 Ffyer Place after the Library project is complete. The First Selectman plans to have employees receive training on document management procedures. There are well defined state requirements on document retention, destruction and archiving.

g. Commission Updates

First Selectman Mack reported that the Police Commission seem to be moving in the right direction with the promotion of Captain Brown and Chief Riello agreeing to stay on for another year. Morale is good.

Selectman Chafetz reported on the Library Commission. The Environmental Protection Agency (EPA) has agreed to most of the remediation plan. The Library anticipates a mid-February re-opening and all donated funds should be received by the end of the month.

The Permanent Building Commission (PBC) is considering combining the Town Hall and Bridge Street School hazardous material remediation projects to be more cost effective. They are also developing a team strategy for construction management so architects, engineers, etc. have more at stake in the project.

Selectman Chafetz reported on the Board of Education. He noted that the Superintendent has presented her budget which includes staff reductions in some areas and staff increases in others. She presented a budget with a 3.9% increase. He also noted that the Board of Education approved new math curriculum for grades K-5 and 6-8.

Selectman Holmes noted that the Conservation Commission held a hearing on the Tennessee Gas pipeline expansion project with one resident voicing displeasure with having an above ground valve on her property. She also noted that Conservation did not waive their fee from Tennessee Gas since consultant Keith Morris will need to continue monitoring the project.

h. Four Seasons Farm

First Selectman Mack reported that she has met with Four Season Farm who plan to build a hydroponic tomato greenhouse at the end of Poole Road. They plan to start with ten acres but hope to expand it to 40-50 acres over time. They are looking to break ground on March 1st and First Selectman Mack is working with them on a calendar to facilitate their approvals. She has met with the assessor to discuss greenhouse taxation and municipal tax credit options to farmers. She will investigate the impact any tax changes could have to current farms.

Selectman Reynolds made a motion to enter Executive Session to discuss two personnel matters. Vote 5-0 in favor. Executive session convened at 6:14 and included the Selectmen and Human Resources Director Katherine Christopher.

At 6:53 p.m. Executive Session ended.

Approval of a Retirement agreement with Captain Huntley and recommend to the Board of Finance.

Selectman Reynolds made the motion to approve a retirement agreement with Captain Huntley and recommend to the Board of Finance. Vote 5-0 in favor.

Public Comment:

None

Selectman Reynolds moved to adjourn and by unanimous vote the meeting was adjourned at 6:55 p.m.

The next Board of Selectmen Meeting will be Wednesday, January 6, 2016 at 7:00 p.m.

Respectfully submitted,
Lisa Trase
Recording Secretary