

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF SELECTMEN  
APRIL 3, 2013**

**Present:** First Selectman Edward G. McAnaney, Joanne Sullivan, Eileen Moncrief, and Brian Fitzgerald. Selectman Timothy Reynolds was absent. First Selectman McAnaney called the meeting to order at 7:01 p.m.

Also in attendance: Patrick McMahon, Director of Economic Development; Ted Flanders, Building Official; Paul Muniz, Environmental Partners, LLC.

**Minutes:** Selectman Moncrief made a motion to accept the March 20, 2013 minutes of the regular meeting of the Board of Selectmen as presented. Vote 4-0 in favor.

**Public Comments:** None

**Tax Rebates:**

Selectman Fitzgerald made a motion to approve the tax rebates as recommended by the Tax Collector and printed on the agenda: Adamczyk, Adam F, \$80.73; Crane Heidi L & Kenneth S, \$25.76; Wells Fargo Real Estate Tax Services for Salerno, Julie, \$397.23; Total \$503.72. Vote 4-0 in favor.

**Fund Transfer from Contingency to Building Department Contracted Services to provide expertise for Fire Pump house at the High School.**

Ted Flanders, Building Official, said that additional monies are needed for consultants to provide expertise on three projects: the fire pump at Suffield High School; unresolved ADA issues at Suffield High and review of pending litigation on South Grand Street. The Town is looking for an independent person to diagnose what is wrong with the Fire Pump house and provide an engineered fix. Meetings between the Town, the architect, the engineer and the pump manufacturer have not yielded a proper resolution. Regarding the ADA issues, the list has been reduced from 45 pages to 5 pages but still needs closure. Selectman Moncrief asked if the requested amount of \$8,000 was enough and Mr. Flanders replied that it would be sufficient to get through the current fiscal year. Selectman Fitzgerald made a motion to transfer \$8,000 from contingency (50920) to Building Department – Contracted Services (50310). Vote 4-0 in favor.

**Fair Housing Action Plan:**

Patrick McMahon explained that the Suffield Affirmative Fair Housing Action Plan needs to be updated to include new protected classes under state and federal law. The Fair Housing Plan is one of the requirements for applying for state and federal assistance. Selectman Sullivan made a motion to adopt the Fair Housing resolution, policy statement and Fair Housing Action plan as presented. Vote 4-0 in favor.

**Approval of Lease Modification of 230 Mountain Road LLC**

The lease was earlier reduced from \$6900 to \$5600 per month due to relocation of Parks & Recreation Department back to Town Hall. It was also determined that we overpaid rent in the last calendar year so the lease for this calendar year is being modified. Rental

for April has been adjusted to include rental for basement storage for this year and last year as well as monies for damage in the former Parks & Rec space. The rental for the remainder of the year will be \$4169.33 and can be renewed next year at \$5600/month or adjusted if anymore departments are moved out. Selectman Fitzgerald made a motion to approve the lease modification of 230 Mountain Road LLC upon recommendation of the First Selectman. Vote 4-0 in favor.

### **Policy Regarding Capital Account.**

The First Selectman discussed the means of depositing funds in Capital Account, the investment of capital funds based on General Statutes §7-362 and the use of capital funds. The capital account will be funded by an initial deposit of \$1Million from the budget surplus from FY12-13 plus 'orphan funds' showing on the FY12-13 audit report plus \$100,000 from the FY12-13 budget surplus for possible use for ADA library improvements plus other "capital funds". General Statutes § 7-362 allows for a flexible investment fund managed by the Town treasurer at the direction of the Board of Finance. There are some statutory limits on the investments but they allow for a fair amount of discretion. The use of the funds should be governed by the long-term capital and repair plan established by the Director of Public Works with input from the Permanent Building Committee, ACCE and the approval of the Board of Selectmen. Annual approval by the Board of Finance should not be necessary provided the nature of the project and the estimated amount of the project does not exceed the long-range budgeted amount of each project. After much discussion, it was agreed to continue drafting at the next Board of Selectmen meeting and then move on to discuss the plan with the Board of Finance.

### **Discussion regarding Budget Surplus/Fund Balance**

The First Selectman stated that at the end of FY11-12 there was a 1.532 Million budget surplus. As of Jan 1, 2013 the projected FY12-13 surplus is roughly \$600,000. He proposes that \$1Million to be placed in the Capital Reserve Fund as an initial deposit and \$100,000 be placed in the Capital Reserve Fund as a designated contribution for the ADA improvements to the library if they take place. The remaining balance of 1.1M should be used to offset any increase in the FY13-14 budget or we should consider using that and some of the undesignated fund balance to provide tax relief. The fund balance (\$9.43 Million- this included the 1.5Million+ budget surplus from last FY year but not the anticipated surplus from the current FY) is roughly 18% of our budget and could be easily reduced to 14% or \$7.27 million. Unless there is a change, the proposed Selectmen's budget is an increase of \$308,000 and the proposed Board of Education budget is an increase of \$592,000, a total of \$900,000. Selectman Fitzgerald said that the fund balance is excessive and provides no income and is risky since it is not insured and makes the town appear wealthy. If there is an active capital plan, the fund balance could be kept at a much lower level. Selectman Moncrief stated that moving money from the undesignated fund to designated capital funds would be more transparent and that we would be better stewards of these funds. Selectman Fitzgerald made a motion to reduce the fund balance by \$2.6 Million by moving \$1.1Million to the new capital account and using \$1.5M in tax relief to residents. The Board acknowledged that the impact of the Governor's budget is still unknown. Vote 4-0 in favor.

### **Endorse Selectman's Budget Including ACCE**

The First Selectman passed out a summary document for the Town portion of the budget. The balance of the Town (not including Education) proposed budget shows an increase of 3.36% or about \$455,000. \$204,971 is an increase in employee insurance and benefits. \$147,705 is for Town-aid-road, which is fully reimbursable which nets the increase to approximately \$308,000. Selectman Moncrief asked if there are pay increases in the budget. The First Selectman responded that there were a few targeted increases but no general increase. Discussion followed that suggested that if the union gets an increase then typically the executive group gets an increase as well. Selectmen Moncrief and Fitzgerald suggested a contingency 1% raise be added to the budget for the non-union executive level. It was also agreed that criteria performance measures and evaluations need to be defined as well as pay scale evaluation based on job descriptions. Historically there has been no comprehensive, equitable approach to increases. Selectman Fitzgerald made a motion to endorse the Selectmen's budget including ACCE and recommend it to the Board of Finance. Vote 4-0 in favor.

### **Selectman's Update**

#### **Cover Soil Disposal at Landfill Agreement:**

The Town is in the process of opening and closing new areas of the landfill and need earth to accomplish this. This typically comes at a cost but, due to the Busway project, we are being paid to take their excess dirt. The Town will be paid about \$7/ton. The dirt will be delivered and mixed and is expected to net the Town approximately \$150,000. Paul Muniz from Environmental Partners LLC was in attendance and assured the Board that the dirt will be of proper quality. A typographical error was pointed out on page 2 of the agreement, spoil should be soil in paragraph 3. Selectman Sullivan made a motion to authorize the First Selectman to negotiate and enter into a contract with Environmental Partners, LLC. Vote 4-0 in favor.

#### **Suffield Housing Authority:**

The Suffield Housing Authority budget was distributed to the Selectmen. Discussion of the membership of the Suffield Housing Authority will be researched and the long-range plan for maintenance and upkeep of the apartments will also be discussed.

#### **Changes to the Annual Report:**

Selectman Fitzgerald provided changes for the Annual Report.

Selectman Moncrief reminded the Selectmen of the upcoming Agriscience Expo on April 9<sup>th</sup> and 10<sup>th</sup>.

There being no further business to come before the meeting, Selectman Sullivan moved that the meeting adjourn. Vote 4-0 in favor. Meeting was adjourned at 8:44 p.m.

The next Selectmen's Meeting will be Wednesday, April 17, 2013.

Lisa Trase  
Recording Secretary