

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF SELECTMEN
MARCH 6, 2013**

Present: First Selectman Edward G. McAnaney, Timothy Reynolds, Joanne Sullivan , Eileen Moncrief, and Brian Fitzgerald. First Selectman McAnaney called the meeting to order at 7:02 p.m.

Also in attendance: John Cloonan, Director of Dept of Public Works; Patrick McMahon, Director of Economic Development; Bill Hawkins, Town Planner; Darlene Burrell and Lynn Joyal Registrars of Voters.

Minutes: Selectman Moncrief noted that Rev. Earl Imswiler's full name was not listed in the Tax Rebate section of the minutes. Selectman Moncrief made a motion to accept the February 21st, 2013 minutes of the special meeting of the Board of Selectmen as corrected. Vote 4-0 in favor. Selectman Sullivan abstained as she was absent from the last meeting.

Public Comments: None.

Fund transfer for Facilities/Special Projects Manager position.

John Cloonan explained that the request is to reinstate the Facilities Manager position in the 2013-2014 budget. Mr. Cloonan stated that his group is responsible for the maintenance of 18 Town buildings and many upcoming special Town projects (Library, Town Hall, etc). The position will allow his department to be more active towards maintenance vs being reactive. There is no additional budget cost as monies will be moved from other line items to create the position.

Pay Increases.

The First Selectman is targeting a few employees for pay increases this upcoming fiscal year. Included is Mark Cervione, who has assumed responsibility of the landfill and has received certification for these additional duties. He is also in charge of the inmate program and has been trained and certified in those areas too. Paula Pascoe, Director of the Senior Center has been recommended for a salary increase in recognition of her responsibilities and her salary as compared to other Director level positions . Director of Emergency Management, John Woods has seen his contact with the state increase substantially with the number of disasters and emergencies in the past few years and is also being targeted for a pay increase.

Budget Update

The First Selectman discussed the Budget Overview document that he presented at the Board of Finance meeting including the Governor's proposed budget and Town Budget changes.

Changes based on the Governor's proposed budget:

- 1) Elimination of the car tax represents a loss of \$2.5 million in revenues at the current tax rate. Were this shifted to the real and personal property owners, it

would force an increase of the mill rate of approximately 2 mils from 24.84 to 26.72 mils.

2) PILOT and Indian Gaming money (Pequot-Mohegan Fund)

The Governor's budget proposes to reduce Suffield's current PILOT funds from \$3,352,605 to 693,909 in 2013-2104, a reduction of \$2.659 million. The Indian Gaming monies grant will go from \$2.670 million to \$0.

In place of the PILOT \$2.658 million would be assigned to Educational Cost Sharing (ECS).

In place of the Indian Gaming money, \$2.670 million would be assigned to LoCIP grants.

Both ECS and LoCIP monies are limited in their application. This transfer of unrestricted use PILOT and Gaming revenues to restricted-use ECS and LoCIP will have the consequence of forcing the Town to raise taxes substantially to keep the same level of services while receiving money that cannot be effectively spent.

Town Budget Changes:

The balance of the Town (not including Education) proposed budget shows an increase of 3.8% or about \$520,000. \$200,000 is an increase in medical costs and retirement benefits. \$100,000 is in the Public Works budget for increased burn fees and a mandated landfill employee salary increase. Of the remaining \$220,000, 68% or \$150,000 is for Town-aid-road, which is fully reimbursable.

Additionally, the Board of Selectmen is seeking to move from the current just-in-time capital projects approach to a long-range capital and repair budget. They propose that as part of the budget process, a capital non-recurring reserve fund under the provisions of Connecticut General Statutes §7-360 be established. As allowed by Connecticut General Statutes § 7-361(a) \$1,000,000 from the surplus of the budget year 2011-2012 should be deposited into such fund. We propose that, for the 2013-2014 budget year approximately 11% of the total approved budget for 2013-2014 be allocated to capital property maintenance and repair and debt service. This amount is not to exceed the combined total of those amounts in the current (2012-2013) year's budget, or a total of \$5,389,936. Debt service in the new budget year (2013-2014) will be \$2,062,768. This leaves \$3,327,168 for capital projects and additional contributions to the capital fund.

Application for Small Cities CDBG for Library ADA.

Patrick McMahon, Director of Economic Development explained that the Town is seeking assistance to make handicap accessibility improvements to the Kent Memorial Library. The Town has the opportunity to apply for grant funds through the Connecticut Small Cities Community Development Block Grant (CDBG) Program to assist with these improvements. The application deadline is April 5, 2013. He is seeking authorization to submit a grant application to the State of Connecticut for \$700,000.

The Town retained the services of Tecton Architects which prepared conceptual plans (paid for by the Library Commission) that received support of the Library Commission and Permanent Building Commission.

The preliminary estimate for the chosen solution is \$1,022,097. The costs exceed the maximum \$700,000 grant award through the Small Cities program. To move forward with this preferred solution would require identifying other funding sources. Possible sources are the Hartford Foundation for Public Giving, State's Historic Restoration Fund, and fundraising by the Library Foundation.

Selectman Moncrief suggested the Carnegie Library Fund as another possible funding source.

Selectman Reynolds made a motion that the Board of Selectmen adopt the following resolution regarding application to the Connecticut Small Cities Community Development Block Grant Program for funding for ADA improvements to the public library; and that the First Selectman is authorized to enter into and execute such documents necessary for the grant.

WHEREAS, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut, Department of Economic and Community Development pursuant to Public Law 93-383, as amended; and,

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Economic and Community Development is authorized to disburse such Federal monies to local municipalities; and,

WHEREAS, it is desirable and in the public interest that the Town of Suffield make application to the State for \$700,000 in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement therefore, should one be offered.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SELECTMEN:

1. That it is cognizant of the conditions and prerequisites for State Assistance by Part VI of Chapter 130 of The Connecticut General Statutes; and,
2. That the filing of an application for state financial assistance by the Town of Suffield in an amount not to exceed \$700,000 is hereby approved, and that the First Selectman is hereby authorized and directed to file such application with the Commissioner of the Department of Economic Development, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Suffield.

Vote 5-0 in favor.

Appointments:

Selectman Moncrief noted that there were two Library Commission vacancies and the Library Commission forwarded a resume today. Selectman Moncrief made a motion to include this individual's resume for consideration. The First Selectman said he was just made aware of the additional vacancy and did review the resume. The Library Commission was looking for an individual with financial background and this person did not have it on her resume. The First Selectman wants to go back to the Town Committees to see if they recommend someone with a finance background. The nomination of Joan Greenfield, tabled from the preceding Selectmen's meeting was acted upon. Selectman Fitzgerald made a motion to appoint Joan Greenfield to the Library Commission to fill the vacancy by Jason Lobo. Vote 5-0 in favor. Selectman Moncrief made a motion to reappoint Roger Tracy and Gloria Smith to the Economic Development Commission through March, 2017. Vote 5-0 in favor.

Approval of Election Emergency Contingency Plan

Registrar Darlene Burrell presented the Elections Emergency Contingency Plan in compliance with §9-174a. The includes: Solutions for ballot shortages and strategies to implement in the event of a shortage or absence of poll workers, a loss of power, a fire or the sounding of an alarm within a polling place, voting machine malfunctions, weather or other natural disaster, the need to remove and/or replace a poll worker or moderator and disorder in and around the polling place. The alternate polling place will be Suffield High School not McAlister School as was originally proposed. Selectman Reynolds made a motion to approve the Elections Emergency Contingency Plan with a few minor corrections. Vote 5-0 in favor.

Tax Rebates:

Selectman Fitzgerald made a motion to approve the tax rebates as recommended by the Tax Collector: Beneski, Daniel J, \$100.00; Burns, Edward J & Caroline W & Surv, \$77.50; Centracchio, Joseph M & Cathy A & Surv, \$28.08; Daniels, Annette T & Graveen David P, \$103.00; Donlen Trust, \$267.90; Donlen Trust, \$198.32; Jones Jeffery E. or Jones Isabelle, \$31.52; Krystal Woods Developers LLC, \$54.40; Liquori, Anthony, \$1224.99; Wilkinson, Thomas W, \$2136.99; Morse, Francis A, \$20.30; Mrosz, John, \$18.79; Sinon, Glenn A. and Heather A., \$180.00 **Total \$4,441.79.** Vote 5-0 in favor.

Status of Joseph Rouleau, et al v. Town of Suffield

This case was decided in the Town's favor and the court granted a Motion for Summary Judgment on January 16, 2013. The time within which the plaintiff could file an appeal has since expired and the matter is closed.

Discussion on Planimetrics for Bridge Street School

Town Planner Bill Hawkins discussed the use of Planimetrics for the Bridge Street School public engagement project. Planimetrics was used before in Town and the residents had positive feedback on their workshops. The Planimetrics workshop would gauge public sentiment on Bridge Street school to resolve its future use. The Zoning and Planning Budget has the money to cover the cost up to \$9,000.

Selectman Sullivan made a motion to suspend the bid policy and to authorize the First Selectman to spend up to \$9,000 and enter into an agreement with Planimetrics for the purpose of determining the future use of the Bridge Street School. Vote 5-0 in favor.

Selectman Reynolds made a motion to adjourn to Executive Session for the purpose of discussing potential litigation matters. Vote 5-0 in favor

Executive Session convened at 8:03 p.m. and adjourned at 8:35 p.m.

There being no further business to come before the meeting, Selectman Reynolds moved that the meeting adjourn. Vote 5-0 in favor. Meeting was adjourned at 8:35 p.m.

The next Selectmen's Meeting will be Wednesday, March 20, 2013.

Lisa Trase
Recording Secretary