

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF SELECTMEN
AUGUST 21, 2013**

Present: First Selectman Edward G. McAnaney, Joanne Sullivan, Eileen Moncrief, Brian Fitzgerald and Timothy Reynolds. Also in attendance: Jill Schectman, Tax Collector; Dan Beaudoin, Director of Information Technology; Chuck Flynn, Fire Chief; Phil Barrett, Chair of Fire Commission; Bruce Remington, Chair of WPCA. First Selectman McAnaney called the meeting to order at 7:00 p.m.

Minutes: Selectman Moncrief made a motion to accept the July 17, 2013 minutes of the regular meeting of the Board of Selectmen as presented. Vote 5-0 in favor.

Public Comment:

Resident Robert White of 995 Newgate Road read a letter requesting that the Board of Selectmen take action on the re-assessment process as it is not working properly. He explained the process that his neighbor Bogden Vynar has gone through for his property at 1000 Newgate Road. The property was originally assessed at \$362,300 in 2008 by Vision Appraisal. It deteriorated and was foreclosed on and purchased by Mr. Vynar for \$98,000 in 2011. Mr. Vynar applied for a reassessment in 2012 and Mr. White assisted him in the meeting. Mr. White stated that the minutes were wildly different from what was promised during the meeting. The minutes stated that two different reductions would be applied. The assessor reduced the property value to \$320,000. Mr. White tried to talk to the BOAA Chair and find the original notes but was not successful. In March, 2013 they attended another Board of Assessment appeals meeting to try to get the property value lowered. They agreed to correct the error that was posted in 2012 minutes but not made. Mr. White presented the Selectmen with his notes from the March 16, 2013 meeting and then showed the Selectmen the excerpt from the official minutes which were very brief. Mr. White said that the absence of effective meeting minutes is unconscionable for a Town Board meeting where financial decisions are being made. He also noted that on March 28, 2013 Mr. Vynar received three letters in the mail from different Town departments with different valuations including one from the Board of Assessment appeal denied due to State Statutes; one from the Tax collector to apply for a tax rebate; and a letter from the Assessor showing the valuation had been modified to \$217,000. Mr. White urged the Selectmen to investigate the Assessment Appeals process.

Selectman Fitzgerald noted that the Board of Assessment Appeals is an elected board and has powers and obligations set by the State Statutes. Mr. McAnaney said that he had conversations with Mr. White on this and felt that it was ultimately resolved but agreed to look into the matter further.

Guy Boccasile Service Award: The Board of Selectmen awarded Louis Guy Boccasile with a certificate “in deep appreciation for his forty-one years of dedicated service to the Town of Suffield, serving fourteen years as a member of the Suffield Fire Department

and twenty-seven years as chairman of the Landfill Commission and Public Works Commission”. First Selectman McAnaney thanked Guy and said the Town wouldn’t run as well without its volunteers.

Congamond Lakes Waste Water Management Study Executive Summary:

Mr. Stephen McDonnell of WMC Consulting Engineers of Newington was present to provide the Selectmen with a summary of the Congamond Lakes Waste Water Management Study. He explained that there are about 500 homes on the Suffield side of the Lake. The lakes are Massachusetts property. Southwick has sewers that feed into Westfield. The Southwick system was designed with extra capacity to accommodate about 50,000 gallons per day (or about 245 homes) from Suffield. The CT DEEP is concerned with ground and surface water. The water quality in the lake is sufficient, showing no direct discharge of sewage into the lake. In Suffield, many lake homes are on tiny lots with no public water and not enough land to treat the wastewater through their septic systems. The sandy soils allow the water to get to the ground but it travels through the ground too fast. There are non-sewer solutions that may be feasible including a community septic system (like Kent Farms) or an offsite transport system that may require a mini pretreatment plant similar to the WPCA plant. The estimated cost of sewers is in the \$12-14 Million range. There may be USDA grants available which could cover 40-45% of the costs or DEEP grants that could cover 25% of the costs. The cost per home is about \$40,000 per parcel which make grants vital. Selectman Moncrief inquired about drinking water. Drinking water tests showed that the public water was okay but some private well tests showed high bacteria and nitrogen levels. Mr. McDonnell stated that Southwick studied their options for 10-15 years. Southwick is now looking at getting more capacity for additional sewer hookups in their town. Westfield currently has excess capacity. Selectman Fitzgerald asked about property values. Mr. McDonnell replied that property values do increase with sewerage. The next step is a Public Hearing to start discussions with residents.

Approve transfer of \$12312.17 from Contingency to Fire Department Payroll line for overages in 2012/13.

Chief Flynn and Fire Commission Chairman Phil Barrett were in attendance for this agenda item. Chief Flynn explained that the overage was mostly due to overtime from Storm Sandy and Storm Nemo; from two firefighters out on personal injuries/disability and one firefighter deployed to Saudi Arabia. Chief Flynn noted that without these issues there would have been a slight budget surplus. Selectman Sullivan made the motion to transfer \$12312.17 from Contingency (0915011 50920) to Fire Department Payroll line (015011 50160) for overages in 2012/13 budget year. Vote 5-0 in favor.

Storage and Virtualization Project Presentation

Director of Information Technologies Director Dan Beaudoin was in attendance to give the presentation. He was supported by resident Rick Neipp who has helped on the project. Dan explained that we currently have about 14 servers which run 24 hours a day to support Town applications. Many of these servers are between 6 and 10 years old and have reached a critical stage. Instead of replacing the servers, Dan recommends that the Town move to Virtualization where many applications run on one server. Lower cost

workstations can replace more expensive PCs. This set up would require two servers each in the Town Hall and the Police Station. One server in Town Hall would support Town Hall work and the other server would be a mirror of the Police server for disaster recovery in case of a physical disaster at the Police Department. The Police Department servers would be set up in the same manner. Dan stated that he has \$126,000 in ACCE funding for the project. There are direct cost savings in the areas of equipment, software licensing, facility space as well as power and cooling. Indirect cost savings include reduced data center administration, improved user accessibility and performance as well as better security with less business disruption. Dan sent the RFP out for bid and received back quotes from multiple vendors. The quotes were discussed briefly. First Selectman McAnaney asked that an item be added to the Agenda for the next Selectmen meeting to discuss and vote on the project.

Invoice Cloud Presentation

Tax Collector Jill Schectman was present to discuss online tax processing. Invoice Cloud is a product that links to the Quality Data Systems tax collection system to allow taxpayers to see tax information and to pay their taxes online. The fee to pay by check would be \$1.95. Credit card payments will be charged a 2.95% fee. This system could allow residents to view information at home rather than needing to phone the Tax Department. This particular program was highly recommended by tax collectors in West Hartford and Glastonbury. Ms. Schectman asked for the Selectmen's support and input for online tax collection. An item will be added to the agenda to the next Board of Selectmen meeting for further discussion.

Tax Rebates:

Selectman Fitzgerald made a motion to approve the tax rebates as recommended by the Tax Collector and printed on the agenda: Armata, Cheryl, \$94.35; Arsenault, Sheryl, \$52.86; Aultman, Doris, \$24.03; Berniche, Robert, \$27.58; Boglisch, Jeffrey, \$27.73; Burbank, Thomas, \$33.73; Ceniglio, Gerald, \$34.62; Dapo, Lawrence, Jr, \$107.69; Davidson, Samuel & Kathryn, \$92.09; Demers, Phyllis, \$17.41; Kampfmann, Ronald, \$78.00; Kelly, James, \$41.01; Lucia William or Christine, \$50.44; Macari, Gerald, \$5.23; Presenick, Brad & Cathleen, \$23.70; Puerta, Jorg, \$80.51; Sheldon, Sally, \$3.10; Sweitzer, Kelly & John, \$13.31; Waldmann, Norma or Weimar, Lark, \$20.25; Ward, Genevieve, \$66.62, Weingart, Jack or Lavebtue, Bertrand, \$116.94; Winne, Mark, \$43.47; TOTAL \$ 1,054.67. Vote 5-0 in favor.

Motion to apply checks totaling \$540,000 from Landfill cover soil and Northeast Utilities to the Reserve Fund for Capital and Non-Recurring Expenditures.

First Selectman McAnaney discussed checks that the Town has received from accepting soil from the Hartford New Britain Busway project to use as cover soil for the Landfill as well as a check from Northeast Utilities for damage to the roads as part of the Greater Springfield Reliability Project. The Landfill cover soil will be used in the future as cells fill up. The First Selectman is also negotiating to accept construction debris to be used in filling up cracks, crevices and voids. Selectman Reynolds made a motion to apply checks totaling \$540,000 from Landfill cover soil and Northeast Utilities to the Reserve

Fund for Capital and Non-Recurring Expenditures. Selectman Moncrief asked if this needed to go to the Board of Finance and a Town Meeting. Discussion followed about whether to move the money into the Capital account in the next budget cycle or at a Town Meeting. Selectman Fitzgerald supported adding to the Capital Fund since the Undesignated Fund Balance is high. Vote 5-0 in favor.

Selectman's Update

Boston Neck Bridge

A ribbon cutting ceremony was held on Friday, August 2nd. Many residents were on hand to celebrate the opening. Connecticut Water will be re-jacketing the waterline soon.

Bridge Street School

First Selectman McAnaney reported that the Town received a check (\$66,451.24) from our insurance carrier for furnace repairs. Public Works Director John Cloonan prepared a spreadsheet on the estimated costs for Bridge Street school renovation. Stabilization costs to repair the furnace to provide heat and to make the building water tight totaled \$590,400. A complete renovation was estimated at \$2,704,690. This includes professional design fees, prevailing wage costs, contingency and escalation of costs at 4% per year for 2 years. Some items were estimated by inspection and others used prior projects (Ambulance Association and Senior Center). The spreadsheet also noted that Yankee Gas would install a gas line at no charge.

CDBG Grant for Library ADA

The Town received a letter that Town's application for the Kent Memorial Library ADA Renovations was not selected for grant funding through the Community Development Block Grant (CDBG) Small Cities program. The application was for \$700,000.

Main Street Investment Fund Application

The Town received a letter stating that the Town's application for the Ffyer Place Enhancement project was not selected for grant funding through the Main Street Investment Fund program.

FEMA Submission for Storm Nemo

The First Selectman reported that FEMA has accepted submission of Reimbursement for Snowstorm Nemo (2/8 – 2/11/13). The Town will be reimbursed for 75% of storm totals which equals \$64017.41 for the Town and \$1555.92 for the WPCA.

Year End Financials

Finance Director Debbie Cerrato compiled an Estimate for the Undesignated Fund Balance. The Beginning Balance showed 8,355,345. The preliminary estimated Fund Balance is \$6,067,134.31. This includes the transfer of \$900,000 to the FY 13/14 Budget as well as the transfer of 1.7Million to the Capital Non Recurring Expense account. There are still adjustments being posted to the 2012/13 budget year.

Connecticut Conference of Municipalities (CCM) Prescription Discount Savings

CCM provided a report showing that for the Month of July Suffield residents placed 32 claims for Prescription discounts saving themselves \$2,318.61 in prescription costs. This is a free service for CCM members. Cards were mailed out to residents earlier this year.

Selectman Fitzgerald made a motion to adjourn to Executive Session for the purpose of discussing negotiations and Employment Policy. Vote 5-0 in favor.

Executive Session convened at 9:01 p.m. and adjourned at 9:36 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 9:36 p.m.

Next Board of Selectmen Meeting Wednesday, September 4, 2013

Lisa Trase
Recording Secretary