

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF SELECTMEN  
JULY 15, 2020  
7:00 P.M.  
VIA ZOOM TELECONFERENCE  
Dial-in Number: 1-646-876-9923  
Meeting ID: 852-9265-7925**

**Selectmen Present via Zoom teleconference:** Melissa M. Mack, Pete Hill, Kathleen Harrington, Jeremiah Mahoney and Tim Reynolds

**Also Present via Zoom teleconference:** Town Attorney Derek Donnelly, Town Planner Bill Hawkins, Police Chief Richard Brown, Facilities Manager Chris Matejek, Building Inspector Ted Flanders, David Driver (Goman + York), Rob Montessi (Goman+York), Karl Froehlich (Managing Partner - Rug Pad USA,) and Attorney Brian Courtney (Updike, Kelly and Spellacy, P.C.)

First Selectman Mack called the meeting to order at 7:00 pm and began with the Pledge of Allegiance

**Public Comment**

None

**Call Public Hearing on Neighborhood Assistance Act Tax Credit Program application by Town of Suffield**

**Selectman Reynolds motioned to open the Public Hearing on Neighborhood Assistance Act Tax Credit Program application by Town of Suffield. Vote: 5-0 in favor. Motion passed unanimously.**

The legal notice for the Public Hearing was posted as follows:

LEGAL NOTICE

NOTICE OF A PUBLIC HEARING  
TOWN OF SUFFIELD

The Town of Suffield will be holding a Public Hearing regarding application to the 2020 Neighborhood Assistance Act Tax Credit Program. The Program provides a tax credit to business firms that make cash investments in qualifying community programs conducted by tax exempt or municipal agencies. The community programs must be approved both by the municipality in which the programs are conducted and by the CT Department of Revenue Services. The Public Hearing will take place on **Wednesday, June 15, 2020 at 7:00 P.M. as a teleconference meeting via Zoom.**

**Meeting Call in number: 1-646-876-9923**  
**Meeting ID: 852-9265-7925**  
**Meeting Password: 137475**

For more information, please contact Bill Hawkins at 860-668-3848.

Dated at Suffield, CT this 6th day of July, 2020.

**BOARD OF SELECTMEN-TOWN OF SUFFIELD**

Melissa M. Mack, First Selectman  
Timothy Reynolds, Selectman  
Kathleen Harrington, Selectman  
Jeremiah Mahoney, Selectman  
Peter Hill, Selectman

Published on the [www.suffieldct.gov](http://www.suffieldct.gov) website on July 6, 2020

First Selectman Mack invited Town Planner Bill Hawkins to walk the board through the details of the Neighborhood Assistance Act Tax Credit Program application by the Town of Suffield.

Mr. Hawkins mentioned that this type of grant had been discussed at a Board of Selectmen meeting in early June when the Phelps-Hatheway House presented an application for approval. The Selectmen discussed that the Town might make an application for the costs to upgrade the recently purchased streetlight fixtures to LED's and asked Mr. Hawkins to proceed with the application.

The Neighborhood Assistance Act Program provides tax credits to business firms that make cash investments in qualifying community programs conducted by tax exempt or municipal agencies. The community programs must be approved by both the municipality in which the programs are conducted and by the Department of Revenue Services. Business firms with a presence in Suffield can make a cash investment in qualified community programs and receive the tax credit. Energy efficient projects such as the conversion of streetlights to LEDs are qualified programs. Projects such as ours have 100% credit up to \$150,000 annually. There is a two-year carry back provision for the credits so even if some corporations may not need the tax credits this year they may be carried back to the two immediately preceding income years.

There is no financial impact to the town other than staff time involved to administer the program locally. We would apply for the full \$150,000 that is permitted under the program and have identified some companies that we will be making inquiries to. First Selectman Mack asked if the Board of Selectman had any questions and no questions were asked. First Selectman Mack opened the discussion to the public for questions and no questions were asked.

**Selectman Reynolds motioned to close the Public Hearing. Vote: 5-0 in favor. Motion passed unanimously.**

**Selectman Reynolds motioned to amend the agenda to add agenda item 3a “the approval of the Town of Suffield’s application to the 2020 Neighborhood Assistance Tax Credit Program. Vote: 5-0 in favor. Motion passed unanimously.**

First Selectman Mack asked Town Planner Bill Hawkins to provide the appropriate verbiage for the amendment. Mr. Hawkins stated the following:

*“The Board of Selectmen approves the Town of Suffield’s Energy Efficiency Project for inclusion in the 2020 Neighborhood Assistance Tax Credit Program.”*

**Selectman Reynolds moved: That the Board of Selectmen approves the Town of Suffield’s Energy Efficiency Project for inclusion in the 2020 Neighborhood Assistance Tax Credit Program. Vote: 5-0 in favor. Motion passed unanimously.**

### **Presentation by Rug Pad USA**

First Selectman Mack invited Karl Froehlich, Managing Partner for Rug Pad USA, his associates from Goman + York, a real estate development advisory firm, and his attorney Brian Courtney from Updike Kelly & Spellacy, P.C. to talk about this exciting opportunity for utilization of the former Windsor Marketing Group building.

Selectman Reynolds disclosed that he is a current member of the Board of Directors of People’s Bank, which is involved in the former Windsor Marketing Group building.

David Driver of Goman + York began the presentation by introducing Mr. Froehlich who is the co-owner of Rug Pad USA, as well as Rob Montessi, Mr. Driver’s associate at Goman + York.

Mr. Driver noted that the group was thankful for the opportunity to come before the Board of Selectmen this evening to discuss Rug Pad USA. They believe in full transparency and wanted to make everyone aware that although the deal is not settled as of yet they wanted to give the board an idea of what Rug Pad USA proposes for growing and expanding their company at 100 Marketing Way. In a time of pandemic where small and medium businesses as well as manufacturing firms and “mom and pop” shops are having economic troubles, Rug Pad USA is a company with an enormous growth trajectory ahead of itself and they would like to include the community of Suffield in that growth. A brief history was provided as follows:

- Founded in Wilton, CT in 2012
- Expanded to a new location in Ansonia, CT in 2018
- Currently located in a turn-of-the-century textile mill
- Eagerly looking to grow the business in a more modern facility
- Opened a third manufacturing warehouse in Reno Nevada in 2019
- Acquired a supplier company in 2020
- Planning on additional facilities throughout the country
- Sales are direct to consumer through websites such as Amazon and Wayfair
- Current Employees – Approximately 80 employees
- New building would lead to a growth in workforce; 100 to 150 jobs within a 3-5 years

- Suffield location would act as Rug Pad USA world headquarters
- Recent acquisition of manufacturing equipment will allow Rug Pad USA to create the product entirely on its own
- Bradley Airport Zone is attractive to the group for tax incentives
- Rug Pad USA is currently attempting to purchase the building, however, there are difficulties on account of the building being in a bankruptcy proceeding
- Suffield is the number one location on Mr. Froehlich's list in CT. They have also looked at other areas outside of the State of CT, but this is where they would ideally like to be located.
- Mr. Froehlich emphasized the excellent growth story of his company and the strong sales plans for the future
- Rug Pad USA will be the only manufacturing facility in the Northeast for this type of product
- Mr. Froehlich thanked First Selectman Mack for her solid support and is hopeful that they can get to Suffield and into this building

First Selectman Mack thanked Mr. Froehlich for the presentation and stated that she is grateful and excited for the opportunity to support Rug Pad USA moving to Suffield. She asked Mr. Froehlich to explain what type of jobs will be brought to Suffield and the impact it will have on our community.

Mr. Froehlich explained that the scale could range from a \$12.00 per hour unskilled laborer to a high-level position making six figures. He is very excited to provide opportunity to all levels of employees and sees our area as a great location to find an excellent workforce.

First Selectman Mack asked the Board of Selectmen if they had any questions for Mr. Froehlich.

Selectman Reynolds inquired as to how the product is currently being delivered. Mr. Froehlich explained that for small packages he utilizes UPS Ground. As the company expands, he believes that the wholesale materials will be delivered via tractor-trailer. He currently owns his own trucking company and plans to utilize his own trucks within the next 3-5 years.

Selectman Hill inquired as to whether Mr. Froehlich plans to move beyond a one-shift operation to a second and third shift operation at some point. Mr. Froehlich explained that they would most likely start with two shifts. He provided details on the number of packages being shipped per month and could see the potential to be running 24 hours a day at some point.

First Selectman Mack thanked Mr. Froehlich and his team for their time and offered to support them in any way possible. She plans to reach out to some interested parties in order to support them in their efforts.

**Presentation by Kristina Hallett, Amy Hawkins and Elizabeth Warren regarding anti-bias and anti-racist systems in Suffield**

First Selectman Mack welcomed the group to the Board of Selectmen's meeting and invited Kristina Hallett to begin the discussion. Mrs. Hallett explained that she and Mrs. Warren were on the line, but unfortunately, Amy Hawkins was unable to participate in this evening meeting.

Mrs. Hallett opened the discussion by referencing a letter that had been directed to the Board of Selectmen from the members of ABAR (Anti-Bias/Anti-Racist) Suffield. This letter also included additional signatures from individuals who are in agreement with the group's mission. Mrs. Hallett noted that she would be sending an additional attachment, which included statements from former and current students as well as adults in town with testimonials of incidents of racism and bias that have occurred. Mrs. Hallett acknowledged the letter of inclusivity that First Selectman Mack had written and commended her for her efforts to meet and listen to the groups concerns. ABAR is looking for change in Suffield. They have meet with school officials as well as the Police Commission and Police Chief Brown with the intent of gaining support with regard to the current racial crisis that is happening in our nation and in our own town. Mrs. Hallett "strongly requested" that the Board of Selectmen take action immediately to make a commitment to make Suffield an anti-bias/anti-racist community and declare racism as a public health crisis. The Board of Selectmen were urged to join ABAR on the Suffield Town Green from 5-6 p.m. every Wednesday evening to support the residents of our town. She assured them if they stood there that the racism in our town would be quite apparent, as they have personally dealt with individuals passing by who make obscene gestures, yell ugly comments and generally act in a manner that is hurtful and unbecoming. Mrs. Hallett would like the Board of Selectmen to look at the Town as a whole and examine each area of town government and the programs we are currently offering to see where existing and future racial disparities could be and once again asked them to make a commitment to making Suffield a diverse and welcoming place.

Elizabeth Warren addressed the Board of Selectmen and thanked them for their support thus far. Mrs. Warren works as the Diversity Coordinator at the Suffield Academy and has been a resident of Suffield for the last 12 years. She assured the group that racism and discrimination are alive and well in Suffield as she has been the victim of this behavior over the years and most recently as she stood on the town green the first week of their peaceful demonstration. She noted she has not been back since that first week due to the traumatizing effect it had on her and the backlash she has received as a part of this movement. She strongly encouraged the Board of Selectmen to create a Diversity, Equity and Inclusion Committee, which should include voices from all walks of life and explained how this committee could assist in combating the racism and bias currently being exhibited in town. Mrs. Warren also requested that the town know and observe Suffield and U.S. History in a way that respects and honors our indigenous ancestors; referencing the recent actions taken with regard to Columbus statues being taken down and/or destroyed. She believes that by refusing to honor the actual history of those who were here before us only perpetuates what we are seeing today.

First Selectman Mack thanked both women for sharing their thoughts and the group's mission with the Board of Selectmen. She noted that there was a lot of information in the letter and she applauded the amount of time and effort they had spent to effectively communicate their thoughts. At this point, First Selectman Mack feels that she needs time to digest this information. She acknowledged that reading the first-hand accounts of racism and bias from

individuals who lived in Suffield and/or attended school in Suffield are moving and she remains committed to do everything possible to raise awareness and be a part of the solution to make Suffield a safer place. She opened the discussion up to the Board of Selectmen for their thoughts.

Selectman Reynolds thanked Mrs. Hallett and Mrs. Warren for the work they have done on this issue and recognized that they made many good points. He would personally like more time to digest the information. He explained that he understood their concerns with regard to their feelings that this is a “health crisis” but also noted that the town has been reeling from the COVID-19 health crisis and continues to battle on that front as well. Selectman Reynolds said he was upset that the Town Green situation has created people’s acting negatively toward the group and acknowledged that name-calling and negative behaviors are not appropriate. In conclusion, he would like additional time to review the letter and digest it.

Selectman Mahoney pointed out the actions the First Selectman has pledged to take and reminded the group that these actions were included in her inclusivity letter which was distributed last week. He feels she has agreed and pledged to take a great deal of action to collaborate with schools and town departments as well as follow up with Police Commission and Police Chief. Selectman Mahoney commend her for her activity and her willingness to participate in the meetings between all groups thus far. He also echoed Selectman Reynolds thoughts with regard to needing time to digest the information, especially since receiving the letter earlier that day. He feels the terms and assertions need more careful consideration than the opportunity he had to look at it today before making any type of decision on the matter. He closed by thanking Mrs. Hallett and Mrs. Warren for their efforts thus far and their presentation this evening.

Selectman Hill recognized that the letter and presentation were well done and thought out and he considered it to be “eye opening.” He also stressed the importance of putting together the Diversity, Equity and Inclusion Committee as soon as possible with no limit to the number of members as the more minds and people that we can get to work together the better it will be. He noted that although statements can go out and say whatever they want to say, people getting together on a committee is definitely going to be a better way to go if we want to truly see change. This fight will be a marathon and nothing will be changing overnight.

Selectman Harrington thanked Mrs. Hallett and Mrs. Warren for their presentation and noted there was a lot of information to think about and she would also like additional time to digest it prior to making any decisions. She also expressed her interest in comparing the July 9<sup>th</sup> letter from First Selectman Mack against what ABAR outlined in their letter with regard to what they want to see happen. Selectman Harrington apologized for the conduct and behavior that ABAR and others have been subjected to and felt saddened by it.

First Selectman Mack also apologized for the treatment they have received on the Town Green by passersby. She emphasized that we can all do better and that type of behavior is unacceptable.

Mrs. Warren stated that she would be more than happy to speak with anyone who needed more

clarity on the subject, as she is a professional in this field and offered for those to reach out to her at any time. Her desire is to make Suffield a great place.

Mrs. Hallett emphasized her background as a clinical psychologist and noted that while she understands the Board of Selectmen's desire to take their time and digest the information she also feels that they have not acted on or acknowledged this issue since becoming aware a few months ago and this seems unacceptable to her. She urged them not to move slowly.

First Selectman Mack thanked everyone for their thoughts and stated that the discussion will continue.

### **Discussion and approval of Detention Basin Agreement with Suffield Land Conservancy**

First Selectman Mack invited Town Attorney Derek Donnelly and Town Planner Bill Hawkins to present on the Detention Basin Agreement with the Suffield Land Conservancy.

Mr. Hawkins explained that back in May he went before the Board of Selectmen with a request to adopt a town-wide policy related to storm water detention basin maintenance. At that time there was specific mention of the Suffield Land Conservancy and how they are considering acquiring subdivision open space parcels from a developer but do not want the responsibility of maintaining the storm water detention basins on those properties.

Town Attorney Donnelly explained the steps that have been taken thus far and that a formative agreement has been created. The agreement will ultimately have the owners convey the property easements to the town in order to maintain them legally. The final agreement is not completed for presentation to the Board of Selectmen this evening. Town Attorney Donnelly asked that the Board of Selectmen authorize the First Selectman to approve such an agreement in a form that is satisfactory to the town as approved by the Town Attorney and the Suffield Land Conservancy. Essentially the agreement would say this: that the town would agree to maintain and accept easements for the two detention basins and with those assurances the Suffield Land Conservancy can move forward and acquire that property and once acquired, they will transfer the easements to the town within a short timeframe thereafter so that the town can manage the maintenance of the storm water detention basins.

Town Planner Bill Hawkins provided the historical background on the issue, which included getting an agreement between the town, and Land Conservancy indicating the town will maintain the detention basins on two properties they want to acquire.

**Selectman Reynolds motioned to allow the First Selectman to approve Detention Basin Agreement with Suffield Land Conservancy once reviewed. Vote: 5-0 in favor. Motion passed unanimously.**

### **Discussion and acceptance of donation of land from Samuel Sales to the Town of Suffield per Section 1006(f) of the Charter**

First Selectman Mack invited Town Planner Bill Hawkins and Town Attorney Derek Donnelly to present on this agenda item.

Mr. Hawkins explained that Samuel Sales recently had a subdivision approved by the Planning and Zoning Commission on Blossom Street and Russell Avenue. During a review of the property it was determined that the Blossom Street right of way was only 33 feet wide which is smaller than a standard right of way, although not uncommon for older roads. In accordance with the subdivision regulations that deal with substandard road width, Mr. Sales agreed to provide an additional 8.5 feet to the right of way along the new lot frontages that he was creating on Blossom Street. This will make the right of way wider for approximately 1600 feet of the road. The town thanked Mr. Sales for this donation. The Town Attorney, Derek Donnelly worked with Mr. Sales' Attorney in order to work out the details of the property donation.

Selectman Reynolds asked what the town would be doing with this sliver of land and Attorney Donnelly provided details.

**Selectman Reynolds motioned to approve the acceptance of donation of land from Samuel Sales to the Town of Suffield per Section 1006(f) of the Charter. Vote: 5-0 in favor. Motion passed unanimously.**

#### **Discussion and approval of waiver of Bid and Purchase Policy for Police Radio System**

Police Chief Richard Brown explained that a month or two ago, toward the end of the fiscal year, he had approached the Board of Selectmen with an emergent need to increase the radio communications ability along the Route 159 corridor. At that time, the Board of Selectmen approved the spending of contingency funds from last fiscal year, which was subsequently approved by the Board of Finance. The determining factor when Chief Brown approached the Board of Selectmen was that he would need to acquire some sort of bid to provide a rough estimate or sense of what the actual cost would be. In doing so, he obtained several bids. As the bids are now in excess of \$50,000, the current Bid and Purchase Policy would require the Chief to duplicate the process again, put out an RFP and wait to see if there are any additional bids before moving forward with what we thought was a public safety need. He would like to ask the Board of Selectmen to waive the Bid and Purchase Policy in this instance as the Board of Selectmen has seen the lowest bidder, which was acquired in the previous process.

Selectman Reynolds asked what the lowest bid was. Chief Brown stated it was approximately \$60,000 and the next bid was over \$100,000. Selectman Reynolds asked for confirmation that the \$60,000 bid will provide us with the same equipment that the \$100,000 bidder is prepared to provide. Chief Brown confirmed that it would.

**Selectman Hill motioned to approve waiver of Bid and Purchase Policy for Police Radio System. Vote: 5-0 in favor. Motion passed unanimously.**

#### **Discussion and approval of contract with River Valley Animal Center to serve as Suffield's dog pound**



First Selectman Mack explained that the draft contract had been circulated to the Board of Selectmen for their review prior to this meeting. She also noted that the Town of Suffield has been utilizing this River Valley Animal Center for a number of months and this contract formalizes the arrangement. Chief Brown was invited to give his thoughts on the arrangement and gave a brief outline as follows:

- The Animal Control Officer (ACO) will be a 40 hour per week full-time position
- By moving to a state-of-the art facility this will free up approximately 7-10 hours per week of the ACO's time as they will no longer need to perform routine maintenance on the old dog pound building
- The towns' dog pound building had been grandfathered under many of the required state statutes and is currently in a state of disrepair
- Town will see a cost savings of approximately \$5,000 to \$7,000 by moving to this contract depending on how much maintenance would have been required in the old building
- Chief Brown feels that this is a "no brainer" and something we should move forward on

First Selectman Mack opened the floor to questions by the Selectmen.

Selectman Hill asked whether the police officers would have 24-hour access to the facility and Chief Brown confirmed that yes, there would be 24-access and that provision is covered in the contract.

Selectman Harrington inquired about Paragraph 11 of the contract, which included language pertaining to an animal left at the facility after 30 days, specifically that "the town will determine the outcome of the dog or cat in compliance with Connecticut law." She wanted to know if we frequently encounter this situation and if so, do we try to place them with rescue groups or no-kill facilities. Chief Brown explained that the ACO makes every effort in those situations to use a rescue or look for ways to get the animal adopted by an appropriate family. Attorney Donnelly gave a brief history of animals that have been in this situation and the positive outcome of adoption.

**Selectman Harrington motioned to approve contract with River Valley Animal Center to serve as Suffield's dog pound.**

First Selectman Mack asked if there were any additional questions prior to taking a vote.

Selectman Mahoney stated that he had questions regarding the indemnification language of the contract and wanted to ensure that Attorney Donnelly had been involved in the negotiation of the indemnification language. Attorney Donnelly explained his involvement as well as the language itself and why it is structured in such a manner. First Selectman Mack also noted that the town consulted with CIRMA our liability insurer to make sure our contracts had appropriate liability language. Selectman Mahoney explained why he did not have a full level of comfort with the indemnification language and felt it might be a wise idea to review it further. First Selectman Mack said she saw a few options that the Board of Selectmen could entertain with regard to the contract to keep the process moving: 1) approve the contract as presented this evening or 2)

approve it with additional comments provided by the Selectmen with regard to the indemnification piece and authorize the First Selectman to take those comments and move forward accordingly.

**Selectman Mahoney motioned to amend the current motion on the table to include as follows: “to approve that the First Selectmen has the authority to review the indemnification language and engage in further negotiations in that regard, as appropriate, and enter the contract once resolved.” Vote: 5-0 in favor. Motion passed unanimously.**

**First Selectman Mack asked for a vote on the original motion as amended by Selectman Mahoney’s amendment. Vote: 5-0 in favor. Motion passed unanimously.**

### **Update on next steps in Bridge Street School Demolition**

First Selectman Mack invited Facilities Manager Chris Matejek, Highway Foreman Mark Cervione and Building Inspector Ted Flanders to present on this topic. Mr. Matejek began by providing a quick overview of the current situation. The town currently has an amended Notice of Unsafe Structure from Building Inspector Ted Flanders that orders the town to remediate or demolish in accordance with State Building Code. As such, Mr. Matejek has been doing some research to begin planning on how the town will proceed. Mr. Matejek discussed in detail who he has consulted with and the proposals he has received and noted that all information has been shared with the Chair and the Vice-Chair of the Permanent Building Commission. No official decisions have been made as of yet.

Building Inspector Ted Flanders spoke briefly on the steps he has taken thus far. He noted that he went into the building six weeks ago and based on what he saw he feels the sooner this can be done the safer it will be for the community.

Selectman Mahoney asked if there was anything needed from the Board of Selectmen this evening in order to move things forward. Mr. Matejek said at the current time he feels that they are in a good spot and it appears that there is nothing additional to be done by the Board of Selectmen until a bit further down the road.

Selectman Reynolds inquired as to whether there are funds in the budget to perform this work. Mr. Matejek explained that \$700,000 has been appropriated in the fiscal year 2020-21 capital expenditure budget. Selectman Reynolds asked if this could be done within a year. Mr. Matejek said it might be possible, although there is quite a bit of work to be done before the actual demolition.

Selectman Harrington inquired as to whether or not they have confidence that the project can be done within the \$700,000 budget after speaking with the contractors and experts in this area. Mr. Matejek said he currently has two proposals that are well within that range. Speaking with environmental consultants and the demolition and abatement contractors gives him confidence that they do fall within the budgeted amount.

### **Discussion and approval of authority of Permanent Building Commission on Town Hall**

## **Project**

Town Attorney Derek Donnelly spoke to the group regarding the involvement of the Permanent Building Commission (PBC) as it pertains to the Town Hall Project. He mentioned that Joe Sangiovanni, the current Chair of the PBC, had sent an email to a number of individuals approximately a week ago which raised the question as to the level of involvement of the PBC in the Town Hall project that warranted this discussion with the Board of Selectmen. Mr. Donnelly provided a brief history of the purpose of the PBC and how the commission has been utilized since its creation in the mid 1980's.

The group was originally created to manage building projects, in particular those that dealt with the schools. State guidelines and grant funding often require that a Permanent Building Commission be established in order to oversee school building projects and renovations. The town has been uniquely lucky to have a commission with great expertise and as a result this has allowed us to use them in many ways to approve building projects, go through the bidding process, selection of contractors, and also some of the financial decisions around the projects. Approval of projects and the bidding process is specifically laid out in the ordinances that were created for the PBC. The approval of funding, while important when tied to grants, is not something that the PBC necessarily has the power to do even though the Board of Selectmen has deferred that power to them on multiple occasions in the past.

Attorney Donnelly noted that there have been some discrepancies between the Public Works budget for a project and the Finance Departments budget for a project, which often puts the PBC in the middle of that situation. In discussions on how to move forward, it would seem appropriate to have more oversight on the day-to-day budget of this project; essentially having a check and balance by both utilizing the expertise of the PBC and also utilizing a little more oversight by the First Selectman's Office to ensure that the budget stays within range. The most important thing here is to stay within the budget and to make any change orders or increases to the budget very thoughtfully and in consultation with the various committees who have a stake in it.

Attorney Donnelly proposed the following for the Town Hall Project:

- Start with the contractual language that already exists with Gilbane which gives Chris Matejek, as the Facilities Manager, some very limited authority to approve invoices at the \$1,000 to \$5,000 level depending on the type of service and with consultation with the First Selectman
- Public Works Office, First Selectman's Office and Finance Department work regularly with Gilbane to make sure we are staying within the budget for the individual projects and line items identified in the contract
- Contingency items greater than \$5,000 require First Selectman approval with recommendation of PBC. This has not been done in the past, but if it is set up in this fashion, there will be a good set of checks and balances with the appropriate level of oversight which will give the town residents confidence that the money is being spent appropriately

First Selectman thanked Attorney Donnelly and reminded everyone that at the beginning of the negotiations of this contract she had requested that Gilbane, a member of Public Works (Chris

Matejek or Linda Zaffetti) and our Finance Director Deb Cerrato and the First Selectman conduct regular meetings for this specific purpose. The idea is to make sure everyone is on the same page as far as the status of the budget is concerned. She also explained that since the PBC is advisory to the Board of Selectmen, it is necessary to take some action to authorize them to have some authority in this process.

Selectmen Harrington asked if the Permanent Building Commission was on board with everything that Attorney Donnelly just presented. He said he was not sure, but the topic was coming before the Board of Selectmen because it is ultimately their decision as this has not been how things have been done on prior projects. He noted that the Boards of Selectmen in the past have not necessarily “gotten into the weeds” on these issues, but it is important to have this type of structure to ensure we do not end up experiencing some of the same problems that occurred with other projects, as an example, the Kent Memorial Library.

Selectman Reynolds asked what the proper wording would be for this type of motion. Attorney Donnelly provided the suggested wording for the motion.

**Selectman Reynolds motioned to approve the oversight plan for the Town Hall Renovation Project that includes the First Selectman, the Director of Finance, the Public Works Department and the Permanent Building Commission as described during the July 15, 2020 Regular Board of Selectman Meeting. Vote: 5-0 in favor. Motion passed unanimously.**

**As approved by Board of Finance, discussion and approval of Board of Education Capital Fund transfer Request**

First Selectman Mack explained that this was being done in reverse order as the Board of Finance had already approved the request. Business Manager Bill Hoff has made a request for funds that the Board of Finance provided at the end of 2018-19 to complete some of their smaller projects. The amount requested will use up essentially all of the remaining balance. The transfers are needed based on the bids received for the projects. The funds for the Suffield Middle School AC project will allow them to complete the six required rooms as well as two alternate rooms which also should be done. The total balance after the transfer will be the amount of the bid as they do not expect any additional expenses.

For the A. Ward Spaulding Pre-k Bathrooms, the transfer will provide the bid amount and \$15,225 (8.75%) for contingency. The transfer is from Board of Education Capital Expenditures Account to the SMS – AC for Classrooms account and the AWS Pre-K Bathrooms account.

**Selectman Reynolds motioned to approve Board of Education Capital Fund Transfer Request as presented in documentation provided this evening, which was previously approved by the Board of Finance. Vote: 5-0 in favor. Motion passed unanimously.**

**Selectman Hill motioned to amend the agenda to add agenda item 13a “Discussion and reappointment of John Schwemmer, Renee Pacewicz and Gerard Chase (alternate) to the**

**Zoning Board of Appeals through June 30, 2024.” Vote: 5-0 in favor. Motion passed unanimously.**

**Discussion and appointment of Austin Roberts to the Kent Memorial Library Commission to fill the remainder of Catherine (Morrow) Thomas’ term through November 30, 2023**

- Mr. Roberts was recommended by the Kent Memorial Library Commission

**Selectman Harrington motioned to appoint Austin Roberts to the Kent Memorial Library Commission to fill the remainder of Catherine (Morrow) Thomas’ term through November 30, 2023. Vote: 5-0 in favor. Motion passed unanimously.**

**Discussion and reappointment of John Schwemmer, Renee Pacewicz and Gerard Chase (alternate) to the Zoning Board of Appeals through June 30, 2024**

**Selectman Reynolds motioned to reappoint John Schwemmer, Renee Pacewicz and Gerard Chase (alternate) to the Zoning Board of Appeals through June 30, 2024. Vote: 5-0 in favor. Motion passed unanimously.**

**Discussion and appointment of Kathleen Powers to Amplify (formerly the North Central Regional Mental Health Board) through May 31, 2021**

First Selectman Mack explained that Kathleen Powers is our new Youth Services Director and has served on this board in the past and would like to continue to serve.

**Selectman Harrington motioned to appointment of Kathleen Powers to Amplify (formerly the North Central Regional Mental Health Board) through May 31, 2021. Vote: 5-0 in favor. Motion passed unanimously.**

**Approval of the minutes from the June 10, 2020 Regular Meeting of the Board of Selectmen**

Selectman Harrington noted one correction.

- Page 15 - Change the time of adjournment from 8:55 p.m. to 9:55 p.m.

**Selectman Harrington motioned to approve the minutes from the June 10, 2020 Regular Meeting of the Board of Selectmen as amended. Vote: 5-0 in favor. Motion passed unanimously.**

**Approval of the minutes from the June 23, 2020 Special Meeting of the Board of Selectmen**

Selectman Harrington noted one correction.

- Page 4 – Change U.S. Supreme Court to Connecticut Supreme Court

**Selectman Harrington motioned to approve the minutes from the June 23, 2020 Special Meeting of the Board of Selectmen as amended. Vote: 5-0 in favor. Motion passed unanimously.**

### **Public Comment**

**Sasha Zatyarka, 3340 Phelps Road** – Spoke in support of Liz Warren and Kristina Hallett and noted that she is one of the individuals who has added her name to the ABAR letter. Ms. Zatyarka gave her thoughts on the recent protests on the town green, which she has attended over the last three weeks, and what she has witnessed by passersby. She emphasized the need for urgency in making change and asked the Board of Selectmen to join them in their efforts.

**Annie Hornish, 584 Thrall Avenue** – Thanked the Board of Selectmen for considering the ABAR letter. She expressed her strong support of all comments made this evening and discussed the many differing views on the subject and the ugliness that she has seen on Facebook and the Suffield Forum page in particular which has included volatile and cruel comments on what she sees as a peaceful effort to improve our community. Mrs. Hornish urged the Board of Selectmen to call a special meeting in August to solely address the ABAR requests and provide an opportunity for questions to be asked and answered. She stressed the need for urgency on this matter and hopes the Board of Selectmen will act accordingly.

**Maureen Taravella, 239 Halladay Avenue East** – Echoed everything said by the ABAR group this evening and would like all to consider the importance of addressing this issue immediately and the impact it will have on our students as they head back to school. She wants people to recognize the pain that is associated with this issue and the importance of addressing it in a formal way in order for all to be on the same page with educating our children for a better future.

**Jen Rodriguez, 560 Thrall Avenue** – Thanked everyone for addressing this issue and expressed her thoughts that Mrs. Warren and Mrs. Hallett did a great job with their work on this issue. She finds it concerning when people state that they “didn’t know” about the issues and provided examples of situations that she has personally experienced while stressing the impact they had on her personally or those who surrounded her. Mrs. Rodriguez thinks the conversation is very important and needs to happen and yet thoroughly understands that while speaking up is important it can also be very difficult. Her hope is that everyone takes this matter seriously and comes together to work towards a solution.

### **Executive Session to discuss Bill Wilson Litigation Settlement**

**Selectman Mahoney motioned to enter Executive Session to discuss Bill Wilson Litigation Settlement and invited Town Attorney Derek Donnelly to join at 8:56 p.m. Vote: 5-0 in favor. Motion passed unanimously.**

**Action on Executive Session**

**Selectman Reynolds motioned to approve the Bill Wilson Litigation Settlement as presented by the Town Attorney Derek Donnelly. Vote: 5-0 in favor. Motion passed unanimously.**

**Selectman Mahoney motioned to adjourn at 9:10 p.m.**

A Regular Meeting of the Board of Selectmen will be held on Wednesday, September 2, 2020 at 7:00 p.m.

Respectfully submitted,  
Kristen O. Lambert  
Recording Secretary