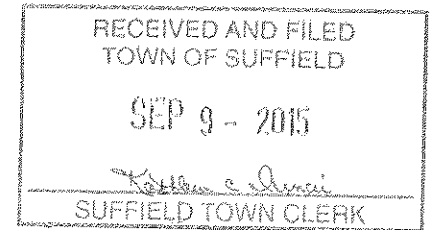


**Minutes of Town Meeting
09-02-2015**



The Town Meeting was called to order by Kathleen C. Dunai, Town Clerk, at 7:17 pm.

Upon nomination by Justin Donnelly, 17 Canal Road with a second by Brian Fitzgerald, 1210 Newgate Road., D. George Beiter, 360 South Main Street., was unanimously elected moderator by voice vote.

There were no additional nominations for moderator from the floor.

Bobbie Kling, 1120 Newgate Road., with a second from Brian Fitzgerald, 1210 Newgate Road., presented the following resolution and moved its adoption:

***Resolved: I MAKE A MOTION TO WAIVE THE READING OF THE
RESOLUTION TITLED:***

***RESOLUTION TO APPROPRIATE \$9,100,000 FOR ROAD AND DRAINAGE
IMPROVEMENTS AND TO AUTHORIZE THE ISSUE OF BONDS, NOTES OR
TEMPORARY NOTES IN AN AMOUNT NOT TO EXCEED \$9,100,000 TO
FINANCE SAID APPROPRIATION***

AND ENTER THE RESOLUTION IN THE MINUTES OF THE MEETING

Motion passed by voice vote.

Ben Rodriguez, Jr., 560 Thrall Avenue., with a second from Edward McAnaney, 85 Wren Drive., presented the following resolution and moved its adoption:

Resolved: I MAKE A MOTION TO APPROVE THE RESOLUTION TITLED:

***RESOLUTION TO APPROPRIATE \$9,100,000 FOR ROAD AND DRAINAGE
IMPROVEMENTS AND TO AUTHORIZE THE ISSUE OF BONDS, NOTES OR
TEMPORARY NOTES IN AN AMOUNT NOT TO EXCEED \$9,100,000 TO
FINANCE SAID APPROPRIATION***

Discussion took place concerning the motion.

Brian Kost., 10 Barry Place., with a second from Jayson Caron, 194 Russell Avenue., **Made motion to table the prior motion and table the vote due to lack of information being provided on the bonding issues.**

Selectman Edward McAnaney, 85 Wren Drive addressed the town meeting with information and addressed questions on costs, scale of importance and locations of the bonding proposal.

**MOTION WAS BROUGHT FORWARD THAT WAS ON THE FLOOR AND VOICE VOTE
WAS CALLED. MOTION FAILED BY VOICE VOTE.**

**ORIGINAL MOTION WAS CALLED AND PASSED BY PAPER BALLOT VOTING
300 YES 48 NO**

Bobbie Kling, 1120 Newgate Road., with a second from Edward McAnaney, 85 Wren Drive., presented the following resolution and moved its adoption:

***Resolved:* I MAKE A MOTION TO WAIVE THE READING OF THE
RESOLUTION TITLED:**

**RESOLUTION TO APPROPRIATE \$5,130,000 FOR RENOVATIONS AND
IMPROVEMENTS TO SUFFIELD TOWN HALL AND TO AUTHORIZE THE
ISSUE OF BONDS, NOTES OR TEMPORARY NOTES IN AN AMOUNT NOT
TO EXCEED \$4,385,000 TO FINANCE SAID APPROPRIATION**

AND ENTER THE RESOLUTION IN THE MINUTES OF THE MEETING

Motion carried by voice vote.

Ginny Bromage, 576 North Main Street., with a second from Diane Freidman, 119 Marbern Drive., presented the following resolution and moved its adoption:

***Resolved:* I MAKE A MOTION TO APPROVE THE RESOLUTION TITLED:**

**RESOLUTION TO APPROPRIATE \$5,130,000 FOR RENOVATIONS AND
IMPROVEMENTS TO SUFFIELD TOWN HALL AND TO AUTHORIZE THE
ISSUE OF BONDS, NOTES OR TEMPORARY NOTES IN AN AMOUNT NOT
TO EXCEED \$4,385,000 TO FINANCE SAID APPROPRIATION**

Selectman Edward McAnaney, 85 Wren Drive addressed the town meeting with a PowerPoint regarding the renovations proposed to the Town Hall.

**MOTION WAS MADE BY EDWARD MCANANEY, 85 WREN DRIVE,. TO TRANSFER
THIS MOTION TO VOICE VOTE,. AND SECOND BY LISA TRASE, 617 HALLADAY
AVENUE,.**

Motion carried by voice vote.

Bobbie Kling, 1120 Newgate Road., with a second from Justin Donnelly, 17 Canal Road., presented the following resolution and moved its adoption:

***Resolved:* I MAKE A MOTION TO WAIVE THE READING OF THE
RESOLUTION TITLED:**

**RESOLUTION TO APPROPRIATE \$8,400,000 FOR RENOVATIONS AND
IMPROVEMENTS TO BRIDGE STREET SCHOOL FOR CONVERSION TO A
TOWN COMMUNITY RECREATION CENTER AND TO AUTHORIZE THE
ISSUE OF BONDS, NOTES OR TEMPORARY NOTES IN AN AMOUNT NOT
TO EXCEED \$8,400,000 TO FINANCE SAID APPROPRIATION**

AND ENTER THE RESOLUTION IN THE MINUTES OF THE MEETING.

Beth Chafetz, 803 Mapleton Avenue., with a second from Kathleen Daly Rietberg, 12 Devine Road., presented the following resolution and moved its adoption:

Resolved: I MAKE A MOTION TO APPROVE THE RESOLUTION TITLED:

RESOLUTION TO APPROPRIATE \$8,400,000 FOR RENOVATIONS AND IMPROVEMENTS TO BRIDGE STREET SCHOOL FOR CONVERSION TO A TOWN COMMUNITY RECREATION CENTER AND TO AUTHORIZE THE ISSUE OF BONDS, NOTES OR TEMPORARY NOTES IN AN AMOUNT NOT TO EXCEED \$8,400,000 TO FINANCE SAID APPROPRIATION

First Selectman Edward McAnaney discussed the motion using a PowerPoint presentation.

Discussion took place on the motion.

Chris Nickolas, 162 Quail Run Road,. Called the question and moved to vote.

Moderator D. George Beiter called for voice vote to vote on the motion. Not being able to determine an accurate vote the vote was counted by standing vote. Motion passed.

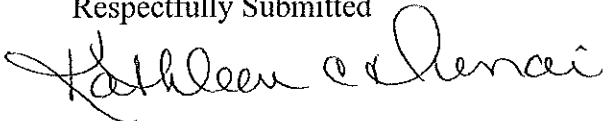
MOTION WAS CALLED AND PASSED BY PAPER BALLOT VOTING

269 YES 60 NO

Motion was made by Justin Donnelly and second by Edward Basile to adjourn the meeting at 9:38 pm.

Motion carried by voice vote.

Respectfully Submitted

A handwritten signature in cursive script, appearing to read 'Kathleen C Dunai', written in black ink.

Kathleen C Dunai
Town Clerk



Town Meeting on Capital Projects

September 2, 2015



Agenda

- Call of the meeting
- Selection of Moderator
- Description of Meeting Procedures
- Presentation on Proposed Capital Projects
- Impact of Capital Projects on the Town Budget
- Motions on each project, with discussion, questions/answers, then voting



Capital Project Recommendations

■ Roads & Drainage		\$ 9.1 m
■ Town Hall Project		\$ 5.13m
□ \$745k accrued in THP account		
□ \$4,385,000 to be bonded		
■ Bridge Street School		\$ 8.4 m
■ Total expenditure	=	\$22.63 m
■ Total bonding	=	\$21.885m



Approvals

- Zoning & Planning – August 17th
- Board of Selectmen – August 19th
- Board of Finance – August 24th

- Town Meeting – September 2nd
- Referendum – tentative date October 8th

Roads & Drainage





Roads and Drainage

- Town road survey completed 2009 and initial bond funded road projects
 - Pavement Management Study - 74 miles evaluated
 - Pavement Condition Index (PCI) = 75
 - 11.4 miles rated poor (PCI = 35-55), cost to rebuild = \$ 5,200,000
 - 17.5 miles rated deficient (PCI = 56-72), cost to refurbish = \$ 7,400,000
 - Recommended yearly funding to maintain road condition = \$ 950,000
 - Initial Bond Funded Projects (2012-2015) – Five projects will have reconstructed 15 miles of poor and deficient roads using initial bond funding of \$7 million
 - With the passage of time from the original survey, road conditions have deteriorated to reduce PCI values adding poor and deficient roads
 - Updated road survey to be completed this Fall to indicate current PCI values



Roads and Drainage

- A second stage of road bonds will continue funding for maintenance catch up
 - Rebuild 17 miles of roads (\$9 m) including all poor and deficient roads
 - Work to be done on part or all of 40 or more roads over a 3-4 year period
 - Result will be a greater amount of good/excellent roads (PCI 86-100) in the Town system improving comfort and safety and requiring far less maintenance expenditures.
- Any modifications or additions will be recommended to the Board of Selectmen by the Town Engineer



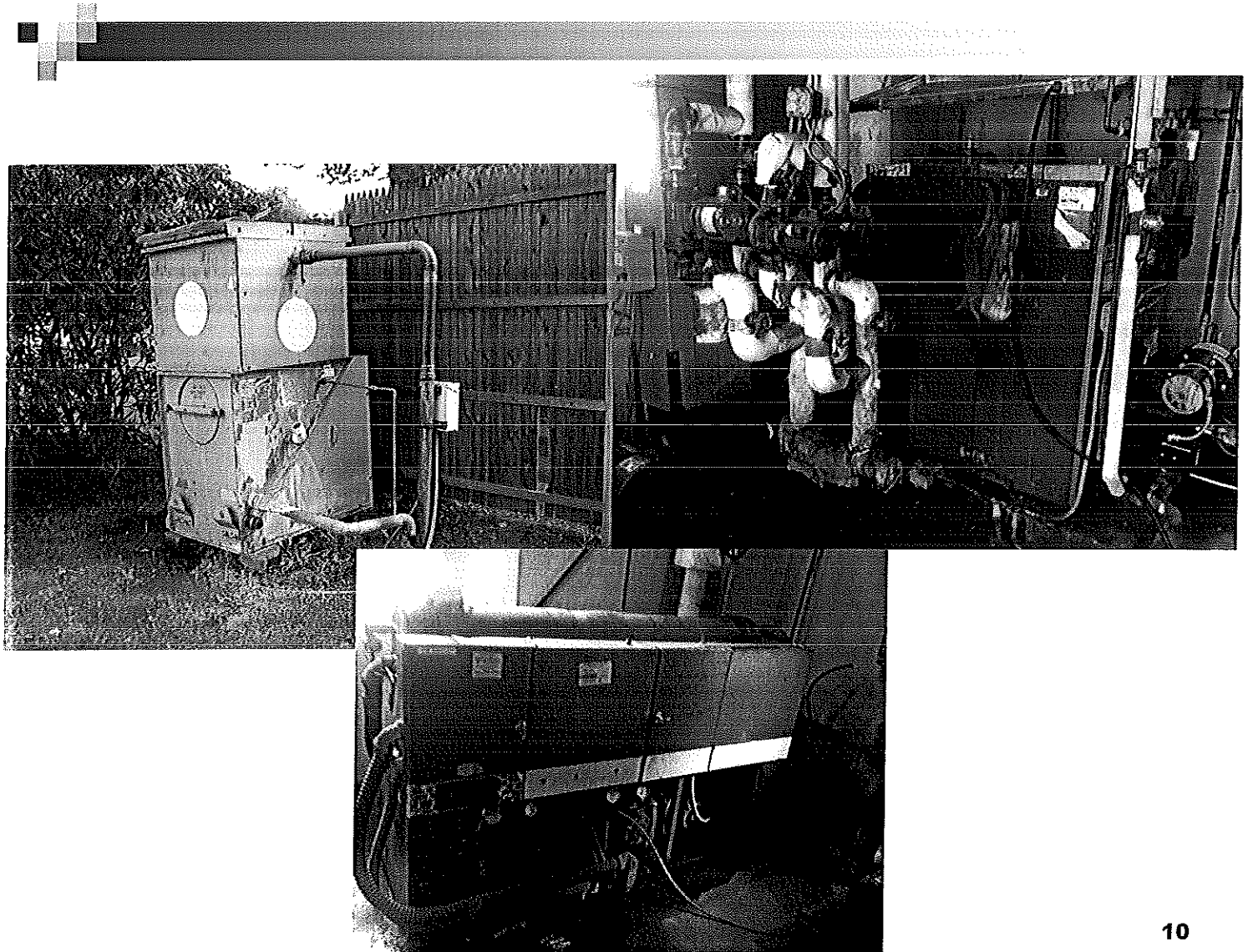
Town Hall Renovations and Addition





Town Hall Renovations

- No substantial renovation of primary structure since 1962.
- Replace antiquated (50+ year old) Heating, Ventilation, and Air Conditioning system
 - Systems have failed several times
 - Parts are difficult to find
- Upgrade electrical and plumbing systems
- Remove / replace non ADA bathrooms on ground floor
- Fix ADA and building code issues
- Ensure adequate number of emergency exits
- Provide better fire protection for numerous records
- Remove asbestos floor tile and pipe insulation
- Improve office layout for public access

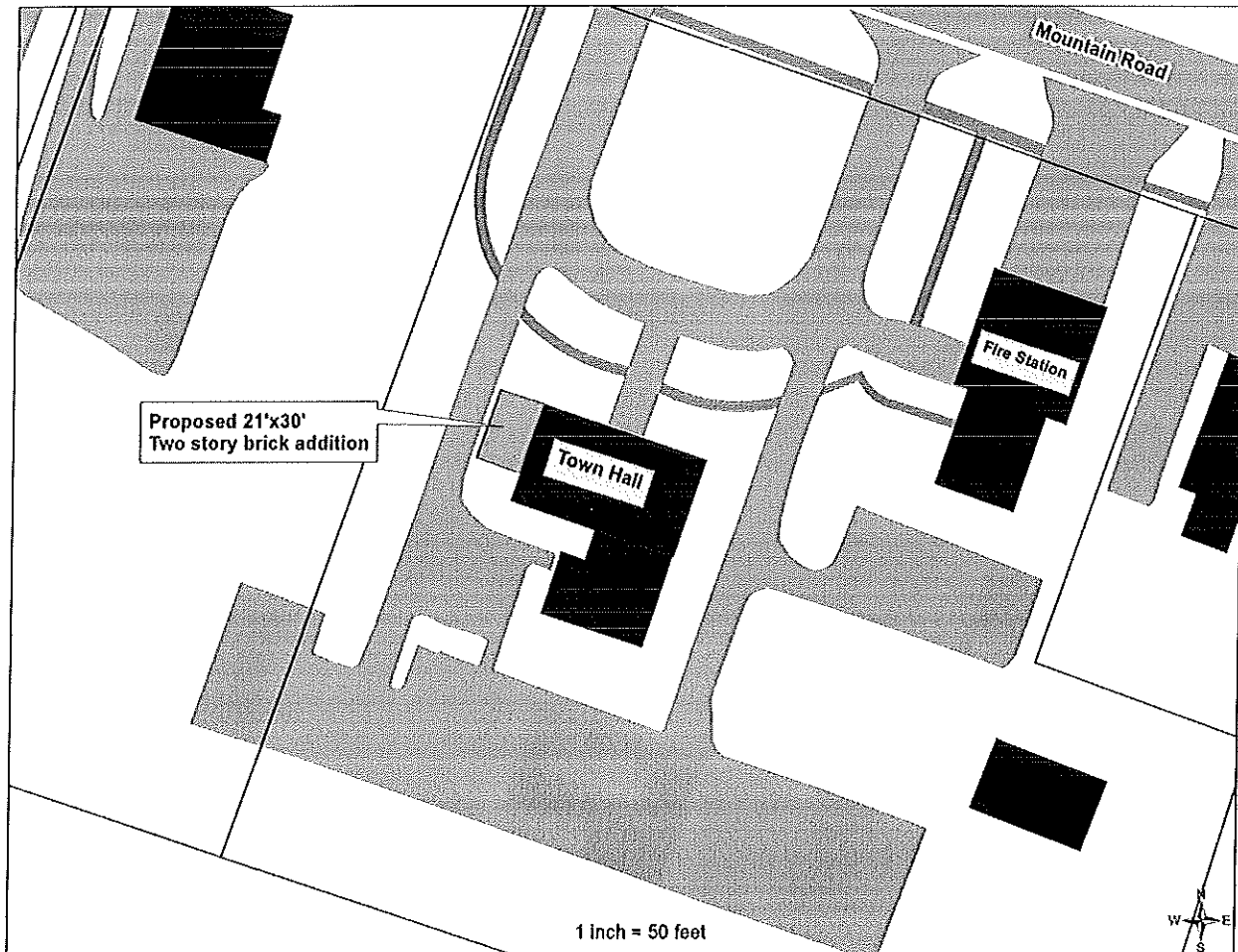


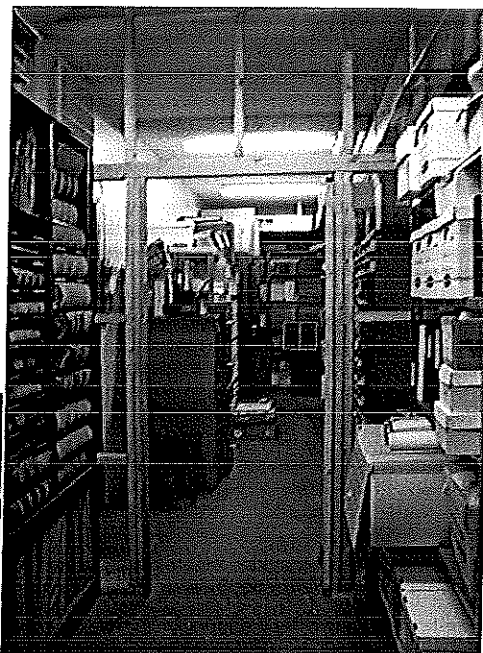
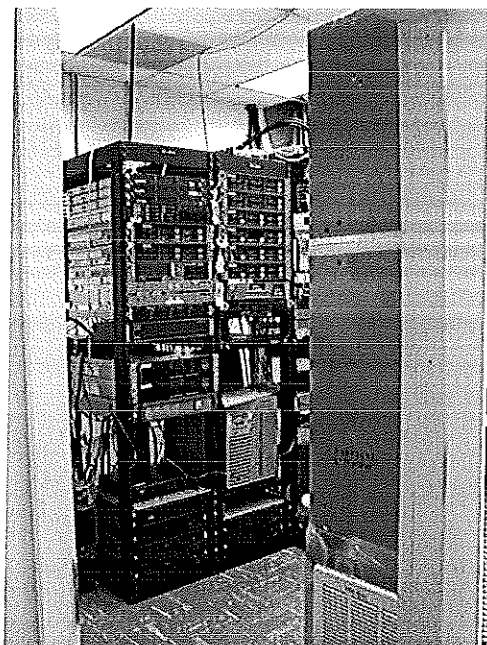




Town Hall Addition

- New two-story 1,260 s.f. addition on the west side of the building
- Town Clerk's vault needs to double in size and have security and sprinklers for record storage
- IT area relocated to the addition for better office layout and improve accessibility issues and reduce code issues
- Provide additional storage for departments
- Will not impact current traffic circulation
- Would be designed to complement the existing building







Town Hall Financials

- \$4,730,000 Construction
 400,000 Contingency
 \$5,130,000
- Estimate for Renovation and Addition Prepared by Gilbane

Bridge Street Community Center



Bridge Street School Building





Building Plan Summary

- Current building is 15,000 sq. ft.
- Proposed addition of 8,000 sq. ft. for gym, lockers and lobby
- **Total building square footage is 23,180**

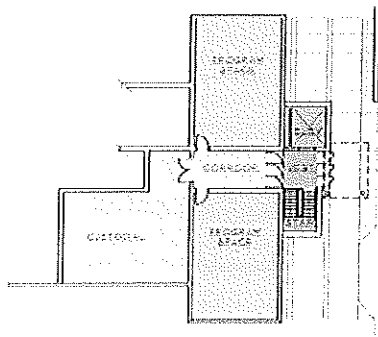
- *The building would include:*
 - ☐ Full size gym
 - ☐ Teen Center
 - ☐ Prep Kitchen for events and classes
 - ☐ 6 multipurpose rooms of various sizes for activities
 - ☐ Office space for P&R and Youth Service
 - ☐ Space for Friends of Library
 - ☐ Playground
 - ☐ Field space

Floor Plan

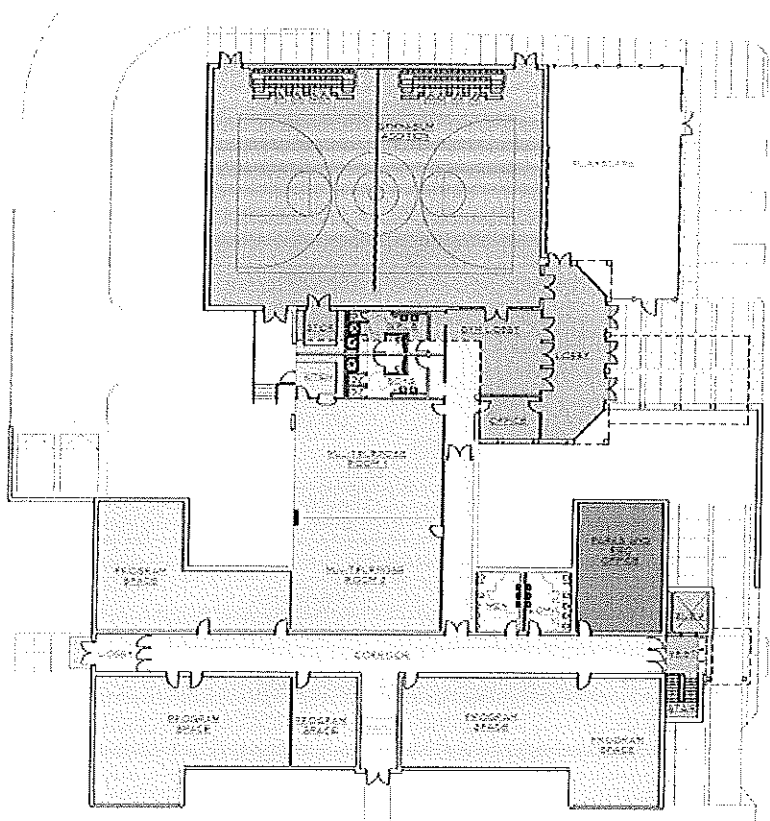
Bridge Street School/ Community Center Study 90 Bridge Street

Property Acres: 3.43
Existing Square Footage: 14,970
Proposed Square Footage: 23,180

CIRCULATION AND CORE	4,900 sq. ft.
PROGRAM SPACE	9,280 sq. ft.
PARKS AND RECREATION	800 sq. ft.
ADDITION - GYMNASIUM	8,200 sq. ft.
<hr/>	
LOWER LEVEL	3,215 sq. ft.
MAIN LEVEL	20,055 sq. ft.
TOTAL BUILDING NET	23,180 sq. ft.



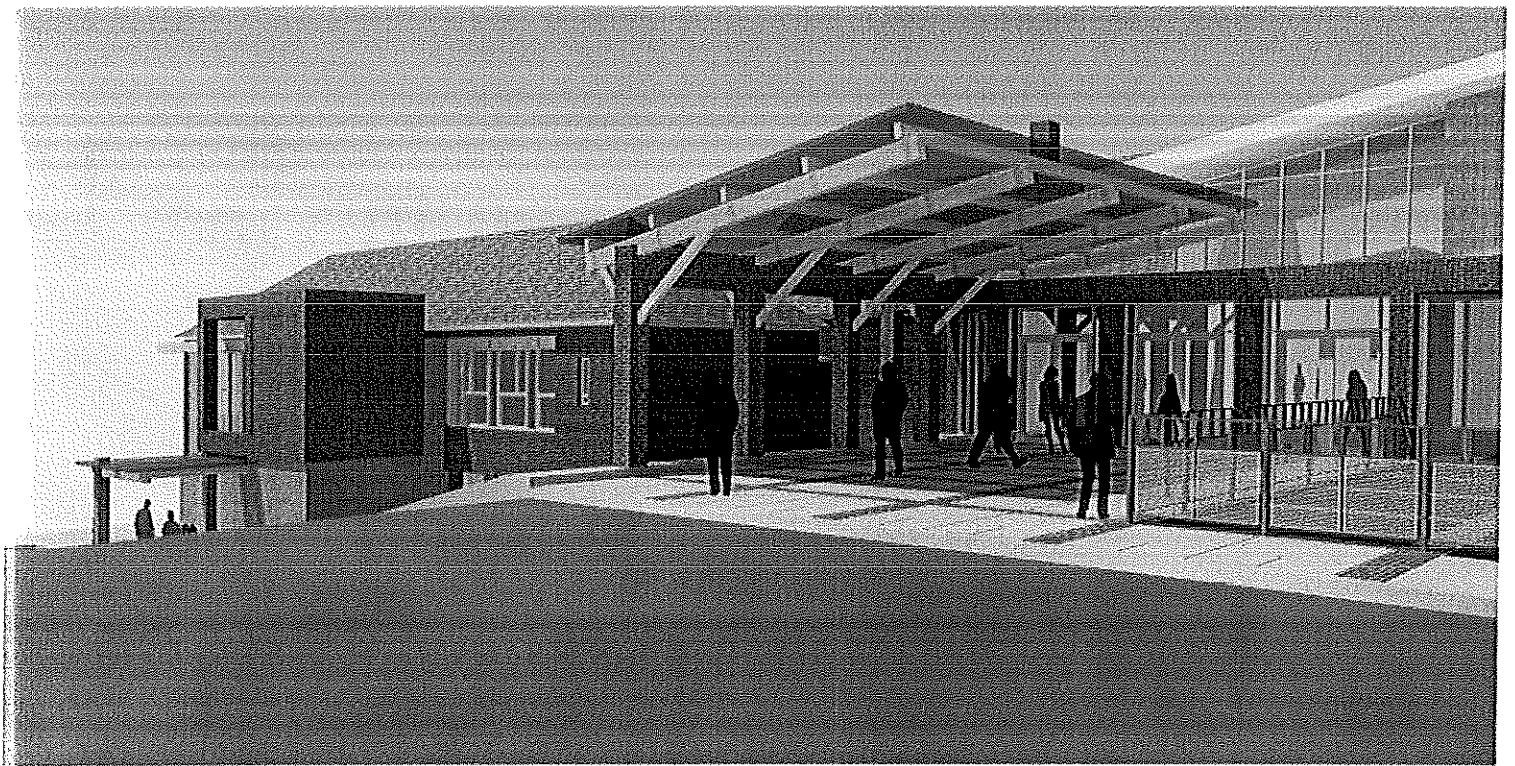
LOWER LEVEL FLOOR PLAN



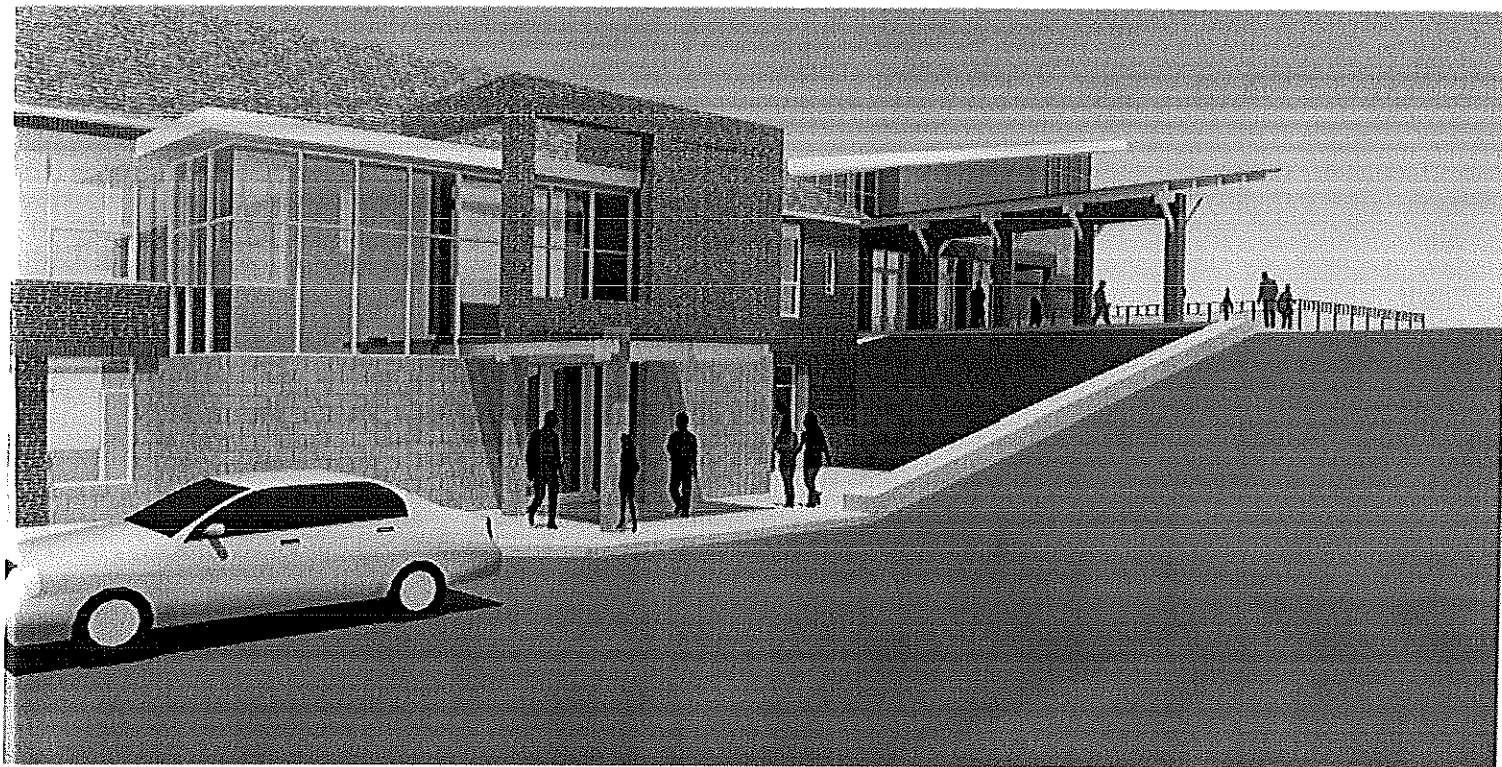
MAIN LEVEL FLOOR PLAN



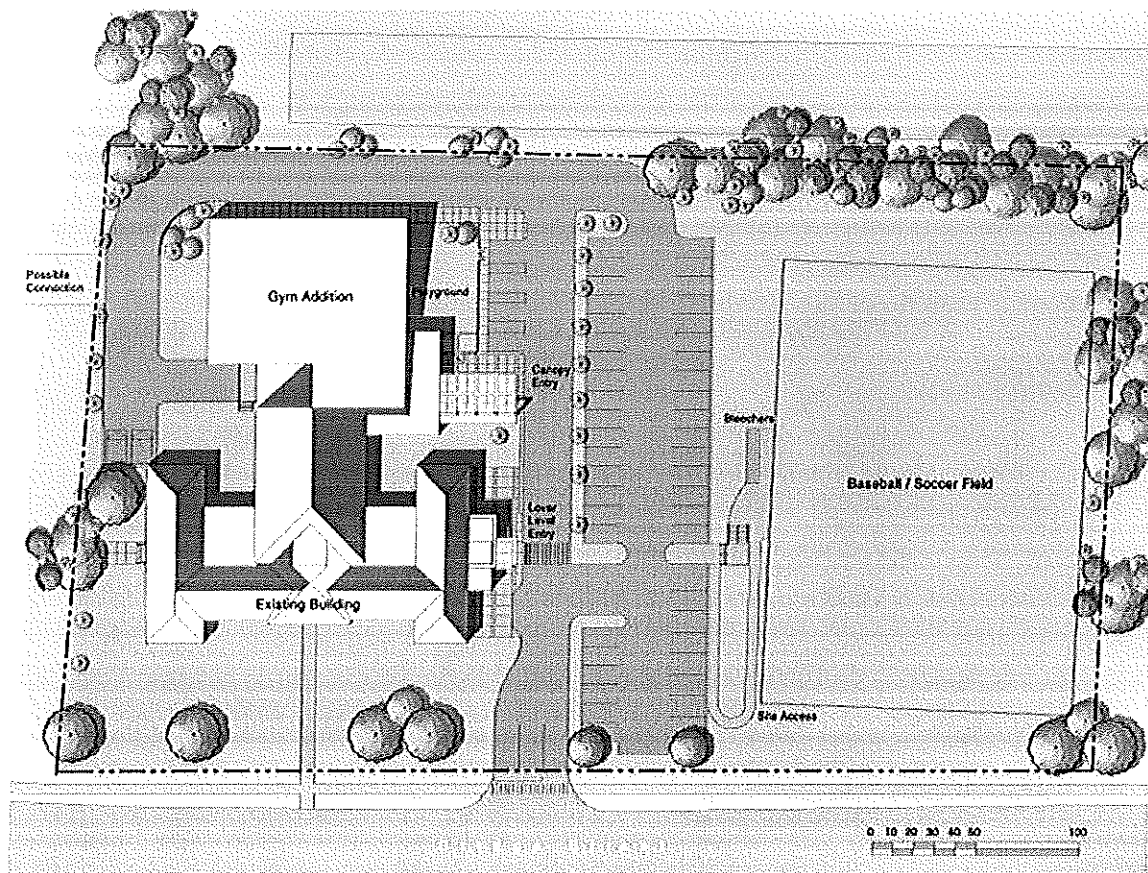
Conceptual Rendering



Conceptual Rendering



Site Plan



Construction Estimate

Item	Estimate
Bonds, Insurance & Permit Costs	\$96,709
Site Work and Demolition	\$1,008,250
Foundation	\$146,050
Masonry Walls and Repointing	\$320,620
Metal Stairs, Structural Steel, Entry	\$355,950
Finish Carpentry	\$106,375
Roof, Gutters, Insulation	\$437,200
Doors and Windows	\$707,400
Ceiling, Flooring and Painting	\$913,908
Bathroom fittings, Bleachers, gym curtain	\$185,350
Elevator	\$150,000
HVAC, Sprinkler system	\$1,286,815
Electrical	\$829,355
Subtotal	\$6,543,982
6% General Conditions	\$392,639
20% Overhead, Design and Const. Contingency	\$1,413,500
TOTAL	\$8,350,121

Estimated provided by Silver Petrucelli 1/19/2015



Staffing

- Proposed Hours:
 - Monday – Saturday, 8 am to 9 pm and Sundays from 12 pm to 6 pm
- Building would be supervised by P&R
- Daily operations overseen by P & R Director
- Contracted monitors would be hired for evening and weekend supervision
- Part-time Teen Supervisor to coordinate and oversee activities

Staffing

Position	Weekly Hours	Rate	Total Yearly Expense
Monitors	47.5	\$15/hour	\$37,050
Teen Supervisor	19.5	\$18/hour	\$18,252
Full-time Administrative Assistant (reinstate position)	35	\$22/hour + 7.65% benefits ⁵	\$28,340 \$3,063
Total Additional Annual Expense:			\$86,705

Reference business plan for details. Full-time admin. total takes into account current part-time salary

- These additional staffing costs may be offset through program revenues.
- Any additional staffing would be addressed during the annual budget process.



P&R Programming

■ New program concepts include:

- ☐ Pee Wee Sports Programs for 3 +
- ☐ More adult wellness and hobby classes during daytime
- ☐ Teen Center
- ☐ Homework Help
- ☐ Open Gym
- ☐ Expanded camp offerings
- ☐ Summer Camps: Sports, Theater, Day camp, etc.
- ☐ Party rental space
- ☐ Available space for local non-profits, organizations or residents looking for a central space



Estimated Annual Operating Expenses of Building

Item	Estimate
Electricity	\$15,000
Natural Gas	\$13,000
Telephone	\$4,000
Cable/Wifi	\$2,000
Repairs & Maintenance	\$5,000
Water & Sewer	\$3,000
Building Maintenance / Cleaning	\$10,000
Plowing	\$8,000
Dumpster	\$1,500
Contingency	\$5,000
Total	\$66,500

Estimates provided by DPW, based on operation costs of Senior Center

Program Revenues (Assumed)

Category	Gross Revenue	Expenses	Net Revenue
Sports Camps	\$4,200	\$1,530	\$2,670
Summer Camps	\$41,120	\$15,441	\$25,679
Special Needs Programming	\$2,960	\$1,140	\$1,820
Preschool	\$25,060	\$5,710	\$19,350
Youth	\$55,080	\$15,480	\$39,600
Adult	\$48,425	\$12,510	\$35,915
Family / Special	\$3,600	\$900	\$2,700
Other: Rentals & Vending	\$14,250	\$3,600	\$10,650
TOTAL:			\$138,384
10% Program Cancellation factor			\$13,838
Net Total			\$124,546



P&R Programming Performance

■ 2013

- ☐ 213 Programs Scheduled
- ☐ 165 Programs Held
- ☐ 48 Cancelled
- ☐ 22% Cancellation Rate
- ☐ 2900 People Served

■ 2014

- ☐ 185 Programs Scheduled
- ☐ 137 Programs Held
- ☐ 48 Cancelled
- ☐ 26% Cancellation Rate
- ☐ 2700 People Served

Current P&R Operating Costs

Parks & Recreation Budget FY 15-16

Expenditures		Revenue	
Operating	\$ 244,642.00	Operating	\$ -
Aquatics	\$ 17,842.00	Aquatics	\$ 1,280.00
	\$ 262,484.00		\$ 1,280.00
Sunrise Day Camp	\$ 23,863.00	Sunrise Day Camp	\$ 27,440.00
Kid's Korner Camp	\$ 13,146.00	Kid's Korner Camp	\$ 13,300.00
Activities	\$ 75,000.00	Activities	\$ 80,000.00
Total	\$ 374,493.00	Total	\$ 122,020.00



Why Recommend Capital Projects Now?

- Low interest rates
- Town's Debt service is low at 4.81 % of budget for 2015-16
 - Under recommended levels of 8 -10 %
 - This implies to rating agencies that infrastructure is being neglected
- Enable major maintenance projects to be completed
 - Pay for projects over their lifetime
 - Avoid paying for projects in single fiscal year
- Delayed maintenance increases renovation costs
- Balance annual capital expenditure with long term costs (bonding)
- Board of Selectmen and Board of Finance have modeled various scenarios to understand the impact this would have on the Town budget and taxes.
- Debt is coming off the books for the School Projects at end of FY 2021



Fiscal Impact

- If all three projects are approved, the total spending to be authorized is \$22.63m, with \$21.885m in bonding, with a total estimated cost inclusive of interest over a 15 year period at \$29.29m




Debt Service Analysis – 15 yrs (Estimated)

	Principal	Interest	Total	% of Bonding Package
Roads	9,100,000	3,081,000	12,181,000	42%
Town Hall	4,385,000	1,480,100	5,865,100	20%
Bridge SS	8,400,000	2,844,000	11,244,000	38%
TOTALS	21,885,000	7,405,100	29,290,100	



Fiscal Management

- Boards of Selectmen and Finance have a goal each year of 11% of the budget (approx. \$6m) going to a combination of debt service (bond payments) and capital projects.
- Board of Selectmen and Board of Finance would manage the impact of the bond-funded projects.
- There are multiple ways to service the debt.
- Would need to balance with other capital and operational needs.



What happens if some of the capital projects do not pass?

- Instead of paying for them over fifteen years, we will have to pay for them as part of the yearly budget process, or bond in the future
- With cost increases over time, these projects would likely cost more in the future.



Potential Future Fiscal Issues

- Uncertainty of future State Budgets and aid to the Town and School System
- Unforeseen major capital items (i.e. Boston Neck Bridge) or emergencies (Halloween snow storm)
- Impact on annual capital program (less flexibility if higher percentage going to bonding projects)



Motion, Discussion, Vote

■ Roads and Drainage



Motion, Discussion, Vote

- Town Hall Renovation and Addition



Motion, Discussion, Vote

- Bridge Street Community Center