

**BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, JANUARY 22, 2019  
8:30 A.M. – COMMUNITY CENTER**

First Selectman Matthew Hoey called the meeting to order at 8:30 a.m.

Present: Board Members: Matthew Hoey, Charles Havrda, Susan Renner,  
and Louis Federici

Town Officials: Finance Director Maryjane Malavasi, Human  
Resources Director Mitch Goldblatt, Parks and  
Recreation Director Rick Maynard, Standing Fields  
Committee Chair John Kennedy, In-House  
Counsel Pam Millman, Assistant Fire Chief Mike  
Shove, Fire Captain Cliff Haverkampf and Clerk  
Traci Brinkman

Media: Mike Graziano taping for GCTV

**1. Pledge of Allegiance**

Mr. Havrda led the pledge.

**2. Public Forum (limited to 3 minutes regarding agenda items)**

None

**3. Approve minutes of:**

**3.1 January 7, 2019 – Regular Meeting**

Mr. Federici noted a correction to item 6.1 it should be Borer.

*Motion: Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to approve the minutes of the January 7, 2019 Regular Meeting as amended.*

*Vote: In Favor: Hoey, Havrda, Renner and Federici  
Opposed: None  
Abstaining: None*

**4. Finance Director (Maryjane Malavasi):**

**4.1 Receive monthly report from Finance Director.**

Expenses

Ms. Malavasi stated that they are 50% through the fiscal year. Last year they were 50.2% expended and this year they are at 50.4%, so they are right on track.

Mr. Federici noted that building is up about 10% over last year.

Ms. Malavasi noted that this is mainly due to timing and they have been paying a little more in overtime because of increased activity.

Revenues

Ms. Malavasi said that revenues are a little lower than last year at this time. Taxes are slightly lower, but there should be no issues. She added that last year they received a more significant amount of early taxes, but it has not been as much this year.

Medical

Ms. Malavasi said December was down to about \$800,000 for claims, which is lower than what was budgeted. Catastrophic claims were up to \$900,000.

**4.2 Review Capital Plan.**

The board moved the capital plan review to the end of the meeting.

**5. Parks and Recreation Director (Rick Maynard):**

**5.1 Discuss and take possible action on amendment to the contract with Kaestle Boos Associates for creation of specifications for synthetic turf remediation and construction oversight.**

Mr. Hoey noted that as a result of the mediation settlement there will be no out of pocket expenses for the town with regard to materials and labor associated with the remediation of the turf field. He added, however, that the amendment to this contract is an investment on the town's part to make sure that the remediation is done correctly.

Mr. Maynard stated that the mediation was successful and they are ready to get working on this. The proposal for KBA is not to exceed \$21,100 for the scope of work and construction oversight. It was noted that there is about \$3,000 from the original contract with KBA that was leftover so that will be expended first.

*Motion: Upon a motion made by Mr. Federici and seconded by Ms. Renner, the board voted unanimously to approve the amendment with KBA in an amount not to exceed \$21,100.*

*Vote: In Favor: Hoey, Havrda, Renner and Federici  
Opposed: None  
Abstaining: None*

**6. Fire Department (Assistant Chief Shove and Captain Haverkamp):**

**6.1 Consider and take possible action on purchase of an Exhaust Recovery System.**

Captain Haverkamp explained that this is also grant funded. He noted that Air Cleaning Specialists is a sole source vendor; they use the same system at Fire Headquarters. It is an indoor exhaust removal system for the North Guilford Fire Department. Chronic exposure of diesel to employees is harmful. Since they are now staffing North Guilford, it is important to have this system there. The total cost from grant proceeds is \$39,400.

*Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to waive the bidding (due to sole source) and approve the purchase of an Exhaust Recovery System, as a result of a grant, from Air Cleaning Specialists in the amount of \$39,400.*

*Vote: In Favor: Hoey, Havrda, Renner and Federici  
Opposed: None  
Abstaining: None*

**6.2 Discuss and take possible action on purchase and installation of a marine electronics system as a result of a grant.**

Assistant Chief Shove said they are purchasing this through the 2018 Port Security Grant. This marine electronics equipment is being purchased from L&L Electronics using GSA pricing for a total of \$11,504. He added that the Coastguard is purchasing from them as well.

*Motion: Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to approve the purchase and installation of a marine electronics system from L&L Electronics in the amount of \$11,504 as a result of a grant.*

*Vote: In Favor: Hoey, Havrda, Renner and Federici  
Opposed: None  
Abstaining: None*

**7. Requests for Use of Town Property:**

**7.1 Act on request from the Parks and Recreation Department to use the Green April 6, 2019 (rain date April 13) for its Eggstravaganza, July 13 for its Community Picnic and Concert and July 7, 28, August 11, 18 and 25, 2019 for its Summer Concerts.**

*Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to approve the request from the Parks and Recreation Department to use the Green April 6, 2019 (rain date April 13) for its Eggstravaganza, July 13 for its Community Picnic and Concert and July 7, 28, August 11, 18 and 25, 2019 for its Summer Concerts.*

*Vote:*            *In Favor:*        *Hoey, Havrda, Renner and Federici*  
                      *Opposed:*        *None*  
                      *Abstaining:*     *None*

**7.2 Act on request from the Leetes Island Garden Club to use the Green and to place a sign on the Green advertising its Annual Plant Sale taking place May 11, 2019 (Rain Date May 12). (Sign Placement 4/27 -5/11)**

*Motion:*            *Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to approve the request from the Leetes Island Garden Club to use the Green and to place a sign on the Green advertising its Annual Plant Sale taking place May 11, 2019 (Rain Date May 1). (Sign Placement 4/27-5/11)*

*Vote:*            *In Favor:*        *Hoey, Havrda, Renner and Federici*  
                      *Opposed:*        *None*  
                      *Abstaining:*     *None*

**7.3 Act on request from the Shoreline Chamber of Commerce to use the Green and to place a sign on the Green advertising its Chowder Challenge taking place October 12, 2019. (Sign Placement 9/16-9/30)**

*Motion:*            *Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to approve the request from the Shoreline Chamber of Commerce to use the Green and to place a sign on the Green advertising its Chowder Challenge taking place October 12, 2019. (Sign Placement 9/16-9/30)*

*Vote:*            *In Favor:*        *Hoey, Havrda, Renner and Federici*  
                      *Opposed:*        *None*  
                      *Abstaining:*     *None*

**7.4 Act on request from Guilford Rowing to place a sign on the Green advertising its Gala taking place March 1, 2019. (Sign Placement 2/15-3/1)**

*Motion:*            *Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to approve the request from Guilford Rowing to place a sign on the Green advertising its Gala taking place March 1, 2019. (Sign Placement 2/15-3/1)*

*Vote:*            *In Favor:*        *Hoey, Havrda, Renner and Federici*  
                      *Opposed:*        *None*  
                      *Abstaining:*     *None*

**7.5 Act on request from the Soccer Club of Guilford to place a sign on the Green advertising its Registration. (Sign Placement 2/1-2/15)**

*Motion:*            *Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to approve the request from the Soccer Club of Guilford to place a sign on the Green advertising its Registration. (Sign Placement 2/1-2/15)*

Vote:            In Favor:        Hoey, Havrda, Renner and Federici  
                      Opposed:        None  
                      Abstaining:     None

**8. Correspondence**

**8.1 Building Official's Monthly Report**

**8.2 Public Works Monthly Report**

Both reports were received without comment.

**9. Committee Reports**

Mr. Federici stated that there is a meeting tomorrow with regard to the building permit fees and they should have a recommendation soon.

**10. Old Business**

None

**11. New Business**

None

**12. Public Forum (limited to 3 minutes regarding any issue)**

None

**4.2 Capital Plan Review**

Ms. Malavasi went through some suggested revisions. She noted that she put in the Energy Performance Contract Lease Payment as a reminder, but the board could put that wherever it wants to. This is the town's portion less the Eversource subsidy. She found alternative funding sources for some items such as the Alarm System for Communications for \$20,000. She identified funding leftover in a bond for similar project. Some other items may be paid for with savings in the current budget such as the Goose Lane survey/environmental for \$75,000. Ms. Malavasi identified some items that could be pushed off a year and she explained that a lot of equipment for Fire, Public Works, etc. that is greater than \$100,000 has been moved into a potential two-year bond issue to smooth out capital cost. This would include the Ambulance Remount, and excavator, multiple trucks for public works and the paving of the public works site.

Ms. Malavasi said bottom line the total Capital request is now \$1.162 million with \$3.5 million moved to a two-year bonding package. If some of the possible changes she mentioned are confirmed this would bring capital down to \$1.07 million.

*Board of Selectmen Regular Meeting Minutes of January 22, 2019*

*Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to adjourn the meeting at 9:05 a.m.*

*Vote: In Favor: Hoey, Havrda, Renner and Federici  
Opposed: None  
Abstaining: None*

Respectfully submitted,

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Traci K. Brinkman  
Clerk  
Board of Selectmen