

**BOARD OF SELECTMEN
MEETING MINUTES
MONDAY, OCTOBER 21, 2019
8:30 A.M. – GUILFORD TOWN HALL**

First Selectman Matthew Hoey called the meeting to order at 8:35 a.m.

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

Town Officials: Finance Director Maryjane Malavasi, Town
Engineer Janice Plaziak, In-House Counsel Pam
Millman, Economic Development Coordinator
Brian McGlone, Human Resources Director Mitch
Goldblatt, Public Works Director Tom Fillion, Fire
Chief Charles Herrschaft 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 on agenda items)

None

3. Approve minutes of:

3.1 October 7, 2019 – Regular Meeting

Mr. Federici noted that the word “data” needed to be inserted into the first sentence of the third paragraph under section 4 on Page 2.

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to approve the October 7, 2019 Regular Meeting Minutes as amended.

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

4. Finance Director (Maryjane Malavasi):

4.1 Receive monthly report from the Finance Director.

Revenues

Ms. Malavasi said overall, they are at the average collection right now. She noted that last year was a little lower at this time because of a lower tax collection rate due to them being short staffed in the tax collector's office. But this is normally where they are at this time of the year.

Expenditures

Ms. Malavasi said they are where they should be at this time on the expenditure side. There is nothing unusual.

Medical

Ms. Malavasi noted that September claims are higher now that everything has been brought up to date. They are starting to get some claims in that are reaching that \$75,000 threshold, but none have reached the \$150,000 stop-loss.

4.2 Consider and take possible action on resolution to close out Capital Projects.

Ms. Malavasi explained that she is starting the process of closing out older capital project bonds. Here she is looking to close out Fund 214, which is mostly completed BOE projects. She noted that the resolution deauthorizes any balance remaining on the funds. All the projects are completed as proposed at Town Meeting.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to approve the resolution to close out the Capital Projects in Fund 214.

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

4.3 Discuss and take possible action to transfer \$1,369.41 from FY10-11 BOE bond authorization to FY12-13 BOE bond authorization.

Ms. Malavasi explained that when they bond they round up the numbers. When you factor that in, the remaining balance left in the fund is \$1,369.41. Since the majority of items are BOE related it makes sense to transfer this excess of revenue from Fund 214 into another bond authorization for the school. Doing so will balance out Fund 214 to zero.

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to transfer \$1,369.41 from FY10-11 BOE bond authorization, account 21432-57600, to FY12-13 BOE bond authorization, account 21647-57909.

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

5. Fire Chief (Charles Herrschaft):

5.1 Consider and take possible action on purchase of hose from Shipman's Fire Equipment, a sole source vendor.

Chief Herrschaft said they are in the fifth year of a five-year replacement project to replace all the hose at the fire department. He added that Shipman's Fire Equipment is a sole source vendor because they give the best warranty and have the appropriate hose pressure.

Mr. Hoey asked what the average life of a hose is.

Chief Herrschaft said it is 10 years.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to approve the purchase of hose from Shipman's Fire Equipment in the amount of \$14,390.

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

6. Public Works Director (Tom Fillion):

6.1 Discuss and take possible action on purchase of plow blades from Construction Materials, Inc.

Mr. Fillion said he is looking to buy 66 ¾ inch 8x11 plow edges. He added that this is not a common size. Construction Materials charges \$183.29 per blade. The best state price is \$186.40 so they would be saving \$3.11 per blade.

Mr. Federici asked the life span of a blade.

Mr. Fillion said within a year they usually change them out.

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to approve the purchase of 66 plow blades from Construction Materials, Inc. in the amount of \$183.29 per blade.

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

6.2 Consider and take possible action on purchase of a Tag-Along Asphalt Hot Box.

Mr. Fillion explains that a Hot Box carries asphalt from the plant. He added that one has a double burner and has a dump body on it, which gives the employees better access and helps their backs. In winter when they are doing cold patch they will now be able to use regular hot asphalt. It has a three ton capacity that will allow them to stay within the 10,000-pound limit so employees with B-class licenses can still drive it. They are purchasing from H.P. Fairfield, LLC through the Sourcewell Contract.

Motion: *Upon a motion made by Ms. Ruoff and seconded by Ms. Renner, the board voted unanimously to approve the purchase of a Tag-Along Asphalt Hot Box from H.P. Fairfield, LLC off of the Sourcewell Contract #052417 in the amount of \$39,525.*

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

7. Human Resources Director (Mitch Goldblatt):

7.1 Remove from table and take possible action on Smoke-Free and Vape-Free Workplace Policy.

Motion: *Upon a motion made by Ms. Ruoff and seconded by Ms. Renner, the board voted unanimously to remove from the table for possible action the Smoke-Free and Vape-Free Workplace Policy.*

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

Mr. Goldblatt said he took the board's suggestions and questions and has come back with a revised policy. He added that Ms. Millman cited the General Statutes in the ordinance that are applicable and he looked at other towns in the state to see their policies. Mr. Goldblatt said some other towns have policies older than Guilford's. Almost every town does allow a designated area or an area outside of the building for smoking. Some prohibit smoking in town vehicles and some do not mention it. He added that he thinks they are in line with this policy. They also added language regarding the proper

disposal of the smoking and vaping materials. Mr. Goldblatt said he created a separate policy acknowledgement sheet for employees.

Mr. Goldblatt said the board had concerns about mentioning visitors and outsiders. That language has been removed and this is strictly an employee policy. He added that state statute already prohibits anyone who enters the building from smoking.

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to approve the Smoke-Free and Vape-Free Workplace Policy as revised.

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

7.2 Discuss and take possible action on Second Amendment to the Town of Guilford Employees' Pension Plan as recommended by the Pension Committee.

Mr. Goldblatt explained that going back a bit after Milliman passed the revised Pension Plan for Town Employees there was a number of errata found and other things that they felt should be included in the plan. They segregated out the non-substantive changes from other changes that will require further discussion. These non-substantive changes are just to clean it up. They have sent it to employees effected by it as well as the leadership of the different unions and nobody has come back to him with concerns. The Pension Committee has passed this onto the Board of Selectmen for approval.

Mr. Hoey said they had a couple of other items recommended by Milliman that are considered substantive changes and they are currently working to figure out the effects of those.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to approve the Second Amendment to the Town of Guilford Employees' Pension Plan as recommended by the Pension Committee.

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

Motion: Upon a motion made by Ms. Ruoff and seconded by Ms. Renner, the board voted unanimously to add item 7a to the agenda which is a request from Mulberry Point Water Main Contractor True Blue Environmental to waive the noise ordinance and extend work hours on particular days beyond the allowed construction hours.

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

Ms. Plaziak explained that True Blue Environmental has expressed an interest in crossing the Tuttle’s Point causeway during optimum low tide, which would be four hours directly before and after low tide. This portion of the project should not last more than two weeks. One of the days affected would be November 4, when they would start at 6 a.m. prior to the noise ordinance 7 a.m. start time. On November 13, 14 and 15 they would begin in the afternoon and work until 10:30 p.m., 11:30 p.m. and then 12:30 a.m. respectively.

Ms. Plaziak said there would be no blasting, but there could be some hoe ramming and some tailgate banging from the trucks.

Ms. Millman noted reference to DEEP within the noise ordinance. She suggested Ms. Plaziak just check with them regarding the request.

Mr. Havrda said when they alert the neighbors, is there a way they can respond if they have issues with it.

Mr. Hoey said they will work with the associations to let everyone know. In addition True Blue has been going door to door to notify and talk with people. It will be posted on the town sites as well. He added that if people have any issues he is sure they will contact the selectmen’s office.

Motion: *Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to approve a variance from the noise ordinance as requested by True Blue Environmental Services to allow work in the Tuttle’s Point causeway during optimum low tide contingent upon verification from DEEP.*

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

8. Consider and take possible action on Resolution for the Small Cities Community Development Block Grant Program.

Mr. Hoey explained that this is for the Housing Diversion Program which provides resources for people to prevent them from becoming homeless. He added that while it may not seem that Guilford has a homeless problem, if you go to New Haven you would find former shoreline residents who are now there because that’s where the services are. He explained that this is a regional grant.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to approve the Resolution allowing the first selectman to enter into an agreement for the Small Cities Community Development Block Grant Program totaling up to \$350,000 for Housing Diversion.

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

9. Appointments and Resignations:

9.1 Act on resignation received from Arnold Skretta from the Hazard Mitigation Commission.

Motion: Upon a motion made by Ms. Ruoff and seconded by Ms. Renner, the board voted unanimously to accept with regret and appreciation the resignation of Arnold Skretta from the Hazard Mitigation Commission.

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

9.2 Act on resignation received from Susan Anderheggen from the Inland Wetlands Commission.

Motion: Upon a motion made by Mr. Hoey and seconded by Mr. Federici, the board voted unanimously to accept the resignation of Susan Anderheggen from the Inland Wetlands Commission.

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

9.3 Act on resignation received from Chris Anderheggen from the Standing Building Committee and the Building Code Board of Appeals.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to accept the resignation of Chris Anderheggen from the Standing Building Committee and Building Code Board of Appeals.

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

9.4 Act on recommendation to appoint Holly Clune to the Safe Streets Mobility Task Force.

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to appoint Holly Clune to the Safe Streets Mobility Task Force.

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

10. Requests for Use of Town Property:

10.1 Act on request from the Community Nursery School to use the Green June 6, 2020 for its Little Folks Fair.

10.2 Act on request from the Guilford Theatre Arts Program to place a sign on the Green advertising its Play taking place November 7-9, 2019. (Sign Placement 10/24-11/9)

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Hoey, the board voted unanimously to approve the Requests for Use of Town Property as outlined in items 10.1-10.2.

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

11. Committee Reports

Ms. Ruoff said the Housing for Economic Development Committee that is looking at the potential development of an Affordable Housing Development on the Woodruff/Rollwood Property is currently reviewing documents the housing attorney has prepared. They hope to bring a contract forward to the Board of Selectmen for approval in November.

12. Correspondence

12.1 Letter from the Guilford Rotary dated September 16, 2019 re: Guilford Fair Parade Funding.

Mr. Hoey said he spoke with Tom Terribile about this request given the significance of the Guilford Fair and that the Rotary has taken on the financial responsibility to make sure it happens. They are still working with Guilford Savings Bank and the Fair Association in terms of funding, but they wanted the board to consider the town funding some or all of the expenses. He added that they could take up this issue during budget season.

Ms. Ruoff said another suggestion is if the BOE can waive the stipends for the bands and floats, which total \$2,700, then they would also be contributing. Then if the Town contributed something they could look at it as a total.

Mr. Federici said the parade committee has done a spectacular job. They did have a generous sponsor from the town, who has not been able to contribute what has been done in the past. He added, however, that they still have other sponsorships.

The board noted this was something they could discuss further during budget time.

12.2 Correspondence from S. Spurrell dated October 16, 2019 re: New Entry Sign for 400 Church Street

Mr. Hoey said in his correspondence Steve Spurrell suggests a new entry sign for 400 Church Street similar to the new high school – a big chunk of Stony Creek Granite. He added that this is something they can discuss during budget season.

12.3 Building Department Report

12.4 Public Works Department Report

The board received the Building and Public Works Department Reports without comment

13. Old Business

None

14. New Business

None

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

None

16. Consider and take possible action on request for Donated Sick Time for a member of the IAFF. (Executive session may be required)

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Ruoff, the board voted unanimously to enter into executive session at 9:22 a.m. to consider a request for Donated Sick Time for a member of the IAFF and invited Fire Chief Charles Havrda, Human Resources Director Mitch Goldblatt and Finance Director Maryjane Malavasi.

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

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to return to public session at 9:40 a.m.

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

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to approve the request of donated sick time for a member of the IAFF.

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

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to adjourn the meeting at 9:41 a.m.

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

Respectfully submitted,

Traci K. Brinkman
Clerk
Board of Selectmen