

**BOARD OF SELECTMEN
MEETING MINUTES
MONDAY, NOVEMBER 18, 2019
8:30 A.M. – GUILFORD TOWN HALL**

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

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

Town Officials: Town Engineer Janice Plaziak, Human Resources
Director Mitch Goldblatt, In-House
Counsel/Purchasing Pam Millman, Finance Director
Maryjane Malavasi, Parks and Recreation Director
Rick Maynard, Parks and Recreation Commission
Chair Rose Dostert, Land Acquisition Commission
Member Gary MacElhiney, Fire Chief Charles
Herrschaft, Environmental Planner Kevin Magee
and Clerk Traci Brinkman. BOE Director of
Operations/Facilities Cliff Gurnham joined the
meeting in progress

Others: Guilford Land Conservation Trust President Sarah
Williams and two others in the audience

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 November 4, 2019 – Regular Meeting

Ms. Renner noted a correction to the heading, it should state minutes not agenda.

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to approve the minutes of the November 4, 2019 Regular Meeting 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 revenues are trending where they typically are at this point in the year. Building appears lower, but they are right on track where they should be in October. She noted that the new building fees have not hit yet so the revenues should go higher when that happens. She explained that since the state bonding package has not yet been approved there is \$425,000 they should be receiving for road projects and municipal aid that they have not gotten yet. Ms. Malavasi said CCM believes the package will be adopted at some point, they just don't know when.

Mr. Hoey said if necessary, they can borrow from fund balance to complete those projects and get them done before the state funds are received.

Expenditures

Ms. Malavasi said the Town is at 49.7% obligated, which is where they were at this point last year. In January she will be coming back to the Boards of Selectmen and Finance to transfer from fund balance to cover the debt principle with money they have set aside from bond proceeds.

Medical

Ms. Malavasi said they had a bump in claims in October over what was budgeted but, overall, they are still under budget at this point. Employees are paying their HSA at this point so they expect larger months later on. As of October, they have tapped into the ISL \$50,000 because there was a big jump in claims over \$75,000.

Since Mr. Gurnham was not yet present, the board added an item to the agenda - surveying services for the Goose Lane reconstruction project.

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to add item 4a. to the agenda to Discuss and take possible action to award surveying services for the Goose Lane Reconstruction Project.

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

4a. Discuss and take possible action to award surveying services for the Goose Lane Reconstruction Project.

Ms. Plaziak said design is underway for Nut Plains, which is being done by Mike Ott. She added that they are doing the design in-house for Goose Lane, so they want to get the surveying underway. They have reached out to a total of three survey companies for proposals and Summer Hill had the low proposal totaling \$29,960.

Mr. Havrda asked if there would be any DEEP issues or watercourses with this project.

Ms. Plaziak said they will have to engage a soil scientist to flag the wetland areas and there will be a drainage impact. Because they are inland watercourses, they will probably only be required to go through the local inland wetlands commission.

Ms. Plaziak then explained the difference between LOTSIP and LOCIP funding.

Mr. Federici asked if any consideration has been given to a bike lane, striping or widening the shoulder with this project.

Ms. Plaziak said there has been no identification that this a priority there. There will not be a designated bike lane, but they may create two-foot shoulders on either side of Goose Lane, similar to Nut Plains.

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to award surveying services for the Goose Lane Reconstruction Project to Summer Hill Civil Engineers & Land Surveyors, P.C. in the amount of \$29,960.

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

5. BOE Director of Operations/Facilities (Cliff Gurnham):

5.1 Discuss and take possible action to contract with Nationwide Security Company to install additional card readers in three schools.

Mr. Gurnham said the additional card readers would be at three schools – Lakes, Jones and Baldwin. While doing drills throughout the fall they realized that access back into the building is limited. It would be best to add card readers so students can get in quickly if there is an event outside. The Standing Building Committee has recommended Nationwide, which has done all the security for the schools.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to contract with Nationwide Security Company in the amount of \$15,171.09 to install additional card readers at three schools to be funded through a bond authorization from FY2015-16.

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

5.2 Consider and take possible action to approve change order #10 for the Baldwin Middle School HVAC project.

Mr. Gurnham said in total they had 10 potential change orders, but 2-3 have been declined. This is probably the seventh or eighth that has been approved. He added that about half of the change orders are due to Board of Education requests or changes. Mr. Gurnham explained that this change order is the result of a new classroom that was needed and designed in the spring. They now have to change the HVAC to control the air appropriately there, which was beyond the scope of the original project. In addition, they realized the orchestra room doesn't have return ventilation and every space should have that. This wasn't in the scope as well, but now is the perfect time to fix that issue.

Mr. Havrda asked Mr. Gurnham to give an example of a change order that was denied.

Mr. Gurnham said the chiller pipe they had initially wanted to bury would have cost \$100,000. The SBC rejected that and then looked to a different way to solve the issue and that only cost \$20,000.

Mr. Hoey asked what the total value of the project is and if 10 change orders is out of the ordinary for this type of project.

Mr. Gurnham said it is a \$1.6 million project and 10 change orders are not unusual. Many are caused by changes requested by the Board of Education. He explained that sometimes a change order results in a credit so there are some positive ones.

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to approve Change Order #10 for the Baldwin Middle School HVAC Project for the installation of five VAV's and two return ducts by SAV-Mor Cooling Heating, Inc. in the amount of \$30,581.18.

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

6. Fire Chief (Charles Herrschaft):

6.1 Discuss and take possible action to the waive bidding, due to it being sole source and purchase Scott Air Packs from Shipman's Fire Equipment.

Chief Herrschaft said this is phase three of the replacement schedule and there is one more phase left to do. They are replacing 100 air cylinders and it is sole source. The cost is \$28,858.75. The life of cylinder is 15 years.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to waive the bidding, due to it being sole source and purchase Scott Air Packs from Shipman's Fire Equipment in the amount of \$28,858.75.

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

7 Human Resources Director (Mitch Goldblatt):

7.1 Discuss and take possible action on an Employee Vehicle Usage Policy.

Mr. Goldblatt said this new policy on town vehicle usage is much more extensive. There were things brought to light that needed to be updated. He worked with Ms. Millman and HD Segur to come up with this policy.

Mr. Hoey said one of the reasons they looked at this was related to the use of personal vehicles to facilitate town business in cases where a town vehicle is not available or the employee is leaving directly from home for a conference.

Mr. Goldblatt added that even for employees going from building to building, this was revised largely for employee protection. They have included insurance requirements that town employees should have.

Ms. Millman added that HD Segur recommended employees check with their own insurance company, because if using their personal vehicle for town business they may have a gap in their coverage.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to approve the Employee Vehicle Usage Policy as presented.

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

8. Parks and Recreation Director (Rick Maynard):

8.1 Consider and take possible action on award of Bid #3-1920 – Nathanael Greene Community Center Guilford Whitfield Room Ceiling Tile Upgrade.

Mr. Maynard explained that there were two bidders for the project. One bid was \$198,000 and the other was \$87,000. The low bid was close to what they estimated. Their consultant Silver Petrucelli, checked the references and they recommend the low bidder. Mr. Maynard said they would like to start after Thanksgiving. There will be some disruption and they will try to schedule around that., but as long as it is safe, they will still use the room. He recommended the board award to Plourde Enterprises in the amount of \$87,000.

Mr. Hoey asked if drop down netting was considered.

Mr. Maynard said the netting would impact the aesthetics and these new tiles will have clips that will hold them down if they are hit by balls.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to award Bid #3-1920 – Nathanael Greene Community Center Guilford Whitfield Room Ceiling Tile Upgrade to Plourde Enterprises in the amount of \$87,000.

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

8.2 Receive request from Parks and Recreation Commission to draft an ordinance governing parking lots, in particular those located at Lake Quonnipaug and Jacobs Beach.

Ms. Dostert said people have been picnicking in the parking lot at Lake Quonnipaug. She added that it is dangerous because kids run back and forth.

They have signs, but people don't pay attention. She added that both at the lake and Jacob's beach, they have designated areas for picnicking, they just don't want people doing it in the parking lots.

Mr. Hoey noted that while Parks and Recreation has authority over the beaches, the parking lots fall under the jurisdiction of the selectmen, which is why they are here.

Ms. Millman said under the current ordinance the Board of Selectmen is the governing agency of the parking lots. She added that the board is allowed to make rules and regulations, which would be better and more flexible than an ordinance change.

There was also discussion about trash and recycling on the fields, which had been a topic at a recent Parks and Recreation Commission meeting. Mr. Hoey said he had an upcoming meeting with the Sustainable Guilford Task Force and he will be discussing a community wide awareness program with them.

Mr. Hoey said with regard to the parking lot issue, the Board of Selectmen will look into doing something.

9. Discuss and take possible action for the Town to Grant a Peddlers Park Conservation Easement to the Guilford Land Conservation Trust and send to the Planning and Zoning Commission for Mandatory Referral under CGS 8-24 as well as set a Public Hearing date of December 2, 2019, 8:30 a.m. at the Town Hall and a Town Meeting date of December 16, 8:15 a.m. at the Town Hall on this issue.

Mr. Hoey said when the disc golf course was discussed at Peddler's, the issue of there being a landfill on the site came up. At that point they made the decision not to develop the property. Shortly after that, he was approached by the Guilford Land Conservation Trust, who already has portions of trails on that property, about the purchase of an easement. He added that it is a good opportunity for both parties. The land trust protects its investment and this gives them an opportunity to expand the trails. In addition, they are willing to pay the town \$25,000 for the easement.

Mr. Havrda said during the public hearing regarding the disc golf they had very concerned neighbors. He questioned if they have spoken to any of those neighbors about this.

Mr. Hoey said both he and the land trust have had conversations with specific neighbors and they are supportive, because this is consistent with the concerns they had expressed. He added that the anticipation is the \$25,000 will go into the Land Acquisition Fund.

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted to send the granting of the Peddlers Park Conservation Easement to the Planning and Zoning Commission for Mandatory Referral under CGS 8-24 as well as set a Public Hearing date of December 2, 2019, 8:30 a.m. at the Town Hall and a Town Meeting date of December 16, 2019, 8:15 a.m. at the Town hall on this issue.

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

10. Consider and take possible action on Noise Control Ordinance Variance Applications for Lobsterfest taking place June 27, 2020 at the Guilford Fairgrounds and the Sea Legs Shuffle taking place July 26, 2020 at the Guilford Fairgrounds.

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Ruoff, the board voted unanimously to approve the Noise Control Ordinance Variance Application for Lobsterfest taking place June 27, 2020 at the Guilford Fairgrounds.

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

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Ruoff, the board voted unanimously to approve the Noise Control Ordinance Variance Application for the Sea Legs Shuffle taking place July 26, 2020 at the Guilford Fairgrounds.

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

11. Appointments and Resignations:

11.1 Act on resignation received from David Williams from the Inland Wetlands Commission.

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to accept with regret and appreciation the resignation from David Williams from the Inland Wetlands Commission.

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

11.2 Act on appointment of Peter Goletz to the Pension Committee to replace seat vacated by Robert Hartmann for a term to expire November 30, 2023.

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to appoint Peter Goletz to the Pension Committee to replace the seat vacated by Robert Hartmann for a term to expire November 30, 2023.

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

11.3 Act on appointment of Deborah Spalding to the Pension Committee for a term to expire November 30, 2023.

Motion: Upon a motion made by Mr. Hoey and seconded by Mr. Havrda, the board voted unanimously to appoint Deborah Spalding to the Pension Committee for a term to expire November 30, 2023.

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

12. Requests for Use of Town Property:

12.1 Act on request from the Guilford Garden Club to place a sign on the Green advertising its Annual Christmas Boutique and Candlelight Walk on Broad Street taking place December 6, 2019. (Sign Placement 11/22-12/6)

12.2 Act on request from The Country School to place a sign on the Green advertising its Open House taking place January 26, 2020. (Sign Placement 1/12-1/26)

12.3 Act on request from the Shoreline Chamber of Commerce, Economic Development Commission and Parks and Recreation Commission to use the Green and place a sign on the Green advertising the Tree Lighting taking place December 6, 2019. (Sign Placement 11/22-12/6)

12.4 Act on request from the Rotary Club to use the Green January 1, 2020 for its Annual Frosty 5K Road Race.

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to approve the Request for Use of Town Property as outlined in items 12.1-12.4.

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

13. Committee Reports

Ms. Ruoff said the Housing for Economic Development Plan Committee had hoped to bring the land agreement forward today. It is still going to happen, but there is more work to be done on both sides. They don't have a date at this time. The committee has another meeting Thursday so hopefully it will be soon.

14. Correspondence

14.1 Public Works Report

14.2 Building Department Report

Received without comment.

15. Old Business

None

16. New Business

None

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

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to adjourn the meeting at 9:35 a.m.

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

Respectfully submitted,

Traci K. Brinkman
Clerk
Board of Selectmen