

**BOARD OF SELECTMEN
MEETING AGENDA
MONDAY, NOVEMBER 19, 2018
8:30 A.M. – POLICE DEPARTMENT**

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

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

Town Officials: Police Chief Jeff Hutchinson, Assistant to the Finance Director Sandra Offredi, Human Resources Director Mitch Goldblatt, In-House Counsel/Purchasing Pam Millman, Town Planner George Kral, Town Engineer Janice Plaziak, several Housing for Economic Development Committee Members and Clerk Traci Brinkman

Others: About four 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 regarding agenda items)

Mary Jo Kesstner of 131 Boston Street urged the board to support the affordable housing item. She has been a part of that committee and they have been working on this for a number of years and narrowed down the site. She is excited because this could be a real project.

Ed Seibert of 78 Fair Street echoed Mary Jo's comments in support of the affordable housing project. He is a past president and current board member of new Horizons which has 34 affordable housing units in Guilford. He noted that the demand is immense for affordable housing in town and they can use many more units. He urged the board to support the project.

3. Approve minutes of:

3.1 November 5, 2018 – Regular Meeting

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the

board voted to approve the minutes of the November 5, 2018 Regular Meeting as presented.

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

4. Finance Department (Sandy Offredi):

4.1 Receive monthly report from Finance Department.

Expenditures

Ms. Offredi said they are one-third through the year and expenses are trending slightly lower at 35.5% this year compared to 35.9% last year at this time. Insurance looks to be trending higher, but it is just a timing issue.

Revenue

Ms. Offredi said this is the highest month they have had for investment income. They will start to see a decline in November because they have to do some cash flow withdrawals, but that will increase a bit in January when taxes come in. She added that tax revenues are lower than last year, because they have collected over \$516,000 in delinquent taxes and this year they have collected \$243,000. Motor vehicle delinquencies are on the rise, which are also accounting for a portion of the lower tax revenue. Ms. Offredi said Building is up from last year, because of a couple of large projects. They have received a portion of the ECS allocation and so far with other state revenues they have received 67% of the budget.

Medical

Ms. Offredi said the July claims were overstated. Some were held and paid in August, but the corrections have been made and the claims are where they expect them to be at this time. She added that while it seems low, town employees are on the HSA plan now and that will begin to fluctuate when they meet the deductibles. They are projecting a \$4.4 million overall fund balance at the end of the year.

Ms. Ruoff said she wanted it noted in the minutes that they are going to get an answer as to whether the HSA employee payments were shown in the final numbers.

5. Board of Education Facilities:

5.1 Discuss and take possible action on Standing Building Committee recommendation to award Silver Petrucelli and Associates the engineering services for the HVAC system for the north section of Baldwin Middle School.

Mr. Hoey noted that Mr. Gurnham couldn't be present at the meeting, but it is pretty straight forward.

Motion: Upon a motion made by Ms. Offredi and seconded by Mr. Havrda, the board voted unanimously to accept the recommendation from the Standing Building Committee and award Silver Petrucelli and Associates the engineering services for the HVAC system for the north section of Baldwin Middle School in the amount of \$48,720.

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

6. Police Chief (Jeff Hutchinson):

6.1 Discuss and take possible action to contract with Air Dynamics Heating & Cooling for the replacement of a hot water heater at the Police Department.

Chief Hutchinson explained that it is the original water heater. The building is over 20 years old. They got three quotes and are recommending the low bidder, Air Dynamics Heating & Cooling in the amount of \$9,277, which includes parts and labor.

Mr. Federici asked if there was a warranty.

Chief Hutchinson said he is not sure, but he could get that information. He added that they don't really use a lot of hot water and they did look into different heaters, but it would cost more to have to change the system.

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to contract with Air Dynamics Heating & Cooling for the replacement of a hot water heater at the Police Department in the amount of \$9,277.

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

6.2 Consider and take possible action to purchase an Animal Control vehicle from Crowley Ford.

Chief Hutchinson said their animal control vehicle was struck by another

vehicle and totaled. It was not the town's fault and they received \$14,016 from the insurance company. He added that they are looking to purchase a smaller 4-cylinder vehicle to meet their needs off of state contract. The total amount for the vehicle is \$23,443 and when you subtract the insurance payment, the difference is \$9,427.

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Ruoff, the board voted unanimously to purchase an Animal Control vehicle from Crowley Ford off of State Contract for a total amount of \$23,443.

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

7. Director of Human Resources (Mitch Goldblatt):

7.1 Discuss and take possible action on new Family Medical Leave Act Policy.

Mr. Goldblatt said the Family Medical Leave Act Policy is over 25 years old. He added that the policy has evolved and changed over the years to keep in compliance with federal guidelines, but the written policy is still 25 years old. With the help of the town's labor attorney they have updated the policy to reflect current practice, which includes using a rolling 12 month period. Mr. Goldblatt explained that sick, personal and vacation time is used as part of it so employees can be paid. He added that they use federal forms when employees apply for FMLA and they account for intermittent leave as well. It also outlines how an employee can continue healthcare if they are not being paid for leave.

Mr. Havrda asked if they could see a blackline version so they can see what changed.

Mr. Goldblatt explained that this was a complete overhaul and that the prior policy was very general so it is hard to compare.

Mr. Hoey said they could provide the board with the old policy.

Mr. Goldblatt explained that this new policy is what they have been implementing, but this just puts it down on paper.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to approve the new Family Medical Leave Act Policy.

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

8. Housing for Economic Development (George Kral, Sandra Ruoff):

8.1 Receive recommendation from the Housing for Economic Development Committee and issue a Request for Proposal for a possible affordable housing project on the Woodruff/Rollwood property.

Ms. Ruoff explained that this is a big step toward more affordable housing in town. As the chair of the of the Housing for Economic Development Plan Committee they have been working on this aspect for three years and the town has received two grants to allow them to pursue this. She added that they identified the land the town owns and contracted with Patriquin Architects to conduct a feasibility study. The committee is now prepared to recommend the selectmen go forward with an RFP for development of the land for an affordable housing project.

Mr. Kral said he spoke with Ms. Millman about the direction of the RFP. Developers will be invited to submit RFP proposals to develop the property in accordance with the description they lay out in the RFP based on the report from the design consultants. The criteria for evaluating the proposals will be to determine if the projects are in conformance with the goals and objectives, the issues related to affordability, design, character and environmental impacts. Once they receive the proposals they will review them and make a recommendation.

Ms. Ruoff noted that this is a big step, but there are many more to go through if they accept an RFP that meets the criteria. There are many other boards and commissions that will review it.

Mr. Kral said if they accept an RFP, then they will enter into negotiations with the developer. Once they have an agreement that will also require selectmen approval.

Ms. Millman added that if they do enter into an agreement with a developer, the developer will then want to do his or her own due diligence and would have to get land use approvals like any developer.

Mr. Havrda asked if there were developers out there who have done similar projects in other communities.

Mr. Kral explained that part of the feasibility of this project will require state and federal tax credits/grants. He added that they need to make sure the developer has the ability and capacity to obtain those, however, there is no guaranty what will happen at the state and federal level with grants.

Ms. Millman noted that there was an environmental report on the property that was done in conjunction with the DOT and the train station parking. She had the town's environmental lawyer review the

report and he feels it is a non-starter and that a developer could develop the property.

There was discussion about the property being on the fringe of a flood plain, but the possibility of a developer bringing in fill to raise it and pull it out of flood plain designation. There was also discussion about the septic and it was noted that it would only need a local health department permit and not DEEP.

There was discussion about income ranges. Mr. Kral said it is a mix of household sizes and incomes. They would like to provide as much affordability as they can and it is designed for households with children.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to accept the recommendation from the Housing for Economic Development Committee and issue a Request for Proposal for a possible affordable housing project on the Woodruff/Rollwood property.

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

9. Consider and take possible action on Board of Selectmen Meeting Schedule for 2019.

The board decided to move the February 19 meeting to the afternoon at 1 p.m. due to a conflict with two board members.

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to approve the Board of Selectmen Meeting Schedule for 2019 with the one change in time for the February 19 meeting.

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

10. Appointments and Resignations:

10.1 Act on recommendation to appoint Richard Hersch to the Marina Commission for a term to expire November 30, 2022.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to appoint Richard Hersch to the Marina Commission for a term to expire November 30, 2022.

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

10.2 Act on recommendation to appoint Jack Evans to the Land Acquisition Commission as a Member at Large for a term to expire June 18, 2019.

Motion: *Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to appoint Jack Evans to the Land Acquisition Commission as a Member at Large for a term to expire June 18, 2019.*

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

10.3 Act on recommendation to appoint Hersh Hernandez to the Hazard Mitigation Commission to fill a vacancy for a term to expire September 30, 2021 and to appoint to the Veteran’s Advisory Joint Committee to fill a vacancy for a term to expire December 31, 2021.

Motion: *Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to appoint Hersh Hernandez to the Hazard Mitigation Commission to fill a vacancy for a term to expire September 30, 2021 and to appoint to the Veteran’s Advisory Joint Committee to fill a vacancy for a term to expire December 31, 2021.*

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

10.4 Act on recommendation to reappoint Damian Gunningsmith to the Economic Development Commission for a term to expire November 30, 2022.

Motion: *Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to reappoint Damian Gunningsmith to the Economic Development Commission for a term to expire November 30, 2022.*

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

11. Requests for Use of Town Property:

11.1 Act on request from the Boy Scouts Troop 471 to place a sign on the Green advertising its Christmas Tree Recycling taking place January 5 & 12, 2019. (Sign Placement 12/29-1/12)

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to approve the request from the Boy Scouts Troop 471 to place a sign on the Green advertising its Christmas Tree Recycling taking place January 5 & 12, 2019. (Sign Placement 12/29-1/12)

*Vote: In Favor: Hoey, Havrda, 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 add to the agenda an application received from Chabad Lubavitch of the Shoreline for placement of a Menorah on the Green from November 29-December 12, 2018.

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

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to approve the request from Chabad Lubavitch of the Shoreline to place a Menorah on the Green from November 29-December 12, 2018.

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

12. Correspondence

The Building and Public Works Department reports were received without comment.

Mr. Hoey noted he received two letters from potential Eagle Scouts. The first wants to construct a kiosk at the marina in the parking lot as his project, which falls under the jurisdiction of the selectmen.

Mr. Federici said he has worked with this scout over the years. The purpose of these projects is not the physical effort, but more about the organizational development it requires.

Ms. Ruoff asked who would be overseeing the project.

Mr. Hoey said the scout has already been to the marina commission and they should probably have the police department weigh in as well as to the appropriate placement of it, etc.

Mr. Havrda said he would like to see a markup/plan at some point of what he

is doing.

Motion: Upon a motion made by Mr. Hoey and seconded by Ms. Ruoff, the board voted unanimously to approve the Eagle Scout project at the Marina contingent upon size/design plans and police department input on the project and the board designated Mr. Federici to be the Eagle Scout liaison since he has a history with that program.

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

Mr. Hoey said they received another request from a scout to construct a Gazebo on the Town Green as his Eagle Scout project. He added that he intends to have a meeting with the scout, because this one has significant challenges and would involve the Green Committee and Historic District Commission.

Mr. Havrda said he appreciates the idea, but this would have some significant challenges.

Mr. Hoey said it would be a significant change to one of the most significant assets in the community.

13. Committee Reports

Mr. Federici said he has a meeting with the First Selectman in North Haven and he has to get in touch with Branford to discuss the building fees.

Mr. Havrda said the Parks and Recreation Commission has also been having a fee discussion.

Mr. Hoey said that grew out of concerns by some sports groups with regard to certain groups and the percentage of Guilford children or residents within some of those groups.

14. Old Business

None

15. New Business

Mr. Hoey said he has been invited by officers of the Guilford Police Department to participate in a Penguin Plunge type of event December 1 in support of the Special Olympics. He plans on participating and invited anyone who was willing to contribute to their campaigns. He wanted to make sure people were aware of this. The event is taking place on December 1 at 11 a.m. at Jacob's Beach.

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

Cindy Vaporis of 7 Alpine Drive in East Haven spoke in support of Simon the dog. She urged the board to release the dog so he can spend the holidays with his family. She also invited the board to visit him at the shelter. She has a video of when she visited him and he is not vicious, he looked at her wagged his tail and went about his business. She added that Dr. Young is willing to do whatever is necessary to bring his family member home.

Katherine Adams of 25 Dromara Road suggested the board conduct a feasibility study to see if Simon can come home. She would like him to be evaluated to see if he is a danger to society. It is hard during the holidays to be dealing with this, but as a community they can get through it.

Motion: Upon a motion made by Ms. Havrda and seconded by Ms. Ruoff, the board voted unanimously to adjourn the meeting at 9:50 a.m.

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

Respectfully submitted,

Traci K. Brinkman
Clerk
Board of Selectmen