

**BOARD OF SELECTMEN
MEETING MINUTES
MONDAY, DECEMBER 2, 2019
8:30 A.M. – GUILFORD TOWN HALL**

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

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

Town Officials: In-House Counsel/Purchasing Pam Millman,
Human Resources Director Mitch Goldblatt,
Environmental Planner Kevin Magee, Land Acquisition
Commission Member Gary MacElhiney, and Clerk
Traci Brinkman. Social Services Director Tammy
DeFrancesco arrived while the meeting was in progress)

Media: Mike Graziano, taping for GCTV

1. Pledge of Allegiance

Mr. Havrda led the pledge.

Mr. Hoey held off on the check presentation item since Ms. DeFrancesco was not present.

3. Public Hearing to obtain comment on grant of a Conservation Easement to the Guilford Land Conservation Trust, Inc., for the sum of \$25,000, over property known as Peddler's Park, shown as Lot 13 on Assessor's Map 72, and more particularly described in certain deed recorded in Volume 113 at Page 34 in the Guilford Land Records.

Mr. Hoey said a year and a half ago this issue was raised when a disc golf course was proposed on the property and it garnered a significant amount of attention. It was decided not to move forward since a portion of the site was used as a dump and there were concerns if the property was developed. At the time the Guilford Land Conservation Trust (GLCT) approached the town about an easement and after some negotiations they have agreed to pay the town \$25,000 for a conservation easement on the property. The GLCT will continue to maintain and operate the existing trails. He asked for questions or comments from the board or public.

Mr. Federici highlighted the section that summarizes the list of prohibited uses. He added that the idea is for the area to remain in its natural state.

Mr. Hoey noted the money will be going into the Land Acquisition Fund.

GLCT President David Grigsby said the goal is for the property to continue in its current passive recreation state. The northern access to Westwoods is through this property. It does have environmental issues. They are willing to pay \$25,000 so the property remains in its current state.

The board closed the public hearing at 8:39 a.m.

2. Receive check from the Connecticut Water Company for the Guilford Food Bank.

Craig Patla from the Connecticut Water Company presented Social Services Director Tammy DeFrancesco with a check for the Guilford Food Bank.

4. Public Forum (limited to 3 minutes on agenda items)

None

5. Approve minutes of:

5.1 November 18, 2019 – Regular Meeting Minutes

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to approve the minutes of the November 18, 2019 Regular Meeting as presented.

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

5.2 November 21, 2019 – Special Workshop Meeting Minutes

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to approve the minutes of the November 21, 2019 Special Workshop Meeting as presented.

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

6. Environmental Planner (Kevin Magee):

6.1 Consider and take possible action on recommendation from the Planning and Zoning Commission to execute the bond for the Northern Heights Subdivision for landscape completion in the amount of \$13,430.

6.2 Discuss and take possible action on recommendation from the Inland Wetlands Commission to execute the bond for the Northern Heights Subdivision for construction of roads, fire pond and all associated grading to complete work in accordance with condition number 12 of the June 8, 2005 Wetlands Approval.

Mr. Magee explained that some landscaping has not been completed as part of the project yet. There is a \$13,430 bond for landscaping. The Planning and Zoning Commission would like the board to call the bond and go out for proposals to get the trees planted.

Mr. Hoey explained that the issue is a little more complicated since there was a bankruptcy on the property.

Ms. Millman added that there is a lot of complexity with the Northern Heights Development. There was a bankruptcy and a successor developer to certain parts. She spoke with attorney Chuck Andres and he advises that before the board votes to call the bond that a formal letter be

sent from each commission (PZC and IWC) to Brian Ferris and the LLC as well as the successor developer to explain the additional work that needs completion and if it is not done within a certain time period, the town will call the bonds.

Mr. Hoey asked if anyone has had a conversation with the new developer about these two issues. Mr. Magee said he did not believe so.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Hoey, the board voted unanimously to gather more information and have letters sent to the current and former developers of the Northern Heights Subdivision about remaining landscaping and inland wetlands work. In addition, explain that if the work is not completed within a certain time frame the town will be forced to call the bonds to get that work finished.

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

7. Discuss and take possible action on Board of Selectmen 2020 Meeting Schedule.

It was noted as usual that there are conflicts with the second meetings in January and February that are moved to Tuesday because of the holiday. Mr. Havrda and Ms. Ruoff have other meetings those days. The board decided to move the January 21st meeting to 1 p.m. and the February 18th meeting to 4 p.m.

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to approve the 2020 Meeting Schedule as amended.

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

8. Consider and take possible action on REVISED Vehicle Policy.

Mr. Goldblatt said after going through policy, there were several comments and concerns that have now been addressed with revisions. He added that police and fire have their own policies concerning vehicle usage so they have now excluded those from the policy. In addition some people have motorcycles as their own personal vehicles and if they go to a conference or have to use it on town business and have the proper insurance they felt there was no reason why they shouldn't be able to take them. In addition, they had to take the reference out with regard to trailers because Public Works and Parks and Recreation vehicles all pull trailers. Mr. Goldblatt said he worked with Ms. Millman and the insurance company HD Segur on the changes.

There was discussion related to the motorcycle use. Mr. Goldblatt explained that initially HD Segur recommended not allowing it, however, when he went back to him about the issue they said it would be fine if that's what the town wanted to do. It would probably only happen in certain instances if a town vehicle wasn't available and the employee needed to go somewhere else.

Mr. Havrda said he had an issue with allowing it especially if the insurance company initially recommended against it. He believes it creates more liability. Ms. Renner said if they do keep it in along with seatbelts, helmets should be added in.

Ms. Ruoff said that wearing helmets is not a state law like the seatbelts. She said she agrees with Mr. Havrda about still prohibiting it.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici the board approved the REVISED Vehicle Policy as outlined by Mr. Goldblatt except the board left the prohibition of motorcycle use by employees for work related purposes in the policy.

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

9. Police Department (Jeff Hutchinson):

9.1 Discuss and take possible action to waive bid process for consulting contract – sole source vendor.

Chief Hutchinson said they need to replace a supervisory position. They have testing in the budget for that every year. This year the police commission is looking to use a different vendor than the one they have used the past 20 years. The vendor is Badge Quest and they have specific services that nobody else has. The cost is more than budgeted, \$13,400 versus \$7,500. They are requesting to waive the purchasing policy since it is a sole source vendor with specialized services.

Motion: Upon a motion made by Ms. Ruoff and seconded by Ms. Renner, the board voted unanimously to waive the purchasing policy due to it being sole source and contract with Badge Quest for a consulting contract in the amount of \$13,400.

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

10. Appointments and Resignations:

10.1 Act on resignation received from Dick Reynolds from the Safe Streets Task Force.

Motion: Upon a motion made by Mr. Hoey and seconded by Mr. Havrda, the board voted unanimously to accept with regret and appreciation the resignation of Dick Reynolds from the Safe Streets Task Force.

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

10.2 Consider and take possible action to appoint Raymond Bower as Chairman of the Pension Committee.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Hoey, the board voted unanimously to appoint Raymond Bower as the Chairman of the Pension Committee.

Vote: In Favor: Hoey, Havrda, Renner, Federici and Ruoff

Opposed: None

Abstaining: None

11. Requests for Use of Town Property:

- 11.1 Remove from the table and act on request from the Guilford Art Center for the annual special permissions during their use of the Green for Craft Expo 2020 as well as the request to waive section 214-2(a) of the Town Code to allow the serving of beer and wine during the event as part of the food court.**

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to remove from the table the request from the Guilford Art Center for the annual special permissions including the request to waive section 214-2(a) of the Town Code to allow the serving of beer and wine during the event as part of the food court.

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

Mr. Hoey said there was an update meeting after the event and according to the police chief there were no problems identified.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Federici, the board voted unanimously to approve the special permissions requested by the Guilford Art Center for its Craft Expo 2020 as well as the request to waive section 214-2(a) of the Town Code to allow the serving of beer and wine during the event as part of the food court as has been allowed in the past.

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

- 11.2 Act on request from the Boy Scouts of America Troop 471 to place a sign on the Green advertising its Christmas Tree Recycling taking place January 4 and January 11. (Sign Placement 12/21-1/4)**
- 11.3 Act on request from Chabad-Lubavitch of the Shoreline to place a Chanukah Menorah on the Green from December 18, 2019 to January 2, 2020.**
- 11.4 Act on request from Chabad-Lubavitch of the Shoreline to use the Green and to place a sign on the Green advertising its Shoreline Jewish Festival taking place August 2, 2020. (Sign Placement 7/19-7/26)**
- 11.5 Act on request from the Christ Episcopal Church to place a sign on the Green advertising its Chili Supper taking place December 6, 2019. (Sign Placement 12/2/12/6)**

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Federici, the board voted unanimously to approve the remaining requests for use of town property as outlined in items 11.2-11.5.

Vote: In Favor: Hoey, Havrda, Renner, Federici and Ruoff

Opposed: None
Abstaining: None

12. Committee Reports

None

13. Correspondence

None

14. Old Business

None

15. New Business

None

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

None

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Havrda, the board voted unanimously to adjourn the meeting at 9:26 a.m.

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

Matthew T. Hoey III
First Selectman