

**BOARD OF SELECTMEN
MEETING MINUTES
MONDAY, DECEMBER 17, 2018
8:30 A.M. – COMMUNITY CENTER**

First Selectman Matthew Hoey called the meeting to order at 8:33 a.m.

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

Town Officials: Finance Director Maryjane Malavasi, Human
Resources Mitch Goldblatt, Economic Development
Specialist Brian McGlone, Public Works Director
Tom Fillion,

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 November 29, 2018 – Capital Plan Workshop

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Ruoff, the board voted unanimously to approve the minutes of the November 29, 2018 Capital Plan Workshop as presented.

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

3.2 December 3, 2018 – Regular Meeting

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to approve the minutes of the December 3, 2018 Regular Meeting as presented.

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

4. Mulberry Point Water Main Project (Dennis Johnson and Mariusz Jedrychowski)

4.1 Discuss and take possible action on award of Re-bid #13-1718 – Water Main Extension for Mulberry Point, Tuttle Point and Long Cove.

Mariusz Jedrychowski, Senior Project Manager for Wright Pierce, explained that four bids were received on November 9 and True Blue Environmental Services was the low bidder at \$4,894,710.50. All the bids were close. They reviewed the low bidder's references and documents and there is no reason to not award to them. He added that normally this project would have a 5% contingency, but they are going to have a 10% contingency.

Mr. Havrda asked if this company has experience with these types of projects.

Mr. Jedrychowski said they recently worked on a smaller water main project in Bethel and did a good job. It was about \$1 million, but they have done other projects in the \$4-\$5 million range. He added that this project has a lot of permitting and regulatory requirements.

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to award Re-Bid #13-1718 – Water Main Extension for Mulberry Point, Tuttle Point and Long Cove to True Blue Environmental Services, Inc. in the amount of \$4,894,710.50.

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

4.2 Consider and take possible action on resolution authorizing Dennis Johnson, Health Director to file the Financial Assistance Application for the drinking water state revolving fund with the State Department of Public Health and execute the application on behalf of the Town of Guilford.

Mr. Johnson said he will file this application at the beginning of the new year so they can take advantage of the Revolving Loan Fund, which charges 2% interest to residents who want to extend their payments the 20-year life of the loan.

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to approve the resolution authorizing Dennis Johnson, Health Director to file the Financial Assistance Application for the drinking water state revolving fund with the State Department of Public Health and executive the application on behalf of the Town of Guilford.

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

5. Finance Director (Maryjane Malavasi):

5.1 Receive monthly report from Finance Director.

Revenues

Ms. Malavasi said they have collected 55.2% of tax revenues which is where they were last year at this time. The executive assistant's hours at the fire department were increased from 35 to 40 so the revenues have caught up and they are at 42%. She explained the Public Works and Engineering revenues have been separated out. Overall revenues are slightly higher than last year and they are on track with state revenues at this point.

Expenses

Ms. Malavasi said the expenses are higher than last year at this point, but that really is due to timing. She noted in the selectmen's expenses include the full cost of the land use audit. Ms. Malavasi said she would be looking for a transfer from fund balance committed for this unbudgeted expense.

Medical

Ms. Malavasi explained that there have been significant adjustments to the numbers going back to July. Anthem revamped its website and reporting. She added that they can now see how the fees are broken out in the invoices and they also received training on how to find the new information so they are catching up on that. In the past a lot of the fees came through as claims instead of fees. It doesn't change the bottom line, but gives a better picture of the expenses.

5.2 Discuss and take possible action on transfer from Reserve for Personnel to the Fire Department salary accounts as a result of settled labor contract.

Ms. Malavasi stated that the Fire Department contract was settled toward the end of the last fiscal year. They need to make a transfer from Reserve for Personnel to the full-time salary and overtime accounts in the fire department.

Ms. Ruoff asked what was remaining in Reserve for Personnel after this transfer.

Ms. Malavasi said she would have to check and get back to her.

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Havrda, the board voted unanimously to approve a transfer of \$113,340 from Reserve for Personnel to the full-time salary and overtime lines as outlined by the finance director as a result of the fire contract being settled.

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

6. IT Analyst (Tony Santarcangelo) and Finance Director (Maryjane Malavasi):

6.1 Consider and take possible action to contract with Connecticut Computer Service for Infrastructure Services being purchased off of state contract.

Mr. Santarcangelo said that a lot of these technology upgrades are things behind the scenes, such as servers, software and licensing. This will also consolidate things to a high availability server with almost 100% uptime. He noted that they could work on one while the other server takes over. Mr. Santarcangelo added that the exchange server has not been supported for the last two years so that will get updated. He is also consolidating to one print server at one location instead of having a server at each building location. Also on the server will be an email archive which will help when the town receives freedom of information requests.

It was noted that Connecticut Computer Service will also provide professional services as well.

Ms. Renner asked if the town has worked with this consultant in the past or if it is feasible to get prices elsewhere to compare.

Mr. Santarcangelo said he did get other prices and they were similar, but they were not Microsoft Certified. He does know people at the state who have used them and gave good recommendations, but the town has never used them before.

Mr. Federici asked what type of schedule they were looking at.

Mr. Santarcangelo said he believed they could start in February.

Ms. Malavasi said it's not that they have neglected IT. Many of these items are on the five-year plan and they would only be able to do it piecemeal. She added that they have taken about \$80,000 off the capital plan since they are doing this as a more comprehensive project. Ms. Malavasi said computers were down for a while during the past year, which necessitated a new look at how they were doing things. In addition, doing it all at once provides the town with better pricing than the piecemeal approach.

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to contract with Connecticut Computer Service off the state contract for a total of \$165,407 utilizing funds available in the 2019 operating budget with the balance coming from the technology assigned special fund.

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

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

7.1 Consider and take possible action on change orders for the Electrical Upgrades at Baldwin and Cox.

Mr. Gurnham was not available to attend the meeting. Ms. Renner noted that the Standing Building Committee did make this recommendation. Mr. Havrda added that they seem fairly straight forward. Mr. Federici noted that he would just like an explanation of change order #12 at some point, but had no problem approving this.

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to approve the change orders for the electrical upgrades at Baldwin and Cox in the amount of \$23,553.07.

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

8. Public Works Director (Tom Fillion):

8.1 Discuss and take possible action on purchase of a Rotary Lift.

Mr. Fillion explained that these two lifts are mobile, wireless and have a total capacity of 34,000 pounds. They can lift a 10-wheel truck. This will allow them to utilize two bays when they need to. They currently only have a stationary lift. They would be purchased off of State Contract #17PSX0074.

Ms. Malavasi said these would be purchased from current bond funds. They had some savings they can utilize for this purchase.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Federici, the board voted unanimously to approve the purchase of two Rotary Lifts off of state contract #17PSX0074 in the amount of \$23,891.85.

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

9. Parks and Recreation Director (Rick Maynard):

9.1 Consider and take possible action on rental and placement of an office trailer for Parks and Recreation personnel behind the Public Works garage.

Mr. Maynard explained that the working conditions for Parks and Recreation personnel at Public Works is not ideal. They are eating, working etc. all in a garage. He added that as a temporary fix they are looking into renting a 12X60 foot office trailer. They have received approval from Planning and Zoning for temporary placement.

Mr. Maynard said he received three quotes and they were all close in price. He is recommending Williams Scotsman because they included insurance to cover liability. Mr. Maynard said there is the trailer cost and then a separate cost for water, the tank and pumping. The total first year cost is \$10,615 and the total second year cost is \$14,460.

Mr. Hoey said by the time the Facilities Task Force finishes its review and makes a recommendation it could be up to two years.

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board approved the rental and placement of an office trailer for Parks and Recreation personnel behind the Public Works garage for up to two years in the amount of \$19,820.

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

10. Discuss and take possible action on Guilford Youth Mentoring Proclamation.

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to approve the Guilford Youth Mentoring Proclamation.

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

11. Appointments and Resignations:

11.1 Act on resignation received from Josh Hershman from the Planning and Zoning Commission.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Federici, the board voted unanimously to accept with regret and appreciation the resignation received from Josh Hershman from the Planning and Zoning Commission.

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

11.2 Act on resignation received from Anita Catardi from the Board of Fire Commissioners.

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 received from Anita Catardi from the Board of Fire Commissioners.

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

Opposed: None
Abstaining: None

11.3 Act on recommendation received to move Brittany Mirles from alternate to regular member on the Zoning Board of Appeals for a term to expire February 28, 2022.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to move Brittany Mirles from alternate to regular member on the Zoning Board of Appeals for a term to expire February 28, 2022.

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

11.4 Act on recommendation to move Wendy Dockray from alternate to regular member on the Economic Development Commission to fill a vacancy for a term to expire November 30, 2020.

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to move Wendy Dockray from alternate to regular member on the Economic Development Commission to fill a vacancy for a term to expire November 30, 2020.

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

11.5 Act on recommendation to move Scott Edmond from alternate to regular member on the Planning and Zoning Commission to fill a vacancy for a term to expire February 28, 2019.

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to move Scott Edmond from alternate to regular member on the Planning and Zoning Commission to fill a vacancy for a term to expire February 28, 2019.

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

11.6 Act on recommendation to appoint Philip Maltese as an alternate to the Guilford Lakes Golf Course Commission to fill a vacancy for a term to expire September 30, 2020.

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Havrda, the board voted unanimously to appoint Philip Maltese as an alternate to the Guilford Lakes Golf Course Commission to fill a vacancy for a term to expire

September 30, 2020.

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

11.7 Act on recommendation to appoint Matthew Healy to the Board of Fire Commissioners to fill a vacancy for a term to expire October 16, 2021.

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to appoint Matthew Healy to the Board of Fire Commissioners to fill a vacancy for a term to expire October 16, 2021.

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

11.8 Act on recommendation to appoint Tracy Brent Calafiore as an alternate to the Economic Development Commission to fill a vacancy for a term to expire April 30, 2020.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Federici, the board voted unanimously to appoint Tracy Brent Calafiore as an alternate to the Economic Development Commission to fill a vacancy for a term to expire April 30, 2020.

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

11.9 Act on recommendation to appoint Amy Earls to the Economic Development Commission to fill a vacancy for a term to expire April 30, 2020.

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to appoint Amy Earls as an alternate to the Economic Development Commission to fill a vacancy for a term to expire April 30, 2020.

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

11.10 Act on recommendation to reappoint Peter Palumbo to the Guilford Housing Authority for a term to expire March 31, 2023.

Motion: Upon a motion made by Mr. Hoey and seconded by Ms. Renner, the board voted unanimously to reappoint Peter Palumbo to the Guilford Housing Authority for a term to expire March 31, 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 Rotary to place a sign on the Green advertising its Frosty 5K taking place January 1, 2019. (Sign Placement 12/19-1/1)

Motion: *Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to approve the request from the Guilford Rotary to place a sign on the Green advertising its Frosty 5K taking place January 1, 2019. (Sign Placement 12/19-1/1)*

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

12.2 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 July 14, 2019. (Sign Placement 6/30-7/14)

Motion: *Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to approve the 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 July 14, 2019. (Sign Placement 6/30-7/14)*

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

13. Correspondence

- 13.1 Building Official's Monthly Report**
- 13.2 Public Works Monthly Report**

The board received both reports without comment.

14. Committee Reports

Ms. Ruoff said on November 19 this board authorized town employees to work on an RFP for a possible for profit or not for profit affordable housing development on the Woodruff/Rollwood property and they have been working on getting that RFP out.

Mr. Hoey said he had discussions with the co-chairs of the Sustainable Task Force relative to incorporating sustainable framework within the RFP so they will also be considering that.

Mr. Federici said with regard to the Building Permit Committee, he met with North Haven First Selectman Mike Freda and his staff and they were very helpful. He is making arrangements to meet with Branford and Madison. He added that they are looking into permits done by square footage versus a value based.

15. Old Business

None

16. New Business

None

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

Justin Daley of 52 Estelle Road in East Haven said he was a Guilford resident for over 20 years. He is a long time dog lover and animal rights advocate and he finds the case of Simon the dog very disturbing. It is not right for the police to take a dog that was only protecting its property from an armed trespasser. The dog was doing what he would expect his own dogs to do. The family will be spending another Christmas without their dog and he hoped the board would reconsider.

Anthony Bruno of 52 Estelle Road in East Haven said he has not been a Guilford resident, but wanted to voice his support for Simon. He added that it is Christmas and it is hard to believe that this has been going on for over a year. It's antagonistic and cruel because pets are an emotional fabric of a family.

Catherine Adams of 250 Dromara Lane said that she has so much angst about the Simon issue. She added that they need to think about the community's mission and upholding that, but she doesn't think they can say they are in this case. She feels the town is out of balance and she hopes this is not breed discrimination. Most people hope for mediation and flexibility. What does a kill order reflect about the town. She believes there is room to make change.

Rita Mayo of 90 Cedar Street in Stratford wanted to remind everyone about the human side of the issue and to have compassion for all involved. An innocent animal has been caught up in a political climate. She added that she hopes she is wrong and that she hopes compassion prevails.

Cindy Vaporis of 7 Alpine Drive in East Haven, CT showed hand drawn pictures of the incident that occurred. She is hoping they can all come to a conclusion that makes everyone happy. There is a dog that looks like Simon that roams that same neighborhood. Simon is a family pet and the kid made a bad choice.

Devorah Lynch of Hampton said she is new to the case. She has a pet services business and she works with dogs every day, many she hasn't even met before she gets to a residence. She is confused as to why this is happening and doesn't understand why there is no follow up for the person who trespassed and broke the fence. She is also confused as to why a meeting where she can register her comment is in the morning, because it disenfranchises residents.

18. Discuss and take possible action on settlement of claim regarding Guilford High School Turf Field. (Executive session may be required)

Motion: Upon a motion made by Ms. Ruoff and seconded by Ms. Renner, the board voted unanimously to enter into executive session at 9:52 a.m.

*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. Federici, the board voted unanimously to return to public session at 10:25 a.m.

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

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to allow the first selectman to accept the conditions negotiated in the mediation session regarding the Guilford High School Turf field.

*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 adjourn the meeting at 10:26 a.m.

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

Traci K. Brinkman
Clerk
Board of Selectmen