

**BOARD OF SELECTMEN
MEETING MINUTES
MONDAY, FEBRUARY 3, 2020
8:30 A.M. – GUILFORD TOWN HALL**

First Selectman Matthew Hoy 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: Police Chief Jeff Hutchinson, In-House Counsel/
Purchasing Pam Millman, Human Resources
Director Mitch Goldblatt, Finance Director
Maryjane Malavasi, Environmental Planner Kevin
Magee and Clerk Traci Brinkman

Others: Elise Low

Media: Guilford Courier Reporter Jesse Williams and 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

Motion: Upon a motion made by Mr. Hoey and seconded by Mr. Federici, the board add item 6a to the agenda to discuss and take possible action on termination of Northern Heights Haying License.

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

3. Approve minutes of:

3.1 January 21, 2020 – Regular Meeting

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Ruoff, the board voted unanimously to approve the minutes of the January 21, 2020 Regular Meeting as presented.

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

3.2 January 22, 2020 - Budget Workshop

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to approve the minutes of the January 22, 2020 Budget Workshop as amended.

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

3.3 January 23, 2020 – Budget Workshop

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Renner, the board voted unanimously to approve the minutes of the January 23, 2020 Budget Workshop.

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

4. Police Chief (Jeff Hutchinson):

4.1 Consider and take possible action to waive the bidding and purchase new patrol vehicle and upfit to replace vehicle damaged in accident.

Chief Hutchinson explained that he was at the last board meeting asking for the purchase of two patrol vehicles and the day after, one of their supervisor vehicles was hit by an alleged drunk driver and totaled. The price is the same as the other ones and he is asking to purchase from Gengras at \$33,715.

There was discussion about the vehicle equipment as well as hybrid vehicles. Chief Hutchinson explained that while they used to be able to reuse the vehicle equipment, it does not fit in the new redesigned cars. He is therefore asking to purchase equipment for the vehicle as well.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to waive the bidding and purchase a new patrol vehicle from Gengras Ford in the amount of \$33,715.

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 purchasing vehicle equipment from Soli's Garage in the amount of \$15,490.

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

5. In-House Counsel/Purchasing (Pam Millman):

5.1 Discuss and take possible action to adopt Amendment to purchasing policy regarding Uniform Guidance Procurement Standards set forth in Code of Federal Regulations.

Ms. Millman said this amendment only applies to towns if they have a procurement using federal funds. The Town’s auditors said they would prefer that the language is incorporated into the existing purchasing policy even though they would still have to abide by the regulations anyway. She added that when they went through it there are areas where the town is even more stringent than these regulations and, in those instances, they would follow the town regulations.

Mr. Hoey noted there is not a lot of federal funding that the town gets, but rather more pass-through funding such as the Community Development Block Grant Funding.

Motion: Upon a motion made by Ms. Ruoff and seconded by Ms. Renner, the board voted unanimously to adopt the Amendment to the purchasing policy regarding Uniform Guidance Procurement Standards set forth in the Code of Federal Regulations.

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

6. Consider and take possible action on Proclamation celebrating 100th Anniversary of the League of Women Voters of the United States.

Mr. Hoey said 2020 marks the 100th Anniversary of the League of Women Voters.

Ms. Low explained that February 14th is the Founder’s Day of the National League of Women Voters whose mission it became to educate women to become familiar with the issues and candidates so they can vote independently.

Mr. Hoey read the proclamation.

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to approve the Proclamation celebrating the 100th Anniversary of the League of Women Voters of the United States.

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

6a. Discuss and take possible action on notice of default on the Northern Heights

Haying/Harvesting License.

Mr. Hoey explained the contractor is unable to fulfill the duties of the agreement due health issues. The Agricultural Commission would like Mr. Magee to issue a default notice through certified mail stating that the license will be revoked.

Mr. Magee said he did have a conversation with the contractor and they understand the situation. He added that they will go out to bid for another license. The Town may not get as much money the next time, because some additional work will be required to get the field prepared. He noted that it is usually a five-year contract.

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to authorize Mr. Magee to issue a notice of default on the Northern Heights Haying/Harvesting License and notify the lease holder that the town will be terminating the license within 30 days of the notice.

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

7. Appointments and Resignations:

7.1 Act on resignation received from Judy Sullivan from the Parks and Recreation Commission.

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to accept with regret and appreciation the resignation received from Judy Sullivan from the Parks and Recreation Commission.

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

7.2 Act on recommendation to appoint Jack Evans to the Parks and Recreation Commission for a term to expire February 28, 2024.

Mr. Hoey said he received correspondence from the Parks and Recreation Commission expressing concerns about this appointment as it relates to Jack Evans in his role at the Guilford Yacht Club. There was a situation where the town had to involve outside counsel and the previous administration ceased all activities with the Yacht Club. He recommended the board table the appointment pending more investigation.

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Ruoff, the board voted unanimously to table action on the appointment pending further investigation.

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

7.3 Act on recommendation to reappoint John Jagielski to the Parks and Recreation Commission for a term to expire February 28, 2024.

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Hoey, the board voted unanimously to reappoint John Jagielski to the Parks and Recreation Commission for a term to expire February 28, 2024.

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

7.4 Act on recommendation to reappoint Teresa Buchanan to the Historic District Commission for a term to expire January 31, 2025.

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to reappoint Teresa Buchanan to the Historic District Commission for a term to expire January 31, 2025.

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

7.5 Act on recommendation to reappoint Michael Mancini to the Historic District Commission for a term to expire January 31, 2025.

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to reappoint Michael Mancini to the Historic District Commission for a term to expire January 31, 2015.

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

7.6 Act on appointment of Laura Hartmann as an alternate to the Guilford Lakes Golf Course Commission to fill a vacancy for a term to expire September 30, 2022.

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to appoint Laura Hartmann as an alternate to the Guilford Lakes Golf Course Commission to fill a vacancy for a term to expire September 30, 2022.

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

8. Requests for Use of Town Property:

- 8.1 Act on request from the SARAH Foundation to use the Green October 4, 2020 for its Push-ups for SARAH Fundraiser.**
- 8.2 Act on request from the Country School to place signs on the Green advertising its April Tours taking place April 13-17, 2020 and its Secondary School Fair taking place April 23, 2020. (Sign Placements 3/30-4/13 and 4/13-4/23)**
- 8.3 Act on request from the Soccer Club of Guilford to place a sign on the Green advertising Spring Soccer Registration taking place February 28-March 13, 2020. (Sign Placement 2/28-2/13)**
- 8.4 Act on request from the Guilford High School Theatre Arts to place a sign on the Green advertising the Spring Production taking place March 19-28, 2020. (Sign Placement 3/5-3/19)**

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to approve all the Requests for Use of Town Property as outlined in items 8.1-8.4

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

9. Committee Reports

Mr. Federici explained that they are still undergoing the permit review process in Town Hall South.

Ms. Ruoff reminded everyone that tomorrow night, February 4, is the public hearing regarding the land transfer for an affordable housing development on the Woodruff Property. February 11 will be the Town Meeting and vote on that issue.

10. Correspondence

None

11. Old Business

None

12. New Business

None

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Hoey, the board moved items 14 on the agenda before Item 13 – Public Forum.

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

14. Discuss and take possible action on FY2020-2021 budget and Five-Year Capital Plan.

Mr. Hoey said it was a difficult budget year due to cuts from the state and the anticipated debt service increase related to the new high school, which will be the last year for that increase. He added that he believes they did a great job getting it down and believes it is a good budget. Since they met on Thursday there have been two positive additions. They met with advisors and there is an opportunity to refund debt.

Ms. Malavasi noted that refunding would provide an anticipated savings of \$73,000 for this budget. There will be more savings over the life of those bonds. She reduced the budget in anticipation of those savings.

Mr. Hoey said another piece of good news is they received the Grand List on Friday and it shows a growth of 1.25 percent, which creates a tremendous opportunity in terms of additional revenue. On Thursday the board seemed willing to support the budget if the Grand List increased by 1 percent, which would have yielded a 2.85% tax increase. With the even higher increase in the Grand List and the recent \$73,000 savings the tax increase would be about 2.44 percent. Mr. Hoey noted that these estimates are based on the superintendent's budget not the final Board of Education budget that will be submitted to the Board of Finance.

Motion: Upon a motion made by Mr. Hoey and seconded by Mr. Havrda, the board voted unanimously to send along to the Board of Finance and Operating Budget of \$31,569,607, which includes a Capital Budget of \$1,026,581 and a Debt Service Budget of \$10,495,185.

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

13. Public Forum

None

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to adjourn the meeting at 9:15 a.m.

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

Respectfully submitted,

Traci K. Brinkman

Clerk

Board of Selectmen