

**BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, FEBRUARY 19, 2019  
1:00 P.M. – TOWN HALL**

First Selectman Matthew Hoey called the meeting to order at 1:05 p.m.

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

Town Officials: Deputy Police Chief Butch Hyatt, Finance Director  
Maryjane Malavasi, Human Resources Director  
Mitch Goldblatt and Clerk Traci Brinkman.  
Environmental Planner Kevin Magee and Land  
Acquisition Commission Member Gary MacElhiney  
joined the meeting in progress

Others: About four others in the audience

Media: Guilford Courier Reporter Zoe Roos and Mike  
Graziano, taping for GCTV

**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 January 29, 2019 – Special Budget Workshop Meeting**

Mr. Federici noted a clarification to Page 2 with regard to the Employee Benefits discussion. The paragraph should be reworded to state... There was discussion about the Pension Committee lowering the assumption rate and when that is done it raises the required town contribution.

*Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to approve the minutes of the January 29, 2019 – Special Budget Workshop Meeting as amended.*

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

**3.2 January 30, 2019 – Special Budget Workshop Meeting**

*Motion:* Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to approve the minutes of the January 30, 2019 Special Budget Workshop Meeting as presented.

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

### **3.3 February 4, 2019 – Regular Meeting**

Ms. Renner noted a correction to item 4.1 it should state the water tower on Tanner Marsh Road not Flag Marsh Road.

*Motion:* Upon a motion made by Ms. Renner and seconded by Mr. Havrda, the board voted unanimously to approve the February 4, 2019 Regular Meeting minutes as amended.

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

### **3.4 February 7, 2019 – Special Meeting**

Mr. Federici noted a clarification to Page 1, Section 1. It should state that Mr. Hoey noted that the Grand List grew one-half of a percentage point. This will **favorably** impact the overall tax increase.

*Motion:* Upon a motion made by Mr. Federici and seconded by Ms. Renner, the board voted unanimously to approve the February 7, 2019 Special Meeting minutes as amended.

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

## **4. United Way (Kelly Fitzgerald):**

### **4.1 Discussion regarding Housing Diversion CDBG Grant.**

Ms. Fitzgerald explained that the United Way is the backbone agency for the Greater New Haven Coordinated Access Network., which is working to end homelessness. The Community Development Block Grant has money available for communities for shelter diversion and youth crisis housing.

Ms. Fitzgerald explained the Coordinated Access Network. She added that the federal government asked everyone to create these networks within their states and regions to combat the homeless crisis. Connecticut has seven regions across the state and there are 19 towns within the Greater New Haven region. The charge is to end homelessness and create a system that if

an individual or family does become homeless, it is short, rare and brief. She added that they look to address the need as it arises.

Mr. Hoey said many people do not think homelessness exists in Guilford, but it does. Many people who encounter homelessness here go into the cities where there are more services.

Ms. Fitzgerald said while the trends are declining, there is still homelessness and they have to start making investments to see that curve go to zero. One of the benefits of CAN is that it offers people a single entry point by dialing 211 if they are having a housing crisis, which leads to more efficient and effective intervention.

She added that the grant will allow them to increase their staff capacity on the shoreline so they can provide more outreach, engagement and have more CAN appointments. Ms. Fitzgerald said that \$350,000 is the cap for the grant, if all of the regions applied then each region would only receive a portion. She noted that in this case she thinks the amount for the Greater New Haven Region would be \$271,000.

Ms. Fitzgerald then went over the timeline. Guilford has already submitted its intent to apply. The Request for Proposal for a grant administrator should be going out shortly. In March they will have the required public hearing and will also convene the stakeholders. They will then finalize the proposal, which is due April 12.

*Motion:* Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to move forward with this application process.

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

## **5. Finance Director (Maryjane Malavasi):**

### **5.1 Receive report from Finance Director.**

#### Revenues

Ms. Malavasi said revenues are on track overall. They are slightly less than this time last year, but she is still anticipating a surplus as the end of the year. Next month she will start putting together an overall estimate for the end of the year. Local and state revenues are looking good.

#### Expenditures

Ms. Malavasi said expenditures are slightly higher than last year, which is due to changes in the billing cycles of larger contracts. Some budgets are trending

higher and others are below. Salaries have played a key role in some department savings due to changes in personnel.

Medical

Ms. Malavasi said they are continuing to see lower overall expenses. She added that she is anticipating a surplus at the end of the year totaling \$400,000 to \$600,000. Ms. Malavasi said they do have a plan and have put the Board of Finance on notice that they will be looking to move some money from this account to the OPEB Reserve Account. They will probably ask to transfer \$500,000.

**6. Consider and take possible action to award design and engineering for the replacement HVAC for Melissa Jones School to Antinozzi Associates in the amount of \$48,500 under the On-Call A&E Bid.**

*Motion: Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to contract with Antinozzi & Associates for design and engineering for the replacement HVAC for Melissa Jones School in the amount of \$48,500.*

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

**7. Discussion on plastic bag ban ordinance.**

Mr. Hoey said the board charged Sustainable Guilford with the Sustainable CT Certification and also to look at a possible Plastic Bag Ban Ordinance. He added that they have been doing their homework and feel they can have a general information session for residents and businesses. They currently have commitments from Big Y, Bishop's, Page's and the Marketplace. There are going to be smaller retailers impacted. The plan is to have some phase-in for six months. The first step is community engagement with an informational session/open forum. Mr. Hoey said they will hopefully have language and an ordinance to share at that time.

He added that there are 18 different bills in the legislature that have to do with banning plastic bags. Mr. Hoey said depending on how those fare this may become moot or they may want to tweak with a town ordinance. He added that New Britain just passed an ordinance and if inland communities are doing this there is no reason Guilford can't. Mr. Hoey said he wants to be prepared if the legislature doesn't pass something and this first step is a public informational session.

It was noted that Westport just passed an ordinance so it might be beneficial to have someone from there at the meeting as well as State Senator Christine Cohen.

Mr. Hoey noted that the challenging part is enforcement.

**8. Appointments and Resignations:**

**8.1 Act on resignation received from Richard Hersh from the Marina Commission.**

*Motion:* Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to accept with regret and appreciation the resignation received from Richard Hersh from the Marina Commission.

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

**9. Requests for Use of Town Property:**

*Motion:* Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to add to the agenda Item 9.4 a request for a sign from St. George Men's Group.

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

**9.1 Act on request from the Guilford Fund for Education to place a sign on the Green advertising its Spelling Bee taking place April 5, 2019. (Sign Placement 3/22-4/5)**

*Motion:* Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to approve the request from the Guilford Fund for Education to place a sign on the Green advertising its Spelling Bee taking place April 5, 2019. (Sign Placement 3/22-4/5)

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

**9.2 Act on request from the First Congregational Church of Guilford to use the Green April 14, 2019 for its Ecumenical Palm Blessing.**

*Motion:* Upon a motion made by Mr. Federici and seconded by Ms. Renner, the board voted unanimously to approve the request from the First Congregational Church of Guilford to use the Green April 14, 2019 for its Ecumenical Palm Blessing.

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

**9.3 Discuss and take possible action to support and recommend to the Green Committee, the placement of a plaque on the Green commemorating the 100<sup>th</sup> Anniversary of the Darrow – Rebuzzini American Legion Post 48.**

*Motion:* Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to support and recommend to the Green Committee, the placement of a plaque on the Green commemorating the 100<sup>th</sup> Anniversary of the Darrow-Rebuzzini American Legion Post 48.

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

**9.4 Act on request from the St. George Men’s Group to place a sign on the Green advertising its St. Patrick’s Day Dinner Dance taking place March 16, 2019. (Sign Placement 3/2-3/16)**

*Motion:* Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to approve the request from the St. George Men’s Group to place a sign on the Green advertising its St. Patrick’s Day Dinner Dance taking place March 16, 2019.

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

**10. Correspondence**

**10.1 Public Works Report**

**10.2 Building Official’s Monthly Report**

Both reports were received without comment.

**11. Committee Reports**

Mr. Federici said they are waiting on a form to be designed with regard to the building permit committee.

Ms. Ruoff said the Housing for Economic Development Committee issued the RFP for potential affordable housing developments for the Woodruff/Rollwood property. The deadline was February 15 and they received a total of five proposals. The committee will meet March 4<sup>th</sup> at 5 p.m. to look at the proposals and then at some point they will interview candidates. She added that there will be a lengthy process.

**12. Old Business**

None

**13. New Business**

None

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

Cindy Vaporis of 7 Alpine Drive in East Haven discussed Mr. Young not being able to bring gifts to Simon even though the first selectman told her that would be possible. Mr. Hoey and Ms. Vaporis had a discussion about this issue. Mr. Hoey noted that he has not authority over the police department/animal control, which is under the jurisdiction of the police commission.

Ms. Vaporis noted a number of dogs in other towns that have been released back to their home or rescue organizations. She also expressed concern that there is no full-time Animal Control Officer at the Animal Shelter. Dogs with not enough human contract will have behavioral changes.

Mr. Hoey stated that the responsibility for adjudicating this matter is with the State Department of Agriculture and he does not believe the Department of Agriculture will take any action until the lawsuit filed by Dr. Young is resolved.

15. **Discussion on negotiation for potential purchase of property. (Executive Session may be required)**
16. **Discuss and take possible action to authorize donated sick leave for a Guilford Police Officer. (Executive Session will be required)**
17. **Discuss and take possible action to authorize donated sick leave for a GEA employee. (Executive Session will be required)**

*Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to enter into executive session at 2:27 p.m. to discuss the potential purchase of property, donated sick leave for a police officer and a GEA employee. The board invited into the Executive Session Mr. Goldblatt, Ms. Malavasi and Lt. Chief Hyatt for item #16; Mr. Goldblatt, Ms. Malavasi and Town Clerk Anna Dwyer for item #17 and Mr. MacElhiney, Mr. Magee and Ms. Millman for Item #15.*

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

Ms. Ruoff had to leave the meeting during the executive session.

*Motion: Upon a motion made by Mr. Federici and seconded by Ms. Renner, the board voted to return to public session at 3:45 p.m.*

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

*Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted to authorize the donation of sick leave for a Guilford Police Officer in accordance with the established town policy.*

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

*Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted to allow the Land Acquisition Commission to enter into negotiations for the property up to the discussed value and to appoint Mr. MacElhiney and Mr. Magee to negotiate for the town.*

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

The board took no action on Item #17.

*Motion: Upon a motion made by Ms. Renner and seconded by Mr. Havrda, the board voted to adjourn the meeting at 3:46 p.m.*

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

Respectfully submitted,

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Traci K. Brinkman  
Clerk  
Board of Selectmen