

**BOARD OF SELECTMEN
MEETING MINUTES
MONDAY, MARCH 16, 2020
8:30 A.M. – TOWN HALL**

First Selectman Matthew Hoey called the meeting to order at 8:35 a.m.

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

Town Officials: Finance Director Mayjane Malavasi, Human
Resources Director Mitch Goldblatt, Human
Resources Administrative Assistant Sally
Berezowskyj, Parks and Recreation Director Rick
Maynard, BOE Director Facilities/Operations Cliff
Gurnham, Facilities Engineer Steve Neydorff,
Economic Development Coordinator Brian
McGlone and Clerk Traci Brinkman

Media: 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. Havrda and seconded by Ms. Ruoff, the board
voted unanimously to move item 5 up on the agenda.*

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

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

5.1 Discuss and take possible action to waive the bidding and contract with Fuss & O'Neill EnviroScience, LLC for Environmental Consulting CA & Testing Services for the Melissa Jones Windows and Doors Replacement Project.

Mr. Gurnham explained that they will be moving forward with the Melissa Jones Window Project in the summer of 2021. They did window replacement on half the windows 3-4 years ago and the other half in a different aged section will be completed with this project. They tested one window and it came back positive for PCB's so they need to do additional testing and define the scope for this group of windows. This proposal from Fuss & O'Neill will cover the plan and scope for testing, remediation and filing with the state. He added that a

second proposal will follow in the future which will include testing during construction.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to waive the bidding and contract with Fuss & O'Neill EnviroScience, LLC for Environmental Consulting CA & Testing Services for the Melissa Jones Windows and Doors Replacement Project.

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

5.2 Consider and take possible action to contract with Red Thread under State Contract 12PSX0307 for floor water mitigation at Cox School.

Mr. Gurnham said three years ago they replaced the majority of the carpet in Cox School. Two years later the carpet started to curl up and fail. The manufacturer said there was a defect and they replaced all the carpet, but unfortunately that carpet started to fail. They came in a second time and used a different adhesive, but that didn't work either and the carpet started to fail. Mr. Gurnham said they are on border with the humidity level and water vapors coming out of the slab. If they mitigate the water it should stop the carpet issues. Once that is corrected, the company will again replace the carpet at no cost. He added, however, that the mitigation costs will need to be covered by the Board of Education.

There was discussion about getting some reassurance that the water mitigation project would not give the appearance of any culpability on the part of the Town.

Mr. Gurnham said they were originally going to do this during the April break, but since schools are closed they are going to try and get it done sooner.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to approve the contract with Red Thread under State Contract 12PSX0307 for floor water mitigation at Cox School.

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

3. Approve minutes of:

3.1 March 2, 2020 – Regular Meeting

Mr. Federici noted a clarification to Item 10. It should state Town Hall **South** fees.

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to approve the minutes of the March 2, 2020 Regular Meeting as amended.

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

4. Finance Director (Maryjane Malavasi):

4.1 Receive monthly report from Finance Director.

Revenues

Ms. Malavasi said the revenues are on track. She noted that selectmen’s revenue is high due to the sale of a public works truck to the Waste Transfer Station. She anticipates finance will meet its budget. The interest they are bringing in through STIF is dropping since it is market driven so she opened a new account that doesn’t rely on the market. She will be moving \$5 million into that account to try and mitigate losses by diversifying investments. The fire department anticipates meeting their budget as well.

Expenses

Ms. Malavasi said the legal budget is lower than anticipated, but union negotiations are coming up. The budget is at 67% at 67% through the year so they are right on track.

Medical

Ms. Malvasi noted a jump in February over \$1 million, but they are still ahead of the budget this year. Catastrophic Claims jumped up to 11 claims, but they are still projecting a \$1.3 million surplus.

4.2 Consider and take possible action on transfer to cover overages in Debt Interest and Principal and recommend to the Board of Finance.

Ms. Malavasi said she has explained in the past that to make the Debt Retirement Budgets whole they would need to transfer from the premium and reserve accounts that have been set aside.

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to approve and recommend to the Board of Finance the budget transfers from premiums and reserve accounts to the debt accounts as outlined in the Finance Director’s memo of March 12, 2020.

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

4.3 Discuss and take possible action on FY2020-21 Budget Reductions.

Mr. Hoey said the Board of Finance made minor revisions to the Town and BOE budgets of a \$50,000 to each. He added that based on up to date information given by CIRMA the recommendation is to reduce the Town's Worker's Compensation and LAP insurance by \$25,000 each.

Ms. Malavasi said the BOE had similar reductions as well.

Mr. Federici asked about the finance budget for next year and if there are any concerns about that. Ms. Malavasi said they did increase it \$100,000, but didn't increase it as much as they anticipated bringing in this year. Hopefully there is enough cushion there and she will continue to diversify investments.

Mr. Hoey said if there is concern about the revenue the Board of Finance can always make an adjustment in the mill rate to reflect those concerns.

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to make the budget reductions as outlined.

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

4.4 Discuss and take possible action on bonding resolution as prepared by bond counsel. (In addition, send the various school improvement projects for bonding to the Planning and Zoning Commission for mandatory referral pursuant to Section 8-24 of the Connecticut General Statutes.)

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to waive the reading and approve the following bonding resolution as prepared by bond counsel and to send the various school improvements projects for bonding to the Planning and Zoning Commission for mandatory referral pursuant to Section 8-24 of the Connecticut General Statutes:

RESOLVED, that the Board of Selectmen recommends that the Town of Guilford appropriate \$2,616,000 for upgrades to the heating, ventilation and air conditioning systems at Baldwin Middle School and Guilford Lakes Elementary School, the replacement of windows, doors and blinds at Guilford Lakes Elementary School and future project design costs for various Town schools. The appropriation may be expended for design, construction, renovation and installation costs, engineering and professional fees, materials, equipment, purchase costs, legal fees, financing costs, interest expense on temporary borrowings, and other costs related to the projects. The appropriation shall include any federal, state or other grants-in-aid received for the projects. The Standing Building Committee is authorized to determine the particulars of each of the projects. The Board of Selectmen may reduce or modify the scope of the

projects and the entire appropriation may be expended on the projects as so reduced or modified. No contract may be awarded for any component of the projects until it has been approved by the Board of Selectmen following receipt of a recommendation of the Board of Finance with respect thereto. The Board of Selectmen may, by resolution, transfer funds among the projects, so long as the total appropriation and bond authorization is not increased.

FURTHER RESOLVED, that the Board of Selectmen recommends that the Town finance the appropriation by issuing the Town's bonds, notes, temporary notes or other obligations in an amount not to exceed \$2,616,000 or so much thereof as may be necessary after deducting grants to be received for the projects.

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

4.5 Consider and take possible action on notice of Annual Town Budget Meeting and Budget Referendum.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to approve the following resolution as well as the notice for the Annual Budget Meeting and Referendum:

WHEREAS, the Board of Finance has recommended the annual budget to the annual budget meeting pursuant to Section 7-3(a) of the Town Charter; and

WHEREAS, the Board of Selectmen is required to set the date, time and place of the Annual Town Budget Meeting vote; and

WHEREAS, the Board of Selectmen has recommended that the Town of Guilford appropriate \$2,616,000 for upgrades to the heating, ventilation and air conditioning systems at Baldwin Middle School and Guilford Lakes Elementary School, the replacement of windows, doors and blinds at Guilford Lakes Elementary School and future project design costs for various Town schools, and that the Town finance said appropriation by issuing the Town's bonds, notes, temporary notes or other obligations in an amount not to exceed \$2,616,000, and

WHEREAS, the Board of Finance has recommended these appropriations and bond authorizations.

BE IT RESOLVED, that in accordance with Section 7-3 of the Town Charter, the Board of Selectmen hereby determines that the Town Budget, as recommended by the Board of Finance, for the period beginning July 1, 2020 and ending June 30, 2021 shall be voted upon at referendum to be held on Tuesday, April 21, 2020 between the hours of 6:00 A.M. and 8:00 P.M., and that notice of said referendum vote shall be incorporated into the warning of said Annual Town Budget Meeting.

Voting on the questions will be at the following polling places:

District 1: Calvin Leete Elementary School, South Union Street in Guilford

District 2: Abraham Baldwin Middle School, Long Hill Road in Guilford

District 3: Guilford Fire Headquarters, 390 Church Street in Guilford

District 4: Melissa Jones Elementary School, Ledge Hill Road in Guilford

District 5: A.W. Cox Elementary School, Three Mile Course in Guilford

Absentee ballots will be available from the Town Clerk's Office.

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

6. Parks and Recreation Director (Rick Maynard):

6.1 Consider and take possible action to award Bid #6-1920 – Nathanael B. Greene Community Center Boiler.

Mr. Maynard said they received seven bids that ranged from \$241,849 to \$346,750. The bids were reviewed by the architect and the Standing Building Committee and they recommend the awarding to the low bidder – Central Mechanical Services in the amount of \$241,849. They are hoping to get the project done in June.

Mr. Havrda asked if this was the most efficient system, because it is over 20 years old.

Mr. Neydorff said it is the more efficient and they are reducing from five to three boilers that will tie into the system.

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to award Bid #6-1920 – Nathanael B. Greene Community Center Boiler to Central Mechanical Services in the amount of \$241,849.

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

6.2 Discuss and take possible action to waive purchasing procedure and contract with Atlas Pyrovision Entertainment Group for the 2020 Fireworks Display.

Mr. Maynard said they have been using Atlas since 2000. Every year Atlas either quotes the lowest price or has the best quote. Their safety record is tremendous, they always put on the show that they quote and have always had a great display. The fire department said the company is professional and good to work with so he recommends the town contract with Atlas.

Ms. Renner asked when the last time was that they received multiple quotes.

Mr. Maynard said it was two years ago. This is the same price they gave the town last year.

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to waive the purchasing procedure and contract with Atlas Pyrovision Entertainment Group for the 2020 Fireworks Display.

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

6.3 Consider and take possible action to purchase grass seed and fertilizer from Site One Landscapes off of the CRCOG bid.

Mr. Maynard said the total amount for the grass seed and fertilizer is \$11,976.75. Site One is located in Guilford and they have the CRCOG bid.

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to approve the purchase of grass seed and fertilizer from Site One Landscapes off of the CRCOG bid.

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

6.4 Discussion regarding an ordinance to govern town parking lots, in particular Lake Quonnipaug and Jacob's Beach.

Mr. Maynard explained in the summer in particular at Lake Quonnipaug people are setting up pop up tents and grilling in the parking lot. It is dangerous because kids are sometimes running around the lot and they leave ash on the ground. He added that they don't have a problem with the pop up tents on the grassy area, but they can't have them in the parking area. Mr. Maynard said they are looking to have the board either clarify an existing ordinance or make a new ordinance eliminating tents in the parking area and one that is enforceable by the police, because they cannot have the gate guards with that responsibility.

Mr. Hoey agreed that this is a danger and said he would have in-house counsel put together something to tighten the ordinance.

Ms. Renner said there should be no tents or grilling in any parking lots.

7. Safe Streets Task Force:

7.1 Remove from table and take possible action on Guilford Safe Streets Task Force: Complete Streets Resolution.

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Ruoff, the board voted unanimously to remove from table for possible action the Guilford Safe Streets Task Force: Complete Streets Resolution.

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

Mr. Hoey said two changes were made that were highlights. They replaced the word shall in two places with should. He added that everyone is comfortable with these changes.

Motion: *Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to approve the Guilford Safe Streets Task Force: Complete Streets Resolution as noted with the two changes.*

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

8 Director of Human Resources (Mitch Goldblatt):

8.1 Consider and take possible action on recommendation for Initial Care Provider change.

Mr. Goldblatt said the Board of Selectmen determines the initial care provider for employee injuries.

Ms. Berezowskyj who chairs the Safety Committee explained that they have been using Concentra in New Haven for Occupational Health since April of 2019 when OccNow in Branford went out of business. There have been concerns with the length of time people need to wait to be seen, appointment mix-ups and difficulty reaching them by phone. They looked at other places, but unfortunately there is nothing on the shoreline. Three members visited Yale New Haven Occupational health which has branches in New Haven as well as Hamden. The Hamden location is only five miles further than Concentra. It is easy on and off of the highway, the facility has ample parking and well organized. So, they recommend the town switch to Yale for occupational health, however, they want to continue pre-employment physicals with Concentra because switching to Yale would be cost prohibitive.

Motion: *Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to change the Town's Initial Care Provider from Concentra to Yale Occupational Health.*

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

9. Discuss and update on Covid-19 and Town/BOE preparations.

Mr. Hoey wanted to update the board on developments regarding Covid-19. He said late last week he stopped all senior programs and activities including the senior

meal program at the Community, but not the Meals on Wheels Program. On Friday he decided to cancel all programs at the Community Center and Library, but then on Saturday decided to close both those facilities to the public. The Library is looking into ways to provide curbside service and maybe doing something similar for senior meals. He added that everything is still evolving. Mr. Hoey said it is not a matter of if it gets worse, but when. It will get worse if you look at other major countries. Curtailing activities makes sense.

Mr. Maynard noted that they are still providing senior bus service for medical appointments and shopping for necessities.

Mr. Hoey said Health Director Dennis Johnson has been doing a phenomenal job working with stakeholders in the community. He has been in contact with the state and making decisions when necessary. Mr. Hoey said he has convened executive committee meetings with specific departments such as police, fire, building, public works and human resources with Mr. Johnson taking the lead.

He added that many communities are making local disaster declarations and he wanted to go over certain powers, which he as a chief elected officer has in these situations.

Town Attorney Peter Barrett went over the state statute and town code sections that cover the declaration of a Local Civil Preparedness Emergency by the Chief Executive Officer. This authorizes the first selectman to furnish aid to other communities and share in federal reimbursements.

Mr. Hoey said decisions will need to be made in the future that will not be well received. Some people are calling for the shut down of restaurants and businesses are limiting the number of patrons. At this point he does not feel they need to do that here. He added that although he probably does not need it, he would like a resolution of support and for the board to weigh in on this.

Mr. Federici said this is an evolving problem and we should have as much local authority to act quickly as things develop.

Mr. Havrda said he has no issue authorizing the first selectman to do whatever necessary to keep the town and citizens safe.

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to approve a resolution of support for the first selectman to respond to circumstances as they evolve and declare a local civil preparedness emergency when he deems necessary.

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

Mr. Goldblatt then went over the parameters set up for employees with regard to ones exhibiting symptoms, others with compromised immune systems, those that need to

stay home with a sick relative, those that have to stay home to take care of kids out of school. In all of these cases they would be able to use sick time. There were also instructions regarding possible closure of town offices if it came to that.

Mr. Hoey noted he had a department meeting at 11 a.m. With regard to the Board of Finance meeting tonight, there are one or two members who will probably teleconference in and they are looking into ways to allow public input. He is recommending that non-critical boards and commissions cancel their meetings if possible except for those responsible for regulatory or fiduciary responsibilities.

Mr. Hoey then reminded everyone about the Mass Notification System.

10. Discuss and take possible action to set a public hearing date of March 31, 2020, 7:30 p.m. at the Town Hall to receive comment on the Town's application for a Small Cities Community Development Block Grant.

Motion: Upon a motion made by Mr. Hoey and seconded by Mr. Havrda, the board voted unanimously to set a public hearing date of March 31, 2020, 7:30 p.m. at the Town Hall to receive comment on the Town's application for a Small Cities Community Development Block Grant.

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

11. Appointments and Resignations:

11.1 Act on recommendation to reappoint Dean Mitchell to the Board of Fire Commissioners for a term to expire October 16, 2023.

Motion: Upon a motion made by Mr. Hoey and seconded by Mr. Havrda, the board voted unanimously to reappoint Dean Mitchell to the Board of Fire Commissioners for a term to expire October 16, 2023.

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

11.2 Act on appointment of Jeff Spooner to the Conservation Commission to fill a vacancy for a term to expire February 28, 2022.

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Havrda, the board voted unanimously to appoint Jeff Spooner to the Conservation Commission to fill a vacancy for a term to expire February 28, 2022.

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

11.3 Act on the reappointment of Colleen Otis to the Housing Authority for a term to expire March 31, 2025.

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Havrda, the board voted unanimously to reappoint Colleen Otis to the Housing Authority for a term to expire March 31, 2025.

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

12. Requests for Use of Town Property:

12.1 Act on request from Guilford Youth and Family Services and DAY to use the Green for its display of 200 Purple Flags.

12.2 Act on request from the Christ Episcopal Church to place a sign on the Green advertising its Pancake Breakfast taking place March 29, 2020. (Sign Placement 3/16-3/30)

12.3 Act on request from the Guilford Art League to use the Green and to place a sign on the Green advertising its Exhibit and Sale of Fine Art taking place July 17-29, 2020. (Sign Placement 7/3-7/17)

12.4 Act on request from the Guilford Fund for Education to place a sign on the Green advertising its Annual Spelling Bee taking place April 24, 2020. (Sign Placement 4/10-4/24)

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to approve the Requests for Use of Town Property as outlined in items 12.1-12.4.

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

13. Committee Reports

Ms. Ruoff said NeighborWorks met with town departments about the project. It went well. They were going to have a meeting tonight of the housing committee, but did not need to do so at this point. The project is still moving forward.

Mr. Federici said the Town Hall South Fee Committee is still moving forward as well.

14. Correspondence

14.1 Building Department Monthly Report

14.2 Public Works Report

Received without comment

15. Old Business

None

16. New Business

None

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

None

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to adjourn the meeting at 10:10 a.m.

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

Respectfully submitted,

Traci K. Brinkman

Clerk

Board of Selectmen