

**BOARD OF SELECTMEN
MEETING AGENDA
MONDAY, MARCH 18, 2019
8:30 A.M. – GUILFORD TOWN HALL**

First Selectman Matthew Hoey called the meeting to order at 8:34 a.m.

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

Town Officials: Finance Director Maryjane Malavasi, Human
Resources Director Mitch Goldblatt, Economic
Development Coordinator Brian McGlone,
Shirley Girioni from the Sign Committee and
Clerk Traci Brinkman

Others: Dawn Tiscia from the Guilford Art Center and
Dee Jacobs from Guilford Marketplace

Media: Mike Graziano, taping for GCTV

1. Pledge of Allegiance

Mr. Havrda led the pledge.

2. Approve minutes of:

2.1 March 4, 2019 – Regular Meeting

Motion: Upon a motion made by Ms. Ruoff and seconded by Ms. Renner, the board voted unanimously to approve the March 4, 2019 Regular Meeting minutes as presented.

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

3. Sign Committee (Brian McGlone / Shirley Gironi):

3.1 Receive report on signage project and take possible action to authorize the first selectman to sign CDOT easement applications.

Ms. Girioni said six years ago the GPA engaged non-profits, the town planner, economic development coordinator, first selectman and state agencies to develop a heritage tourism initiative. This signage project is the last step in that. They have completed the visitguilfordct.com website, kiosk at the community center, walking tours and the name and date plaques with QR codes on the commercial buildings. The current project is the welcome to Guilford and wayfaring signs is

one of their final goals. Right now there is a hodge podge of signage and many, like the historic town center signs, are faded and in disrepair.

Ms. Girioni said two years ago they established a subcommittee to address the signage, which has been composed of representatives from the GPA, Chamber of Commerce, Planning and Zoning and local businesses. The historic sensitive town signs will be removed and they will be placing new signs at different locations. She added that they need the support of the board and the first selectman has to sign the DOT applications since they will all be placed on CONDOT property off of I-95 exits at 57, 58 and 59. A local company has designed and fabricated samples. They reviewed multiple variations and chose the final one. The total cost for the six signs is \$30,000 and they also plan to establish a fund with another \$20,000 for future repairs/replacement.

Mr. McGlone said the easement forms need the signature of the first selectman. They are going to have fundraising initiatives to cover the \$30,000 cost and the \$20,000 fund. They have also talked to business sponsors and private donors. The GPA is going to make a contribution and they submitted a grant application to the Guilford Foundation. Mr. McGlone mentioned the committee members involved and noted they had some public workshops as well.

Examples of the signs were shown as well as maps showing the locations of the signs. Mr. McGlone said DOT representatives were present when they plotted these locations.

Ms. Girioni said after this they will focus on the Town Center and wayfaring signs.

Mr. Hoey said he wholeheartedly supports this. He noted that from the Green to the marina there is a lot of sign pollution and anything done to minimize this is helpful.

There was discussion about how this could benefit the Sustainable CT Certification.

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to authorize the first selectman to sign the Connecticut Department of Transportation easement applications.

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

4. Finance Director (Maryjane Malavasi):

4.1 Receive monthly report from Finance Director.

Revenues

Ms. Malavasi said at the end of February revenues are slightly better than last year at this time. Revenues are 97.4% collected versus 97.8% last year at this time. Taxes are not quite at 100% yet. Last year between March and June they brought in over \$900,000 due to a number of delinquencies this year, but all in all they are doing well.

Expenditures

Ms. Malavasi said expenditures are running slightly higher than last year at 65.7% versus 64.7% last year at this time. She noted that Debt Retirement interest is high, but she has other budgeted funds to credit that. They have been doing a good job on capital. Overall she added there is nothing alarming.

Mr. Hoey said earlier this month they had back to back storms he questioned how the Public Works overtime and materials was doing.

Ms. Malavasi said it is a bit higher than last year. She added that as they start to shrink the budgets, this will skew the year to year numbers.

Mr. Hoey noted at the end of February Public Works still had \$30,000 remaining and the demand should diminish now.

Medical Benefits

Mr. Hoey noted the surplus continues to grow.

Ms. Malavasi said the claims were high in February, because employees on the HSA pay more at the beginning of the year and as they go along then the town begins to pay. She added that they are anticipating a \$770,000 surplus this year.

Mr. Hoey said they are approaching the stop loss premium.

Ms. Malavasi said that premium increased \$400,000 in the coming year so their break-even point will be \$1.7 million. She added that the next few months will be a great indicator.

4.2 Discuss and take possible action on bonding resolutions 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 of the bond resolutions.

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. Renner, the board voted unanimously to approve the following bond recommendations:

RESOLVED, that the Board of Selectmen recommends that the Town of Guilford appropriate \$3,005,000 for upgrades to the heating, ventilation and air conditioning systems at Cox Elementary School, the replacement of windows, doors and blinds at Melissa Jones 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 \$3,005,000 or so much thereof as may be necessary after deducting grants to be received for the projects.

FURTHER RESOLVED, that the Board of Selectmen hereby refers the projects to the Town of Guilford Planning and Zoning Commission for a report under Section 8-24 of the Connecticut General Statutes.

RESOLVED, that the Board of Selectmen recommends that the Town of Guilford appropriate \$2,402,000 for the purchase of new and replacement vehicles and equipment, including a back hoe for the transfer station, a replacement fire engine and ambulance, dump trucks, a mower and an excavator. The appropriation may be expended for purchase costs, installation costs, professional fees, materials, equipment, 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 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 \$2,402,000 or so much thereof as may be necessary after deducting grants to be received for the projects.

RESOLVED, that the Board of Selectmen recommends that the Town of Guilford appropriate \$1,135,000 for the reconstruction of various Town roads and infrastructure improvements at the Department of Public Works site. The appropriation may be expended for the construction of a wash bay for Town vehicles, paving and patching costs for the parking area at the Department of Public Works site, design, construction, installation, renovation and purchase costs, engineering and professional fees, materials, equipment, 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 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 \$1,135,000 or so much thereof as may be necessary after deducting grants to be received for the projects.

FURTHER RESOLVED, that the Board of Selectmen hereby refers the road reconstruction projects to the Town of Guilford Planning and Zoning Commission for a report under Section 8-24 of the Connecticut General Statutes.

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

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

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to waive the reading and approve the following resolution:

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 \$3,005,000 for upgrades to the heating, ventilation and air conditioning systems at Cox Elementary School, the replacement of windows, doors and blinds at Melissa Jones 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 \$3,005,000, and

WHEREAS, the Board of Selectmen has recommended that the Town of Guilford appropriate \$2,402,000 for the purchase of new and replacement vehicles and equipment, including a back hoe for the transfer station, a replacement fire engine and ambulance, dump trucks, a mower and an excavator, 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 \$2,402,000, and

WHEREAS, the Board of Selectmen has recommended that the Town of Guilford appropriate \$1,135,000 for the reconstruction of various Town roads and infrastructure improvements at the Department of Public Works site, 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 \$1,135,000, 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, 2019 and ending June 30, 2020 shall be voted upon at referendum to be held on Tuesday, April 9, 2019 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.

BE IT FURTHER RESOLVED, that the question with respect to the Town Budget for the period beginning July 1, 2019 and ending June 30, 2020 shall be placed upon the voting tabulators or the ballot under the following heading:

QUESTION 1.

"SHALL THE TOWN OF GUILFORD APPROVE THE PROPOSED BUDGET FOR THE FISCAL YEAR JULY 1, 2019 THROUGH JUNE 30, 2020, AS RECOMMENDED BY THE BOARD OF FINANCE TO THE ANNUAL TOWN BUDGET MEETING OR AS REDUCED THEREBY?"

YES

NO"

Voters approving said question will vote "Yes" and those opposing said question will vote "No".

and federal legislators involved to make sure Stony Creek was able to bid and it worked. He noted that the original pedestal is from the Leete's Island Quarry and the abutments came from Stony Creek. And now Stony Creek Granite is in the museum as well, which is opening on May 16. In addition people at the Quarry were able to get a geological trademark and it is officially called Stony Creek Granite.

Motion: Upon a motion made by Ms. Ruoff and seconded by Ms. Renner, the board voted unanimously to add to the agenda a new Item #6 which is to take action on the purchase of a new Public Works Truck.

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

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to add to the agenda a new item 8.7 – Request to use the Green by the Guilford Performing Arts Festival.

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

6. Discuss and take possible action to purchase a new truck for the Public Works Department.

Mr. Hoey explained that a couple of weeks ago, the Public Works Director Tom Fillion who had been up for 40 hours due to back to back storms fell asleep at the wheel on his way home from work and got into a one vehicle accident. He didn't have any serious injuries, but the vehicle was a total loss. The salvage value of the 2016 truck is \$30,915. The purchase price of a similar new truck from Northwest Hills Automotive, which is an approved state vendor, would cost \$33,606. The difference is \$2,700.

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to purchase a new truck for Public Works from Northwest Hills Automotive in the amount of \$33,606.

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

7. Appointments and Resignations:

7.1 Act on recommendation to appoint Scott Edmond to the Housing for Economic Development Planning Committee to fill a vacancy.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to appoint Scott Edmond to the Housing for Economic Development Planning Committee to fill a vacancy.

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

Opposed: None
Abstaining: None

7.2 Act on recommendation to reappoint Randall McCartney to the Historic District Commission for a term to expire January 31, 2024.

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to reappoint Randall McCartney to the Historic District Commission for a term to expire January 31, 2024.

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

7.3 Act on request from the Marina Commission to move Anthony Coppola from alternate to regular member to fill a vacancy for a term to expire November 30, 2020.

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to move Anthony Coppola from alternate to regular member 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

8. Requests for Use of Town Property:

8.1 Act on request from the Guilford Art Center to waive section 214-2(a) of the Town Code to allow the serving of beer and wine during its Craft Expo on the Green taking place July 19-21, 2019 and for modifications to the approved Guidelines for Alcohol on the Green.

Dee Jacobs of the Guilford Marketplace said the past four years wine and beer has been served at the event. Three years ago guidelines were established for this with all possible events in mind. Two years ago they sought a waiver to expand the designated area to the entire food court so people with beer or wine could sit with individuals that didn't have it. They also asked for the waiver of 100% ID, but not the wristbands. The Marketplace still observed everyone and controlled the entrance and exit. In their four years of experience they only needed to deny someone once who didn't have an ID. This year they are asking for the waiver to expand the designated area, waiver for 100% ID and waiver for the wristbands. If they are not checking everyone's ID there is no reason for the wristbands. They will still monitor everything.

The board asked for these requests in writing and decided to forward this to the police chief and police commission for their consideration prior to taking action.

8.2 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 Original Fine Art taking place July 19-21, 2019.

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to approve the request from the Guilford Art League to use the Green and to place a sign on the Green advertising its Exhibit and Sale of Original Fine Art taking place July 19-21, 2019.

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

8.3 Act on request from the Country School to place a sign on the Green advertising its April Tours taking place April 15-18 and its School Fair taking place April 25, 2019. (Sign Placements 4/1-4/15; 4/15-4/25)

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to approve the request from The Country School to place a sign on the Green advertising its April Tours taking place April 15-18 and its School Fair taking place April 25, 2019. (Sign Placements 4/1-4/15; 4/15-4/25)

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

8.4 Act on request from the Guilford Keeping Society to place a sign on the Green advertising its Wines of the World fundraiser taking place April 27, 2019. (Sign Placement 4/13-4/27)

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to approve the request from the Guilford Keeping Society to place a sign on the Green advertising its Wines of the World fundraiser taking place April 27, 2019. (Sign Placement 4/13-4/27)

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

8.5 Act on request from the GHS Swim Team to place a sign on the Green advertising its Shredding Event taking place May 11, 2019. (Sign Placement 4/27-5/11)

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to approve the request from the GHS Swim Team to place a sign on the Green advertising its Shredding Event taking place May 11, 2019. (Sign Placement 4/27-5/11)

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

Opposed: None
Abstaining: None

8.6 Act on request from Guilford Youth and Family Services & DAY to place a display of purple flags on the Green from April 6-May 5, 2019.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to approve the request from Guilford Youth & Family Services & DAY to place a display of purple flags on the Green from April 6-May 5, 2019.

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

8.7 Act on request from the Guilford Performing Arts Festival to use the Green September 26-29, 2019 for a welcome center tent and performance area for its festival.

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to approve the request from the Guilford Performing Arts Festival to use the Green September 26-29, 2019 for a welcome center tent and performance area for its festival.

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

9. Correspondence

9.1 Public Works Monthly Report

Received without comment.

9.2 Building Official's Monthly Report

Received without comment.

9.3 Letter from S. Crain dated March 12, 2019 re: Circle Beach Road

Mr. Hoey explained that there are 11 houses in the Guilford portion of Circle Beach Road who are concerned about access to their properties during high tides and lunar cycles where they have to drive through a couple of feet of water on portions of the roadway. Since part of the road is in Madison he has been working with them as well. There might be some water company funds available for roadway improvements when they install the water main down there. The state is also contemplating making modifications to the boat launch area, which is a busier launch since it is free.

10. Committee Reports

Mr. Federici said he stopped in to see Erin who has been working on the new form. He added that the fact that the current Building Official is leaving is an opportunity and a challenge with regard to changing the system and bringing a new person on board.

11. Old Business

None

12. New Business

Mr. Hoey said on March 14, he presented a proclamation to the Guilford Apple Pi Robotics Team. They are very bright and industrious students from Guilford and Madison. He added that it is a regional team sponsored by the 4H Club. They will be competing in a series of events and hope to make it to the Nationals again. He will be declaring March 14 as Apple Pi Day every year.

Mr. Hoey noted that the audit report will be discussed at the Board of Finance meeting later that evening. Blum Shapiro has recommended two areas the town should address related to Capital Assets and implementing best procedures to create efficiencies in how they track them.

Ms. Malavasi explained that the majority of capital assets are in MUNIS except for infrastructure and roads.

Mr. Hoey said the second recommendation is regarding cybersecurity and engaging a third party to do a cyber threat analysis. He noted that the plan is to do that after all the IT upgrades are completed.

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

None

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to adjourn the meeting at 9:50 a.m.

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

Respectfully submitted,

Traci K. Brinkman
Clerk
Board of Selectmen