

**BOARD OF SELECTMEN  
MEETING MINUTES  
MONDAY, MARCH 19, 2018  
8:30 A.M. – GUILFORD TOWN HALL**

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

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

Town Officials: Finance Director Maryjane Malavasi, Human  
Resources Mitch Goldblatt, Parks and  
Recreation Director Rick Maynard, Town Planner  
George Kral, BOE Director of Technology Kevin  
Mitchill and Clerk Traci Brinkman

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 March 5, 2018 – Regular Meeting**

*Motion: Upon a motion made Mr. Havrda and seconded by Ms. Renner the board voted unanimously to approve the minutes of the March 5, 2018 Regular Meeting as presented.*

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

**3.2 March 6, 2018 – Special Meeting**

*Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to approve the minutes of the March 6, 2018 Special Meeting as presented.*

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

**4. Finance Director (Maryjane Malavasi):**

**4.1 Receive monthly report from Finance Director.**

Revenues

Ms. Malavasi noted that Town Clerk is a little lower than last year, however they really are on target because they adjusted the budget for this yet. Natural Resources is a little lower because they are experiencing less applications than normal and the ones that are coming in are for minor activities.

Ms. Malavasi explained that while they will be receiving a higher percentage in the ECS money since they budgeted for a lower amount, they will be receiving less in other state revenues. She added that the total revenue budget will reach 96.3% percent.

Ms. Havrda asked about fire revenues being lower.

Ms. Malavasi explained that Medicare reimbursement is less than normal and it is probably also a timing issue.

Mr. Hoey noted that tax is over 100 percent, which is the result of some people paying their taxes in full in December. They are significantly higher in tax interest and liens are way over as well.

Ms. Malavasi stated that the change in the tax law doesn't change the overall taxes, they were just paid earlier. She added that they did have a number of refunds because some residents paid in December and then the escrows came in January.

Expenditures

Ms. Malavasi noted that almost all the departments are where they should be. There are a couple they have discussed already so she won't go over those. She noted that Debt is over budget at \$735,672. She explained that this is the amount they planned to bring in from assigned fund balance that they received from bond proceeds.

Medical

Ms. Malavasi said medical was slightly higher than last month, but still lower than they budgeted. She noted that there was a large jump in March of last year

because of the HSA's. She added that this is the first full year for the BOE switch to the HSA and the start of the first for the town. Ms. Malavasi said the catastrophic claims have doubled. They are still below the premium, but they have four more months to go. She is still estimating a \$4.1 million fund balance at the end of the year.

Mr. Hoey asked Mr. Goldblatt if they would have a recommendation from the town's consultant in writing regarding the stop-loss.

Mr. Goldblatt said he should have that today. In discussions with the consultant, if the town changes the amount of the stop-loss it would increase the risk. Making a change due to one year is a dangerous precedent, especially since this has worked for them.

Mr. Hoey asked if he could get a five-year history on the threshold premium and the amount that was covered in those years. Mr. Goldblatt said he could get that for him.

Ms. Renner asked about a payment for withdrawal from a pension plan.

Mr. Hoey explained that this is for the Teamsters that are not covered by a town pension plan. When they moved them from GEA to Teamsters there was a buyout amount.

Mr. Goldblatt added that there was an additional buyout during the last contract negotiation when they were moved to a different plan because the current one was in critical condition. The current plan costs are less per employee than the previous one.

**4.2 Consider and take possible action on Town budget for FY2018-2019 as a result of Board of Finance reductions.**

The board already took action on the budget at its March 16 Special Meeting.

**4.3 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.)**

Mr. Hoey said this language was proposed by bond counsel and reviewed by town counsel.

*Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to approve the following resolutions:*

*RESOLVED, that the Board of Selectmen recommends that the Town of Guilford appropriate \$3,650,000 for upgrades to the heating, ventilation and air conditioning systems at Baldwin Middle School and Melissa Jones Elementary School and future project design costs for various Town schools. The appropriation may be expended for design, construction and installation costs, engineering 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.*

*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 \$3,650,000 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.*

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

**4.4 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 Ms. Renner, the board voted unanimously to 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 \$3,650,000 for upgrades to the heating, ventilation and air conditioning systems at Baldwin Middle School and 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 \$3,650,000, and*

*WHEREAS, the Board of Finance has recommended this appropriation and bond authorization.*

*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, 2018 and ending June 30, 2019 shall be voted upon at referendum to be held on Tuesday, April 10, 2018 between the hours of 7:00 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, 2018 and ending June 30, 2019 shall be placed upon the voting machines or the ballot under the following heading:*

*QUESTION 1.*

*"SHALL THE TOWN OF GUILFORD APPROVE THE PROPOSED BUDGET FOR THE FISCAL YEAR JULY 1, 2018 THROUGH JUNE 30, 2019, 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".*

*BE IT FURTHER RESOLVED, that the attached detailed appropriation and bonding resolution for the projects (the "Resolution") is hereby approved and shall be submitted to the Annual Town Budget Meeting to be held on April 3, 2018 in accordance with the attached Warning of Annual Town Budget Meeting, which is also hereby approved.*

*BE IT FURTHER RESOLVED, that pursuant to Connecticut General Statutes Section 7-7, as amended, and Section 7-5 of the Town Charter, the Board of Selectmen hereby submits the Resolution to a vote upon the voting machines or the ballot on Tuesday, April 10, 2018 between the hours of 7:00 A.M. and 8:00 P.M, and that notice of said referendum vote be incorporated into the notice of the Annual Town Budget Meeting.*

*BE IT FURTHER RESOLVED, that said Resolution shall be placed upon the voting machines or the ballot under the following heading:*

*QUESTION 2.*

*"SHALL THE TOWN OF GUILFORD APPROPRIATE \$3,650,000 FOR UPGRADES TO THE HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS AT BALDWIN MIDDLE SCHOOL AND MELISSA JONES ELEMENTARY SCHOOL AND FUTURE PROJECT DESIGN COSTS FOR VARIOUS TOWN SCHOOLS, AND ISSUE BONDS, NOTES OR OTHER OBLIGATIONS IN THE SAME AMOUNT TO FINANCE THE APPROPRIATION?"*

*YES*

*NO"*

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

*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 and Ruoff  
Opposed: None  
Abstaining: None*

#### **4.5 Discuss and take possible action on Investment Policy.**

Mr. Hoey said this policy came out of discussions on how to maximize interest income on deposits. This is an attempt to put together a policy to outline what is acceptable risk and what is and is not allowed as well as where the money can be placed by state statute.

Mr. Havrda stated that he likes that safety is first when listed among the priorities of safety, liquidity and yield.

Mr. Hoey said he will share this with the Board of Finance this evening.

Mr. Havrda suggested they have this reviewed by town counsel.

Mr. Hoey said it might also be beneficial to bring it to CCM or COG. He added that a determination should also be made as to which board has the final approval for this document.

Mr. Havrda said that both boards should be involved in this no matter who has the final say.

The board did not take action on the policy at this time since it is just a preliminary draft.

**5. BOE Director of Technology (Kevin Mitchill):**

**5.1 Discuss and take possible action on award of Bid #6-1718 – Wiring Upgrades for Guilford Public Schools.**

Mr. Mitchill explained that this is for all the six schools below the Guilford High School. It includes new fiber backbones for Cox and Lakes and copper cabling at all the schools to support a new wireless setup.

He added that they asked for bids for the equipment portion, the routing gear as well as the wiring piece. They ended up selecting different vendors for each.

Mr. Mitchill said the low bidder for equipment was CDW Government at \$36,669. He added that he has done extensive work with them. JK Systems from south Windsor was quite low on their bid for the wiring piece at \$33,545. He added that they did a scope review with them and checked their references. They are recommending they be awarded the wiring piece. The total bid amount is \$70,214.

Mr. Mitchill noted that this project qualifies for E-rate reimbursement by the federal government of 40% so they will get back about \$30,000.

*Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to award Bid #6-1718 – Wiring Upgrades for Guilford Public Schools to: Part 1 – Cabling to JKS Systems of South Windsor, CT for \$33,545 and Part 2 – Network Equipment to CDW Government LLC of Vernon Hills, IL for \$36,669. (Total amount \$70,214)*

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

**6. Town Planner (George Kral):**

**6.1 Consider and take possible action to award RFQ/RFP #2-1718 – Feasibility Study for Affordable Housing Development – Woodruff/Driveway Property.**

Mr. Kral gave a brief history of the project. They have received a \$50,000 grant to do a feasibility study on this town owned property for a potential affordable housing development. They received 13 proposals and the committee interviewed three on Friday. All three were very qualified, but after some discussion they agreed on Patriquin Architects of New Haven. He noted that Karin Patriquin is from Guilford. Their proposal is \$48,800, which is under the grant amount.

Ms. Ruoff noted that a number of individuals with the firm either lived in Guilford or had done work in Guilford in addition to meeting all the other criteria. All three were excellent, but they feel confident with this firm's quality and timeliness.

Mr. Kral said the first step in this process will be to determine if the site is physically feasible with regard to sewage disposal and environmental impacts. If that first step is positive, the next step will be to develop hypothetical preliminary plans. The third step will be to determine if there is interest to potential developers and then solicit proposals for actual development. They would also review plans with neighbors and others interested to make sure it is something the community agrees with. He added that this study shouldn't take too long and they would expect to receive it in a number of months.

*Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Hoey, the board voted unanimously to award RFQ/RFP #2-1718 – Feasibility Study for Affordable Housing Development – Woodruff/Driveway Property to Patriquin Architects of New Haven in the amount of \$48,800 and authorize first selectman to enter into contract.*

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

**7. Parks and Recreation Director (Rick Maynard):**

**7.1 Discuss and take possible action to waive bidding if necessary and approve consultant services for new GHS synthetic turf field to analyze failure conditions, diagnose cause of a failure and develop remedial scope to restore field for play.**

Mr. Maynard explained that the new synthetic turf at Guilford High School was completed in December of 2016 and was used last year. This past January they noticed a separation of four inches and underneath, the shock pad is pulling apart. He added that this is happening at the 30-yard line and in the same area on the eastern side. In addition there is also some separation on the southern sideline. Mr. Maynard said he met with the installers, shock pad company and the carpet company as well as the Standing Fields Committee. He added that

Attorney Jeff Donofrio recommended that the town seek an independent consultant to determine the cause of this. The field has been closed. He solicited proposals from seven firms and three responded. After evaluating the first they are recommending the board enter into a contract with Kaestle Boos Associates of New Britain for up to \$40,000. They felt they had the best grasp on what needs to be done and they had the best ability to address the issue, because they are also field designers. He added that the cost depends on the amount of material testing. Mr. Maynard said the cost will probably be less. He added that they will be coming back to board for specifications on what needs to be done to fix this. Mr. Maynard said everything is under warranty – the carpet has an eight year warranty and the shock pad has a 20 year warranty.

Ms. Renner asked if everything is still under warranty, why this is the towns responsibility.

Mr. Maynard said they have asked the installer, carpet and shock pad companies to determine the cause, however Jeff Donofrio recommended the town has an independent consultant do a parallel analysis at the same time.

Mr. Havrda asked if this cost could be covered under the warranty.

Mr. Hoey said if it was nothing the town did there is an expectation we could recover this cost.

Mr. Maynard said whatever the fix is they want to make sure that it is done right.

Mr. Hoey said the town needs to have a set of facts rather than rely on the vendors who may or may not have the same motivation that the town does.

*Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to waive the bidding and approve an expenditure of up to \$40,000 to Kaestle Boos Associates to analyze failure conditions, diagnose cause of a failure and develop remedial scope to restore field for play.*

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

**7.2 Consider and take possible action on expansion of Nut Plains Parking lot as an Eagle Scout project.**

Mr. Maynard said he is representing the eagle scout since he is in school. Mr. Maynard explained that there is a need for more parking at Nut Plains Park. When you pull in, the dog park is to your right and there is a wooded area to the left with an area of dirt and grass in front of it. People currently park there now. He added that the scout would dig out that area down a foot, then add nine inches

of two inch stone and three inches of processed stone. Mr. Portley provided guidance on the project. This would create eight more spaces. He added that no trees would be taken down. There is a little bit of brush there that would be cleared out. He would not be encroaching into the wooded area. This is just formalizing where people are parking now and making it better. He hopes to do this in mid-May.

Mr. Maynard said the cost is about \$2,000 and Parks and Recreation has the funds to cover. The eagle scout is also doing some fundraising.

*Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to approve the expansion of the Nut Plains Parking lot as an Eagle Scout project and as outlined by the Parks and Recreation Director.*

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

**8. Discuss and take possible action on Fair Housing Resolution for the Town of Guilford.**

Mr. Hoey noted that this is a requirement for the Town's application for a Small Cities grant that will provide interest free loans for certain home improvements for individuals who qualify.

*Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to approve the following Fair Housing Resolution:*

*Whereas, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and*

*Whereas, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and*

*Whereas, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and*

*Whereas, The Town of Guilford is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement*

*publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.*

**NOW THEREFORE, BE IT RESOVED,**

*That the Town of Guilford hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and*

**BE IT FURTHER RESOLVED,**

*That the chief executive officer of the Town of Guilford or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of Guilford and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.*

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

**9. Appointments and Resignations:**

**9.1 Act on resignation received from Hank Graver from the Marina 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 Hank Graver from the Marina Commission.*

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

**9.2 Act on appointment of David DeMaio to the Standing Building Committee to fill a vacancy for a term to expire June 17, 2020.**

*Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to appoint David DeMaio to the Standing Building Committee to fill a vacancy for a term to expire June 17, 2020.*

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

*Abstaining: None*

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

**10.1 Act on request from Closer to Free Ride to use the Green September 8, 2018 as a rest stop for its participants.**

*Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to approve the request from the Closer to Free Ride to use the Green September 8, 2018 as a rest stop for its participants.*

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

**10.2 Act on request from the Guilford Art League to use the Green and to place a sign on the Green advertising its Art Exhibit and Sale taking place July 13-14, 2018. (Sign Placement 7/1-7/15)**

*Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, 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 Art Exhibit and Sale taking place July 13-14, 2018. (Sign Placement 7/1-7/15)*

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

**10.3 Act on request from The Country School to place a sign on the Green advertising its Tour Days taking place April 18-19, 2018. (Sign Placement 4/1-4/15)**

*Motion: Upon a motion made by Ms. Ruoff 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 Tour Days taking place April 18-19, 2018. (Sign Placement 4/1-4/15)*

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

**10.4 Act on request from the Keeping Society to place a sign on the Green advertising its Annual Wine Tasting taking place April 21, 2018. (Sign Placement 4/6-4/20)**

*Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted*

*unanimously to approve the request from the Keeping Society to place a sign on the Green advertising its Annual Wine Tasting taking place April 21, 2018.  
(Sign Placement 4/6-4/20)*

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

**11. Correspondence**

The Building Official's and Public Works monthly reports were received without comment.

**12. Committee Reports**

Mr. Hoey said the board should start thinking about these.

**13. Old Business**

Mr. Hoey noted that at 2 p.m. he has a kickoff call for the Clear.Gov transparency software. They will get all the budget information on this web based tool and it will draw comparisons to other towns.

**14. New Business**

None

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

None

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

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

Respectfully submitted,

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Traci K. Brinkman  
Clerk  
Board of Selectmen