

**BOARD OF SELECTMEN  
MEETING MINUTES  
MONDAY, APRIL 1, 2019  
8:30 A.M. – TOWN HALL**

First Selectman Matthew Hoey 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: Finance Director Maryjane Malavasi, Human  
Resources Director Mitch Goldblatt, In-House  
Counsel Pam Millman, Police Chief Jeff  
Hutchinson, Town Engineer Janice Plaziak,  
Seniors Program Coordinator and Clerk  
Traci Brinkman

Others: Three people in the audience

Media: Mike Graziano, taping for GCTV

**1. Pledge of Allegiance**

Mr. Havrda led the Pledge of Allegiance.

**2. Public Forum (Limited to 3 minutes on agenda items)**

None

**3. Approve minutes of:**

**3.1 March 18, 2019 – Regular Meeting Minutes**

Ms. Renner noted a correction to Page 3 regarding Revenues. It should state that revenues are 97.8% collected this year versus 97.4% last year at this time.

Mr. Federici said with regard to the discussion about signs, he wanted to note that the old faded signs have already been taken down.

*Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to approve the minutes of the March 18, 2019 Regular Meeting as amended.*

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

**3.2 March 20, 2019 – Special Meeting Minutes**

*Motion:* Upon a motion made by Ms. Renner and seconded by Mr. Havrda, the board voted to approve the minutes of the March 20, 2019 Special Meeting as presented.

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

*Motion:* Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to add to the agenda to take action on the Town's participation in a Federal Program for equipment sharing among police departments.

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

Chief Hutchinson explained that this is a surplus equipment program that they usually participate in and take advantage of. Historically he has signed this, but this year they are requiring the governing boards to approve. He added that it costs them \$250 for participation each year for administrative costs to implement the program.

*Motion:* Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to authorize the town's participation in the Federal Program for equipment sharing among police departments.

*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 add to the agenda as item 5.3 approval of sidewalk reconstruction work.

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

**4. Parks and Recreation (Terry Holland Buckley):**

**4.1 Discuss and take possible action on grant application for a new senior bus and authorize first selectman to sign.**

Ms. Buckley explained that they applied for this grant last year and finally received that bus in the fall. They do have other buses with high mileage. Both are 2008 buses with 110,000 and 108,000 miles. The useful life of a bus is five years or 100,000 miles. They have a grant opportunity again this year. Ms. Buckley said the demand for the senior buses is definitely growing and there has been a 20% increase over the past year.

*Motion:* Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to approve the grant application for the new senior bus and authorized the first selectman to sign the documents related to the grant.

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

**5. Town Engineer (Janice Plaziak):**

**5.1 Discuss and take possible action to purchase a vehicle for the engineering department off of State Bid #10PSX0239.**

Ms. Plaziak said the money for this will come from her current operating budget, which has a surplus due to personnel changes. Initially she asked for this in her capital budget for next year, but is using this year's money instead. She added that the state bid is a good opportunity to purchase a new vehicle. It is a small SUV, a Nissan Rogue with all-wheel drive totaling \$22,000.

Mr. Hoey said they are looking at trying to incorporate more hybrid or electric vehicles, but that is difficult to do with SUV's.

Mr. Havrda asked about consistency with other vehicles in town. He noted that the police use Explorers.

Ms. Plaziak said they did have a Ford Escape, but it was a couple of thousand dollars more. She talked to public works and they were not in favor of the Escape.

*Motion:* Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to approve the purchase of a Nissan Rogue from the Crowley Auto Group in the amount of \$22,000 off of State Bid #10PSX0239.

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

**5.2 Discuss and take possible action to award RFQ #2-1819 (State Project #59-TBD) – Engineering Design Services for Pedestrian Safety Improvement Project.**

Mr. Hoey said this is the sidewalk project from Adams Middle School to the Art Center. They are using Alternative Transportation Funding from a previous project for this project and received the support of SCRCOG. Engineering for the project has gone out to bid.

Ms. Plaziak said this is a federal aid project administered by the CT DOT and they have guidelines as to how they procure engineering services, particularly because this is a state scenic highway. She added that they put out an RFQ for consulting services. They received 14 proposals and narrowed it down to 5 firms which were interviewed and are recommending Tighe and Bond. The next step is to notify the firms that did not get selected then enter negotiations with Tighe and Bond for the cost of the project. When they settle on a dollar amount she will come back to the board.

*Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to award RFQ #2-1819 – Engineering Design Services for Pedestrian Safety Improvement Project to Tighe and Bond.*

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

**5.3 Consider and take possible action on sidewalk reconstruction work under Bid #9-1718 with William Laydon Construction in the amount of \$24,984.73.**

Ms. Plaziak explained that this is their regular maintenance program. Laydon is the on-call contractor through the bid process. These are areas that were identified last year that they were unable to get to, but are trying to get a jump on them this spring.

*Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to approve sidewalk reconstruction work under Bid #9-1718 with William Laydon Construction in the amount of \$24,984.73.*

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

**6. Consider and take possible action to award RFP #1-1819 – Program Administrator for Guilford Small Cities CDBG Public Service Grant.**

Mr. Hoey said this is related to the Housing Diversion Program. The board already approved moving forward on this. The Town is the fiduciary agent for the program.

This RFP is for a program administrator. The United Way of Greater New Haven was the lone respondent.

*Motion:* Upon a motion made by Ms. Ruoff and seconded by Ms. Renner, the board voted unanimously to award RFP #1-1819 – Program Administrator for Guilford Small Cities CDBG Public Service Grant.

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

**7. Discuss and take possible action to create an information storage policy.**

Mr. Hoey explained that during their work the Facilities Task Force has determined that they have some cleaning up to do with regard to storage of documents and that there are many boxes that they may not need to maintain. He added that they believe it makes sense to create or revise a storage information policy. Mr. Hoey said there are legal requirements that every department has and they will have some retention requirements, but perhaps they can put together a task force with different department heads to come up with a policy.

**8. Appointments and Resignations:**

**8.1 Act on recommendation to reappoint Chris Hodgson to the Guilford Lakes Golf Course Commission for a term to expire September 30, 2022.**

*Motion:* Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to reappoint Chris Hodgson to the Guilford Lakes Golf Course Commission for a term to expire September 30, 2022.

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

**8.2 Act on recommendation to reappoint Bernie Lombardi to the Building Code Board of Appeals for a term to expire October 15, 2022.**

*Motion:* Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to reappoint Bernie Lombardi to the Building Code Board of Appeals for a term to expire October 15, 2022.

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

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

**9.1 Act on request from the Closer to Free Ride to use the Green September 7, 2019 as a rest stop for its Bike Ride.**

*Motion:* Upon a motion made by Ms. Ruoff and seconded by Mr. Federici, the board voted unanimously to approve the request from the Closer to Free Ride to use the Green September 7, 2019 as a rest stop for its Bike Ride.

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

**9.2 Act on request from the North Guilford Nursery School to use the Green May 4, 2019 for its Community Tag Sale fundraiser.**

*Motion:* Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to approve the request from the North Guilford Nursery School to use the Green May 4, 2019 for its Community Tag Sale fundraiser.

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

**10. Correspondence**

None

**11. Committee Reports**

Mr. Federici said he has draft documents regarding the building permit project that he will distribute this week to the board.

Mr. Hoey said they are looking to move to a value based system regarding the permits rather than a permit by permit fee, which will make Guilford more consistent with many other towns in the region.

Mr. Federici said the fire commission also requested an increase in fees for the fire inspector.

Ms. Ruoff said the Housing For Economic Development Plan Committee interviewed five candidates for a possible affordable housing development on the Woodruff property. She added that they anticipate bringing forward a recommendation at the April 15 selectmen's meeting.

**12. Old Business**

None

**13. New Business**

None

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

Cindy Vaporis of 7 Alpine Drive, East Haven spoke about Simon the dog. She noted that two dogs in Hamden were recently sent to live in a sanctuary in Florida after being held for 10 years. While this is not what the owner wants, it might be best for the animal. She added that more Guilford residents are speaking up for Simon because they have become aware of the situation. A conclusion has to come, because she doesn't want to see the dog put down.

Mr. Hoey said the Department of Agriculture has scheduled the conclusion of the hearing on April 24<sup>th</sup>. All parties will be back at the table.

**15. Members of the Board of Selectmen will take a brief tour of town facilities with representatives of the Facilities Task Force.**

The board adjourned this portion of the meeting and then went on a tour of town facilities with representatives of the Facilities Task Force. Present on the tour was Mr. Hoey, Ms. Renner, Mr. Havrda and Mr. Federici, Facilities Engineer Steve Neydorff and Facilities Task Force members Gary MacElhiney and Barbara Casey. Facilities visited included Town Hall South, Graves Avenue, the Old Public Works Garage on Boston Street, the Library, Public Works, Community Center, Woodruff Property, Food Bank, Marina, Jacobs Beach, Social Services, the Public Safety Complex (Police and Fire) and the Transfer Station. Discussion centered around, storage issues, building maintenance, potential improvements and possible short and long term solutions to identified problem areas.

*Motion: Upon a motion made by Ms. Renner and seconded by Mr. Havrda, the board voted to adjourn the meeting at 11:10 a.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