

Board of Selectmen Regular Meeting Minutes of May 6, 2019
**BOARD OF SELECTMEN
MEETING MINUTES
MONDAY, MAY 6, 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 and Louis Federici

Town Officials: Human Resources Director Mitch Goldblatt, Finance Director Maryjane Malavasi, In-House Counsel/Purchasing Pam Millman, Facilities Engineer Stephen Neydorff, Parks and Recreation Director Rick Maynard, Health Director Dennis Johnson, Police Chief Jeff Hutchinson, BOE Director of Operations/Facilities Cliff Gurnham and Clerk Traci Brinkman

Others: About three 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 on agenda items)

None

3. Approve minutes of:

3.1 April 15, 2019 – Regular Meeting Minutes

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted to approve the minutes of the April 15, 2019 Regular Meeting as presented.

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

4. Police Chief (Jeff Hutchinson):

4.1 Discuss and take possible action on purchase of two in-car video cameras from Watchguard video, a sole source vendor, with the bulk of funding coming from a federal grant.

Chief Hutchinson said they are looking to purchase two in-car dash cameras. They are the same they have in the car now. The total cost is \$10,340, but \$10,000 of that is coming from a Federal Grant with the remaining \$340 coming from their capital account.

Mr. Hoey asked how long the cameras usually last.

Chief Hutchinson said they last about five years. There was a brief discussion on the camera policy.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to approve the purchase of two in-car video cameras from Watchguard video in the amount of \$10,340.

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

4.2 Consider and take possible action to waive the bidding, due to sole source, and approve purchase 24 body worn cameras from Watchguard video for police officers.

Chief Hutchinson said they are finally ready to purchase body worn cameras for the officers. He is requesting to waive the bidding and purchase from Watchguard so there will be integration with this system and the vehicle system. Chief Hutchinson said he is looking to purchase 24 cameras that will be shared among the officers. A private anonymous donor has contributed \$30,000 for this. He also has \$24,424.96 in a prior budget that has been continued in force, \$17,500 in capital for the servers. The total cost for the project is \$71,423.

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to waive the bidding and approve the purchase of 24 body worn cameras from Watchguard video for the police officers for a total amount of \$71,423 to be paid for from various funding sources.

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

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

5.1 Consider and take possible action to approve change order for Melissa Jones School Cooling Tower Pump Replacement.

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Mr. Gurnham said this portion of the work, replacing the piping from the cooling tower and pumps is outside the realm of the energy performance contract. Trying to incorporate what they are doing within the energy upgrades so it makes sense to have Johnson controls do the piping as well. He added that this should help with the energy performance. The proposal has been reviewed by the town's consultant, ECG and the SBC has recommended they award to JCI as a change order in the amount of \$54,499. Mr. Gurnham said this would be funded through money available in a 2017-2018 bond.

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to approve the change order for Melissa Jones School Cooling Tower Pump Replacement in the amount of \$54,499.

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

6. Parks and Recreation Director (Rick Maynard):

6.1 Discuss and take possible action to waive purchasing policy and approve contract for the Annual Fireworks Display.

Mr. Maynard said this is their 20th year doing the fireworks. Every year they use Atlas. They usually get quotes, but Atlas is either the lowest or the one that best meets the specifications. The fire chief and fire marshal are happy with Atlas and they always put on a great show. He requests the selectmen waive the purchasing procedure and contract with Atlas in an amount not to exceed \$15,000 to come from the Parks and Recreation Department's program account.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to waive the purchasing policy and approve a contract with Atlas Pyrovision Entertainment for the Annual Fireworks Display in an amount not to exceed \$15,000 to come from the Parks and Recreation Program Account.

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

6.2 Consider and take possible action to approve purchase of a trash truck and recycle unit off of Source Well.

Mr. Maynard said they are looking to purchase two separate units for trash and recycling pickup, because the single units do not have the arm to load the barrels. He added that he would like to purchase a trash truck and then a separate recycling unit which they can place onto the back of a pick-up. The recycling unit is about \$21,000. They can purchase off of the Source Well Consortium. CN Wood has a price of \$21,858. As far as the trash truck, he has an official quote from Safety Equipment out of West Haven for \$106,042, but it will take

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three months to get the vehicle. He has an unofficial quote from CN Wood who thinks he can supply the truck for under \$105,000 and they would be able to get it by July 1. The total amount budgeted is \$124,600.

Mr. Hoey said since the selectmen will be having a special meeting later this week he suggested they table this item to see if Mr. Maynard can get a second official quote and take action at that meeting.

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to table action to approve the purchase of a trash truck and recycle unit off of Source Well until the special meeting.

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

7. Facilities Engineer (Steve Neydorff):

7.1 Consider and take possible action to waive the bidding and approve contract for installation of ADA compliant railings for the back walkway at Youth and Family Services.

Mr. Hoey explained that someone a couple of months ago, who has physical limitations, took a fall outside of Youth and Family Services. He added that it is a long walkway and they determined they should make it ADA compliant for safety. He noted that this project was not contemplated in the budget.

Mr. Neydorff explained that they added lighting and removed the bushes. In addition they are looking to reconstruct the walkway and put in metal railings. He added that he has had difficulty getting prices, particularly from the current sidewalk vendor. He was able to get a quote from the previous sidewalk vendor as well as a quote for the railing.

Ms. Millman said because they have an existing contract with the current sidewalk vendor she thinks it is important to get in touch with him.

Mr. Hoey said they could also table this item to the special meeting and send the vendor an email asking if he would like to provide a quote by the close of business tomorrow.

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Havrda, the board voted unanimously to table action to approve contract for installation of ADA compliant railings and back walkway at Youth and Family Services until the special meeting.

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

8. Health Director (Dennis Johnson):

8.1 Consider and take possible action on approval of Amendment #4 to the Wright-Pierce Contract for Design of Water Main Project in the amount of \$210,045 and authorize the first selectman to execute the amendment.

Mr. Johnson explained that all the costs for Amendment #4 were incorporated into the amount approved at Town Meeting so this is not an additional cost to that. Procedurally this vote is necessary to complete the agreement with the consultant.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to approve Amendment #4 to the Wright-Pierce Contract for Design of Water Main Project in the amount of \$210,045 and authorize the first selectman to execute the amendment.

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

9. Director of Human Resources (Mitch Goldblatt):

9.1 Discuss and take possible action to award RFQ/RFP #4-1819 – Health Insurance Agent/Broker Services.

Mr. Goldblatt said they received 12 proposals and narrowed it down to five firms. The subcommittee met with the five firms and then brought four firms back for a second meeting. The recommendation is to give a one-year contract to Lindberg and Ripple for \$40,000. He explained that they broker medical benefits for employees. They test the market, even though the town has been with Anthem for many years. They also give a recommendation on the stop-loss and push back on price.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to award RFQ/RFP #4-1819 – Health Insurance Agent/Broker Services.

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

10. Discussion of the Safe Streets Mobility Task Force.

Mr. Hoey said he has finally found someone to chair the Safe Streets Mobility Task Force. His name is Sam Gerritz. They will go back to those that have shown interest to see if they are still interested. He hopes to have a slate of candidates for the second meeting in May. Mr. Hoey reminded the board that they secured \$350,000 in funding from the Board of Finance for consultants, facilitators and demonstration projects.

11. Consider and take possible action to set a public hearing date of Tuesday, May 28, 2019, 7:30 p.m. at the Community Center to receive public comment on “An Ordinance to Amend the Code of the Town of Guilford Chapter 236 Solid Waste and Recycling to include restriction of store use single-use plastic bags.”

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to set a public hearing date of Tuesday, May 28, 2019, 7:30 p.m. at the Community Center to receive public comment on “An Ordinance to Amend the Code of the Town of Guilford Chapter 236 Solid Waste and Recycling to include restriction of store use single-use plastic bags.

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

12. Discuss and take possible action on proclamation.

Mr. Hoey said this proclamation is honoring Mike Dorney who has been a long-time town counsel through various administrations in addition to being a mentor to our in-house counsel. He will be presenting this to him on Thursday at his retirement gathering.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to approve the proclamation.

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

13. Appointments and Resignations:

13.1 Act on reappointment of Keith Bishop to the Land Acquisition Commission for a new term to begin June 19, 2019 and expire June 18, 2023.

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Havrda, the board voted unanimously to reappoint Keith Bishop to the Land Acquisition Commission for a new term to begin June 19, 2019 and expire June 18, 2023.

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

13.2 Act on recommendation to reappoint Jack Evans to the Land Acquisition Commission for a new term to begin June 29, 2019 and expire June 18, 2023.

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to reappoint Jack Evans to the Land Acquisition Commission for a new term to begin June 29, 2019 and expire June 18, 2023.

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

13.3 Act on recommendation to appoint Sean Cosgrove to the Land Acquisition Commission as the Planning and Zoning Commission representative for a term to expire February 28, 2022.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to appoint Sean Cosgrove to the Land Acquisition Commission as the Planning and Zoning Commission representative for a term to expire February 28, 2022.

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

13.4 Act on recommendation to appoint Jason Marchi to the Inland Wetlands Commission for a term to expire February 28, 2023.

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to appoint Jason Marchi to the Inland Wetlands Commission for a term to expire February 28, 2023.

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

13.5 Act on appointment of Town Engineer Janice Plaziak as the Town's Municipal Recycling Coordinator in accordance with Chapter 236-7 of the Town Code.

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Havrda, the board voted unanimously to appoint Town Engineer Janice Plaziak as the Town's Municipal Recycling Coordinator in accordance with Chapter 236-7 of the Town Code.

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

14. Requests for Use of Town Property:

14.1 Act on request from the Shoreline Chamber of Commerce to use the Green and to place a sign on the Green advertising its Taste of the Shoreline taking place September 7, 2019. (Sign Placement 8/21-9/7)

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to approve the request from the Shoreline Chamber of

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Commerce to use the Green and to place a sign on the Green advertising its Taste of the Shoreline taking place September 7, 2019. (Sign Placement 8/21-9/7)

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

14.2 Act on request from the Guilford Keeping Society to place a sign on the Green advertising its Memorial Day Picnic taking place May 27, 2019.

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Havrda, the board voted unanimously to approve the request from the Guilford Keeping Society to place a sign on the Green advertising its Memorial Day Picnic taking place May 27, 2019.

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

15. Correspondence

None

16. Committee Reports

Mr. Federici said he should have something to present on the Building Permit Fee issue at the second meeting in May.

Mr. Hoey said the affordable housing committee has gone back to the top two firms to get fee proposals. Once the committee meets to review those they will then make a recommendation to the board.

17. Old Business

None

18. New Business

Mr. Federici said he attended an Eagle Scout Ceremony with Mr. Hoey on Sunday for Ross Benedict at St. John's Episcopal Church. For his project he fixed the fencing at Lake Quonnipaug adjacent to the pavilion. It was well done and he was well supported by his peers.

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

None

20. Discuss and take possible action on appeal from residents in accordance with Section 247-31 Right of Appeal, Article VII Elderly Tax Relief Program. (Executive session may be required)

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Renner, the board voted unanimously to enter into executive session at 9:32 a.m. to discuss the appeal from residents in accordance with Section 247-31 Right of Appeal, Article VII Elderly Tax Relief Program. The board invited Assessor Jennifer Bernardo and the resident.

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

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Renner, the board voted unanimously to return to public session at 9:52 a.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 unanimously to table action on the Elderly Tax Relief Program Appeal until the next meeting.

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

Mr. Hoey said he would like to get a list of the number of participants in the program, the range of income and which category they qualify under.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to adjourn the meeting at 9:53 a.m.

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

Respectfully submitted,

Traci K. Brinkman
Clerk
Board of Selectmen