



THE OLD STONE HOUSE

# TOWN OF GUILFORD

31 Park Street  
GUILFORD, CONNECTICUT 06437

SETTLED IN 1639

TELEPHONE (203)453-8015  
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**BOARD OF SELECTMEN  
MEETING MINUTES  
MONDAY, MAY 18, 2020  
8:30 A.M. – ELECTRONIC MEETING  
In accordance with Governor’s Executive Order 7B**

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, In-House Counsel Pam Millman, Human Resources Director Mitch Goldblatt, Fire Chief Charles Herrschaft, Police Chief Jeff Hutchinson, Parks and Recreation Director Rick Maynard, Seniors Program Coordinator Terry Holland-Buckley, Registrar of Voters Gloria Nemczuk and Lisa Kops, Town Engineer Janice Plaziak, Executive Assistant Karen Querica, BOE Director of Facilities Cliff Gurnham, Land Acquisition Commission Member Gary MacElhiney and Clerk Traci Brinkman

Others: Jeff Hocking

**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 May 4, 2020 – Regular Meeting**

*Motion: Upon a motion made by Ms. Ruoff and seconded by Ms. Renner the board voted unanimously to approve the minutes of the May 4, 2020 Regular Meeting as presented.*

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

### **3.2    May 8, 2020 – Special Meeting**

Motion:        Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to approve the May 8, 2020 Special Meeting minutes as presented.

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. Malvasi said over all they are at 100.1% collected and they are just lower than last year, but where they were two years ago. They got all the ECS money and they received more than budgeted, which they were expecting. They also received an additional \$80,000 in excess cost money. The BOE will not be requesting that so it will stay on the town side. Most departments should come in as budgeted. Some may be lower due to COVID. Interest income is lower, but they should meet their budgeted amount. Overall she is estimating a \$275,000 surplus on the revenue side.

#### Expenditures

Ms. Malavasi said they are down slightly than last year. Registrar of Voters shows a large savings since there was no primary and no referendum. She added, however, that there will be additional costs next year, but there are state grants to offset some of that. Legal is down due to negotiations going slower, but there will be expenses. Golf Course is down, because it is not completely open. Ms. Malavasi said there is a soft hold on Capital because the staff is only requesting items they truly need at this time. She added that overall there will be little or no surplus.

Mr. Hoey noted that the primary will be held, he questioned if they could continue in force the money from the current budget to the next budget.

Ms. Malavasi said they can certainly bring that to the attention of the selectmen and finance boards when that time comes.

There was discussion about how expenses related to COVID are being tracked. Ms. Malavasi said they are tracking through a separate line item. She noted that there is the potential for CARES Act funding through the fire department that would provide 90% of expenses versus 75% funding through FEMA. Ms. Malavasi said there is also the potential that the state may be funding COVID expenses directly and reimbursing towns up to 100%. She noted that they are working to get as much

reimbursement as possible. It was noted that state reimbursement may also be quicker than FEMA.

Medical

Ms. Malavasi said April claims were low and they expect to see the same in May due to COVID, but they may begin to ramp up in June as things start to open and elective procedures resume. She added that catastrophic claims are still low at 55% and this may be the year they do not meet the premium. She estimated the fund balance at the end of the year to be \$5.6 million.

Ms. Malavasi noted that they are moving forward with the bond refunding.

**4.2 Consider and take possible action on the FY2020-21 Budget as a result of Board of Finance reduction.**

Ms. Malavasi went over the two areas for the reduction in order to meet the \$100,000 decrease by the Board of Finance. She is recommending a reduction of \$55,029 in Medical Insurance and \$44,971 in police vehicles. The police department was able to reduce their request.

Ms. Renner just wanted to note that with this reduction capital is now under \$1 million.

*Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to make the reductions as highlighted in the report by the Finance Director, which include the \$55,029 reduction in medical and the \$44,971 reduction in police vehicles.*

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

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

**5.1 Discuss and take possible action to contract with Millennium Builders for Calvin Leete Doors and Lock Upgrades under the EZIQC Program.**

Mr. Gurnham explained that they have used the EZIQC Program before for projects. They are planning to do door and lock upgrades for the entire district exclusive of GHS. Leete is the first school getting it done. They wanted to start with one school to see how it goes and then will complete the remaining schools. This will allow teachers to be able to lock the door from the inside, which is an enhancement. They Standing Building Committee reviewed the proposal and recommended Millennium Builders.

*Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to contract with Millennium Builders for Calvin Leete Doors and Lock Upgrades under the EZIQC Program in the amount of \$39,529.64.*

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

**5.2 Consider and take possible action on change order for design work for the 595 New England Road building.**

Mr. Gurnham explained that the majority of design work has been done and the documents are about 90% complete. They got some estimated construction costs and it looks like the project would be over budget. They did some research to see how they could bring it within budget and after some investigation they came up with a new type of HVAC system that would allow them to use much of the existing system that is there now. He added that they would be enhancing the system instead of putting a whole new system in place. They need to redesign the HVAC portion and insert the new system into the construction documents, which is the reason for the change order. Mr. Gurnham said this change could reduce the cost by \$200,000 to \$300,000.

Ms. Renner said if Silver Petrucelli did the original work, she questioned why they didn't realize they could have done this in the first place to save \$300,000.

Mr. Gurnham explained that this system is not well known. The original system was installed in 2015 and they really had to do some research in order to find this new system that could work with the existing one.

There was discussion about the consolidation of all the BOE offices into this one location once the final project is completed as well as plans for the Lathrop House and other BOE office location on New England Road. As well as reimbursement for the GHS project. Ms. Malavasi noted that due to COVID the GHS audit was delayed, but it will be reassess after May 20.

There was discussion about potential for selling the Lathrop House building once vacated by the BOE. Mr. Hoey said there are some issues with that building such as no off street parking and it shares a common septic system with the library, but these are things that could be worked out by attorneys.

*Motion:*            *Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to approve the change order with Silver Petrucelli for design work for 595 New England Road in the amount of \$16,400.*

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

**5.3 Discuss and take possible action on award of Bid #8-1920 – Baldwin Middle School HVAC Upgrades – Phase 2.**

Mr. Gurnham said they went out to bid for Phase II of the Baldwin Middle School HVAC upgrades. There were seven bidders and the lowest was SAV Mor Cooling & Heating for \$1,483,000.

*Motion:* Upon a motion made by Mr. Hoey and seconded by Mr. Havrda, the board voted unanimously to award Bid #8-1920 - Baldwin Middle School HVAC Upgrades – Phase 2 to Sav-Mor Cooling & Heating in the amount of \$1,483,000.

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

**6. Police Chief (Jeff Hutchinson)**

**6.1 Discuss and take possible action to purchase a windows server and related licensing from DELL off of State Contract 13PSX0188.**

Chief Hutchinson explained that the agenda and PO was incorrect and this purchase was coming from DELL not Advances Office Systems, but everything else is the same. He added that servers are being purchased for public safety and they are putting in place these virtual servers to save on the hardware costs. This is the licensing that is separate from the equipment. He noted that this is a one time fee, not annual and the cost for this is coming out of the police budget.

*Motion:* Upon a motion made by Ms. Ruoff and seconded by Ms. Renner, the board voted unanimously to approve the purchase of the licensing for the windows servers from DELL off of State Contract 13PSX0188 in the amount of \$11,724.87.

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

**6.2 Consider and take possible action to contract with Hunt’s Photo and Video for a new interview recording system.**

Chief Hutchinson explained that there is a 15-year old legislative mandate that requires the department to record video and audio interviews. At the time it was implemented the department got a grant to purchase a system, but now that system is out of date and they need to replace it. He received three prices and Hunt’s Photo and Video was the lowest and they are the most experienced.

*Motion:* Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to contract with Hunt’s Photo and Video for a new interview recording system in the amount of \$22,510.

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

**7. Fire Chief (Charles Herrschaft):**

**7.1 Discuss and take possible action on the purchase of two Public Safety Servers from Advanced Office Products off of State Contract 13PSX02080 – MNWNC-106AB.**

Chief Herrschaft explained that they are replacing two public safety servers for the fire and police departments from Advanced Office Products off of the state contract. The cost is \$34,148 and the money is coming from bond funds.

Mr. Havrda said with regard to the pandemic and spending, there are necessary things that they still need to purchase and putting it off does not make sense.

*Motion:* Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to purchase two servers from Advances Office Products off of State Contract 13PSX02080-MNWNC-106AB in the amount of \$34,148.

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

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

**8.1 Discuss and take possible action to award contract for a Department of Public Works Facility Needs Assessment to Silver Petrucelli from the on-call consultant bid list.**

Ms. Plaziak said she had been working with the Facilities Task Force on an RFP for this prior to COVID. It became challenging to continue a public bid because there were a number of interested contractors and it was hard to hold a site visit, etc. They decided to continue on the schedule and instead solicit RFP's from the on-call consultants. They received four responses and recommend Silver Petrucelli because they best fit their needs, the cost is reasonable and they have experience with these types of projects.

It was noted that the Facilities Task Force has \$50,000 earmarked in a reserved account within the fund balance for consultants.

Mr. Havrda noted that one of the contractors not chosen was 30% less and the other two were 30% higher. He asked if there was a reason the low bid was not selected.

Ms. Plaziak said the consultant was not able to come to a site visit, because they were located in New York and at that time they were already in lock down. They also did not have experience with this type of project so they didn't feel they met the qualification level of Silver Petrucelli.

Facilities Task Force Member Gary MacElhiney said that three of them reviewed the proposals independently and all three had selected Silver Petrucelli as their first choice.

Mr. Havrda said there is an immediate need for this and this has been under discussion for a long time.

Ms. Ruoff said they have to watch every dollar, but that doesn't mean that they don't make decisions about certain projects. This may save them money in the long run.

*Motion:* Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to award contract for a Department of Public Works Facilities Needs Assessment to Silver Petrucelli from the on-call consultant bid list in the amount of \$21,000.

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

**8.2 Consider and take possible action on purchase of a backhoe for the Transfer Station from W.I. Clark through the Sourcewell Contract.**

Ms. Plaziak said they need a new backhoe at the Transfer Station. The current one is on loan from Public Works. It is unreliable and there has been ongoing maintenance costs with it. Ralph Casey from Public Works found the best option off the Sourcewell Contract. The total cost is just over \$90,000, but they will bill Madison for half the cost. A total of \$145,000 had been budgeted for this, so it is under budget.

There was discussion on whether Madison's approval is needed for this purchase. Ms. Plaziak felt in the agreement Guilford is responsible for maintaining the facility and back charging Madison for its share. Ms. Millman said she would review the agreement.

Mr. Hoey noted that they have had several discussions with Madison about the Transfer Station, including appointing its members to the Advisory Board. They also gave them fair warning this purchase was coming, but the money was never put in their town budget.

There was discussion about investigating merging transfer operations with Branford, but that would time much more time.

Ms. Malavasi explained that money for this purchase would come from bond revenue and any reimbursement from Madison would be put back into that bond authorization.

Mr. Hoey asked if they could work out an agreement with Madison to pay over the life of the bond instead of all at once. Ms. Malavasi said any option is on the table.

*Motion:*            *Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to purchase a backhoe for the Transfer Station from W.I. Clark through the Sourcewell Contract in the amount of \$90,773.68 contingent upon Madison Board of Selectmen approval if it is an existing requirement in the agreement between the two towns.*

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

**9. Registrar of Voters (Gloria Nemczuk and Lisa Kops):**

**9.1 Discuss and take possible action to apply for grants through the Secretary of State's Office for computer/technology upgrades as well as PPE/staffing for August Primary and November Election and authorize the first selectman to sign all documents related to the grants.**

Ms. Nemczuk explained that there is a federal grant given to each state for safe elections. Connecticut has been given \$5.4 million. The state will reimburse town's 50% up to \$3,000 for upgrades to technology/computers. The Town could therefore spend up to \$6,000. She

added that they are anticipating getting new computers and an extra one to help them on election days.

Ms. Kops explained that the state is also reimbursing all registrars for the costs of supplies relating to COVID. She added that they are currently assessing their costs and will be submitting a report to seek as much reimbursement as possible. The money also provides for additional polling staff.

Mr. Hoey noted that the technology they are purchasing would have been purchased anyway as part of their normal replacement program so if the state is willing to reimburse the 50% it just makes sense.

Mr. Federici had to leave the meeting at 9:52 a.m.

There was discussion about the voting process, possibly handing out more absentee ballots, but will still have people at the polls, which is why the state is picking up some of those costs.

*Motion:* Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted to apply for grants through the Secretary of State's Office for computer/technology upgrades as well as PPE/staffing for August Primary and November Election and authorize the first selectman to sign on documents related to the grants.

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

## **10. Parks and Recreation/Seniors (Terry Holland-Buckley):**

### **10.1 Consider and take possible action to accept grant through the Federal 5310 Program for the purchase of a new senior bus and authorize the first selectman to sign all documents related to the grant.**

Ms. Buckley explained that this would be the second bus under this grant program. They receive one two years ago. Most of the buses have high mileage and they got approved for another grant. The cost of the new bus is \$74,277 and they added one addition, a PA system which is needed for certain announcements and guided tours. The grant is for a total of \$56,000 so the town will be responsible for \$18,277, which is in the capital budget.

*Motion:* Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board to accept award of a grant for \$56,000 from the State of Connecticut under the Federal Section 5310 Program for the purchase of a 20 passenger wheelchair accessible bus with the \$18,277 balance of the purchase prices to come from the 2020-21 Capital Budget and to authorize the First Selectman to sign all documents related to the acceptance of the grant and purchase of this vehicle.

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

## **11. Appointments and Resignations:**



**11.1 Act on recommendation to move Phil Maltese from alternate to regular member on the Guilford Lakes Golf Course Commission to fill a vacancy for a term to expire September 30, 2020.**

*Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to move Phil Maltese from alternate to regular member on the Guilford Lakes Golf Course Commission to fill a vacancy for a term to expire September 30, 2020.*

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

**12. Committee Reports**

Ms. Ruoff said Guilford has been noted by COG for its affordable housing initiatives and seems to be moving ahead more than many other communities.

Mr. Hoey said Guilford is being held up as a model. They are not done yet, but there has been a lot of work that has been done on this issue.

**13. Correspondence**

**13.1 Public Works Department Monthly Report**

**13.3 Building Department Monthly Report**

Received without comment.

**14. Old Business**

None

**15. New Business**

None

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

Retired police officer Jeff Hocking asked the board to continue the tabling of the COLA increase decision for another 6-12 months so they can get a better grasp on the economic effects of COVID. His entire statement is attached to the end of the minutes.

**17. Discuss and take possible action on land purchase. (Executive session may be required)**

*Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted to enter into executive session at 10:08 a.m. to discuss a possible land purchase. The board invited Mr. MacElhiney and Ms. Millman and did not expect to be coming back to make a decision.*

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

*Mr. Havrda left the meeting and would not be attending executive session.*

*Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted to return to public session at 10:30 a.m.*

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

No further motions were made and no action was taken.

*Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to adjourn the meeting at 10:31 a.m.*

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

Respectfully submitted,

*Traci K. Brinkman*

Clerk

Board of Selectmen

May 18, 2020

RE: Public Comments at Selectman Meeting 5/18/2020 at 8:30 am

To the Board of Selectman,

My name is Jeffrey Hocking, I am a lifelong resident of Guilford and a thirty-two year Veteran of the Guilford Police Department, retiring in 2012

I am speaking to you today on my behalf and also the thirty-one other Pensioners listed below, a majority number of the entire Pensioner group, some who were able to attend this virtual meeting and many that were not.

Due to the recent Covid-19 Pandemic, the recent downturn in the economy and the foreseeable uncertainty over the next several months, we would respectfully ask that the Board of Selectman further table the COLA decision for a period of 6-12 months. A date of March 2021 is suggested as that would be one year from the recent Millman Report. The situation we are in is one which no one could have predicted nor are we able to accurately predict in the short term (next several months) what the full affect will be. We feel that it would be a reasonable assumption that by March of 2021 we will all have a better sense of the longer term affect and the financial condition of the Town of Guilford in general.

In reviewing the Pension Board minutes since 2008, the first two reviews do not give much detail as to the actual discussion but in 2010 it is noted that they are only going to fund \$1/2 million instead of the \$1 million obligation to the Pension Fund. In the last few cycles there does appear to be a common theme in the rejections that the Fund is not 100% funded and that if it had been they would have been more comfortable giving a COLA. In 2016 Ray Bower (present chairman) stated that his background being from the Private Industry, he was not in favor of a COLA without the Pension being fully funded. This is a public Pension Fund and is not subject to the range of laws that private sector Pension Funds are. To apply this 100% funding standard (which Public Pension Funds are not held to by law) as a reason for denial is wrong and unreasonable towards the Pensioners. It is the Towns decision to fund or not fund the Pension, we as Pensioners have funded our portion 100% every single week of our employment, many of us thousands of consecutive weeks. You would think that the reason for not funding the Pension Fund to the levels apparently desired by the Pension Board was a lack of money, but a review of the funding of the "Undesignated Fund Balance" during this same 12 year period of no COLA awards shows a different story. In 2008 when the last COLA was awarded the Undesignated Fund Balance was just over \$2.5 million. In the 12 years to follow, when COLA's were denied due to not enough funding to the Pension, this Undesignated Fund Balance has been funded over \$7 million to what is estimated to be on June 30 this year at least \$10 million dollars.

We would ask that this matter be further tabled for up to 12 months, suggested March 2021. Please don't forget the men & women who have risked their lives for the citizens of the Town of Guilford.

Sincerely,

Jeffrey Hocking  
Guilford Police Pensioner  
(203) 214-4670  
Email: babson55@yahoo.com

This letter was read by and approved by the specific Pensioners listed below:

Sandra Brooks  
Robert Norman  
Patrick Leary  
Daniel Leary  
Thomas Terribile  
William Maisano  
Robert Robinson  
Steve Renchy  
Jeffrey Reyka  
Linda Bouchard  
Jackie Cipollini  
Mike Denison  
Larry Ruggiero  
Fred Hill  
Geoff Pothin  
Chris Benzi

Henry Lindgren  
Victor Dumphily  
John Dunn  
Robert Dube  
Edward Bohan  
Al Magriz  
Bruce Denison  
Donald Thompson  
Rick More  
Eric Robinson  
Mike Iadaresta  
Charles Korn  
Scott Gardner  
Bill Coale  
Carl Jordan