

**BOARD OF SELECTMEN
MEETING MINUTES
MONDAY, MAY 20, 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: Lt. Jeff Provencher, In-House Counsel Pam
Millman, Assistant to the Finance Director
Sandra Offredi, Public Works Director Tom
Fillion, Peter Hawes from GPAF, Facilities
Task Force Members Gary MacElhiney and
Barbara Casey, Human Resources Director
Mitch Goldblatt, Assistant Fire Chief Mike
Shove, Economic Development Coordinator
Brian McGlone, Facilities Engineer Steve
Neydorff, Parks and Recreation Director Rick
Maynard and Clerk Traci Brinkman

Others: Sam Gerritz

Media: Guilford Courier Reporter Zoe Roos and Mike
Graziano, taping for GCTV

1. Pledge of Allegiance

Mr. Havrda led the pledge.

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to add to agenda item 3a. – to receive a recommendation from the Facilities Task Force.

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

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Havrda, the board voted unanimously to add to the agenda item 12.8 – a sign on the Green request from the Guilford Rotary.

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

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

None

3. Approve minutes of:

3.1 May 6, 2019 – Regular Meeting Minutes

Motion: *Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted to approve the minutes of the May 6, 2019 Regular Meeting as presented.*

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

3.2 May 8, 2019 – Special Meeting Minutes

Motion: *Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted to approve the minutes of the May 8, 2019 Special Meeting as presented.*

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

3a. Receive recommendation from the Facilities Task Force regarding storage barn behind Town Hall.

Mr. MacElhiney explained that there is an unheated barn behind Town Hall that has been used for a number of years, under no agreement, by two sports groups for storage. The building is locked and the town has no access to it, which is also a liability. He added that in their research there are a number of town departments with storage issues that could be mitigated in the short term by using this. Mr. MacElhiney said he believes there are Soccerfest and Lacrosse items stored there as well as a rumor about a third unidentified party. Being that Soccerfest is in June and lacrosse is in season, now is a good opportunity to vacate the building and leave it for town use. He added that this is not a permanent solution, but helpful for now in the interim.

Mr. Hoey asked if there are restrictions on what they can house there since it is unheated.

Mr. MacElhiney said there is, but it would still help for a number of items.

There was discussion about first alerting the groups about this before making a decision.

Mr. Hoey said he would reach out to the organizations and have a discussion with them. The ability to find another facility for them may be challenging and the board might consider some type of grace period.

4. Discuss and take possible action on appointments to the Safe Streets Mobility Task Force.

Mr. Hoey said he was able to find someone willing to chair the committee, Sam Gerritz. He added that he has been active in the community for a number of years and has a genuine interest in pedestrian safety. Mr. Hoey said his office has gone back to those who expressed interest in serving on the committee to see if they are still interested and most agreed they would still like to participate. He would like to appoint the first members today. Mr. Hoey read the names of the individuals. He noted that the town planner and town engineer would also be involved with this committee. There is \$350,000 that is available to them for a facilitator, consultant and demonstration projects.

Mr. Hoey said there is a wide sampling of individuals on this committee ranging from bike riders to walkers. They have people who were in favor of the Nut Plains Pathway and Shoreline Greenway Trail as well as those that were opposed. They have a draft charge and are going to work to refine it, but he will share it with the board.

Motion: Upon a motion made by Mr. Hoey and seconded by Mr. Federici, the board voted unanimously to appoint the following individuals to the Safe Streets Mobility Task Force: Jim Bussman, Bill Eggers, Sam Gerritz, Dolores Hayden, Helen Higgins, Mary Joe Kestner, Louis Mackall, Sarah Prown, Dick Reynolds, Mia Samsel, Kimberly Schmid, Melissa Shaw, Tim Sperry, and Sarah Williams.

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

5. Discuss and take possible action on the Free Keys Project and approve placement of a piano on the Green and outside of the Guilford Free Library.

Mr. Hoey said they did this last year for the first time. He said the new governor when he was in town stopped to play a piano.

Motion: Upon a motion made by Ms. Ruoff and seconded by Ms. Renner, the board voted unanimously to approve the placement of a piano on the Green and outside the Guilford Free Library as part of the Free Keys Project.

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

6. Finance Department (Sandy Offredi):

6.1 Receive monthly report from Finance Department.

Revenues

Ms. Offredi said revenues overall are at 101% collected versus 100.1% last year at this time. Golf revenues are down due to the rainy spring. The Fire Department is on track with 87% collected. Parks and Recreation is also on track since May and June are typically higher months for beach related revenue. All of the ECS money is in with the town receiving \$253,639 over what was budgeted. Included in the April revenue is \$39,066 of Excess Cost Grant – Prior Year Adjustment that has been transferred to the BOE in May, but is much lower than the \$133,000 they anticipated. She added that they are still expecting \$64,000 from the State for Municipal Grants in Aid appropriation, which will not cover the \$70,000 left to collect in that line, but will come close. Ms. Offredi said interest income, tax collections and ECS account for the majority of the \$1.3 million anticipated revenue surplus at year end.

There was discussion about the golf course. Mr. Hoey said he has had a discussion with the golf course chair and parks and recreation about this. he will convene a task force at some point on this.

Expenditures

Ms. Offredi said the insurance line will not be overdrawn once year end transfers from the Waste Transfer Station and Library are received. Approximately \$58,000 was received in May already. As reported in prior months, the legal department is expected to go over budget due to general legal expenses and assessment/revaluation claims. The Building Department is over budget due to the contracted services line item, which is offset by additional revenue in that department and is currently showing a surplus of \$86,000. The Fire Department is awaiting reimbursement from the SAFER grant for the last quarter. Public Works has some overages in the salary line item due to storm related overtime, however they are tracking almost exactly where they were last year and they did not over expend their bottom line. Capital is currently overspent by \$98,000, but transfers from reserve fund balance accounts will offset the technology overages and a grant will offset the police overage. Overall expenditures are only slightly higher than last year at this time. There will only be a small surplus by the end of the year – less than \$100,000, which does not include any overage the Board of Education may incur.

Medical

Ms. Offredi said April was the lowest month for claims. Catastrophic Claims have reached \$1.3 million, only \$34,000 shy of the ISL Premium. The estimated fund balance at June 30 is \$5.1 million.

There was discussion about OPEB and the Teachers' Pension.

7. Public Works Director (Tom Fillion):

7.1 Discuss and take possible action to purchase road sand for the 2019-2020 winter season from Seashore Construction pending Public Works Commission approval.

Mr. Fillion said he received a quote from Seashore for sand for the upcoming fiscal year and it is \$17.85 per yard versus the \$16.25 per yard they paid last year. He added that this increase is not surprising since there is a shortage of available product. The price through COG also increased from \$18.90 to \$19.38 with a \$2 delivery charge per yard on top of that. Mr. Fillion recommends they stay with Seashore. Their material is good; they always have it available and can usually get it to them within the next day. He added that they always commit to 2,400 yards.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Federici, the board voted unanimously to purchase 2,400 yards of road sand for the 2019-2020 season from Seashore Construction in the amount of \$17.85 per yard.

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

8. Police Department:

8.1 Consider and take possible action to approve purchase of radio equipment from Tactical Communications.

Lt. Provencher said they are looking to purchase six new portable radios to replace existing ones. These radios have digital capacity. They have replaced 30 so this continues the replacement plan to switch over to all digital radios. After this there are two more that will be replaced next fiscal year.

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Renner, the board voted unanimously to approve the purchase of radio equipment from Tactical Communications in the amount of \$8,912.40.

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

9. Facilities Engineer (Steve Neydorff):

9.1 Discuss and take possible action to contract with Perez Painting for exterior painting of Youth and Family Services.

Mr. Neydorff said he received three quotes and Perez Painting was the lowest. They have used them before and he would recommend going with them.

Motion: *Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to approve the contract with Perez Painting for exterior painting of Youth and Family Services in the amount of \$7,800.*

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

9.2 Consider and take possible action to contract with R&B Refrigeration and Heating to replace boilers at the Youth and Family Services.

Mr. Neydorff said he requested three quotes and received two back. R&B was the lowest so he recommends they go with them. This is for two new boilers they are converting to natural gas. R&B is a longstanding Guilford business that they have used before and funding is coming out of the energy bond.

Motion: *Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to approve the contract with R&B Refrigeration to replace boilers at Youth and Family Services in the amount of \$18,724.20.*

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

9.3 Discuss and take possible action to contract with Johnson Controls for upgrades to the Guilford Fire Department HVAC System.

Mr. Neydorff said he requested three quotes and received two back. Because it is proprietary Johnson Controls was the cheapest so he recommends they go directly with them.

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to approve the contract with Trane for third phase of installation of controllers for the Community Center HVAC in the amount of \$24,663.

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

9.4 Consider and take possible action on third phase of installation of controllers for Community Center HVAC.

Mr. Neydorff said this is Phase 3, the final phase of the project. It is totally proprietary and they need to go with Trane to finish the job. It is will be a much more efficient system now.

Mr. Maynard said he looked at the electrical bill for the HVAC and light bulbs. In November he saw a 5% decrease and from January/February to May there was a 24-30% decrease in their electric bills.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda the board voted unanimously to approve the contract with Trane for the third phase of installation of controllers for the Community Center HVAC.

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

10. Discuss and take possible action to set a public hearing for Monday, June 17, 2019 to consider programs that shall be included for submission for the 2019 Neighborhood Assistance Act Program.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Federici, the board voted unanimously to set a public hearing for Monday, June 17, 2019, 8:00 a.m., at the Community Center to consider programs that shall be included for submission for the 2019 Neighborhood Assistance Act Program.

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

11. Appointments and Resignations:

11.1 Act on resignation of John Hess from the Standing Fields Committee.

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Havrda, the board voted unanimously to accept with regret and appreciation the resignation of John Hess from the Standing Fields Committee.

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

11.2 Act on recommendation to move Todd Williams from alternate to regular member on the Standing Fields Committee.

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Renner, the board voted unanimously to move Todd Williams from alternate to regular member on the Standing Fields Committee.

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

12. Requests for Use of Town Property:

12.1 Act on request from the Guilford Performing Arts Festival for special permissions regarding its previous use of the Green approval including to waive section 214-2(a) of the Town Code to allow the serving of beer and wine during its Event and for modifications to the approved Guidelines for Alcohol on the Green.

Mr. Hawes explained that the Guilford Performing Arts Festival is a multi-venue, multi-day festival taking place September 26-29. There will be 50-75 acts in 20 venues throughout the town. The Green will be one of those venues with a 40x60 tent for acts. Second tier programming includes artists providing training workshops in the schools. All the performances and teachings will be free to the public. They are looking to have an official opening patron's event on the Green under a tent for a farm to table dinner and they would like to serve beer, wine and cocktails. They have been to the Green Committee and they did not have any opposition to it.

Mr. Hoey said the board would refer this officially to the Green Committee and will hopefully make a decision at their June Meeting. He added that as long as it is similar to the Handcraft Festival approval he would be comfortable with this.

There was discussion about still using the wristbands for this event since that is consistent with the approval for the Guilford Art Center.

12.2 Discuss and take possible action on recommendation from the Green Committee regarding the placement of a plaque on the Green commemorating the 100th Anniversary of the Darrow – Rebuzzini American Legion Post 48.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to approve the recommendation from the Green Committee with regard to the placement of a plaque on the Green commemorating the 100th Anniversary of the Darrow Rebuzzini American Legion Post 48.

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

12.3 Act on request from the Guilford Lions Club to use the Green June 14, 2019 for its Flag Day Celebration.

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to approve the request from the Guilford Lions Club to use the Green June 14, 2019 for its Flag Day Celebration.

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

12.4 Act on request from the Ethan Miller Song Foundation to place a sign on the Green advertising its Songstrong 5K taking place June 8, 2019. (Sign Placement 5/20-6/8)

Motion: Upon a motion made by Ms. Ruoff and seconded by Ms. Renner, the board voted unanimously to approve the request from the Ethan Miller Song Foundation to place a sign on the Green advertising its Songstrong 5K taking place June 8, 2019. (Sign Placement 5/20-6/8)

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

12.5 Act on request from the Guilford Keeping Society to place a sign on the Green advertising its Stony Creek Quarry Tour taking place June 1, 2019. (Sign Placement 5/18-6/1).

Motion: Upon a motion made by Mr. Federici 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 Stony Creek Quarry Tour taking place June 1, 2019. (Sign Placement 5/18-6/1)

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

12.6 Act on request from the Day Camp Adventure at Deer Lake to place a sign on the Green advertising its Day Camp Registration. (Sign Placement 6/5-6/19)

Motion: *Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to approve the request from the Day Camp Adventure at Deer Lake to place a sign on the Green advertising its Day Camp Registration. (Sign Placement 6/5-6/19)*

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

12.7 Act on request from the Alison Varian Memorial Fund to place a sign on the Green advertising its Fundraiser taking place September 7, 2019. (Sign Placement 8/23-9/7)

Motion: *Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to approve the request from the Alison Varian Memorial Fund to place a sign on the Green advertising its Fundraiser taking place September 7, 2019. (Sign Placement 8/23-9/7)*

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

12.8 Act on request from the Guilford Rotary to place a sign on the Green advertising its Lobsterfest taking place June 22, 2019. (Sign Placement 6/1-6/15)

Motion: *Upon a motion made by Mr. Federici and seconded by Ms. Ruoff, the board voted unanimously to approve the request from the Guilford Rotary to place a sign on the Green advertising its Lobsterfest taking place June 22, 2019. (Sign Placement 6/1-6/15)*

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

13. Correspondence

None

14. Committee Reports

Mr. Federici said he sent the board the building permit information. Let him or Ms. Ruoff know if you have any questions or comments.

Since it is an ordinance change the board is looking to set a public hearing date at its next meeting in June.

Ms. Ruoff said the Housing for Economic Development Committee has narrowed it down to two finalists regarding a possible affordable housing development at the Woodruff/Rollwood property. Those two need to submit formal proposals, which are due May 22 and then the committee will meet again to make a formal recommendation to the selectmen.

15. Old Business

15.1 Revision to Single-Use Plastic Bag Ban Ordinance that will be discussed at the Public Hearing on May 28, 2019.

Mr. Hoey said they made a revision to the last draft due to changes they anticipate at the state level with regard to this proposal. It looks like instead of a ban the state is going to charge a \$.10 fee on plastic bags with that money going to the state coffers.

He added that previous draft had excluded a number of stores. Guilford's proposed ordinance is very clear and modeled after the Greenwich ordinance. Mr. Hoey said the ordinance would have a January 1, 2020 effective date, which will give businesses the time to work through the inventory of plastic bags.

Motion: Upon a motion made by Ms. Ruoff and seconded by Ms. Renner, the board voted unanimously to approve the revised ordinance that will be discussed at the May 28, 2019 public hearing.

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

16. New Business

None

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

None

18. 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 Ms. Ruoff and seconded by Mr. Federici, the board voted unanimously to enter into executive session at 9:43 a.m. to discuss the Elderly Tax Appeal and invited Assistant Assessor Barbara Hammarlund and the resident.

*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. Renner, the board voted unanimously to return to public session at 10:05 a.m.

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

No action was taken by the board.

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to adjourn the meeting at 10:06 a.m.

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

Respectfully submitted,

Traci K. Brinkman
Clerk
Board of Selectmen