



THE OLD STONE HOUSE

# TOWN OF GUILFORD

31 Park Street  
GUILFORD, CONNECTICUT 06437

SETTLED IN 1639

TELEPHONE (203)453-8015  
FAX (203)453-8467

**BOARD OF SELECTMEN  
MEETING MINUTES  
MONDAY, JUNE 15, 2020  
8:30 A.M. – ELECTRONIC MEETING  
In accordance with Governor’s Executive Order 7B  
Zoom Meeting**

First Selectman Matthew Hoey called the meeting to order at 8:32 a.m.

Present: Board of Selectmen: 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, Environmental Planner  
Kevin Magee, Fire Commission Chair Ken Wilson, Jr.  
Parks and Recreation Director Rick Maynard, Seniors  
Program Coordinator Terry Holland-Buckley, Health  
Director Dennis Johnson and Clerk Traci Brinkman

**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 June 1, 2020 - Regular Meeting**

Mr. Federici noted that in Section 5, regarding the transfer of open space, he also asked about environmental concerns.

*Motion: Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to approve the minutes of the June 1, 2020 Regular Meeting as amended.*

*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

Mr. Malavasi said they are showing a \$500,000 surplus in revenues at the end of May so they have surpassed the estimate she made in March and April. The golf course has opened up and there have been significant revenues there. As things have been opening up, they are doing better than expected.

Mr. Havrda asked if the golf revenues are strictly rounds of play.

Ms. Malavasi said they brought in \$15,000 in memberships and \$33,000 in greens fees.

Mr. Havrda questioned the 984% collected rate in Board of Selectmen.

Ms. Malavasi said when they sell surplus equipment the money goes into that budget, it is not a lot of money and it is a small budget so the percentage can be deceiving.

Expenditures

Ms. Malavasi said expenses are on track. There are three negative areas which she has discussed before. One area is insurance, but that will be made whole when she transfers the contributions from the Library and Waste Transfer Station. Building is overdrawn due to contractual salaries for commercial projects, however, there is an increase on the revenue side to compensate for that. Youth and Family Services has grant funding that will cover some of their salaries and other items so that budget will not be over at the end of the year.

She noted that the legal line has about \$200,000 left. Mr. Hoey and Mr. Goldblatt have done a good job cleaning up some of the union contracts so there will be more expenditures. Anything left in that account she will recommend they carry over since there will be more negotiations in the coming year.

Ms. Malavasi said the police department has a significant surplus. Parks and Recreation is lower. Employee Benefits has a surplus as well, but there will be some expenditures for May and June. All in all expenditures will be close to flat at the end of the year.

Ms. Renner noted that COVID-19 appears in a lot of different departments, she questioned what the total expenditures were related to that.

Ms. Malavasi said they have expended between \$180,000 to \$200,000, but they expect a significant amount of that to be reimbursed through FEMA and the state. They will have to put all reimbursements through FEMA first which provides 70% of funding. Whatever the town does not recoup from FEMA it can then go to the state for the remaining reimbursement.

Medical

It was noted that the surplus in medical is growing potentially due to people deferring appointments due to the pandemic.

Ms. Renner cautioned that they should be careful not to do too much with the surplus because once things fully begin to open up there could be an influx.

There was a brief discussion on the fund balance.

Ms. Malavasi reported that the recent bond refinancing went very well. They will have \$3.1 million or 11% in savings over the life of those bonds. She is estimating a savings of \$200,000 alone for next year. Standard & Poor's also affirmed the town's bond rating.

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

**5.1 Discuss and take possible action on purchase of a 16' Toro Mower from Turf Products off of the CREC Contract.**

Mr. Maynard said they have \$111,000 bonded for the purchase of this mower. Under the CREC bid they can purchase it from Turf Products for \$98,090.17 which includes a shade canopy. Currently they have two big mowers they use every day from April to November to cut 100 acres. The irrigated fields they need to cut twice a week. The one this mower will be replacing is 16 years old. Last week both mowers were down and they had to use six foot mowers to cut, which took a lot longer. He added that once they order, they should be able to get the mower in six days.

Mr. Havrda asked if they would be trading in the old mower or getting rid of it.

Mr. Maynard said since it is a different brand they are buying they cannot trade it in, but they usually put their old equipment up for auction.

Mr. Hoey noted that this mower was requested two years ago and the Board of Selectmen pushed it off to last year.

*Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Ruoff, the board unanimously to approve the purchase of a 16' Toro Mower from Turf Products off of the CREC Contract in the amount of \$98,090.17.*

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

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

**6.2 Discuss and take possible action on Town of Guilford Title VI Program.**

Ms. Buckley explained that this is required as part of the bus grant they use to purchase their buses. During the second round of funding they are requiring town's to show they have a Title VI Program. Ms. Buckley said that while the town follows the guidelines in the program, she could not find where it has been officially adopted. She took all the guidelines and wrote up a plan, which needs to be put in place to

receive the grant. Ms. Buckley said it would be good to have it as a formal policy since other grants will be looking for it as well.

She explained that the policy deals with limited English proficiency individuals and has a plan in place if they need assistance, so there is equal opportunity to all the services the town offers. This grant in particular deals with bus services. There are a number of follow up things they have to do if this policy is adopted. It will have to be given to all the departments so they know what to do if they encounter a situation like this.

Ms. Renner noted that this policy seems to deal specifically with the bus grant.

Mr. Hoey said the framework is the same, but it can be modified depending on the grant they need it for.

*Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to approve the Town of Guilford Title VI Program.*

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

## **7. Health Director (Dennis Johnson):**

### **7.1 Consider and take possible action on approval of the Wright- Pierce Engineering Contract for Design of water main project in the amount of \$33,480 and authorize the first selectman to execute the amendment.**

Mr. Johnson explained that this is the fifth amendment for the Wright-Pierce Engineering Contract and there is increased costs related to design and inspection. He added that additional design changes are needed for some of the water main crossings as well as additional inspection costs to make sure they are in compliance with the CT Department of Public Health. Mr. Johnson said all of these are legitimate additions and they were approved by the state health department commissioner last week. He added that the total cost of the amendment is \$33,480, which will bring the total design and inspection budget up to \$430,305.

Mr. Johnson said the project cost for rock removal yielded a \$214,000 surplus since there were lower amounts of rock that needed to be removed. It is likely the overall project will end with a surplus even with these additional costs.

The board thanked Mr. Johnson not only for his work on the water project, but his ongoing work during the pandemic.

*Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to approve Amendment No. 5 to the Wright-Pierce Engineering Contract for design and inspection of the watermain project in the amount of \$44,480 and to authorize the first selectman to execute the agreement with the condition that amendment is approved by the State Health Department.*

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

**8. Environmental Planner (Kevin Magee):**

**8.1 Discuss and take possible action on award of Bid #10-1920 – Harvesting of Hay on Potter Parcel, County Road subject to approval by the Agricultural Commission.**

Mr. Magee said this is the second field they have put out to bid. This is a smaller lot on County Road. This is the first time they are licensing this 13-acre property, which has six and a half acres of hay fields. They received one proposal from Wettemann Farms. There is no fee the first two years followed by a \$50 fee per acre for a total of \$325 of revenue in the third year. He added that it is not a lot of revenue, but the town will not have to take on the expense of maintaining that field.

*Motion:*        *Upon a motion made by Ms. Renner and seconded by Mr. Havrda, the board voted unanimously to award Bid #10-1920 – Harvest of Hay on Potter Parcel, County Road to Wettemann Farms for no fee the first two years and a fee of \$50 an acre for the third year for a total of \$325, subject to approval by the Agricultural Commission.*

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

**8.2 Consider and take possible action on Conservation Easement for Great Hills Estates located at 376 State Street, send to Planning and Zoning Commission for a mandatory referral under CGS 8-24 and set a Town Meeting date.**

Mr. Magee said this is a three-acre conservation easement that is part of the subdivision for Great Hills Estates located at 376 State Street. He added that it is just above I-95 on the left hand side. There are four lots that are part of this subdivision.

There was a brief discussion on when the town opts for a conservation easement versus the acquisition of open space.

*Motion:*        *Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to accept a Conservation Easement for Great Hills Estates located at 376 State Street, to send to the Planning and Zoning Commission for mandatory referral under CGS 8-24 and to set a Town Meeting date of June 30, 2020 at 8:30 a.m.*

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

**9. Discuss and take possible action to set a public hearing for Monday, July 20, 2020 to consider programs that shall be included for submission for the 2020 Neighborhood Assistance Act Program.**

*Motion:* Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to set a public hearing for Monday, July 20, 2020 to consider programs that shall be included for submission for the 2020 Neighborhood Assistance Act Program.

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

**10. Appointments and Resignations:**

**10.1 Receive resignation from John Thommen from the Harbor Management Commission effective July 31, 2020.**

*Motion:* Upon a motion made by Mr. Hoey and seconded by Ms. Ruoff, the board voted unanimously to accept with regret and appreciation the resignation from John Thommen from the Harbor Management Commission effective July 31, 2020.

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

**10.2 Act on reappointment of Fred Brisbois to the Veteran’s Advisory Joint Committee for a term to expire December 31, 2023.**

*Motion:* Upon a motion made by Mr. Hoey and seconded by Mr. Havrda, the board voted unanimously to reappoint Fred Brisbois to the Veteran’s Advisory Joint Committee for a term to expire December 31, 2023.

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

**10.3 Act on reappointment of David DeMaio to the Standing Building Committee for a term to expire June 17, 2024.**

*Motion:* Upon a motion made by Mr. Hoey and seconded by Mr. Havrda, the board voted unanimously to reappoint David DeMaio to the Standing Building Committee for a term to expire June 17, 2024.

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

**11. Committee Reports**

None

**12. Correspondence**

Received Building Department Report without comment.

**13. Old Business**

None

**14. New Business**

*Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to add to the agenda to discuss and take possible action on a one-year extension for the Fire Chief's Contract (Executive session will be required)*

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

*Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to add to the agenda to discuss and take possible action on letter of agreement with the Mutual Housing Association of South Central CT d/b/a NeighborWorks New Horizons and authorize expenditures.*

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

*Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to add to the agenda the purchase of a vehicle for the fire department off of state contract.*

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

Letter of Agreement

Mr. Hoey said with regard to the letter of agreement with NeighborWorks, the town decided to carve off the parcel they are going to use. Since the town owns the entire area, the town needs to file a subdivision application to donate that specific piece of property. He added that while the town is obligated to pay the fee for the subdivision, it is with the understanding that NeighborWorks can apply and get reimbursement for these costs through their grants.

*Motion: Upon a motion made by Ms. Ruoff and seconded by Ms. Renner, the board voted unanimously to approve the letter of agreement with the Mutual Housing Association of South Central CT d/b/a NeighborWorks New Horizons and authorize expenditures.*

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

Fire Vehicle

Mr. Hoey explained that this vehicle is a 2020 Tahoe to replace the Assistant Fire Chief's vehicle which is a Ford Explorer that has over 100,000 miles on it. It would be purchased under state contract from Sullivans Northwest Hills at a cost of \$35,466.68. He added

that there is very limited availability at this price. Mr. Hoey noted that this vehicle is slated for replacement in the 2021 budget.

Mr. Havrda asked what would be done with the existing vehicle.

Mr. Hoey said it would be bumped down and the oldest vehicle would be sold at auction.

*Motion:* Upon a motion made by Mr. Federici and seconded by Ms. Ruoff, the board voted to approve the purchase of a 2020 Tahoe PPV 4X4 from Sullivan's Northwest Hills off of State Contract #19PSX0161 in the amount of \$35,466.

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

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

None

*Motion:* Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to enter into executive session at 9:41 a.m. to discuss the one-year extension of the fire chief's contract, the successor agreement between the Town of Guilford and the Guilford Supervisor's Association for July 1, 2020-June 20, 2021 and the employee requests to carry over unused vacation from FY2019-2020 to FY202-21. The board invited Director of Human Resources Mitch Goldblatt into the executive session and Fire Commission Chari Ken Wilson for discussion related to the Fire Chief's Contract.

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

**16. To consider and act on a successor Agreement between the Town of Guilford and the Guilford Supervisors Association for July 1, 2020-June 30, 2021. (Executive session may be required)**

**17. Discuss and take possible action on requests from employees to carry over unused vacation from FY2019-20 to FY2020-21. (Executive session may be required)**

*Motion:* Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to return to public session at 10:13 a.m.

*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 approve the fire chief's contract for one year with wages frozen at the 2020 level.



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

Mr. Hoey noted that the successor agreement between the Town and the Supervisor's Association is for a one-year period, which includes salary treatment, language cleanup related to outdated healthcare plans and the reclassification of one employee from a manager to a supervisor. It also includes the opportunity to carry over an additional 10 days of vacation ( in addition to the five normally allowed). He added that if an employee leaves before September 30 they are not entitled to take payment for those days.

*Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to approve the successor agreement between the Town of Guilford and Guilford Supervisors Association for July 1, 2020-June 30, 2021.*

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

*Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to approve the two employee requests to carry over unused vacation from FY2019-2020 to FY2020-2021.*

*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 adjourn the meeting at 10:20 a.m.*

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

Respectfully submitted,

*Traci Brinkman*  
Clerk  
Board of Selectmen