

**BOARD OF SELECTMEN
MEETING MINUTES
MONDAY, JUNE 18, 2018
8:30 A.M. – GUILFORD TOWN HALL**

First Selectman Matthew Hoey called the meeting to order at 8:30 a.m.

Present: Board Members: Matthew Hoey, Susan Renner, Louis Federici and Sandy Ruoff

Town Officials: In-House Counsel/Purchasing Pam Millman, Finance Director Maryjane Malavasi, Town Engineer Jim Portley, Human Resources Director Mitch Goldblatt, Parks and Recreation Director Rick Maynard, Attorney Chris Hodgson, Economic Development Coordinator Brian McGlone, Police Chief Jeff Hutchinson and Clerk Traci Brinkman

Others: Women & Family Life Center Interim Director Catherine Bradshaw, SARAH Foundation Executive Director Ken Alberti, and Carly Callahan, Maureen Belden and Dee Jacobs.

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

1. Pledge of Allegiance

Mr. Hoey led the pledge.

Mr. Hoey said he participated in Flag Day at Calvin Leete as well as the mid-day Lions Club Flag Day Ceremony. They are going to make that an annual event and get more publicity out ahead of time next year to promote it.

2. Public Hearing to obtain comments on programs that shall be included on a list pursuant to Chapter 228a of the Connecticut General Statutes, Neighborhood Assistance Act, prior to submission of such list to the State of Connecticut Department of Revenue Services.

Mr. Hoey explained that this is a federally administered grant program through the State of Connecticut. He asked if each of the representatives from the organizations wanted to come up to speak briefly about their requests. Nobody was present from Lifelinx, but Mr. Hoey stated that they are seeking the maximum amount of \$150,000 for Rehabilitation of their Sober Living Facility.

SARAH Foundation Executive Director Ken Alberti stated that they are requesting \$100,000 for an HVAC system at their SARAH Tuxis facility which hosts their recreation day programs and respite services. Currently they only have free standing units and some rooms have no air conditioning. They are also seeking \$5,000 for SARAH Inc. to defray costs for lower income program participants.

Women & Family Life Center Interim Director Catherine Bradshaw said they are seeking \$21,500 to replace windows in the upper part of the building for energy conservation. It costs them \$10,000 a year in utilities. With the new windows they hope to reduce that cost and use that money toward more programming. The total project cost including possible contingencies is \$31,000.

The board closed the public hearing at 8:40 a.m.

3. Public Forum (limited to 3 minutes regarding agenda items)

None

Motion: Upon a motion made by Ms. Ruoff and seconded by Ms. Renner, the board voted unanimously to add to the agenda item 7.2 – to take action on the RFP for Bulky Waste and item 12.5 to appoint Lily Mackey to the Energy Task Force.

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

4. Approve minutes of:

4.1 June 4, 2018 – Regular Meeting

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to approve the minutes of the June 4, 2018 Regular Meeting as presented.

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

5. Finance Director (Maryjane Malavasi):

4.1 Receive monthly report from Finance Director.

Expenditures

Ms. Malavasi said they are 92.6% through the year and the Town has expended 92.5% of the budget. She noted that three budgets are over, including legal which they have previously discussed, natural resources and public works. She

added that public works has a lot of purchase orders that are outstanding. They will look at canceling some of those and are hoping to keep it within the appropriation.

Revenues

Ms. Malavasi noted they have had over \$245,000 in tax refunds, which is specifically related to the new tax law. Building is over by about \$35,000, which compensates for the expenditure side. The fire department is behind due to the changes in Medicare reimbursement. They may not meet their budget, but the call volume has been high and they have two more months to collect so it is possible.

She added that the state revenue is where they expected it to be. The second half of the town aid road money should be coming in. Overall they are where they were last year at this time. Ms. Malavasi said she is estimating that they will end the year with about a \$500,000 surplus.

Medical

Ms. Malavasi said May was a good month. The claims were down about \$200,000 and the fund balance is up over \$4.3 million. She added that they had a meeting with the insurance consultants and they felt it was appropriate for the town and the Board of Education to use the portion of the fund balance both contributed in 2013 to fund the deficit, which is about \$500,000. Ms. Malavasi said the consultants did not think the amount in the fund was excessive, but she added that a good barometer is to keep at least two months of expenses in that account.

6. Director of Human Resources (Mitch Goldblatt):

6.1 Discuss and take possible action on Cost of Living Adjustment (COLA) for retirees.

Mr. Goldblatt stated that the Pension Committee regularly discusses the cost of the pension. In the police contract they are required to look at a potential COLA every two years. Traditionally the committee has looked at it for the entire retirement population. The committee gets an actuarial estimated cost from Millman and they took an extensive look at it, but are not recommending one at this time due to the costs. He added that the board has a letter from Pension Committee Chair Patrick Smith regarding this. The board can either endorse the Pension Committee's recommendation to not approve a COLA or take no action.

Ms. Renner asked why they were not recommending a COLA.

Mr. Goldblatt said the costs for the pension continue to grow. Offering a

COLA to the police would increase costs \$600,000, \$130,000 for school employees and about \$130,000 for town employees. He added that they have been trying to keep the pension costs down and because of this there has not been an adjustment granted since 2018.

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Renner, the board voted unanimously to accept the recommendation of the Pension Committee not to grant a COLA (Cost of Living Adjustment) at this time.

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

6.2 Consider and take possible action on Town of Guilford Policy for Travel Expenses for Town Business.

Mr. Hoey said the board needs to table this item because they are still working on the policy.

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to table action on the Town of Guilford Policy for Travel Expenses for Town Business.

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

7. Town Engineer (Jim Portley):

7.1 Consider and take possible action to contract with Empire Paving for this year's Chip Seal Program under a CT VIP Contract.

Mr. Portley said the Public Works Commission voted to approve this program this year under State Bid #16PSX0172 with New England Asphalt Services for a low bid of \$1.17 a square yard. He added that they are augmenting that with a Polymer additive at \$.10 a square yard. There is also a provision for the vendor to adjust the bid price based on the index price of asphalt which fluctuates and the current adjustment would increase the price by \$0.12 a square yard. The total cost is \$1.39 a square yard. Mr. Portley said he used \$1.40 per square yard in estimating the roads they could do based on the budget, which was decreased from \$185,000 to \$137,500. He added that they have used New England Asphalt Services for the past five years and they have done an excellent job.

Motion: Upon a motion made by Ms. Ruoff and seconded by Ms. Renner, the board voted unanimously to contract with Empire Paving under State Contract #16PSX0172 for this year's Chip Seal Program in the amount of \$1.39 per square yard for a

total cost of \$137,254.40 plus or minus the cost of a performance bond.

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

7.2 Discuss and take possible action on award of RFP #3-1718 – Bulky Waste Management Services.

Mr. Portley explained the current contract with Willimantic Waste is running out this month. They received three proposals one from Willimantic, one from Cherry Hill and the third from CWPM. They did an analysis based on the tonnage from last year and Willimantic had the lowest bid by a small margin. He added, however, that when you look into the cost in the second and third years Willimantic's price is even lower than Cherry Hill because it does not change much.

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Renner, the board voted unanimously to award RFP #3-1718 – Bulky Waste Management Services to Willimantic Waste in the amount of \$85/ton for disposal and \$200/ton for hauling.

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

8. Parks and Recreation Director (Rick Maynard):

8.1 Discuss and take possible action on contractor for Community Center carpet replacement.

Mr. Maynard explained that the Community Center is 25 years old and they really need to replace the carpeting. He solicited quotes for replacement of carpet in the first and second floor corridors, game room and offices and to replace the stair treads. The quotes ranged from \$37,655.46 to \$55,000. He is recommending they contract with Bartholomew Contract Interiors (BCI) in the amount of \$37,655.46 under State Contract #12PSX0307. They have \$26,000 in the budget for this and the remaining balance of \$11,655.46 will come from the Program Account. He added that they are going to do the roof replacement, which should be beginning soon, before they do the carpet replacement.

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to contract with Bartholomew Contract Interiors under State Contract #12PSX0307 for the replacement of carpeting at the Community Center in the first and second floor corridors, game room and offices as well as replacement of the stair treads in the amount of \$37,655.46.

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

8.2 Consider and take possible action on contractor for Community Center painting.

Mr. Maynard explained that the building is 25 years old and they have not painted the exterior since it was built. He solicited three quotes for the painting of the exterior as well as certain rooms that it is difficult for maintenance to do such as the stairwell and upper level of the Guilford Room. He received two quotes back. The high was \$41,800 and the lowest was \$23,025 so he is recommending the board contract with SPM in the amount of \$23,025.

Motion: *Upon a motion made by Mr. Federici and seconded by Ms. Renner, the board voted unanimously to contract with SPM for the painting of certain rooms in the Community Center and the exterior in the amount of \$23,025.*

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

Mr. Maynard explained that the Parks and Recreation Commission is having a Public Information Meeting at Bittner Park on the proposed disc golf course. They are creating one fairway to show people what it would look like. Mr. Maynard explained that they only took down some smaller trees two to six inches in diameter because the point of disc golf is to play in a wooded area. He added that they will walk the public through the proposed course, which is about 25-30 feet from trails. This meeting will take place June 25 at 5:30 p.m. They will be meeting at the back the parking lot below the skate park.

Mr. Hoey noted that the deed when the property was purchased indicated part of its use as a real golf course and it was purchased with the intent of active recreation.

9. Economic Development Coordinator (Brian McGlone) (Carly Callahan):

9.1 Consider and take possible action on “Free Keys Project” and approve placement of two pianos in visible locations in Guilford.

Ms. Callahan explained that this is a private initiative being done by herself and Greg Nobile to place pianos in public spaces in Branford, Guilford and Madison for people to play. They have collected 8 pianos, which are being painted by artists in a studio space in Branford. They will be delivered Wednesday evening to their new homes for the summer season. In early September the pianos will then be donated to schools that are interested. She added that they started talking about this three weeks ago and have received

approval in Branford and Madison. There will be a waterproof cover on the backs of the pianos in case of rain. Sheet music will be in benches and it will be like a lending library. People can bring their own music and leave it and take new music from the bench. They have an intern that will be checking on the pianos and a tuner will monitor them as well. They are assuming all costs. This is being sponsored by the Freaky Tiki in Branford. She noted that she will have the insurance forms in by the time they launch.

Mr. Hoey said he thinks this is a terrific idea, their only concern was getting the indemnity and liability insurance. One will be in front of the library and another on the South Whitfield/Boston Street corner of the Green. This has also been approved by the Green Committee.

Mr. McGlone said he supports this as well. He noted that Ms. Callahan is also a member of the Guilford Performing Arts Festival Board.

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to approve the Free Keys Project and approve placement of two pianos, one on the Green and another in front of the library contingent upon the execution of the legal documents.

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

10. Guilford Art Center (Maureen Belden):

10.1 Act on request from the Guilford Art Center for modifications to the approved Guidelines for Alcohol on the Green for the Guilford Art Center's Craft Expo July 13-15, 2018.

Ms. Belden explained that they were approved last year for an exception to the alcohol policy on the Green. It allowed the sale of alcohol in a separate section of the food court for people only 21 and over. They are asking for a waiver to items three and four of the policy. It is a similar waiver, but they were hoping to expand the area to encompass the entire food court. This way people purchasing beer or wine could sit with their family to eat. She noted that they would still follow the same procedures. Ms. Belden said this isn't a large alcohol event and most people only have a single purchase.

Mr. Hoey said he had conversations with the police chief who had some concerns with it being the entire food court.

Chief Hutchinson explained that they produced the guidelines, but it is up to the board to make the decision. He clarified the exact area they were looking for and noted that it should be contained from the vendor areas. He added that there has never been any problems with the event and if the board approves it, his

department will make it work for public safety.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Federici, the board voted unanimously modify the approved Guidelines for Alcohol on the Green for the Guilford Art Center's Craft Expo taking place July 13-15, 2018 to allow the serving of beer and wine in the entire food court area.

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

11. Discuss and take possible action on programs to include in the 2018 Neighborhood Assistance Act Program.

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Ruoff, the board voted unanimously to approve the programs submitted by Lifelix, the Women & Family Life Center and SARAH to be included in the 2018 Neighborhood Assistance Act Program.

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

12. Appointments and Resignations:

12.1 Remove from table and take possible action on appointment of Jason Marchi as an alternate to the Planning and Zoning Commission to fill a vacancy for a term to expire February 28, 2019.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Federici, the board voted unanimously to remove from the table for possible action the appointment of Jason Marchi to the Planning and Zoning Commission.

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

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Federici, the board voted unanimously appoint Jason Marchi as an alternate to the Planning and Zoning Commission to fill a vacancy for a term to expire February 28, 2019.

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

12.2 Act on resignation received from Robert Cuzzo from the Economic Development Commission.

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to accept with regret and appreciation the resignation received from Robert Cuozzo from the Economic Development Commission.

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

12.3 Act on resignation received from James Merrithew from the Golf Course Commission.

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 received from James Merrithew from the Golf Course Commission.

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

12.4 Act on appointment of Terri Kane to the Energy Task Force.

Motion: Upon a motion made by Mr. Hoey and seconded by Ms. Ruoff, the board voted unanimously to appoint Terri Kane to the Energy Task Force.

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

12.5 Act on appointment of Mark Allegrini to the Energy Task Force.

Motion: Upon a motion made by Mr. Hoey and seconded by Mr. Federici, the board voted unanimously to appoint Mark Allegrini to the Energy Task Force.

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

12.6 Act on appointment of Lily Mackey to the Energy Task Force.

Mr. Hoey explained that Ms. Mackey was principal for a day at GHS. This is when a student acts as the principal and the principal follows that student's schedule for the day. The student scheduled a meeting with Mr. Hoey and they discussed the Energy Task Force and she sent an email asking if she could be included as a student representative. Mr. Hoey said because they have leeway with a task force, she can be a full member.

Motion: Upon a motion made by Mr. Hoey and seconded by Ms. Renner, the board voted unanimously to appoint Lily Mackey to the Energy Task Force.

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

13. Requests for Use of Town Property:

13.1 Act on request from the Henry Whitfield State Museum to place signs on the Green advertising its Make Music Day, Early Guilford Days, Halloween Hysterics, Harvesting History and Firelight Festival. (Sign Placements 6/9-6/21; 7/14-7/29; 10/13-10/27; 11/9-11/23; 11/24/11/30)

Motion: Upon a motion made by Ms. Federici and seconded by Ms. Ruoff, the board voted unanimously to approve the sign requests from the Henry Whitfield Museum as noted on the agenda.

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

14. Correspondence:

14.1 Public Works Department Monthly Report

Received without comment.

14.2 Building Official's Monthly Report

Received without comment.

14.3 Letter from Guilford Fair Parade Committee re: Fair Parade taking place September 22, 2018.

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Renner, the board voted unanimously to approve the Guilford Fair Parade for September 22, 2018.

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

15. Committee Reports

Mr. Federici said the building fees committee has met and assigned tasks to get information from builders, staff, and CCM. They should come back to the board with a report in September.

Ms. Ruoff said the Housing for Economic Development Committee is in the second phase of the study to determine the feasibility of affordable housing on a portion of the Woodruff Property. They are going to have an information meeting in August for the public, but this is going to be a long process and if they go forward it will have to go through many public meetings including a town meeting.

16. Old Business

None

17. New Business

Mr. Hoey discussed the beginning of an internship program they are starting this summer at Town Hall for a high school student who is looking to learn more about local government. He added that the department heads had a tremendous response and he hopes to make this an annual event.

18. Public Forum (Limited to 3 minutes regarding any issue)

None

19. Consider and take possible action on potential donation of sick time for an employee. (Executive session may be required)

20. Discuss and take possible action on the Firefighters - IAFF Collective Bargaining Agreement. (Executive session may be required)

Motion: Upon a motion made by Ms. Ruoff and seconded by Ms. Renner, the board voted unanimously to table action on the Firefighters – IAFF Collective Bargaining Agreement because it is not ready yet.

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

21. Consider and take possible action on the Dispatchers - UPSEU Collective Bargaining Agreement. (Executive session may be required)

Motion: Upon a motion made by Ms. Ruoff and seconded by Ms. Renner, the board voted unanimously to enter executive session at 9:47 a.m. to discuss items 19 and 21 and invited Mr. Goldblatt and Mr. Hodgson for item 21 and Mr. Goldblatt for Item 19.

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

Board of Selectmen Meeting Minutes of Monday, June 18, 2018

Abstaining: None

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to return to public session at 10:27 a.m.

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

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Federici, the board voted unanimously to authorize the first selectman to sign the Dispatchers-UPSEU Collective Bargaining Agreement once it is ratified.

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

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Ruoff, the board voted unanimously to approve a donation of up to 10 days of sick time from Tom Wilson to Paula Wilson through the end of the fiscal year.

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

Motion: Upon a motion made by Ms. Ruoff and seconded by Ms. Renner, the board voted unanimously to adjourn the meeting at 10:30 a.m.

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

Respectfully submitted,

Traci K. Brinkman
Clerk
Board of Selectmen