



THE OLD STONE HOUSE

# TOWN OF GUILFORD

31 Park Street  
GUILFORD, CONNECTICUT 06437

SETTLED IN 1639

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**BOARD OF SELECTMEN  
REVISED MEEING AGENDA  
MONDAY, JULY 6, 2020  
8:30 A.M. – ZOOM 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, Human Resources Director Mitch Goldblatt, In-House Counsel/Purchasing Pam Millman, BOE Business Manager Linda Trudeau, Public Works Director Tom Fillion, Parks and Recreation Director Rick Maynard, Deputy Police Chief Butch Hyatt, Environmental Planner Kevin Magee, Land Acquisition Chair Gary MacElhiney, Land Acquisition Commission Member Keith Bishop and Clerk Traci Brinkman. Attorney Chris Hodgson and Police Commission Member Mike Mikolay joined the meeting in progress

**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 the agenda, after the appointments, a sign on the Green request for the Country School.*

*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 June 15, 2020 - Regular Meeting**

Mr. Federici noted a clarification in Section 4 related to expenditures. He added that the contractual salaries line is really for temporary part-time salaries. He also suggested the minutes state that Mr. Hoey and Mr. Goldblatt were clearing up **and completing** contracts so there will be more expenditures.

*Motion: Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to approve the June 15, 2020 Regular Meeting Minutes as amended.*

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

### **3.2 June 26, 2020 – Special Meeting**

*Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted to approve the minutes of the June 26, 2020 Special Meeting as presented.*

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

## **4. Finance Director (Maryjane Malavasi):**

### **4.1 Discuss and take possible action on resolution delegating authority to the first selectman and finance director to authorize terms and conditions of bonds, notes and temporary notes.**

Ms. Malavasi explained that this is the final step in the \$1.7 million bond authorization for the schools. This resolution allows the first selectman and finance director to move forward on the funding. She noted that they will be bonding a portion in the upcoming bond sale in August.

*Motion: Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to approve the resolution delegating authority to the first selectman and finance director to authorize terms and conditions of bonds, notes and temporary notes.*

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

## **5. Board of Education (Linda Trudeau):**

### **5.1 Discuss and take possible action to approve a resolution to enter into a new Technology Lease.**

Ms. Trudeau explained that there has been a slight change with the lease. They are not calling it a technology lease, but rather a capital lease. She sent over an updated resolution this morning to lease \$350,000 in technology equipment and \$50,000 for a facilities vehicle. She added that they had planned a different lease for the vehicle, but it was more expensive, so after discussion with bond counsel it was recommended they use this lease for the vehicle as well, because the lower interest rate will save them money.

There was discussion about leasing for capital expenditures such as vehicles.

Ms. Trudeau explained that the Board of Education had already planned a lease purchase for the vehicle during the budget process, but recently found out that incorporating it into the lease for the technology equipment would save them money.

*Motion:* Upon a motion made by Ms. Renner and seconded by Mr. Havrda, the board voted unanimously to approve the amended resolution to enter into a Capital Lease for a total of \$400,000, with \$350,000 for technology equipment and \$50,000 for a facilities vehicle.

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

**6. Police Department (Deputy Chief Hyatt):**

**6.1 Discuss and take possible action to approve a requisition for purchase of interface for automated finger print system.**

Deputy Chief Hyatt explained that the fingerprint system which is 15 years old was provided by the State of Connecticut and it links to the FBI and state databases. The state recently changed contractors for the hardware and software. While they notified the local police departments they would be doing this, they did not notify them that it would cost the departments to tie into the system. He is therefore requesting they contract with their current vendor Nexgen to design, test, install and deploy and interface with the state's new system. Deputy Chief Hyatt said they are not happy about this and there have been ongoing conversations to have that amount partially or fully reimbursed. He noted that he has funding available in the 2019-20 budget to cover this.

*Motion:* Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to contract with Nexgen Public Safety Solutions in the amount of \$7,000 for automated finger print system interface.

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

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

**7.1 Consider and take possible action to contract with All Habitat Services, LLC off of the state contract for invasive plant treatment at Lake Quonnipaug.**

Mr. Magee said they are looking to continue with aquatic weed management at Lake Quonnipaug. This pricing is from All Habitat, who is the current state contractor and has done it for the town the past three to four years. They are familiar with lake and issues. The total Cost is \$12,346.41.

Mr. Havrda noted a \$200 expenditure for the legal notice, he thought those could be done online now.

Mr. Magee said he would check with counsel, because he is not sure if there are different requirements for the DEEP issues.

Mr. Hoey asked about the DEEP permits.

Mr. Magee said the permit application has been filed with DEEP. They are late because it took six months to get a letter from another DEEP division. The permit application went in two weeks ago.

Mr. Hoey said the state legislators are trying to push this along so it can get done as soon as possible, especially because of the delay on the earlier part.

There was discussion about the pesticides being used. It was noted that ultimately DEEP will decide whether or not they are approved.

*Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Hoey, the board voted unanimously to approve contract with All Habitat Service, LLC off of the state contract for invasive plant treatment at Lake Quonnipaug int eh amount of \$12,346.41.*

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

## **8. Parks and Recreation (Rick Maynard):**

### **8.1 Discuss and take possible action to approve the sale of a Jacobson HR9016 mower.**

Mr. Maynard said this they are about to replace this mower with the Toro mower approved a few weeks ago. It will be in on July 10. They don't need the old Jacobsen, because they have another that is still operating. The Agricultural Society is interested in this mower. About 15 years ago they sold them a similar mower, which they used for a number of years. Mr. Maynard said he is suggesting they waive the normal policy for auctioning off equipment and allow the town to sell it to the Agricultural Society. Their offer of \$4,500 is a good offer. Mr. Annicelli researched and there is a similar mower without the cab and it sold in Canada for \$5,000. Mr. Maynard said it is a good price, but regardless they have been great to the Town. They have the fireworks and other community events. He added that they can certainly use it, because they have a lot of area to mow and it will cut down on their mowing time.

Mr. Hoey said he couldn't agree more. It is an all-volunteer organization and that is a large piece of property to mow. They will be impacted by the cancellation of the fair this year. The \$4,500 might even be a stretch for them, but it is a fair price.

*Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Hoey, the board voted unanimously to approve the sale of a Jacobson HR9016 mower to the Guilford Agricultural Society for \$4,500.*

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

### **8.2 Discuss and take possible action to award Bid #1-2021 – Guilford High School Practice Field Drainage Improvements.**

Mr. Maynard said they met with seven contractors on the pre-bid walkthrough. Three companies actually submitted bids and the opening was last week. The bids were \$24,475, \$34,575 and \$37,500. He checked the references on two lower ones and is recommending Sports Specialties in the amount of \$34,575. The total budget is \$57,000. He noted that their references were so strong and they have taken care of Fenway Park. They are out of Massachusetts and very highly recommended. The low bidder had mixed reviews.

There was discussion about the low bidder who is located in Orange. Mr. Maynard said they have used the low bidder in the past and have some experience with them.

Ms. Millman noted that under the purchasing policy the board has no obligation to choose the lowest bidder.

*Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Hoey, the board voted unanimously to award Bid #1-2021 – Guilford High School Practice Field Drainage Improvements to Sports Turf Irrigation in the amount of \$34,575.*

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

## **9. Public Works (Tom Fillion):**

### **9.1 Discuss and take possible action to contract with New England Asphalt Services for chip sealing.**

Mr. Fillion said he is recommending the town contract with New England Asphalt Services for the chipsealing of seven miles of road this year. They were the low bidder under the state contract at \$1.49 per square yard and \$.10 for the polymer additive. The total cost is \$175,467.63 excluding any escalation charge. He added that they are not expecting an escalation charge at this point, because the oil prices are so low.

There was discussion about the company needing to provide the town with a bond. Mr. Fillion said the prices were the same as last year and they completed 5.6 miles of road.

There was discussion about a de-escalation price and Ms. Millman said she will have a quick call with the contractor to confirm this. She added that all of those types of things would have to be included in the state contract bid in order for them to be applicable to the town.

*Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to approve the contract with New England Asphalt Services for Chipsealing in the amount of \$175,467.63 excluding escalation charges at this point.*

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

There was some discussion on street sweeping.

## **10. Appointments and Resignations:**

**10.1 Act on resignation received from Jason Marchi from the Planning and Zoning Commission.**

It was noted that Jason Marchi was also resigning from the Inland Wetlands Commission, Planning Committee and Facilities Task Force as well.

**10.2 Act on recommendation to appoint Bill Freeman as an alternate to the Planning and Zoning Commission to fill a vacancy for a term to expire February 28, 2023.**

**10.3 Act on recommendation to reappoint James DeMaio to the Standing Building Committee for a term to expire June 17, 2024.**

**10.4 Act on recommendation to reappoint Adam Tulin to the Standing Building Committee for a term to expire June 17, 2024.**

**10.5 Act on recommendation to appoint Scot Bearss to the Sustainable Guilford Task Force.**

**10.6 Act on recommendation from Conservation Commission to appoint Scott William as liaison to Land Acquisition Commission.**

**10.7 Act on recommendation to appoint Robert Yaro to the Scenic Roads Committee.**

*Motion: Upon a motion made by Mr. Federici and seconded by Ms. Ruoff, the board voted unanimously to approve all the appointments and resignations as outlined in items 10.1-10.7 on the agenda.*

*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. Federici, the board voted unanimously to approve the request from The Country School to place a sign on the Green advertising its Virtual Open House taking place July 27, 2020. (Sign Placement 7/13-7/27)*

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

**11. Committee Reports**

Mr. Federici said he spoke with Mr. Magee, Mr. Johnson and Mr. Kral and he expects to have recommendations regarding inland wetlands, engineering, health and planning and zoning commission fees at the next meeting.

**12. Correspondence**

None

**13. Old Business**

None

**14. New Business**

There was discussion about the when the board could convene in-person meetings. Mr. Hoey said he would not do so unless everyone is comfortable. He had asked Ms. Millman to research the issue.

Ms. Millman said through her municipal attorney list serve, Attorney Steve Mednick, whom the town has worked with in the past shared an opinion letter he gave to the towns he represents regarding in-person meetings. His feeling is the initial executive order issued, which made meetings remote, still stands. There was a subsequent executive order issued which would allow municipalities to conduct town meetings, etc., but would first need to consult with local and state health officials and conduct it in a way reduces risk of transmission of COVID. He goes on to say it appears inconceivable that any health director would be in favor of such a meeting. She added that they could have a meeting in the community center with everyone six feet apart and wearing masks. They could get an opinion letter from the health director. The in person meeting limitation does conflicts with other things that are being allowed such as 150 people gatherings outside, etc. She added, however, that this is the state of the executive orders at this point. As of September 9, the executive orders automatically terminate.

Mr. Havrda said they are only talking three meetings at this point.

Mr. Hoey said he does not know of any towns conducting in person meetings.

Mr. Havrda said as much as he would like to get back to in person meetings, he does not want to be the leader. Summer sessions have lower participation anyway. If they have a particular budget issue or something comes up that would require it, then they can see. He doesn't know of any on the horizon at this point.

Mr. Federici asked if there is a possibility of retaining the Zoom component even when they go back to regular in-person meetings, because he has a feeling people would appreciate the opportunity to participate in that way.

Mr. Havrda said they were talking about live streaming meetings at one point.

Mr. Hoey said they have engaged the services of HB Communications to outfit the meeting room to do live streaming so people can participate remotely. They are looking at the same equipment, but more mobile in nature, for the community center, so the Board of Finance meetings upstairs and large meetings downstairs will be able to utilize it.

Ms. Ruoff said unless there was a wave of towns going to in-person meetings, then she doesn't think it makes sense for them to do so at this point.

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

None

**16. To discuss and take possible action on potential land purchases. (Executive session may be required)**

**17. To consider and act on a successor Collective Bargaining Agreement between the Town of Guilford and Local 356, Council 4, AFSCME, AFL-CIO (Police Officers) for July 1, 2020-June 30, 2024. (Executive Session may be required.)**

*Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to enter into executive session at 9:32 a.m. to discuss potential land purchases and the collective bargaining agreement. For the first executive session the board invited Mr. Magee, Mr. MacElhiney, Mr. Bishop and Ms. Millman. For the second executive session the board invited Deputy Chief Hyatt, Mr. Mikolay, Mr. Goldblatt and Mr. Hodgson.*

*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 return to public session at 10:29 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 Mr. Federici, the board voted unanimously to authorize the Land Acquisition Commission to engage a consulting firm to conduct Phase I of the environmental study not to exceed \$2,500 and to decide on the vendor at the discretion of Mr. Mr. MacElhiney, Mr. Magee and Mr. Hoey.*

*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 have the Land Acquisition Commission move forward with an appraisal of the property as described and discussed during the executive session.*

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

Mr. Hoey said they are also authorizing Mr. MacElhiney and Ms. Millman to move forward with the process on the potential sale of a small parcel of land, but no motion is needed on that.

*Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to approve and authorize Police Commission Chairman Robert Welsh to sign the successor Collective Bargaining Agreement between the Town of Guilford and Local 356, Council 4, ASFCME, AFL-CIO (Police Officers) for July 1, 2020-June 30, 2024.*

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



*Motion:* Upon a motion made by Mr. Federici and seconded by Ms. Renner, the board voted unanimously to adjourn the meeting at 10:33 a.m.

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

Respectfully submitted,

*Traci K. Brinkman*  
Clerk  
Board of Selectmen