

**BOARD OF SELECTMEN
MEETING MINUTES
MONDAY, JULY 16, 2018
8:30 A.M. – GUILFORD TOWN HALL**

First Selectman Matthew Hoey called the meeting to order at 8:33 a.m.

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

Town Officials: Finance Director Maryjane Malavasi, Human
Resources Director Mitch Goldblatt and Clerk
Traci Brinkman

Media: Mike Graziano, taping for GCTV

1. Pledge of Allegiance

Mr. Havrda led the pledge.

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

None

3. Approve minutes of:

3.1 July 2, 2018 – Regular Meeting

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Renner, the board voted to approve the minutes of the July 2, 2018 Regular Meeting as presented.

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

4. Finance Director (Maryjane Malavasi):

4.1 Receive monthly report from Finance Director.

Ms. Malavasi explained that these are preliminary year end reports. At the next meeting she will have unaudited final numbers, but there will be a number of transfers that still need to be made and grant offsets as well for some departments.

Expenditures

Ms. Malavasi said they are 97.8% expended and they will be very close or slightly over, due to the numerous storms as well as significant legal fees. There are a number of outstanding purchase orders that they will be working to close out, but some may carry over into next year. She will have all of this by August.

Ms. Renner asked if the capital items are usually carried forward or encumbered.

Ms. Malavasi said typically they are either carried forward or encumbered.

Mr. Federici asked if legal is up to date or if there is a 30-day lag.

Ms. Malavasi said the billing usually comes in pretty well. The June bills are not a part of this report, because In-House Counsel is away so they will probably see another month of bills.

Mr. Hoey said Fire is showing about \$205,000 over and a big piece of that is vehicle maintenance as well as operating supplies. He asked what percentage is related to the new Firefighter Safer Grant. Ms. Malavasi said she would have that analysis done for the next meeting because they are working on the first quarter report for their Safer Grant reimbursement request.

Mr. Hoey said the replacement salaries account is also over by \$60,000. He said by adding the new personnel through the Safer grant it should reduce that account overall. Ms. Malavasi said that is the intent.

Mr. Hoey noted the credit card processing fees at the golf course and said that other departments accept credit cards as well he wondered if these could be consolidated to reduce the fees.

Ms. Malavasi explained that they are looking into this now. One option would be to have the users pay a fee for using their credit card. This is a broader discussion they need to have.

Mr. Hoey noted that they have this process in places for tax payments where the taxpayers pay the fees for the convenience of charging their taxes.

Mr. Havrda said he thinks it should be consistent across all departments.

Ms. Ruoff said that another way to look at it is that when you offer convenience by offering credit cards, it is part of doing business and sometimes it results in getting more activity.

Mr. Havrda said that is usually true in a sale situation, but with the town they are just looking to cover costs and not to make money. They should include it in all the fees or make a distinction.

Revenues

Ms. Malavasi said in April she gave an initial estimate that they would end the year with approximately \$600,000 in revenues. At the moment they are \$563,000 to the good. She added that it is mainly due to tax collections, but there are a few other departments with surpluses.

Ms. Malavasi said the Long Hill Road project is substantially complete. There are only a few other minor expenses. She prepared the report at the request of the Board of Finance. Ms. Malavasi said she held off on the quarterly capital report this month, because she will have updated numbers next month.

Medical

There was discussion about the fund contributions by the boards.

Ms. Malavasi said through May they are over on the stop loss premium by \$121,000. Mr. Hoey said it was a prudent decision.

Mr. Hoey asked Ms. Malavasi where she thought they would end the year.

Ms. Malavasi said she thinks \$600,000 still seems like a good number.

Mr. Hoey said they need to allocate about \$250,000 to the designated fund to keep it at 9.1%, this would leave \$350,000 in excess capacity.

5. Appointments and Resignations:

5.1 Act on recommendation to appoint Kit Wilcox as an alternate to the Zoning Board of Appeals to fill a vacancy for a term to expire February 28, 2019.

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Renner, the board voted unanimously to appoint Kit Wilcox as an alternate to the Zoning Board of Appeals to fill a vacancy for a term to expire February 28, 2019.

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

5.2 Act on recommendation to appoint Kit Wilcox to the Hazard Mitigation Commission to fill a vacancy for a term to expire September 30, 2021.

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to appoint Kit Wilcox to the Hazard Mitigation Commission to fill a vacancy for a term to expire September 30, 2021.

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

5.3 Act on recommendation to appoint Kevin Clark to the Water Pollution Control Authority to fill a vacancy for a term to expire July 31, 2020.

Motion: *Upon a motion made by Ms. Renner and seconded by Mr. Havrda, the board voted unanimously to appoint Kevin Clark to the Water Pollution Control Authority to fill a vacancy for a term to expire July 31, 2020.*

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

5.4 Act on recommendation to appoint Mike Kaczynski as an alternate to the Conservation Commission to fill a vacancy for a term to expire February 28, 2020.

Motion: *Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to appoint Mike Kaczynski as an alternate to the Conservation Commission to fill a vacancy for a term to expire February 28, 2020.*

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

5.5 Act on recommendation to reappoint Chris Anderheggen to the Standing Building Committee for a term to expire June 17, 2022.

Motion: *Upon a motion made by Mr. Hoey and seconded by Mr. Havrda, the board voted unanimously to reappoint Chris Anderheggen to the Standing Building Committee for a term to expire June 17, 2022.*

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

5.6 Act on recommendation to appoint Joseph Katucki to the Zoning Board of Appeals to fill a vacancy for a term to expire February 28, 2022.

Motion: *Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to appoint Joseph Katucki to the Zoning Board of Appeals to fill a vacancy for a term to expire February 28, 2022.*

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

5.7 Act on appointment of Howard Brown to the Energy Task Force.

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

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

5.8 Act on appointment of Linda Rogen to the Energy Task Force.

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Havrda, the board voted unanimously to appoint Linda Rogen to the Energy Task Force.

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

5.9 Act on appointment of Kevin Clark to the Land Acquisition Commission as the Inland Wetlands Commission representative for a term to expire February 28, 2021.

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to appoint Kevin Clark to the Land Acquisition Commission as the Inland Wetlands Commission representative for a term to expire February 28, 2021.

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

5.10 Act on appointment of Sarah Torff to the Tree Advisory Board as the Conservation Commission representative for a term to expire February 28, 2022.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to appoint Sarah Torff to the Tree Advisory Board as the Conservation Commission representative for a term to expire February 28, 2022.

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

5.11 Act on resignation received from Shawn Acri from the Standing Building Committee.

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 Shawn Acri from the Standing Building Committee.

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

6. Requests for Use of Town Property:

6.1 Act on request from the Soccer Club of Guilford to place a sign on the Green. (Sign Placement 7/29-8/12)

6.2 Act on request from the Shoreline Arts Alliance to place a sign on the Green advertising its Rising Stars Theatre Experience taking place August 6-10 and August 13-17, 2018. (Sign Placement 7/13-7/27)

6.3 Act on request from the Knights of Columbus to place a sign on the Green advertising the St. George Carnival taking place August 7-11, 2018. (Sign Placement 7/30-8/11)

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Hoey, the board voted unanimously to approve the requests for use of town property as outlined in items 6.1-6.3 pending further information on the Soccer Club request.

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

7. Correspondence

7.1 Building Official's Monthly Report

7.2 Public Works Monthly Report

7.3 Letter from P. Maltese dated June 27, 2018 re: Guilford Lakes Golf Course

Mr. Federici said this was a nice letter.

7.4 Letter from F. Michanczyk dated July 3, 2018 re: Simon the Dog

Mr. Federici said it looked like this letter was from out of town, but he couldn't quite read the address. The clerk said she would get back to the board to confirm the town.

8. Committee Reports

Mr. Federici said that they received a lot of information from CCM regarding building permit fees from comparable towns. He will share the information with the board and input is appreciated. The fire commission is also considering instituting a new fee for inspections by the fire marshal as it relates to new permits.

Mr. Hoey said he would recommend that if they do institute those fees they should go directly into the General Fund Revenues as opposed to revenues by department. He would like it to be consistent.

Ms. Ruoff said she participated in a panel discussion at Manchester Community College to help encourage other towns in affordable housing efforts. Guilford has been used as an example since it is a little ahead of other towns. The Housing for Economic Development Committee will be having another public information meeting on August 21 at the Library.

9. Old Business

Mr. Hoey noted that on July 17, 7 p.m., at the Community Center, the Parks and Recreation Commission is having an informational session on the disc golf course proposed at Bittner Park. He added that he attended the previous meeting at the park to see the example tee that was established and in his opinion it was not as impactful or intrusive as he would have thought.

Mr. Hoey said that Blum Shapiro has kicked off the land use study process. They met with many department heads last week. He added that the Emergency Management Software at the fire department has tremendous capabilities including permit modules. It is a full-fledged software company. Blum Shapiro is going to assess both that systems and the MUNIS system to see what would work best in that capacity.

10. New Business

Mr. Federici said he received correspondence, and he believes the full board also did, regarding responsible pet ownership. He also noted a follow up letter in the New Haven Register regarding the possibility of not requiring a second public hearing for Planning and Zoning.

Mr. Hoey said he contacted the PZC Chair and George Kral about this issue. There has been discussion about eliminating the required second public hearing for Planning and Zoning applications. Some applications are so simple it doesn't seem necessary to have a homeowner or business owner sit through a second hearing. In terms of transparency not having a second public hearing is of some concern. If they want to move in that direction the board could decide to not have the second public hearing by a super majority vote. If the application is not controversial than a super majority vote could eliminate that

requirement.

Mr. Havrda said he agreed. They should leave the second public hearing requirement there and make an exception on a per application basis to go back to one. He added that many times things come out later and it is worth it to have time and have the second public hearing. There are other projects that are simple and you can make an exception for those.

Mr. Hoey noted there have been a couple of retirements and resignations recently. Town Engineer Jim Portley retired. Mr. Hoey said he wanted to reconstitute the Public Works Director position which Mr. Portley had combined with his duties. He announced that Janice Plaziak has been hired as the new Town Engineer. She was most recently town engineer in Branford and previously worked as assistant town planner in Guilford. She will be starting on July 23. He added that Superintendent of Highways Tom Fillion has been hired for the Public Works Director position. He began his new job on July 1. Mr. Hoey said Assessor Ed Corapinski has retired and Jennifer Bernardo the Assistant Assessor has been hired for the Assessor position.

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

None

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to adjourn the meeting at 9:23 a.m.

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

Respectfully submitted,

Traci K. Brinkman
Clerk
Board of Selectmen