

**BOARD OF SELECTMEN
MEETING MINUTES
MONDAY, AUGUST 5, 2019
8:30 A.M. – TOWN HALL**

First Selectman Matthew Hoey called the public hearing and meeting to order at 8:32 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, Parks and Recreation Director Rick Maynard, Town Planner George Kral, Environmental Planner Kevin Magee, Police Chief Jeff Hutchinson and Clerk Traci Brinkman

Media: Mike Graziano, taping for GCTV

The board moved the pledge of allegiance up one item on the agenda.

2. Pledge of Allegiance

Mr. Havrda led the pledge.

1. Public Hearing to obtain comment on “An Ordinance to Amend the Code of the Town of Guilford – Chapter 218, Peddling and Soliciting.”

Ms. Millman said she has been working very closely with the police chief on this. She added that a few things had to be upgraded to bring the ordinance and references up to date with current statutory references. In addition they included due process and appeal rights if a license is revoked. Like the previous ordinance there is a provision for the police chief with the advice of the police commission to create separate rules and regulations to handle more specifics. These are not built into the ordinance so they can be easily amended over time.

Ms. Millman then went over some of the areas covered in those rules and regulations such as no peddling or soliciting within 300 feet of school property, unless a waiver is granted by the superintendent. There are details about mobile food establishments and preferred vending locations that encompass various town parking lots at the Marina, Town Hall, Jacobs Beach, etc.

Mr. Havrda asked if any consideration was given to trash from the establishments.

Ms. Millman explained that it is in the rules and regulations. They are required to dispose of their own garbage. It was noted that if a person purchases food and walks across the Green they cannot control where that individual disposes of that garbage.

There was discussion about single day events at the schools and the exemption for those selling under the age of 18.

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Mr. Hoey opened the public hearing to questions and comments from the public.

Dean Popkin of 523 Briarwood Drive asked if this ordinance amendment was an attempt to wrest control of vending at the beaches from Parks and Recreation.

Mr. Hoey explained that they will work with Parks and Recreation to make sure there is service at the beach. They will clarify the process and make sure they identify safe areas in the lot for the vendors.

Mr. Goldblatt noted that Fire Marshal is spelled incorrectly at the end of the ordinance.

Mr. Maynard said they don't really allow vending at Lake Quonnipaug because the parking lot is across the street and it would be dangerous for people and kids to cross to get to it.

There was discussion about any potential areas on the beach side for it.

The board closed the public hearing at 8:56 a.m.

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Renner, the board voted unanimously to approve the "Ordinance to Amend the Code of the Town of Guilford – Chapter 218 Peddling and Soliciting."

*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 Rules and Regulations to Chapter 218.

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

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

None

4. Approve minutes of:

4.1 July 15, 2019 – Regular Meeting

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Renner, the board voted to approve the Regular Meeting Minutes of July 15, 2019 as presented.

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

4.2 July 15, 2019 – Special Meeting

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted to approve the July 15, 2019 Special Meeting Minutes as presented.

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

4.3 July 19, 2019 – Special Meeting

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted to approve the July 19, 2019 Special Meeting Minutes as presented.

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

5. Town Planner (George Kral) and PZC Chair (Phil Johnson):

5.1 Consider and take possible action on award of RFQ/RFP #2-1920 – Re-Draft of Zoning and Subdivision Regulations.

Mr. Kral explained that this was approved as part of the budget. They need to revise the zoning code and bring it up to date and bring it in compliance with state law. The Planning and Zoning selection committee received and reviewed four proposals ranging from \$55,000 to \$79,000. They decided to recommend Planometrics for a cost of \$60,000. He added that this company specializes in this work and has done similar projects for other towns. The committee liked their approach and they included lots of public participation in the process. Mr. Kral said the entire project will take a little over a year.

Mr. Johnson said it will be done in smaller chunks instead of all at once.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to award RFQ/RFP #2-1920 – Re-Draft of Zoning and Subdivision Regulations.

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

6. Finance Director (Maryjane Malavasi):

6.1 Discuss and take possible action to approve and authorize first selectman to sign Hilltop Securities Municipal Advisory Agreement.

Mr. Hoey explained that the town’s previous bond advisors IBIC have merged with Hilltop Securities and they have more stringent contract requirements. This contract represents a three-year agreement. He added that Bill Lindsay does a tremendous job for the town and they have maintained their AAA rating with both rating agencies.

Ms. Malavasi updated the board on the recent bond sale and noted that all the interest rates came in lower than anticipated.

Mr. Havrda stated that most new contracts have a clause about cybersecurity and third party waivers. He didn't see that in this contract.

Ms. Malavasi said she can talk to them about that, but the information they are given is publicly accessible anyway so the company is not receiving any sensitive data. Ms. Millman added that the agreement was reviewed by outside counsel and he had no issues with it.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to approve and authorize the first selectman to sign Hilltop Securities Municipal Advisory Agreement.

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

7. Parks and Recreation Director (Rick Maynard):

7.1 Consider and take possible action on purchase of a Redexim Seeder.

Mr. Maynard received three quotes for this equipment. The lowest was from MTE Turf Equipment, who is also the only Connecticut vendor. The price quoted was \$15,578.37, which is under the \$17,000 budgeted amount.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to purchase a Redexim Seeder from MTE Turf Equipment for \$15,578.37.

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

7.2 Discuss and take possible action to contract with engineering firm for boiler replacement at the Community Center.

Mr. Maynard said they need an engineering firm to draw up the specifications for boiler replacement project at the Community Center. He contacted firms on the on-call list and received two responses. Silver Petrucelli quoted the lowest price at \$19,240. He added that the actual work on the boilers will not be done until next spring.

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to contract with Silver Petrucelli from the on-call list in the amount of \$19,240 for the boiler replacement project design at the Community Center.

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

7.3 Consider and take possible action to sell Land Plane equipment to Madison Parks and Recreation Department.

Mr. Maynard explained that the land plane is used for ballfield leveling. Parks and Recreation has better equipment for doing this now so they no longer need this. They tried to sell it a couple of years ago but nobody was interested. Madison has been borrowing it. They have a need for it and would like to buy it. In the future if Guilford does need it they have offered to let the town borrow it back. Mr. Maynard said a fair price would be \$1,000.

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Ruoff, the board voted unanimously to sell the land plane equipment to the Madison Parks and Recreation Department.

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

8. Environmental Planner (Kevin Magee):

8.1 Discuss and take possible action to contract with All Habitat Services under State Bid #18PSX0145 for Lake Quonnipaug Invasive Plant Treatment.

Mr. Magee explained that Quonnipaug has numerous aquatic invasive weeds in various locations. They have received a DEEP permit for application of pesticides. The price they received from All Habitat on the state bid is \$12,546. They can start work next week. He added that there is money for this carried over from the 2018-2019 budget as well as the \$2,500 for oversight by the CT Agricultural Station.

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to approve the contract with All Habitat Services under State Bid #18PSX0145 for Lake Quonnipaug Invasive Plant Treatment in the amount of \$12,546.

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

9. Discuss and take possible action on agreement with CGI Communications for a 2019 Community Video Program.

Mr. Hoey said CGI is a production company that makes and hosts online videos for communities showcasing the quality of life, education and businesses. The Town had one done years ago and Brian McGlone has recommended they do it again. There is no cost for the Town and it is paid for through advertising from local businesses.

Mr. Havrda said he just hesitates a bit about the advertising unless there is a disclaimer.

Ms. Millman said outside counsel has recommended a disclaimer go on the website when the link is put on.

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to approve the agreement with CGI Communications for a 2019 Community Video Program.

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

10. Consider and take possible action on “An Ordinance to Amend the Code of the Town of Guilford – Chapter 218, Peddling and Soliciting,” as a result of earlier public hearing.

The board took action on this earlier in the meeting after the public hearing.

11. Discuss and take possible action to set a public hearing date of Tuesday, September 3, 8:30 a.m., at the Guilford Town Hall to obtain comment on “An Ordinance to Amend the Code of the Town of Guilford – Chapter 148-Building Construction.”

Mr. Federici explained that this significantly trims down the amount of individual items in the ordinance. It changes the way permits are collected from an item system to a value system. He added that the amounts that Guilford charges are in the bottom half of similar towns. Mr. Federici said switching to a value based system will increase the revenue generated.

Mr. Hoey said it also brings it in line with what other communities are doing.

The board decided to change the public hearing date to September 5 and make it at 7:30 p.m. at the Community Center.

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Ruoff, the board voted unanimously to set a public hearing date of Thursday, September 5, 2019, 7:30 p.m. at the Community Center to obtain comment on “An Ordinance to Amend the Code of the Town of Guilford – Chapter 148 – Building Construction.”

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

12. Appointments and Resignations:

12.1 Act on resignation of Susanna Smith from the Historic District Commission.

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to accept the resignation of Susanna Smith from the Historic District Commission.

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

12.2 Act on resignation of Sarah Williams from the Safe Streets Task Force.

Motion: Upon a motion made by Mr. Hoey and seconded by Mr. Federici, the board voted unanimously to accept the resignation of Sarah Williams from the Safe Streets Task Force.

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

12.3 Act on recommendation to appoint Jennifer Rowe to the Housing Authority for a term to expire March 31, 2024.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Federici, the board voted unanimously to appoint Jennifer Rowe to the Housing Authority for a term to expire March 31, 2024.

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

12.4 Act on recommendation to appoint Kristy Faulkner as an alternate to the Zoning Board of Appeals for a term to expire February 28, 2023.

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to appoint Kristy Faulkner as an alternate to the Zoning Board of Appeals for a term to expire February 28, 2023.

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

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to add to the agenda the appointment of Bob Yaro to the Safe Streets Task Force.

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

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to appoint Bob Yaro to the Safe Streets Task Force.

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

13. Requests for Use of Town Property:

13.1 Act on request from the Soccer Club of Guilford to place a sign on the Green advertising its Soccer Registration. (Sign Placement 9/16-9/30)

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to approve the request from the Soccer Club of Guilford to

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place a sign on the Green advertising its Soccer Registration. (Sign Placement 9/16-9/3)

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

13.2 Act on request from the Guilford Lakes Golf Course to place a sign on the Green advertising its Golf Tournament taking place September 14, 2019. (Sign Placement 9/3-9/14)

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Havrda, the board voted unanimously to approve the request from the Guilford Lakes Golf Course to place a sign on the Green advertising its Golf Tournament taking place September 14, 2019. (Sign Placement 9/3-9/14)

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

13.3 Act on request from The Country School to place a sign on the Green advertising its Tours taking place August 5-19, 2019. (Sign Placement 8/5-8/19)

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to approve the request from The Country School to place a sign on the Green advertising its Tours taking place August 5-19, 2019. (Sign Placement 8/5-8/19)

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

13.4 Act on request from the Guilford Agricultural Society to place a sign on the Green advertising its Fair taking place September 20-22, 2019. (Sign Placement 9/9-9/22)

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to approve the request from the Guilford Agricultural Society to place a sign on the Green advertising its Fair taking place September 20-22, 2019. (Sign Placement 9/9-9/22)

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

13.5 Act on request from St. John's Episcopal Church to place a sign on the Green advertising its Bluegrass Festival taking place August 24, 2019. (Sign Placement 8/10-8/24)

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Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to approve the request from St. John's Episcopal Church to place a sign on the Green advertising its Bluegrass Festival taking place August 24, 2019. (Sign Placement 8/10-8/24)

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

Mr. Hoey said he received an additional application for use of the Green from an organization regarding opioid abuse. But, not unlike a previous request, the address was from Hartford and they have not received the proper certificate of insurance so it didn't make it on the agenda at this point.

14. Committee Reports

Ms. Ruoff said the Housing for Economic Development Committee had further questions for the two finalists. The committee will be meeting next week to go over the answers and come up with a recommendation after that.

15. Old Business

Mr. Havrda said he received two communications about the golf course and wondered what the next steps are.

Mr. Hoey noted that the golf commission is having a tournament in September. They have also been having discussions. He added that at this point it is a work in progress.

Mr. Hoey said he received correspondence from a resident on Falcon Road regarding no cell service and requesting the Town facilitate a cell tower to cover Sagem's Head. He added that there are a number of things that come into play on this issue, but he might put it on an upcoming agenda for discussion.

16. New Business

None

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

None

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Federici, the board voted unanimously to adjourn the meeting at 10:02 a.m.

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

Matthew T. Hoey III
First Selectman