

**BOARD OF SELECTMEN  
DRAFT MEETING MINUTES  
MONDAY, AUGUST 17, 2020  
8:30 AM.  
ELECTRONIC MEETING VIA ZOOM**

**Mr. Hoey called the meeting to order at 8:30 a.m.**

Present: Board members: Matthew Hoey, Charles Havrda, Louis Federici, Susan Renner, Sandra Ruoff

Town Officials: Finance Director Maryjane Malavasi, Human Resources Director Mitchell Goldblatt, In-House Counsel Pamela Millman, Parks and Recreation Director Rick Maynard, Environmental Planner Kevin Magee

Others: Julie Paquette, Sustainable Guilford; Terry Cain, Sustainable Guilford; Kathryn Bateman, Tina Pihl, Matt Renola, Elisa Loughler

**1. Pledge of Allegiance**

The pledge was led by Selectman Havrda.

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

None

**3. Approve minutes of:**

**3.1 July 20, 2020 – Special Meeting**

Selectman Federici noted that under Item 3, \$16.38 should be corrected to \$1,638.00

*Motion: Upon a motion by Selectman Renner, and seconded by Selectman Ruoff, the Board of Selectmen voted to approve the minutes of the July 20, 2020 special meeting as amended.*

*In Favor: Federici, Havrda, Hoey, Renner, Ruoff*

*Opposed: None*

*Abstained: None*

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

**4.1 Receive monthly report of Finance Director**

**Revenue**

Year-end revenues ended up, but slightly less than last year, at 101.2% with a \$1.2 million surplus from the Tax Collector, Fire Department and the Board of

Education ECS grant. Selectman Federici expressed concern about future state revenue. An impact is not anticipated this fiscal year, but the Governor can rescind up to 5% expected revenue. State revenue will be a real concern for FY 2022.

July's preliminary numbers are very good, revenue is only down 12% from the prior year. The Finance Department released pension and medical payments for July.

The escrow accounts are short \$127,000. Almost all payments are in.

The First Selectman recently spoke to three landlords who all deferred their taxes, but failed to file the paperwork needed for the deferment. He expects those payments will be coming in soon as interest is being accrued on those accounts.

### **Expenses**

The Board of Education figures have not been adjusted on the town side, their final figure is \$254,645, and the surplus grand total as of today is \$841,583.

The Town closed out all purchase orders that were no longer needed for year end, and funds for projects that were not completed due to COVID-19 have been encumbered. Encumbrances totaled \$722,000.

The Waste Transfer Station owes the town for insurance and other expenses, so there will be a surplus on the expenditure side.

COVID related expenses were charged to a special line item. Those expenditures have been reversed, and now appear as a receivable on the balance sheet as the town expects to receive reimbursement from FEMA and the CARES Act.

The Finance Director is fairly confident that the town will receive \$177,000 from FEMA. Items like the laptops for distance learning will be reimbursed through the CARES act. PPE and plexiglass dividers are on the list of covered items.

COVID related expenses incurred by the Registrar of Voters will be included in a grant application through the Secretary of State's office.

The Finance Department is still in the process of tracking expenses due to Tropical Storm Isaias. Preliminary numbers are due to the state by Wednesday.

Public Works worked overtime every day and weekends, and there will be expenses for the tub grinder service as well. The town is in the process of hiring a new vendor for grinding service, and anticipates the contract to be executed shortly.

### **Medical**

There have been no changes to the medical account since June 30.

**4.2 Discuss and take possible action on end of year transfers to close out FY2019-20 and recommend to Board of Finance.**

**Operating Budget**

There are four accounts that are over budget: Building, Economic Development, Fire and Capital. The Finance Department is requesting that a total of \$476,486 be transferred from Police, Employee Benefits and Parks and Recreation to these four accounts.

*Motion: Upon a motion by Selectman Federici, and seconded by Selectman Ruoff, the Board of Selectmen voted to approve and recommend to the Board of Finance that Operating Budget funds in the amount of \$476,486 be transferred from Police, Employee Benefits and Parks and Recreation to Building, Economic Development, Fire and Capital per the Finance Director's memo.*

*In Favor: Federici, Havrda, Hoey, Renner, Ruoff*

*Opposed: None*

*Abstained: None*

**Fund Balance**

The Finance Director recommended that surpluses in Employee Benefits, Library and Town Properties be transferred to reserve for personnel for the current year. The Library had a significant salary surplus due to COVID -19. Streetlights and hydrants were also under budget.

All of these transfers are intended to help us in future years. Budgets are anticipated to be tighter in future years, these transfers will help mitigate future increases.

*Motion: Upon a motion by Selectman Renner, and seconded by Selectman Ruoff, the Board of Selectmen voted to approve and recommend to the Board of Finance Fund Balance transfer in the amount of \$298,800, per the Finance Director's memo.*

*In Favor: Federici, Havrda, Hoey, Renner, Ruoff*

*Opposed: None*

*Abstained: None*

The Board and Human Resources Director Goldblatt discussed retirement sick leave fund balance and the town's exposure there. The overall exposure has been going down slowly, but it is going down.

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

**5.1 Discuss and take possible action on recommendation to name the fields at Three Mile Course Park (upper Cox fields) for Bill Wallach.**

Mr. Maynard explained that Mr. Wallach was a soccer coach and mentor to many young players for many years. He ran soccer camps at Baldwin, and a camp for special needs children. His record was an impressive 200 wins and 10 losses. He is nationally recognized and is in the CT Soccer Hall of Fame, the CT Coaches Hall of Fame, and has received a sports writer's award.

A group of his former players recently approached the Park and Rec Commission requesting that the fields and Three Mile Course Park be named for him. After receiving a very passionate presentation from some of his former players, the Park and Recreation Commission voted unanimously to approve the naming of the fields for Mr. Wallach, and to recommend that the Board of Selectmen approve this request.

Several former players spoke about the positive impact Mr. Wallach had on their lives, and the lives of every young person he worked with. Kathryn Bateman, Erin Loughler, Tina Pihl and Matt Renola all spoke and paid tribute to Mr. Wallach, and share personal stories about how he impacted their lives.

Mr. Renola explained that a group of Guilford soccer alums started this endeavor about a year ago. Mr. Wallach will be 80 this year, and they thought this would be a good way to honor him. They would also like to do some fundraising for field and capital improvements. They felt this would a wonderful way to honor an amazing and deserving person.

*Motion:* Upon a motion by Selectman Federici, and seconded by Selectman Havrda, the Board of Selectmen voted to approve the naming of the fields at Three Mile Course Park, (upper Cox fields), for Mr. Bill Wallach.

*In Favor:* Federici, Havrda, Hoey, Renner, Ruoff

*Opposed:* None

*Abstained:* None

## **6. Environmental Planner (Kevin Magee):**

### **6.1 Consider and take possible action on acceptance of a Conservation Easement for Peddler's Ridge Subdivision, located on Assessor's Map 73, Lot 1, send to Planning and Zoning for a Mandatory Referral under CGS 8-24 and set a special town meeting on Zoom for September 1 at 8:30 a.m.**

The Peddlers Ridge subdivision is a 22-acre subdivision across from Dennison Drive. As part of the subdivision requirements, 10% of the subdivision has to be dedicated open space. There is a 4.78 acre hilly, wetlands area that is part of lot 4 that is the parcel recommended for the conservation easement. This has been reviewed by the Inland Wetlands and Land Acquisition Commissions.

Land Acquisition recommended obtaining a conservation easement over receiving a fee. This parcel is not connected to any other town parcel, it is bordered by I-95 and Peddlers Road. It will go to Planning & Zoning for approval from here.

*Motion:*            *Upon a motion by Selectman Federici, and seconded by Selectman Havrda, the Board of Selectmen voted to accept a Conservation Easement for Peddler's Ridge Subdivision, located on Assessor's Map 73, Lot 1, send to Planning and Zoning for a Mandatory Referral under CGS 8-24 and set a special town meeting on Zoom for September 1 at 8:30 a.m.*

*In Favor:*        *Federici, Havrda, Hoey, Renner, Ruoff*

*Opposed:*        *None*

*Abstained:*     *None*

## **7. Sustainable Guilford Task Force:**

### **7.1 Receive report/presentation from the Sustainable Guilford Task Force.**

First Selectman Hoey explained that he requested that the Task Force present an overview of their accomplishments to date. He would like to consider making a this a full committee or commission in the future.

Sustainable Guilford Task Force member Julie Paquette gave a Power point presentation reviewing the accomplishments of the task force including the successful passage of the Plastic Bag Ban Ordinance and receiving Silver Certification status from Sustainable CT

In the next six months they plan on meeting with other boards and commissions, doing community outreach, and educational initiatives. Beginning next January, they will begin activities relative to the next certification.

Task Force Chair Terri Cain stated that they are currently working on a pollinator pathway with the Community Gardens, and also looking at increasing composting to reduce solid waste.

Mr. Hoey noted that he would like to see a member of the sustainable task force added to the Conservation Commission, with a special focus on Lake Quonnipaug; including weed control and the use of the lake.

The Board of Selectmen thanked the task force for the presentation and all of their hard work to date.

## **8. Appointments and Resignations:**

**8.1 Act on recommendation to appoint Caroline Herrick to the Guilford Tree Advisory Board as the Leete's Island Garden Club representative to fill a vacancy for a term to expire February 28, 2023.**

*Motion: Upon a motion by Selectman Renner, and seconded by Selectman Ruoff, the Board of Selectmen approved the appointment of Caroline Herrick to the Guilford Tree Advisory Board as the Leete's Island Garden Club representative to fill a vacancy for a term to expire February 28, 2023.*

*In Favor: Federici, Havrda, Hoey, Renner, Ruoff*

*Opposed: None*

*Abstained: None*

**9. Correspondence**

None

**10. Committee Reports**

Selectman Federici anticipates reconvening to discuss the Town Hall South proposal with two weeks.

**11. Old Business**

None

**12. New Business**

First Selectman Hoey explained that he and the Human Resources Director are reviewing the Economic Development Coordinator's job description, as the position is vacant due to Brian McGlone's retirement. He was approached by Madison First Selectman Peggy Lyons regarding a share position. He has discussed the potential conflicts and benefits with the Economic Development Commission. While he has some concerns regarding a conflict of interest in a shared position, he would like to work with the Town of Madison and give the matter an honest evaluation.

In the interim, he would like to hire an interim Economic Development Coordinator. Mr. Federici suggested that part of this person's charge could be to assist with evaluating a regional approach to this position.

**13. Public Forum**

The first Board of Selectman meeting in September will be held via Zoom. He asked the Board to prepare to discuss in person meetings after that, possibly at the Community Center so that they can have meetings in a room large enough to safely social distance.

*Motion:*        *Upon a motion by Selectman Renner, and seconded by Selectman Federici, the Board of Selectman voted to adjourn at 10:00 a.m.*

*In Favor:*       *Federici, Havrda, Hoey, Renner, Ruoff*

*Opposed:*       *None*

*Abstained:*     *None*

Respectfully Submitted,

*Karen Quercia*

Acting Clerk