

**BOARD OF SELECTMEN
MEETING MINUTES
MONDAY, AUGUST 19, 2019
8:30 A.M. – TOWN HALL**

First Selectman Matthew Hoey called the meeting to order at 8:35 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, Town
Engineer Janice Plaziak, Town Planner George
Kral, Sustainable Guilford Co-Chair Mark
Allegrini, Marina Commission Member Michael
Crossley, Dockmaster Rod McLennan, BOE
Director of Operations Cliff Gurnham, Assessor
Jennifer Bernardo, Housing for Economic
Development Committee Members and Clerk Traci
Brinkman. Golf Course Commission Clerk Sally
Berezowskyj joined the meeting in progress.

Media: Mike Graziano, taping for GCTV

1. Pledge of Allegiance

Mr. Havrda led the pledge

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

None

3. Approve minutes of:

3.1 August 5, 2019 – Regular Meeting

Ms. Renner noted a clarification to Mr. Popkin’s statements on Page 2. She did not believe he stated that the new ordinance was to wrest control, but rather he was merely asking about jurisdiction with regard to the amended ordinance and regulations.

Mr. Federici clarified his statements on Page 6. It should state that the new ordinance changes the way permits are calculated from a square footage system to a value system.

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to approve the minutes of the August 5, 2019 Regular Meeting as amended.

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

4. Finance Director (Maryjane Malavasi):

4.1 Receive monthly report from Finance Director.

Revenues

Ms. Malavasi explained that these are final unaudited numbers for June 30. There are still some adjustments that could be made. She added that the board only has the warrants for July, but will have a complete report next month. They are ending the year with an estimated \$1.8 million surplus at this time. The surplus is primarily in the areas of interest income, tax collections and additional money in the fire department.

Mr. Federici asked why there was such a large jump in interest income.

Ms. Malavasi said there are two reasons for this. One reason is they had more money to invest, whereas before a large portion was tied up due to the high school project. They use reserves to pay for the project and then reimburse those reserves once they bond for it. Secondly, the interest rates have increased over the past year. She added that they did increase the estimate in the 2020 budget.

There was discussion about possible revisions to the way estimated revenues are reported.

Mr. Hoey said to keep the fund balance at 10% they need to contribute approximately \$300,000. This would give them the ability to use some of the remaining surplus for one-time expenses such as supplementing capital, etc.

Ms. Malavasi explained that the next revaluation is going to cost over \$400,000 and they haven't set any money aside for that. This will be a true cost that they know about, which might be a good use for some of those funds.

Expenditures

Ms. Malavasi said the expenditures are pretty even. The BOE is showing \$112,000, but the Business Manager is looking into it, it should be \$10,000. She added that the budget can absorb all the overages. The only one being debt retirement, but they have money in a reserved fund balance for that.

4.2 Discuss and take possible action on end of the year transfers to close out FY2018-2019 and recommend to the Board of Finance.

Mr. Hoey noted that the fire department is significantly over at \$315,000.

Ms. Malavasi said she spoke with the chief and the replacement salaries line has gone over due to covering someone who has been out on worker's compensation,

which also ties into the overtime being over. In addition they have had some significant maintenance and HVAC issues.

Ms. Malavasi explained the transfer for capital, which includes \$22,000 for a new engineering vehicle that was paid for using surplus funds due to retirements. In addition, similar money leftover in the Assessor's budget is being used to purchase a new vehicle as well. The town has purchased the streetlights at a cost of \$95,000, but they are looking into possibly getting this covered by the Energy Performance Contract. Ms. Malavasi said there was the emergency sidewalk safety improvements at Youth and Family Services as well as \$140,000 spent for IT improvements. She added that the selectmen and Board of Finance set aside money for this; however, this amount could be covered under the budget while still leaving the remaining amount set aside in fund balance.

Ms. Malavasi then went over the fund balance transfers.

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to transfer \$852,352 in Operating Budget Transfers as directed by the Finance Director in her memo and recommend to the Board of Finance.

*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. Havrda, the board voted unanimously to transfer \$341,441 to Debt Retirement Interest from two fund balance accounts as outlined by the Finance Director and recommend to the Board of Finance.

*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 transfer \$223,000 from Employee Benefits to Assigned Fund Balance Reserve For Personnel and Committed Fund Balance Sick Leave Retirement as outlined by the Finance Director and recommend to the Board of Finance.

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

Ms. Malavasi updated the board on the OPEB Trust. She met with the actuaries to go over the time frame and will be finalizing the draft of the investment policy statement with the consultants and the Pension Committee. The OPEB Trust Agreement is being worked on by Shipman and Goodwin along with the ordinance changes that will be required for the pension committee and

the trust itself. She plans to hold a large meeting with all the interested parties as things move along.

There was a brief discussion about the OPEB trust by the board.

5. BOE Director of Operations/Facilities (Cliff Gurnham):

5.1 Consider and take possible action to award additional design and engineering for the replacement of three electrical panels, installation of a generator plug and related components to allow the use of a rollup emergency generator at Melissa Jones School to Antinozzi Associates in the amount of \$17,400.

Mr. Hoey asked why this is additional design work.

Mr. Gurnham explained that the original design was based on heating and cooling. They are now expanding the scope to include electrical work since the mechanical work they are doing is in the same area as the main electrical panels. He explained that Melisa Jones is the only school on a well and there is no generator capability. If the power goes out they have no water. Since they are working in the area they thought it is the best time to tie in the electrical work so they can hook up a generator when necessary. It would only be for critical systems and not the entire school. They would be installing a connection point and transfer switch. The fire department has a large generator they can borrow, but if there is a town-wide emergency they can bring in a company with a generator service. The SBC reviewed the scope and recommended they award the additional design to Antinozzi Associates.

Motion: Upon a motion made by Ms. Ruoff and seconded by Ms. Renner, the board voted unanimously to award additional design and engineering for the replacement of three electrical panels, installation of a generator plug and related components to allow the use of a rollup emergency generator at Melissa Jones School to Antinozzi Associates in the amount of \$17,400.

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

6. Town Engineer (Janice Plaziak):

6.1 Discuss and take possible action on recommendation to install additional streetlights at four road intersections.

Ms. Plaziak explained that these would be newly installed streetlights on existing poles. She received requests for these a few months ago and most are at intersections along Route 77 except for one that is at the intersection of Great Hill Road and Hemlock Avenue. Ms. Plaziak said they only usually approve new streetlights at intersections to help with wayfinding.

Mr. Havrda asked what the cost would be. Ms. Plaziak explained that since they are in the transition from taking ownership of the lights from Eversource it would be difficult to say, but again the cost is only for the light fixtures themselves. After that it would just be the monthly charge to Eversource.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to approve the installation of four additional streetlights as recommended by the Town Engineer: Route 77, Durham Road at the intersection of Bluff View Drive (pole #1974); Route 77, Durham Road at the intersection of Hemlock Avenue (pole #1456); Great Hill Road at the intersection of Hemlock Avenue (pole #1627) and Route 77, Durham Road at the intersection of Alexander Drive (pole #6018)

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

7. Assessor (Jennifer Bernardo):

7.1 Discuss and take possible action to purchase a town vehicle off of the State Contract.

Ms. Bernardo explained that the current vehicle she uses is a 1990 Crown Victoria. She explained what she has to do to get it started and sometimes has difficulty opening the door. She does share this vehicle with other departments as well.

Mr. Hoey said it is amazing that the mechanics at public works have been able to keep the car on the road for this long. He added that Ms. Bernardo and Ms. Hammarlund are committed to doing more site visits and field work so a better vehicle is necessary.

Ms. Bernardo explained that the vehicle she is looking to purchase is a new Nissan Rogue, similar to the one purchased by the town engineer. They have also offered \$300 for her trade-in.

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to approve the purchase of a Nissan Rogue off of State Contract #10PSX0239 in the amount of \$22,405 less \$300 for vehicle trade-in.

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

8. Marina Commission (Michael Crossley) /Dockmaster (Rod McLennan):

8.1 Consider and take possible action to award RFQ/RFP #1-1920-Dredging Permit Preparation for Town Marina.

Mr. Crossley said the first step in dredging is to get the permits from DEEP. The town sent out an RFP and received five respondents. The Marina Commission set up a subcommittee to review the proposals using a set of criteria. After review the committee recommended Coastline Consulting, who was also the lowest cost at \$11,393. The Marina Commission has approved this recommendation and the funds will come out of the dredging expense in the Marina Fund.

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to award RFQ/RFP #1-1910 – Dredging Permit Preparation for Town Marina to Coastline Consulting in the amount of \$11,393.

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

9. Golf Course Commission (Pat Pascale):

9.1 Discuss and take possible action on request to waive section 214-2(a) of the Town Code to allow the serving of beer for the September 14, 2019 Golf Tournament being held at the Guilford Lakes Golf Course by the Guilford Lakes Golf Course Commission.

Mr. Hoey noted that Mr. Pascale was not present. He added that the commission is hosting this tournament in an effort to attract more people to the course. Mr. Hoey said they have approved the waiver at the course in the past.

The board raised questions about town liability and the controls that will be in place, etc. They decided to table the issue for now.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted to table the request to waive section 214-2(a) of the Town Code to allow the serving of beer at the golf tournament since nobody was present to answer questions.

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

10. Town Planner (George Kral):

10.1 Consider and take possible action on award of RFQ/RFP #1-1819 – Affordable Housing Development known as Woodruff Property and authorize the first selectman negotiate a developer agreement.

Ms. Ruoff (Co-Chair of the Housing for Economic Development Committee) said what the committee needs is for the board to authorize the first selectman to negotiate a developer agreement. She added that this is going to be a long process, but this is the first significant moment in that process. The company they are recommending has successfully operated the Apple Tree Lane

Affordable Housing Development in town for over 20 years and has other single affordable housing projects throughout the town.

Mr. Kral explained that the town retained an attorney to help them sort through the proposals. They had narrowed it down to two firms and the other firm was impressive as well, but the committee has brought forward its recommendation of NeighborWorks New Horizons.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to authorize the first selectman to negotiate a developer agreement with NeighborWorks New Horizons for an Affordable Housing Development known as the Woodruff Property.

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

10.2 Receive report on Guilford's Housing Data Profile.

Mr. Allegrini explained that this report relates to the Town's pursuit of Sustainable CT Certification. They needed to pull out housing data for Guilford so the board and the public can understand the makeup of the town, what the needs are and to help develop actions needed to address those needs.

Mr. Federici asked if Mr. Allegrini was surprised by any of this data.

Mr. Allegrini said there is nothing surprising or concerning, just an understanding of the demographic makeup. He added that most towns are struggling to meet housing development needs, but Guilford is on the path to addressing that.

Mr. Kral explained that development costs and land costs are the biggest factor when trying to develop affordable housing.

11. Appointments and Resignations:

11.1 Act on resignation received from Dolores Hayden from the Safe Streets Task Force.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to accept with regret and appreciation the resignation received from Dolores Hayden from the Safe Streets Task Force.

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

12. Requests for Use of Town Property:

12.1 Act on request from the Friends of Hammonasset to place a sign on the Green advertising its Hammonasset Festival taking place October 5-6, 2019. (Sign Placement 9/21-10/6)

12.2 Act on request from the Guilford Basketball League to place a sign on the Green advertising its Registration. (Sign Placement 9/1-9/15)

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to approve the request for use of town property as detailed in items 12.1-12.2.

*Vote: In Favor: Hoey, Havrda, 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 remove item 9 from the table, the request from the Golf Course Commission to waive Town Code Section 214-2(a) to allow the serving of beer at its upcoming tournament.

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

Golf Course Commission Clerk Sally Berezowskyj joined the meeting. She explained that she has been involved with preparations for the tournament. Ms. Berezowskyj said the tournament is taking place September 14. It includes breakfast and lunch for those that sign up. They will also be serving beer. The state liquor forms have been filled out and permits have been signed by the police, fire and planning and zoning. The Town of Guilford is the permittee and beer will be served in the clubhouse. They were also going to drive around and serve on the course.

The board raised questions about liability and controls that would be in place. Many members felt serving from a golf cart on the course was not a good idea and might be better to just have it in the clubhouse. The board felt it could give conditional approval as long as the first selectman received satisfactory answers to the liability and control questions.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to approve the waiver of Town Code Section 214-2(a) to allow the serving of beer at the Golf Course Commission Golf Course Tournament taking place September 14 as long as the first selectman receives satisfactory answers to the liability and control questions raised.

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

13. Committee Reports

Mr. Federici said the public hearing on the building fees is set for September 5. The fire commission is working on the fire marshal fees so there will be a recommendation

on that at some point. All the other fees for smaller departments such as inland wetlands and the health departments are being reviewed as well.

Ms. Renner asked where things were with regard to the golf course.

Mr. Hoey said it has been difficult getting everyone together over the summer so Mr. McGlone is working on scheduling something for September.

14. Correspondence

14.1 Public Works Monthly Report

14.2 Building Official's Monthly Report

Mr. Hoey said building has been over on revenues. He met with the Building Official and they have been inundated with permits for renovation work. She is averaging 8-10 site visits a day. Mr. Hoey said they are looking at sharing responsibilities in-house. The job descriptions are written very narrowly between departments and they need to have better cross coverage. They are looking at that before obtaining additional resources.

Mr. Havrda asked about the workflow in the Tax Collector's office. Mr. Hoey said he had received similar concerns. He noted that 90% of tax payments come in the last week of July. Everything is time/date stamped so even if a tax payment isn't processed right away people do not have to be worried that they are going to be considered delinquent. He added that there is no issue and everything is now up to date.

15. Old Business

None

16. New Business

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to add to the agenda to discuss and take possible action on a noise variance application for a parking lot party in the Guilford Commons on September 14, 2019.

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

Mr. Hoey said the complex is having a parking lot party with music, etc. to drive business to the shopping center. They don't think it will be significantly noisy, but they want to comply with all regulations.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to approve the noise variance application for the parking lot party in the Guilford Commons on September 14, 2019.

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

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

None

Motion: *Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to adjourn the meeting at 10:12 a.m.*

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

Respectfully submitted,

Traci K. Brinkman
Clerk
Board of Selectmen