

**BOARD OF SELECTMEN
MEETING MINUTES
MONDAY, AUGUST 20, 2018
8:30 A.M. – GUILFORD TOWN HALL**

First Selectman Matthew Hoey called the meeting to order at 8:32 a.m.

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

Town Officials: Public Works Director Tom Fillion, BOE Business
Manager Linda Trudeau, In-House
Counsel/Purchasing Pam Millman, Town Engineer
Janice Plaziak, Library Director Rob McCool, Parks and Recreation Director Rick Maynard,
Human Resources Director Mitch Goldblatt and
Clerk Traci Brinkman

Others: About 15 in the audience

Media: Guilford Courier Reporter Zoe Roos and
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 August 6, 2018 – Regular Meeting

Ms. Renner noted a correction on the first page. It should read Mr. Havrda, not Ms. Havrda.

Mr. Federici noted the motion for item 5.2 is missing. He also asked if the septic at Leete will be done by the start of school.

Ms. Trudeau said they are working on it now and it will be done by the start of school.

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Renner, the board voted unanimously to approve the minutes of the August 6, 2018 Regular

Meeting as amended.

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 move item 4 after item 10.

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

5. Public Works Director (Tom Fillion):

5.1 Consider and take possible action on purchase of sand.

Mr. Fillion explained that he got a quote from Seashore Construction for 16.25 per square yard. Last year the cost was \$16.10 per square yard. They usually order 2,400 square yards and Seashore is able to supply that. He checked the CROG website for their pricing and Garf Trucking out of Windsor charges \$18.90 per square yard, but only has 2,000 yards in inventory. Lombardi Gravel and Excavation charges \$19.38 per square yard plus a \$2.00 delivery charge. They only have an inventory of 5,000 square yards. He recommends contracting with Seashore because of their pricing, location (Madison) and inventory. He added that they have worked with them for many years and their delivery is also excellent.

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to approve the purchase of screened winter sand from Seashore Construction in the amount of \$16.25 per square yard.

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

6. Library Director (Rob McCool):

6.1 Consider and take possible action on request to waive Section 214-2(a) of the Town Code to allow the serving of wine at a fundraiser being held at the Guilford Free Library on September 16, 2018.

Mr. McCool explained that long time library supporter Bob Jaeger wanted to honor his deceased wife and he had the idea of a concert at the Library. It would be a fundraiser on a Sunday in September when the library is closed. It is an hour long concert followed by an hour long reception. There is a maximum of 85 people, but they are anticipating about 75. To date 45 people have signed up for the event.

Mr. Havrda asked if staff members would be supervising. He just had some concerns because the board recently approved a policy with regard to alcohol on the Green and he wanted to make sure guidelines were followed.

Mr. McCoolle said they will have staff members on site supervising the event.

Mr. Hoey said he would work with town counsel on the legalities and check the rules and regulations.

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Renner the board voted unanimously to waive Section 214-2(a) of the Town Code to allow the serving of wine at a fundraiser being held at the Guilford Free Library on September 16, 2018 subject to town counsel review.

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

7. BOE Business Manager (Linda Trudeau):

7.1 Discuss and take possible action on technology lease resolution for the Board of Education.

Ms. Trudeau explained that the Board of Education has been entering into a technology lease every year for a number of years. It is a \$500,000 lease. This year's lease will be used for staff laptops, Chromebooks and a computer graphics lab. The Board of Education approved waiving the bid and requested proposals from three companies. They decided to go with TD Equipment Finance at a rate of 3.24%.

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Ruoff, the board voted unanimously to approve the technology lease resolution for the Board of Education.

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

8. Parks and Recreation Director (Rick Maynard):

8.1 Consider and take possible action to purchase fertilizer from Site One.

Mr. Maynard explained that they have been purchasing fertilizer from Site One which is on Soundview Road in Guilford. All their products are on the CRCOG bid. The total for the fertilizer is \$9,289.95.

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board

voted unanimously to approve the purchase of fertilizer from Site One totaling \$9,289.95.

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

9. Town Engineer (Janice Plaziak):

9.1 Discuss and take possible action on Northern Heights Bond Release and Road Acceptances.

Ms. Plaziak explained that there has been a longstanding issue with the Northern Heights Subdivision. The town did call the bond and utilize money to do the final course of pavement. They had as built surveys done and the developer completed the construction of the catch basins. They have requested the release of the remainder of the bond, which will go to the bank. There is \$190,833.38 remaining in the bond. She recommends the board release the bond and accept the roads associated with the development.

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to release the remaining bond for the Northern Heights Subdivision totaling \$190,833.38 and accept North View Drive, Wimler Lane and the section of Crooked Hill Road rebuilt as part of this subdivision as town roads.

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

10. BYO Guilford (Terri Cain):

10.1 Receive presentation and request from BYO Guilford for enactment of an ordinance banning single use plastic bags in the town.

Terri Cain explained that Bring Your Own (BYO) is a group of residents concerned about the global problem of plastic waste. They have been building a community consensus and partnership since the Spring. A major partner has been the Guilford High School Environmental Club.

Molly Babbin a recent GHS graduate gave a brief presentation on plastic pollution in the environment, particularly in oceans. The largest contributor is single use plastic bags. She noted that 60,000 bags are used every five seconds. On average people use a bag for 12 minutes and it lasts 450 years in the environment. Only 1-3% is recycled.

She added that 32 countries have banned plastic bags, California and Hawaii have state bans. The towns of Westport and Greenwich have bans as well. Ban options include a straight ban on plastic with a transition to paper or banning

plastic and adding a separate fee on the paper bags. The ultimate goal is to have people bring their own bags. They have collected 500 names and have also gotten support from businesses such as Bishop's and Big Y and they have submitted a sample ordinance from Greenwich.

Mr. Federici said this is commendable and worthwhile. He questioned if there are costs associated with this.

Ms. Cain said there is not cost. The Town of Greenwich researched it. She can get more information regarding that. There would be a monitoring process, which can be placed with a commission or task force.

Ms. Ruoff said what would be the biggest reason people would not want to support this.

Ms. Cain said that some people on a budget may not be able to afford the bags. They could provide bags through social service agencies and there is a method to make your own bags.

Mr. Havrda said possibly the fees for the bags could be used to fund and supply reusable bags.

Ms. Renner said if two of the biggest suppliers in town are supportive why not try something voluntary first rather than creating a law.

Ms. Cain said she can get the board research, but that does not work as well as a ban. And the ban that works the most is the one that also charges for the paper bags.

Ms. Babbin said it is harder for an individual store in a larger chain, such as Big Y to do this voluntarily. They have said that corporate would only allow them to change if an ordinance is passed.

There was discussion about Walmart. Ms. Babbin said what she has found in her research with regard to educational campaigns versus research is that the campaigns work initially, but then people go back to old habits.

There was discussion about other groups in town who have been focusing on the same issue. Ms. Cain said they could all work together.

Mr. Hoey said he would like to expand the charge of the Energy Task Force to work with the selectmen and legal on this issue. He added that they need to create a ground swell of public support for this so there are no obstacles for approval.

4. Finance Director (Maryjane Malavasi):

4.1 Receive monthly report from Finance Director.

Ms. Malavasi explained that these are still unaudited figures.

Expenditures

Ms. Malavasi noted that these numbers do not reflect the transfers being recommended later in the meeting. She added that the fire department is over by \$287,000, however, there will be a transfer for retroactive pay coming which will bring that down to just over \$200,000. In addition there was \$21,000 in salaries for the town's portion of the SAFER Grant as well as \$50,000 for equipment and gear and \$17,000 in training related to the grant that is not covered by the grant, which they knew going into this. Only salaries and benefits are reimbursable by the grant. She added that other overages are in equipment and maintenance.

Ms. Malavasi said after all the transfers are made they will have a little under \$140,000 remaining in unexpended funds. She added that she anticipated they would come in flat, but the department heads worked hard and there is a little leftover on the Town side. Ms. Malavasi said she is not anticipating anything from the BOE.

Mr. Hoey said with the additional firefighters it is anticipated that replacement and overtime salaries will go down. He added that it is incumbent to have more frank discussions about what those costs will be during the budget cycle. He noted that there are some workers compensation cases that were impacting those lines this year.

Revenue

Ms. Malavasi said they will be about \$600,000 over on revenue, which is what she had estimated early on. There are some additional adjustments that need to be made, but they might make the number even greater. All the revenues from the state came in exactly as anticipated.

Medical

Ms. Malavasi said she has not received the catastrophic claims report. She said the BOE has not made the last payment to the medical fund. Mr. Hoey noted he had a meeting with BOF Chair Michael Ayles and BOE Chair Bill Bloss and Mr. Ayles is comfortable with the BOE's decision. There will be discussion about this at tonight's BOF meeting. Mr. Hoey stated that while it is within the BOE's right to not make the payment to the medical and put it toward pension, his issue is that since it is a joint account it should be a joint decision. Mr. Ayles is comfortable and the \$900,000 will go into the pension account which will fill a hole and diminish their arc payment.

Mr. Hoey said \$3.6 million is the new estimated fund balance. He added that they have talked about using some of this for town projects, which he will also discuss

with the Board of Finance tonight. There is \$500,000 that the Town and the BOE appropriated when the fund was in a deficit and this would be appropriate to use for other one-time costs.

Ms. Malavasi handed out a document outlining the history of the unassigned fund balance from 2013 to 2017, which she took straight from the audits. If you take the 2017 number and add in \$600,000 from additional revenue this year then the 2018 estimate is 10.5% of operating revenue. The policy approved by the boards refers to operating revenue. In 2016 the fund balance was 9.1% of operating revenue which is where they started last year. If you took that same 9.1% figure and applied it to the 2018 figure, there would be a \$1.3 million difference. She added that listed on the document she handed out is a number of projects the board has been discussing, which could be funded using some of this money.

4.2 Discuss and take possible action on End of the Year transfers to Close Out FY2017-2018 and recommend to the Board of Finance.

Ms. Malavasi explained the need to transfer \$84,605 out of Reserve for Personnel to various fire department salary line items as a result of labor contract settlement.

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to transfer \$84,605 from Fund Balance – Assigned- Reserve for Personnel to the appropriate salary line items in the fire department as outlined by the Finance Director.

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

Ms. Malavasi explained the other transfers they needed to make between line items to close out the fiscal year totaling \$407,320.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to approve the transfers for Fiscal Year Ending June 30, 2018 as outlined by the Finance Director.

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

11. Discuss and take possible action on Proclamation declaring September 21, 2018 as Peace Day in the Town of Guilford.

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to approve the Proclamation declaring September 21, 2018 as Peace Day in the Town of Guilford.

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 Guilford Basketball League to place a sign on the Green advertising its ongoing registration. (Sign Placement 8/23-9/6)

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to approve the request from the Guilford Basketball League to place a sign on the Green advertising its ongoing registration. (Sign Placement 8/23-9/6)

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

12.2 Act on request from Christ Episcopal Church to place a sign on the Green advertising its Tag Sale taking place September 29, 2018. (Sign Placement 9/15-9/29)

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to approve the request from Christ Episcopal Church to place a sign on the Green advertising its Tag Sale taking place September 29, 2018. (Sign Placement 9/15-9/29).

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

12.3 Act on request from the Shoreline Arts Alliance to use the Green and to place a sign on the Green advertising its Rising Stars Theatre Experience taking place July 15-19 and July 22-26, 2019. (Sign Placement 7/1-7/15)

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to approve the request from the Shoreline Arts Alliance to use the Green and to place a sign on the Green advertising its Rising Stars Theatre Experience taking place July 15-19 and July 22-26, 2019. (Sign Placement 7/1-7/15)

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

12.4 Act on request from the Shoreline Arts Alliance to use the Green and to place a sign on the Green advertising its Shakespeare on the Shoreline taking

place July 31-August 4, 2019. (Sign Placement 7/17-8/1)

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to approve the request from the Shoreline Arts Alliance to use the Green and to place a sign on the Green advertising its Shakespeare on the Shoreline taking place July 31-August 4, 2019. (Sign Placement 7/17-8/1)

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

12.5 Act on request from the Democratic Town Committee to place a sign on the Green advertising its Jacob's Beach Picnic taking place September 29, 2018 (Rain Date September 30) (Sign Placement 9/15-9/29)

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to approve the request from the Democratic Town Committee to place a sign on the Green advertising its Jacob's Beach Picnic taking place September 29, 2018. (Rain Date September 30) (Sign Placement 9/15-9/29)

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

12.6 Act on request from the Guilford Keeping Society to place a sign on the Green advertising its Beer Tasting taking place September 8, 2018. (Sign Placement 8/25-9/8)

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Renner, the board voted unanimously to approve the request from the Guilford Keeping Society to place a sign on the Green advertising its Beer Tasting taking place September 8, 2018. (Sign Placement 8/25-9/8)

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

12.7 Act on request from the Alison Varian Memorial Scholarship Fund to place a sign on the Green advertising its Fundraiser taking place September 8, 2018. (Sign Placement 8/27-9/8)

Motion: Upon a motion made by Ms. Renner and seconded by Ms. Havrda, the board voted unanimously to approve the request from the Alison Varian Memorial Scholarship Fund to place a sign on the Green advertising its Fundraiser taking place September 8, 2018. (Sign Placement 8/27-9/8)

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

Abstaining: None

13. Correspondence

None

14. Committee Reports

Mr. Federici said the ongoing building fee committee will be meeting again with Mr. Thody. They also received a completed report from the fire commission for the fire marshal fee proposal.

Ms. Ruoff said the Housing for Economic Development Committee is having an open meeting on August 21, 7 p.m. at the Library. The architectural firm will continue to talk about the feasibility of affordable housing on the Woodruff/Rollwood property.

15. Old Business

None

16. New Business

None

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

Joan Stettbacher, Friends of Lake Quonnipaug President spoke about recent issues with the lake. Parks and Recreation had \$25,000 in the budget this year for Lake Quonnipaug and the beach area. They also \$2,500 for maintenance from Choate. All Habitat filed for permits in March and April for lake treatment. It is best to perform the treatment in May or June when the weeds are just starting to grow. After Parks and Recreation spent some of the money there was a total of \$19,500 left to treat the lake. She added, however, that DEEP never got back to them with an approval. They finally received a letter July 5 stating that they denied the request. DEEP stated that in the past in the south end there are two species of weeds protected by the state and before any weed herbicides can be done the town needs to have a weed survey completed.

She noted, however, that the weeds are now impenetrable in the south end. Greg Bugby from the Agricultural Experiment Station completed the survey on most of the lake, but could not get into the southern end because it is completely blocked. Since it is later in the season they are recommending the remaining money be used to hydro rake the south end. They are hoping they don't find the weed, but Mr. Bugby has not seen it in the last three years.

A question was raised as to why another permit was not issued since it seemed DEEP only rejected the permit because of the type of herbicide.

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Mr. Maynard noted that with the type of weed in the southern end, it was recommended they use this herbicide, because the other one would not work as well on these particular weeds. There was also discussion about who has jurisdiction over the lake. The state had denied ownership.

Mr. Hoey said since this is currently under the jurisdiction of Parks and Recreation he would like to see a recommendation come from them regarding the lake.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, 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