

**BOARD OF SELECTMEN  
SPECIAL MEETING MINUTES  
THURSDAY, SEPTEMBER 5, 2019  
7:30 P.M. – COMMUNITY CENTER**

First Selectman Matthew Hoey called the public hearing and meeting to order at 7:30 p.m.

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

Town Officials: Building Official Kimberly Norman-Rosedam, Building Administrative Assistant Linda Brown, Economic Development Specialist Brian McGlone, Board of Finance Member Veronica Wallace and Clerk Traci Brinkman

Media: Mike Graziano, taping for GCTV

**1. Public Hearing to obtain comment on “An Ordinance to Amend the Code of the Town of Guilford – Chapter 148, Building Construction.”**

Mr. Hoey said he was approached in 2018 by a couple of contractors who said Guilford was missing the boat from a fees perspective. Most of the neighboring towns and the region use a value based system rather than the ala carte fee based methodology that Guilford uses. He asked Mr. Federici, Ms. Ruoff and Ms. Wallace to form a subcommittee to review and come up with recommendations. They have recommended the value based calculation for residential and commercial building permits. The first \$1,000 of value will be a \$50 fee and each additional \$1,000 of value will be \$12. The state fee remains the same at \$.26 for every \$1,000 of value.

Since there was nobody from the public present, Mr. Hoey opened up the floor for questions and comments from the other board members.

Mr. Federici said he appreciates all the work the subcommittee and staff put into this process. Most neighboring towns are doing a value system. He added that the recommended pricing point is still in the lower half of what other towns are doing. This system is more equitable than the ad-hoc formula before, which had a hodge-podge of different costs and charges. This would be one formula for permits based on the value of the project.

Ms. Norman-Rosedam gave some examples to the board of specific permits and how they would currently be calculated versus how they would be done under the new system. Under many of those areas the new system would yield an increase in building department revenue.

Mr. Havrda asked what would happen if the final price of the project differs from the price estimated when the permit fee was originally calculated.

Ms. Norman-Rosedam said the applicant would then have to pay the difference in price.

Mr. Hoey said they are also approving a Value Calculation Policy, which is included in their packets and referred to in the ordinance. He added, however, that the actual full policy is not specifically outlined in the ordinance, it is being kept separate so the board can make changes when needed due to market changes.

Ms. Ruoff said when they started this study they realized Guilford's fees were on the low and she wanted to clarify that they did not just jump to the top, but moved to a reasonable amount.

Mr. Federici said the subcommittee was charged to see which system is more commonly used and what makes sense. While the additional revenue is a positive, it was not the goal of the review.

Mr. Hoey added that they changed the penalty fee as well.

The board closed the public hearing at 7:50 p.m.

**2. Discuss and take possible action on “An Ordinance to Amend the Code of the Town of Guilford – Chapter 148, Building Construction” as a result of public hearing.**

*Motion:* Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to approve “An Ordinance to Amend the Code of the Town of Guilford – Chapter 148, Building Construction” as a result of public hearing.

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

*Motion:* Upon a motion made by Ms. Renner and seconded by Mr. Havrda, the board voted unanimously to approve the Value Calculation Policy for Residential and Commercial Building Permits.

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

Mr. Hoey thanks the subcommittee and town departments for their work. He added that on the heels of this, the Health Department fess will be reviewed and the Fire Department is talking about fire marshal fees.

*Motion:* Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted to adjourn the meeting at 7:51 p.m.

*Board of Selectmen Public Hearing and Special Meeting Minutes of September 5, 2019*

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

Respectfully submitted,

*Traci K. Brinkman*

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Traci K. Brinkman  
Clerk  
Board of Selectmen