

# MINUTES

**Town of Guilford, CT  
Board of Selectmen  
Board of Selectmen Meeting  
Tuesday, September 8, 2020, 8:30 am - 10:00 am  
Zoom Meeting**

First Selectman Matthew Hoey called the meeting to order at 8:30 a.m.

Present: Board Members: Matthew Hoey, Charles Havrda and Susan Renner

Town Officials: Finance Director Maryjane Malavasi, Human Resources Director Mitch Goldblatt, In-House Counsel Pam Millman, Public Works Director Tom Fillion, Town Engineer Janice Plaziak, Facilities Task Force Member Gary MacElhiney, Board of Finance Member Robert Hartmann, Human Rights Commission Chair Jo Keogh Executive Assistant Karen Quercia and Clerk Traci Brinkman

## **1. Pledge of Allegiance**

Mr. Havrda led the pledge.

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

None

## **3. Approve minutes of:**

### **1. August 17, 2020 - Regular Meeting**

*Motion: Upon a motion made by Ms. Renner and seconded by Mr. Havrda, the board voted unanimously to approve the minutes of the August 17, 2020 Regular Meeting.*

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

## **2. August 24, 2020 - Special Meeting**

*Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Hoey, the board voted unanimously to approve the minutes of the August 24, 2020 Regular Meeting.*

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

## **4. Public Works Director (Tom Fillion):**

### **1. Discuss and take possible action on Grinding Services.**

Mr. Fillion said he is recommending Ignatowski Excavation for grinding this year. The agreement for this September double grind was \$13,000 with the use of the town loader for 8,000 yards and \$350 per hour for any additional grinding. It is a little more now, because the recent storm brought in another 2,500 yards on top of that. He noted that the extra yardage here is \$350 an hour whereas Durham Middlefield is \$400. In addition he spoke to Durham Middlefield and because of the storm their grinder would not be available at this time. Mr. Fillion said the pit is maxed out and they need to get it ground as soon as possible. He is expecting it will be a little more money for extra amount of material they have. The set cap amount is \$15,000 total.

Mr. Hoey asked if the contract with them meets federal guidelines for potential FEMA reimbursement.

Ms. Millman said she can't say with 100 percent certainty, because with the time crunch they did not seek out multiple bids.

Ms. Malavasi said with regard to FEMA, as long as following guidelines all they need is approval by the Board of Selectmen and a signed contract.

*Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to approve a contract for Grinding Services with Ignatowski Excavation for this fiscal year for a double grind of the brush pile of 8,000 yards for a total of \$13,000. The cost for any additional grinding is \$350 per hour with a cap price of \$15,000.*

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

## **5. Town Engineer (Janice Plaziak):**

**1. Discuss and take possible action on RFQ #1-2021/State Project #59-166 Replacement of Saw Mill Road Bridge over the West River Inspection Services.**

Ms. Plaziak said this project has been ongoing for a number of years. The previously obtained consulting engineers for design of bridge and expect to go out to bid in a month or two. They also need to hire inspection services for during project. Following the local bridge program and DOT guidelines, they put out an RFQ. the Received 14 submittals of letters of interest. Following the process they set up a committee of three, each reviewed the submissions and pared it down to five short listed firms for the interview process. The five firms were individually rated based on set of questions. As a result, Wengell, McDonnell and Costello came out with highest rating. She would like the board's approval to proceed with the process. The next step is to meet with the company and DOT to scope out work for inspection services and receive a cost proposal, which will then be brought back to the Board of Selectmen for approval.

There was discussion about the process and why there are no prices yet.

Ms. Plaziak explained that this is the process required by the state and it is a standard practice in the industry. They will still be coming back to the board once a price is reached. This was not a bid at this point only a submission of qualifications.

*Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to award RFQ #1-2021/State Project #59-166 Replacement of the Saw Mill Road Bridge over the West River Inspection Services to Wengell, McDonnell and Costello subject to successful DOT negotiations.*

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

**6. Facilities Task Force:**

**1. Receive for discussion a presentation from the Facilities Task Force.**

Mr. MacElhiney said the task force was one of the more enjoyable groups he has worked with. Town employees were wonderful and the task force was impressed by quality of people they were seeking information from and lastly Sally Berezowskyj was invaluable as secretary.

He then went over some of the general findings of the task force: Most facilities are physically up to date. Parking and paper storage is an issue

everywhere. Determined Public Works is inadequate due to a lack of parking, outside storage, no truck wash and non-centralized location. It also includes Parks and Recreation facilities on that site that are also inadequate. The 52 Church location is inappropriate for municipal use. The Food Bank has insufficient storage, Social Services is not good space for its needs. The Stump Dump and Transfer Station need attention. The Friends of Library is a marginal building lacking storage. In addition there are a lot of minor issues, such as the Facilities Department operates out of four locations.

Basic recommendations from the task force: Move Public Works and Parks and Recreation facilities to a single centralized location. Consolidate facilities, plan for future growth with federal and state compliance. Consolidate Food Bank and Social Services in a yet undetermined location. Use the Lathrop House to support library friends operation. Demolish old nursery building for parking and possibly acquire the strip of land behind church and house next to it to connect to town hall parking lot. The barn behind Town Hall can be used by Youth and Family Services and other departments. Demolish 52 Church Street house and make parking space. Use Social Services site for Adams functions. Sell Boston Street property and evaluate all town owned and undeveloped land (excluding open space properties) for potential sale. There are about 55 parcels totaling 85 acres, some have open space limitations, wetlands issues or town road issues.

Procedural recommendations: They looked at some non-physical issues. Coordinate town schedules for events, long range written plan per department to incorporate into a whole town plan. Confirm which departments are responsible for each town-owned open space property. Consider potential regionalization of facilities prior to initiating new facilities projects.

Mr. Havrda said making sure committee members are knowledgeable of structure and procedures is important. He can see where defining that and giving people an education when they are first appointed would be helpful with regard to how they operate and how they tie into any regulatory things as well. He added that he is not sure creating another committee to do this is an answer.

There was further discussion regarding educating commissions and committees about their role and orienting new members.

Ms. Renner said she is aware this was a colossal amount of work and she wanted to express an appreciation to the task force for that. She added that her high level reaction is that the Public Works facility is in a huge class by itself and seems to be the subject they should be focusing on. It is a very long term and expensive proposition that they need to educate public on. The need to take action now to plan for future. Each bullet in this report is a topic of its own.

Mr. Hartmann said he couldn't agree more about Public Works being a priority. They have looked at some properties. He added that there were no

surprises in this process and they are just amplifying town planning function so don't have to address it every few years. Every town department was very cooperative. They also studied what types of things would go down on the Driveway property.

Mr. MacElhiney said that Public works is one of keys to many of these issues. Once they solve that it would help them with some of the other issues.

Mr. Hoey said the Public Works facility clears up storage at the Boston Street location, which could potentially put that back on tax rolls. There are some challenges there, but these things dovetail. He added that they will start to talk to public in much larger forums than this with regard to what they are attempting at public works.

Mr. Havrda suggested the creation of a chart which outlines the interrelatedness of many of these projects and how they will affect other things.

Mr. Hoey went over some things that are currently being addressed. He thanked the committee for the hard work put in.

**7. Consider and take possible action on Letter of Intent between the State of Connecticut Office of Early Childhood and Town of Guilford for Child Daycare Services and authorize the first selectman to sign.**

Mr. Hoey said he had conversations with Dr. Freeman about schools opening in hybrid or in an all distance model and the potential impact on parents in terms of childcare. Dr. Freeman brought in a person from a before and after school program, but they knew they didn't have appropriate amount of space in the schools to house such a program. Mr. Hoey suggested they look at the community center, he also spoke with Father Stephen at St. George and the Congregational Church. At this point, the program is going to consist of pop-up daycare facilities. He added that they have given them the top floor at the Community Center for their classroom activities. Mr. Hoey said the Town is not charging them for the space, however, some of funds available from Office of Early Childhood will offset some cleaning fees.

Mr. Havrda said his only question is that almost the entire second floor dedicated to this.

Mr. Hoey said at the current time they are not using those rooms for programs and they will not until such time as the Covid situation has gotten to a point where they would be able to.

Ms. Millman said she would just suggest they check with the Town's insurance company to make sure they have the coverage needed with regard to this new use.

The cap reimbursement from the state is no more than \$17,000 a month. Mr. Hoey said the Town has to keep track of it similar to FEMA and submit those costs incurred.

Ms. Renner asked if there is any risk associated with this. Mr. Hoey clarified that the Town is just offering the space to Guilford Before and After School Program. It is their program and this is really just a tenant arrangement, they are just not charging them.

Ms. Millman those are good questions maybe an insurance/indemnity agreement might be helpful.

*Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to approve the Letter of Intent between the State of Connecticut Office of Early Childhood and the Town of Guilford for Child Daycare Services and authorize the first selectman to sign.*

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

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

### **1. Act on resignation of Donna Daniels from the Human Rights Commission.**

*Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to accept with regret and appreciation the resignation of Donna Daniels from the Human Rights Commission.*

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

### **2. Act on recommendation to appoint Juan Colberg to the Human Rights Commission for a term to expire June 30, 2024.**

*Motion: Upon a motion made by Mr. Hoey and seconded by Ms. Renner, the board voted unanimously to appoint Juan Colberg to the Human Rights Commission for a term to expire June 30 2024.*

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

### **3. Act on recommendation to appoint Stephanie Brown to the Human Rights Commission to fill a vacancy for a term to expire June 30, 2023.**

*Motion:* Upon a motion made by Mr. Hoey and seconded by Ms. Renner, the board voted unanimously to appoint Stephanie Brown to the Human Rights Commission to fill a vacancy for a term to expire June 30, 2023.

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

**4. Act on recommendation to appoint Noel Petra to the Human Rights Commission for a term to expire June 30, 2024.**

*Motion:* Upon a motion made by Mr. Hoey and seconded by Mr. Havrda, the board voted unanimously to appoint Noel Petra to the Human Rights Commission for a term to expire June 30, 2024.

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

**5. Act on recommendation to appoint Nicholas Kane to the Parks and Recreation Commission to fill a vacancy for a term to expire February 28, 2022.**

*Motion:* Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to appoint Nicholas Kane to the Parks and Recreation Commission to fill a vacancy for a term to expire February 28, 2022.

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

**9. Requests for Use of Town Property:**

**1. Act on request from the Golf Course Commission to place a sign on the Green advertising its Shredding Event taking place September 12, 2020. (Sign Placement 9/8-9/12)**

*Motion:* Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to approve the request from the Golf Course Commission to place a sign on the Green advertising its Shredding Event taking place September 12, 2020. (Sign Placement 9/8-9/12)

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

**2. Act on request from the Country School to place a sign on the Green advertising its Virtual School Fair taking place September 28-30, 2020. (Sign Placement 9/16-9/30)**

*Motion: Upon a motion made by Ms. Renner 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 Virtual School Fair taking place September 28-20, 2020. (Sign Placement 9/16-9/30)*

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

**3. Act on request from the Guilford Art Center to Use the Green July 16-18, 2020 for its Annual Art Expo and to continue to offer beer and wine as part of the food court.**

*Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to approve the request from the Guilford Art Center to use the Green July 16-18, 2021 for its Annual Art Expo and to continue to offer beer and wine as part of the food court.*

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

**10. Correspondence**

None

**11. Committee Reports**

None

**12. Old Business**

None

**13. New Business**



Ms. Keogh explained that Donna Daniels left the Human Rights Commission for a variety of reasons, she felt the commission was not making forward progress. This September is a year they first started meeting. One issue they have struggled with is interpersonal issues. She added that part of that is due to the fact that as a town commission they are going to have members with different viewpoints and different agendas and different understandings. Ms. Keogh said this is a huge loss to them because she is more knowledgeable about racism and racial discrimination. They have also had one member coming into commission without any real experience dealing with issues of racism and discrimination, who is not familiar with terminology. This became extremely frustrating for Ms. Daniels to have to spend time during meetings talking about basic concepts like systemic racism and cultural appropriation that this member isn't familiar with. Ms. Keogh said she talked to her and tried to see what they could do to have her stay on, but she felt it best to leave. Ms. Keogh said she is proposing a series of three trainings so they can move forward in a cohesive manner and they will also be crafting an organizational value statement.

**14. Public Forum (limited to 3 minutes on any issue)**

None

*Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to adjourn the meeting at 9:54 a.m.*

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

Respectfully submitted,

Traci K. Brinkman  
Clerk  
Board of Selectmen