

**BOARD OF SELECTMEN  
MEETING MINUTES  
MONDAY, SEPTEMBER 17, 2018  
8:30 A.M. – TOWN HALL**

First Selectman Matthew Hoey called the meeting to order at 8:30 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, Environmental  
Planner Kevin Magee, Economic Development  
Coordinator Brian McGlone, Public Works  
Director Tom Fillion and Clerk Traci Brinkman

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 September 4, 2018 – Regular Meeting**

Mr. Hoey noted that on Page 3, section 5, he would like to add his comment that the archeological firm would be hired as a subcontractor to Wright-Pierce.

*Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to approve the September 4, 2018 Regular Meeting minutes 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.**

Expenses

Ms. Malavasi noted in the budget there is a new line item – Engineering Revenues and Expenditures. With the change in Engineering and Public Works now back to two separate departments and individual department heads separately managing those budgets, she split out the revenues and expenditures for both departments. It is now how it was in 2012-2013 before they were combined. She added that there is no change in the overall budget. The total amount was just allocated among the two separate budgets.

Ms. Malavasi said they are 17% through the year. She noted that they are over in Debt Retirement Principle, because they allocate money from premiums and that just has to be transferred over, which is part of the agenda after her report. Once that is done the account will be whole.

Revenues

Ms. Malavasi said the tax collector line is a little lower than last year. She noted that they are short one full-time person in the tax office so they are behind in the postings. She added that all the deposits are in the bank. The percentage would be 49.9% based on the dollars, which is a little shy of last year at this time, when they were right at 50%.

Mr. Havrda asked if they were okay with the slower income or if this is a residual from the tax law.

Ms. Malavasi said that about 50% is right where they are looking to be so she doesn't see any issues at this point.

Mr. Hoey noted that there was a big month for August claims.

Ms. Malavasi said she sent an email to the consultants to see if there is a reason for this. Anthem is changing over their software so they have been behind on getting the reporting. She added that it is more than the delta they look for one month to the next, but she doesn't have an answer yet on why it is so high.

**4.2 Discuss and take possible action to recommend to the Board of Finance transfers from Unassigned Fund Balance/and or the Medical Benefits Account.**

Mr. Hoey explained that he has been discussing this for some time. He and Ms. Malavasi pulled together some information.

Ms. Malavasi said the first item is the amount budgeted that is to come from assigned fund balance that was set aside from bond premiums. They need to transfer that money to bring it into the account to make it whole.

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

*Board of Selectmen Regular Meeting Minutes of September 17, 2018*

*vote unanimously to recommend to the Board of Finance the transfer \$400,000 from Fund Balance Assigned to GHS Financing.*

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

Ms. Malavasi said last meeting they discussed where the fund balance would be at year end and where it came in the last few years. She noted that 2016 was the last time the number was under 10% of the budget. It was 9.1% and if you use that as the baseline, the estimated delta between that percent and the current percent of the fund balance is \$1.3 million. The recommendation is to transfer from Unassigned Fund Balance \$150,000 to Fund Balance Committed to Technology, \$350,000 to Committed to a Transportation Plan and \$50,000 Committed to a Facilities Task Force.

Ms. Malavasi said with regard to technology, they have been working with a vendor to make sure the town's hardware and main servers are up to date. They were down for a week when there was a problem with the server. That is a long time to be out. In addition they are looking to make some changes and updates at Town Hall South which will also require training.

Mr. Hoey said technology has been woefully under-funded for years. They need to address changes at Town Hall South with regard to permitting modules. They are looking at the Veoci emergency management platform used by the fire department, which also has other modules that can be used by different departments.

Ms. Malavasi explained that there are so many different uses within that system. She added that there is a cost for everyone to have access to this, but there is the potential to streamline many areas.

There was more discussion on Veoci.

Ms. Ruoff said it is important to keep a healthy fund balance, but it also makes sense to take some of those funds and put it toward new issues without burdening the taxpayers.

Mr. Hoey said they need to update the 2002 Transportation Plan especially in light of the Nut Plains Pathway, Shoreline Greenway Trail and five petitions they received for sidewalks. He has a roster of 16 residents interested in serving and he is about 95% done with the charge. The requested funding (\$350,000) would allow for a facilitator and/or consultants and some money for a demonstration project. He noted that the request is just to move the money from unassigned to assigned, if they don't use it all it is still in the fund balance.

Ms. Malavasi explained the committee would also still have to come before the boards of selectmen and finance to use the funds.

Mr. Hoey said as far as the \$50,000 for the Facilities Task Force, Mr. MacElhiney volunteered to head up the committee. They are actively looking for participants for that. One of the challenges is the Parks and Recreation is in need of more bays for its equipment and the one bay being used by the department at Public Works is not adequate for a variety of reasons.

Mr. Havrda said he is pleased that Mr. MacElhiney is staying involved. He was very aware of these issues when he was on the board.

Mr. Hoey said Mr. MacElhiney also reached out to John Ireland, who has done major planning for universities and he is the one that suggested the \$50,000 for a consultant.

*Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to recommend to the Board of Finance the transfer from Unassigned Fund Balance into the following lines:*

*Fund Balance Committed to Technology in the amount of \$150,000  
Fund Balance Committed to Transportation Plan in the amount of \$350,000  
Fund Balance Committed to Facilities Task Force in the amount of \$50,000*

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

Mr. Hoey said at the last Board of Finance meeting there was discussion about the use of the Medical Fund account. The Board of Education at its May meeting determined it was not going to make its last medical payment of \$900,000 and instead moved that to the pension account due to a shortage. There was discussions among the three boards about those decisions and at last month's Board of Finance meeting he suggested the town have the opportunity to do something similar. The recommendation is to use \$200,000 to offset some employee benefits.

Ms. Malavasi explained that this would go toward OPEB (Other Post Employment Benefits). As employees retire some are allowed to continue to use health benefits and sometimes it is subsidized by the Town. Currently the town is paying these as we go along. What is new is that the town has to now report this in the financial statements. So now they know what the liability is over time. As of the June 30, 2017 audit the obligation was just over \$6 million for the Town and Board of Education. She added that this does fluctuate, because last year it was a little more. The town is always looking at reducing these types of costs. Ultimately they will owe this money at some time and in some way similar to the pension liability. This is why many towns are putting money aside in reserve funds or initiating trust funds, which they will ultimately explore. In the meantime they are looking for the opportunity to use funds from the

medical account to start this. It is medical so it has the same benefit and is a valid use of the money.

*Motion:* Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to recommend to the Board of Finance the transfer of \$200,000 from the Medical Internal Service Fund into the Fund Balance Committed to OPEB with the recommendation to establish a fund.

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

**5. Public Works Director (Tom Fillion):**

**5.1 Discuss and take possible action on award of Bid #2-1819 – 2019 Six-Wheel Dump Truck and Snow Removal Package.**

Since the Public Works Commission tabled action on this, the selectmen did not vote to take any action.

**5.2 Consider and take possible action on increase in cost of chipsealing.**

Mr. Fillion explained that they chip sealed 94,591 square yards of road, which is under the 98,000 square yards on the original purchase order. The purchase order did not reflect a cost of oil escalation which came to .20 per yard more so there is an overage of \$16,428.52, which will come out of the summer road maintenance account.

*Motion:* Upon a motion made Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to approve the \$16,428.52 overage in chipsealing due to the oil escalation.

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

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

**6.1 Discuss and take possible action on a resolution adopting the 2018 South Central Region Multi-Jurisdiction Hazard Mitigation Plan Update.**

Mr. Magee explained that the town previously approved a Hazard Mitigation Plan in 2012. Plans are required every five years and the Town plan is lapsing. The town decided to join the Regional Plan being developed by SCRCOG instead of developing its own plan again. The process started over a year ago and he has been the town's representative in this process. The plan has been completed and now it has to be approved by all the participating towns in order to get FEMA funding for federal projects.

Mr. Magee then went over highlights contained in the plan including the 31 Action Items specific to Guilford.

Ms. Renner said she felt the board needed more time to digest this and she would also like to review the entire plan, not just Guilford's portion. She expressed concern that the approving this plan would commit them to complete all the action items by the timeframes listed in the plan.

Mr. Magee explained that those are just goals and it is not committing the town to complete them in a certain time period. He added that they do have to provide updates as to where the town is with regard to the action items.

Mr. Havrda said he believes it is important for the town to be a part of this. He added that to Ms. Renner's point there are concerns about making commitments.

A suggestion was made to table the issue for two weeks to digest the information. The board also wanted to review the Hazard Mitigation Commission minutes where the commission approved the plan. Mr. Havrda also suggested that maybe Mr. Hoey could speak with the first selectmen from some of the other towns involved with this plan.

*Motion: Upon a motion made by Ms. Renner and seconded by Mr. Havrda, the board voted unanimously to table action on the resolution adopting the 2018 South Central Region Multi-Jurisdictional Hazard Mitigation Plan Update.*

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

## **7. Economic Development Coordinator (Brian McGlone):**

### **7.1 Discussion about parking ideas around the town center.**

Mr. McGlone said he is representing the Economic Development Commission who has been working on this for a while. He added that the Whitfield/Water Street Parking Lot Project was a great example of public/private cooperation. They received a state grant and the parking lot was upgraded. In the process they did lose six to eight parking spaces and more parking is still needed. After speaking with business owners they have a combined 125 employees, who work separate shifts, but a big portion of the lot is used by employees and rental tenants.

They reached out to St. George Church, because that lot is often underutilized and they assisted with spaces during the renovation of the parking lot. They asked if 75 spaces out of the St. George lot could be used for employees. An agreement was drafted with the church that both sides are comfortable with, Ms.

Millman was involved. They are asking the town to provide liability for the spaces. This is a reasonable and would cost about \$3,000 a year. There will also be the cost of a concrete walkway to connect the stores to the lot.

The next steps are to define those costs. They will also need to go to the property owners and businesses to discuss this. They talked about having employees put color coded tags to identify their vehicles in the spaces.

Mr. McGlone said also adding to the parking crunch is the State DOT is requiring the town to remove two parallel spaces and one or two angled spaces on Whitfield Street.

Mr. Havrda said he thinks this is a good plan and they should pursue it. He asked about the property between the Maturo building and the barn that the church has sometimes used for parking. He questioned if that could be expanded into some type of lot, because that would probably be more convenient and would be more utilized.

Mr. McGlone said it is something they could look into, but that might be more expensive.

**8. Consider and discuss possible purchase of state owned land.**

Mr. Hoey explained that this parcel is on Route 1 next to Sleepy's. He indicated that the town may be interested in it and charged the Land Acquisition Commission with negotiating with the state. There has been a bid of \$75,000 by a private individual, but the town has the right to get it for that amount.

**9. Discussion and possible creation of a Town Facilities Task Force.**

Mr. Hoey said he thinks by the board's action earlier to set aside money in fund balance for this that there is support for this.

*Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to create a Town Facilities Task Force.*

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

**10. Consider and take possible action on membership expansion of Energy Task Force, a change in title to Sustainable Guilford and to expand the charge to include the Bring Your Own Ordinance proposal.**

Mr. Hoey said he met with the task force and because of the Sustainable CT initiative that has nine pillars, but only seven members on the task force, they felt they could use some more membership. There are also more people interested in serving so it would be good to make it an unlimited membership. He also would like to charge the task force with the

Bring You Own proposal and to do community research, activism and bring back recommendations. Because of the expansion to their charge it makes sense to change their name to the Sustainable Guilford task force.

*Motion:* Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to approve the expansion of membership on the Energy Task Force, change the title of the task force to Sustainable Guilford and to expand the charge to include the Bring Your Own proposal.

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

## **11. Appointments and Resignations:**

### **11.1 Act on resignation received from Ronald Vedrani from the Veteran's Advisory Board.**

*Motion:* Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to accept with regret and appreciation the resignation received from Ronald Vedrani from the Veteran's Advisory Board.

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

### **11.2 Act on appointment of Robin Campot to the Energy Task Force.**

*Motion:* Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to appoint Robin Campot to the Energy Task Force.

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

### **11.3 Remove from table and take possible action on recommendation to appoint Richard Meier as an alternate to the Planning and Zoning Commission to fill a vacancy for a term to expire February 28, 2020 or Discuss and take possible action on application received from Michael Basso for the Planning and Zoning Commission alternate vacancy.**

*Motion:* Upon a motion made by Mr. Federici and seconded by Ms. Renner, the board voted unanimously to remove from the table for possible action on a recommendation to appoint Richard Meier as an alternate to the Planning and Zoning Commission to fill a vacancy for a term to expire February 28, 2020.

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

*Abstaining: None*

Mr. Hoey said at the last meeting there were some reservations expressed about the initial candidate. In addition after the meeting he received unsolicited comments from both political sides about the candidate. Mr. Meier previously served on that commission. Mr. Hoey said he has some reservations as well.

Mr. Havrda said he has also received similar comments. In the meantime they received an application from a viable alternative.

Mr. Hoey said they have received an application from Michael Basso for the seat on the commission.

*Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to appoint Michael Basso as an alternate to the Planning and Zoning Commission to fill a vacancy for a term to expire February 28, 2020.*

*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 Shoreline Arts Alliance to place a sign on the Green advertising its Halloween Party taking place October 26, 2018. (Sign Placement 9/22-10/6)**

**12.2 Act on request from the Guilford Keeping Society to place a sign on the Green advertising its Mystery Buildings Tour taking place October 6, 2018. (Sign Placement 9/21-10/5)**

**12.3 Act on request from the Guilford Preservation Alliance to use the Green November 15, 2018 for its Witness Stones Installation.**

**12.4 Act on request from the Orchard House Medical Adult Day Center to place a sign on the Green advertising its Comedy Fundraiser taking place October 25, 2018. (Sign Placement 10/11-10/25)**

**12.5 Act on request from the Guilford Art Center to place a sign on the Green advertising its Artistry 2018 taking place November 1-January 6, 2019. (Sign Placement 11/1-11/15 and 12/3-12/17)**

*Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to approve the Requests for Use of Town Property as outlined in items 12.1-12.5.*

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

*Abstaining: None*

**13. Correspondence**

Received without comment.

**14. Committee Reports**

Mr. Federici said the building permit committee is finishing up and they should have a report for the board in October.

Ms. Ruoff said the Housing for Economic Development Committee will be meeting Tuesday, September 25 to accept the report of Karin Patriquin Associates regarding the next steps on the feasibility of the Woodruff/Rollwood property for affordable housing. Pending the outcome of that meeting they would be coming before the Board of Selectmen.

**15. Old Business**

None

**16. New Business**

Mr. Hoey wanted to highlight a town individual. He attended a program called I Matter, this is a multi-media program that celebrates children's self-worth. Guilford resident Rob Goldman is behind this program.

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

None

*Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to adjourn the meeting at 10:30 a.m.*

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

Respectfully submitted,

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Traci K. Brinkman  
Clerk  
Board of Selectmen