

MINUTES

**Town of Guilford, CT
Board of Selectmen
Board of Selectmen Meeting
Monday, August 5, 2024, 8:30 am
Town Hall and Via Zoom:**

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

Present: Board Members: Matthew Hoey, Charles Havrda, Louis Federici and Sandra Ruoff. Susan Renner was on Zoom listening, but unable to vote

Town Officials: Golf Course Superintendent Ted Tighe, Golf Commission Members Jay Gustafson and Pat Pascale, Public Works Director Dave Castro, Town Engineer Janice Plaziak, Economic Development Coordinator John Tarutis, Parks and Recreation Director Pam Gery, Human Resources Director Mitch Goldblatt, Executive Assistant Karen Quercia, and Clerk Traci Brinkman. IT Analyst Tony Santarcangelo joined the meeting in progress.

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. July 15, 2024 - Regular Meeting

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted to approve the minutes of the July 15, 2024 Regular Meeting as presented.

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

4. Golf Course (Ted Tighe and Steve Berry):

1. Discuss and take possible action on purchasing a Toro Groundsmaster mower of Sourcewell Contract #031121-TTC.

Mr. Tighe said they are looking to replace a 22-year-old rough mower. This is in the capital budget approved at referendum. Mr. Tighe gave an explanation of the mower.

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted to approve the purchase of a Toro Groundsmaster mower off Sourcewell Contract #031121-TTC in the amount of \$35,167.04.

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

2. Discuss and take possible action to approve transfer of a vehicle from Public Works to the Golf Course

Mr. Tighe said Public Works has a lift body gate truck and another pickup truck that they are replacing with new ones and the golf course would like to transfer one over for their use. Presently they use personal vehicles to move equipment back and forth.

Mr. Castro said they have two pickups, one has lift gate, which would help them pick up items to put in the back of the truck. Both are serviceable and relatively low mileage. They would normally auction those, but in this case it makes sense to transfer one since they are using their personal vehicles.

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted to approve the transfer of a pickup truck from Public Works to the Golf Course.

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

5. Public Works Director (Dave Castro):

1. Discuss and take possible action to contract with New England Asphalt Services under State Contract 23PSX0102 to provide fog sealing on five roads.

Mr. Castro said in the past they just did chipsealing or paving in town. There are other techniques to expand the life expectancy of roads that are cost effective. This can extend the life another 5-10 years. They crack sealed, but fog sealing seals the entire road and fills in all the hairline cracks can't see and will extend the life of the road longer. New England asphalt does good job. They looked at the roads together and the ones crack sealed would benefit as well. He said it's not a driveway sealant, this is more a reverse chipseal, just emulsion. You can drive a half hour after it is applied. Mr. Hoey listed the roads involved and Mr. Castro noted they could maybe get it done in a month, once the weather cools a bit.

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Ruoff, the board voted to contact with New England Asphalt Services under State Contract 23PSX0102 to provide fog sealing on the following roads; (Golden Hill Road, Driftwood Lane, Oxbow Lane, Granite Road and Moose Hill Road) for a total cost of \$35,702.10.

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

2. Consider and take possible action to contract with Beta Group to provide an update to the Pavement Management Program, which was previously done by the company in 2013.

Mr. Castro explained that they don't have a road plan in place regarding chipsealing, paving, etc. This would require him to go out to every road and examine it. They hired a company to look at all the roads in 2013. They physically look at them, examine the base, traffic, etc. They then provide an engineering plan going forward on which roads require the most attention. It will be digital and they can update the plan when they do improvements. This would be a one-time cost, no annual fee. The recommendation is to perform an update every three to five years.

He added that they decided to just go with the pavement management plan and sign inventory, because they do not need the catch basin inventory, since they already have that. The total amount is \$52,250.

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted to contract with Beta Group as a sole source to provide an update to the Pavement Management Program, which was previously done by the company in 2013 for a total amount of \$52,250.

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

3. Discuss and take action to award cleanup of contaminated materials at the brush and leaf facility to a sole source vendor

Mr. Castro said they used Red Technologies to remove 500 tons of contaminated material last year. Last year they did sweeping and this year catch basin cleanings. They had the material tested and it is obviously contaminated. They agreed to hold their pricing from last year and they would like to get another 500 tons out at the same cost of \$40,000.

Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted to contract with Red Technologies, a sole source vendor, for clean-up of contaminated materials at the brush and leaf facility in the amount of \$40,000.

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

4. Discuss and take action to award installation of guardrail on Rockland Road to Atlas Fence per State contract 18PSX0147.

Rockland Road is off of Lake Drive. It is very narrow, about 15 feet wide, not capable of two way traffic and there is a cliff on one side going straight down to water. There is nothing to keep vehicles from going over the edge and no shelf to hold posts in. They have received complaints and years ago a truck rolled over in that area. Wooden posts the town previously put in have fallen over. The best thing they can do, barring rebuilding the whole thing is to at least add a guardrail, which would be safer if vehicles go off the road.

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted to contract with Atlas Fence per State Contract 18PSX0147 for the installation of a guardrail on Rockland Road in the amount of \$22,252.50.

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

6. Parks and Recreation Director (Pam Gery):

1. Discuss and take possible action on the upgrade of security cameras at the Community Center using the current vendor Mammoth Security. Funding will come from the Recreation Program Account.

Ms. Gery noted that their current security system at the Community Center is outdated and it would be beneficial for them to move to a similar system to Town

Hall. They have had some issues viewing things and there have been some issues viewing problematic situations because the system is old.

Mr. Santarcangelo added that the video is blurry and when you zoom it in, it gets even more blurry. They are going to also add one camera at the outside entrance in the front. Mammoth is their current vendor and it would just be a system upgrade.

The cost is \$21,916.50 and they would be using program funds.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Federici, the board voted unanimously to upgrade the security cameras at the Community Center using current vendor Mammoth Security in the amount of \$21,916.56 coming from program funds.

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

2. Discuss and take possible action on request for windscreens for various courts at Adams, Bittner and the Police Station from State Contract #18PSX0319

Ms. Gery said she was getting calls about purchasing these wind screens at Adams and the police department since she started with the Town. They are helpful at deflecting the wind. She is looking to purchase them for those two locations as well as Bittner off the state contract with program funds.

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Ruoff, the board voted unanimously to approve the purchase of wind screens for Adams tennis/pickleball courts, police department basketball courts and Bittner Park pickleball courts off State Contract #18PSX0319 in the amount of \$8,835.80 coming from program funds.

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

3. Discuss and take action to approve Creative Recreation as the vendor to install playgrounds at Bittner Park and Jacobs Beach under Sourcewell contract #010521-LTS

Ms. Gery said these playgrounds have been approved under ARPA funding. These playgrounds have gone through all the town approval processes. There is one piece missing she hoped to have, it is a quote for additional work to the bid, but she does not have those numbers yet. She will come back to the board separately for that.

This is due to additional fill that will be needed at Jacobs. The prices (Jacobs-\$490,00) and (Bittner-\$406,000) includes removal of current equipment as well. The current equipment will be sent to Guatemala.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Federici, the board voted unanimously to contract with Creative Recreation under Sourcewell Contract #010521-LTS to install playgrounds at Bittner Park (\$406,000) and Jacob's Beach (\$490,000) with funding coming from ARPA.

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

7. Town Planner (Anne Hartjen):

1. Consider and take possible action on fee changes for Planning and Zoning and set a public hearing date of September 3, 2024, 8:30 am. at the Town Hall and Via Zoom to amend the Code of Town of Guilford, Chapter 166, Fees, Article II.

Ms. Hartjen said since they adopted the new zoning regulations, they also need to update the fee ordinance. There are fees in there for things they no longer have and do not have fees for new things. She looked at five neighboring towns to make sure the fees were in the ball park.

She noted that the last revision on the fees was done in December 2020. One big change is use of variance.

Ms. Ruoff said residents pay property taxes for town services. She is not saying they shouldn't charge fees, but she doesn't want it to be too high just because they are trying to pay themselves back.

Ms. Hartjen said she thinks these are reasonable. Many of proposals they had a low or a high fee and now they just did one middle fee to streamline things.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to set a public hearing date of September 3, 8:30 a.m. at the Town Hall and via Zoom to amend the Code of the Town of Guilford Chapter 166, Fees, Article II.

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

8. Town Engineer - Janice Plaziak

1. Discuss and take action to approve Extra Work to complete close out of the Route 77 Pedestrian Improvement Project.

Ms. Plaziak said the contractor left town and didn't come back to do the punch list so it dragged on longer than it should have. In addition, a couple of handicapped ramps were not done correctly so those had to be fixed and completed. This drags on the consultant services and administration work. In original approval agreement with DOT there is an extra work allowance of \$20,900, of which the Town is responsible for 20 percent of all items. They are estimating it will take another \$14,900 to complete and close out. The DOT did the final inspection last week and had a couple of things in their comments that will be covered under this extra work.

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Ruoff, the board voted to approve the extra work to complete the close out of the Route 77 Pedestrian Improvement Project.

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

9. Environmental Planner - Kevin Magee

1. Discuss and take action to approve extension of contract with TRC Environmental for Lake Quonnipaug consulting and water testing for July 1, 2024 - December 31, 2025.

Mr. Magee said they brought on TRC last year to oversee the lake management. They did water sampling and updated the management plan. Last year they had a one-year contract, and things went well. The lake subcommittee asked for help in permitting for next year, but they need to cover their duties this year and next year. Last year they had sent out requests for proposals and this company was the only one that gave them a quote. He is asking for the board to approve them to continue this year and into next year ending December 2025. He received an email on Friday indicating they will be holding the same price.

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted to approve the extension of the contract with TRC Environmental for Lake Quonnipaug consulting and water testing for July 1, 2024 to December 31, 2025 for the same rates as the previous year.

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

10. Economic Development Coordinator - John Tarutis

1. Receive update on economic development

Mr. Tarutis said the merchants just completed sidewalk sale. The St. George Carnival starts tomorrow through the 10th. He has a request to reserve the Green December 6th for the tree lighting event. He reached out to Nick Fradiani, Sr to see if he would lead the caroling. He has scheduled a business resource fair for October 9, 9-12. State agencies can come show the wares grants, loans, etc. and REX will be there as support for the business community. He does have a draft of a business survey through the Zencity platform. He will probably need two, one for Green merchants and one for everyone else, because there are separate issues around the Green.

There was discussion about composting restroom facilities. Old Saybrook has them and they are high use low impact units that would be helpful near the Green. The issue is not the expense, but rather the location of where they could be placed. Behind Town Hall is a possibility but the merchants are concerned people will not cross the Green to use them. The Town does own property on the backside of the parking lot of the Whitfield shops.

He also gave an update on the visit Guilford tourism website and two restaurant vacancies on the Green.

11. Appointments and Resignations:

1. Act on a recommendation to appoint Terri Cain to the Water Pollution Control Authority to fill a vacancy for a term expire on July 31, 2025.

Motion: Upon a motion made by Mrs. Ruoff and seconded by Mr. Federici, the board voted to appoint Terri Cain to the Water Pollution Control Authority to fill a vacancy for a term to expire on July 31, 2025.

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

2. Act on a recommendation to appoint Anthony Albergo to the Standing Building Committee for a term to expire on June 17, 2028.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Federici, the board voted to appoint Anthony Albergo to the Standing Building Committee for a term to expire on June 17, 2028.

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

3. Act on a recommendation to appoint Emily Walzer to the Sustainable Guilford Task Force.

Motion: Upon a motion made by Mr. Hoey and seconded by Ms. Ruoff, the board voted to appoint Emily Walzer to the Sustainable Guilford Task Force.

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

4. Act on recommendation to reappoint Michael Tyre as an alternate to the Standing Building Committee for a term to expire June 17, 2028.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Federici, the board voted to reappoint Michael Tyre as an alternate to the Standing Building Committee for a term to expire June 17, 2028.

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

5. Act on a recommendation to reappoint Tim Sullivan to the Public Works Commission for a term to expire on May 31, 2028.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted to reappoint Tim Sullivan to the Public Works Commission for a term to expire on May 31, 2028.

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

12. Requests for Use of Town Property:

1. Act on requests from Parks and Recreation to use the Green for its Half Day Back to School Event on September 25; Scarecrows from October 4-31, and the Halloween Spooktacular on October 27, 2024.

Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted to approve the requests from Parks and Recreation to use the Green for its Half Day Back to School Event on September 25; Scarecrows from October 4-31, and the Halloween Spooktacular on October 27, 2024.

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

2. Act on request to use the Green for the annual holiday tree lighting December 6, 2024.

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Federici, the board voted to approve the request to use the Green for the annual holiday tree lighting December 6, 2024.

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

3. Act on request from St. John's Church to place a sign on the Green advertising their Bluegrass Festival on August 24, 2024.

Motion: Upon a motion made by Mr. Federici and seconded by Ms. Ruoff, the board voted to approve the request from St. John's Church to place a sign on the Green advertising their Bluegrass Festival on August 24, 2024.

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

4. Act on request from St. John's Church to place a sign on the Green advertising its Annual Harvest Fair on October 12, 2024

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted to approve the request from St. John's Church to place a sign on the Green advertising their Bluegrass Festival on August 24, 2024.

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

5. Act on request from VISTA Life Innovations to place a sign on the Green advertising its graduation on August 23, 2024

Motion: Upon a motion made by Mr. Hoey and seconded by Ms. Ruoff, the board voted unanimously to approve the request from Vista Life Innovations to place a sign on the Green advertising its graduation on August 23, 2024.

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

13. Committee Reports

Ms. Ruoff said they did have a meeting of the Affordable Housing Committee in July and got some positive news from the project manager. They are moving along with all the DEEP requirements that must be met and permissions must be granted before they can go to town agencies. As far as funding they say they are considered a favorable project by the state and have assurances for funds, but they have been using their own funds to pay the architects, etc.

Mr. Hoey said he is prepared to relaunch the senior tax freeze committee. Mr. Federici, Robert Hartmann, Brian McGlone, Bill Bloss (on original committee), Jeff Ambroziak and Linda Vigorito have all agreed to participate. He would like input from the selectmen on what they would like the committee to look at.

Mr. Hoey gave an update on 56 Church Street. They received the environmental report and it wasn't favorable due to oil tanks under the building. He asked the health director to weigh in on the viability of utilizing the facility for housing or office space, but it isn't likely that would be save. He will have her full report by the end of the week and will share it with the Historic District Commission.

There was discussion on the Ham Primus House. The GPA doesn't have a viable use, but still feels it should still remain on the property as a residence. If they move it, it is a non-conforming lot and wouldn't get through P&Z. If they are not saving it for historic purposes, the recommendation may not be to save it. There was discussion about creating a pocket park with a plaque. It is part of the freedom trail since the GPA applied and received that status, but it doesn't carry with it any requirements to save the structure. Mr. Federici said there are a lot of way to memorialize it without disrupting plans.

14. Correspondence

15. Old Business

16. New Business

Ms. Ruoff reminded the board about setting dates for their workshops on cannabis issues.

17. Public Forum (Limited to 3 minutes on any issue)

None

Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Federici, the board voted unanimously to adjourn the meeting at 9:49 a.m.

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

Respectfully submitted,

Traci K. Brinkman

Clerk

Board of Selectmen