

**MINUTES**  
**Town of Guilford, CT**  
**Board of Selectmen**  
**Board of Selectmen Meeting**  
**Monday, April 15, 2024, 8:30 am**

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

Present: Board Members: Matthew Hoey, Charles Havrda, Susan Renner and Louis Federici.  
Sandy Ruoff arrived to the meeting at 8:45 a.m.

Town Officials: Finance Director Maryjane Malavasi, Human Resources Director Mitch Goldblatt, Town Engineer Janice Plaziak, Environmental Planner Kevin Magee, Executive Assistant Karen Quercia, Public Works Director Dave Castro, Parks and Recreation Director Pam Gery, BOE Director of Operations/Facilities Cliff Gurnham, Deputy Police Chief Sal Nesci, Town Counsel Peter Barrett, Assessor Rebecca Zychowski, Director of Purchasing and Accounting Darlene Minore 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. April 1, 2024 - 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 April 1, 2024 Regular Meeting as presented.*

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

**4. Finance Director (Maryjane Malavasi):**

## **1. Receive Monthly Report from Finance Director**

### Revenues

Ms. Malavasi said 75% through the year and they are 98.7% collected through March 31, which is just shy of last year at this time. She noted they would most likely be over in revenues by \$1 million due to a few departments bringing in more revenue than budgeted and unanticipated additional state revenues.

### Expenditures

At 75% through the year they have expended 75.7%. Most departments are within range and the ones over that percentage is mainly due to timing of payments. Fire is a little above and almost completely spent with replacement salaries at this point. They have been giving them ARPA money to offset some of those costs on a monthly basis.

### Medical

Claims for March totaled \$1.5 million. They expected it would increase the second half of the year as deductibles are paid off. She noted a large jump in catastrophic claims and in April they have started to receive reimbursements. They are projecting a \$589,000 surplus now, which has been going down.

There was discussion on the catastrophic claims.

## **5. Parks and Recreation Director (Pam Gery):**

### **1. Consider and take possible action on a change order for the Pickleball Court project at Bittner Park to be paid out of the Recreation Program account.**

Ms. Gary noted two change orders for the Pickleball project at Bittner Park. Because the skate park surface is smooth, they need to shot blast it to give it a rougher texture, which will make the paint adhere better. The cost for this is \$9,000. They had to widen the post tension, which created a seam, which also needs to be fixed. The cost for that is \$9,450. The funding will come from the program account.

*Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to approve the change order with Hinding Tennis for the Pickleball project at Bittner Park to include shot blasting of 6,000 square feet of concrete in the amount of \$9,000 and Riteway Crack Repair on a seam joint in the amount of \$9,450.*

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

## **6. Tree Advisory Board (Shavaun Towers):**

### **1. Consider and take possible action on a request to use ARPA funds to expand plantings on primary access roads, commercial centers, and major arteries in Town.**

The Tree Advisory Board is requesting to plant 100 trees along Route 1, Route 77, Route 80 and Route 146 using ARPA funds. The total cost would be \$60,000 to \$65,000. Ms. Towers said there are environmental reasons for doing so as well as general beautification. They are losing in the vicinity of 300 trees per year through Eversource removal or hazardous trees that need to come down.

The Garden Club plants 10 year from private donations, but those are restricted to the Green and village area. The state took on new parameters that now allows to plant in the right-of-way as long as they are not underneath wires.

Mr. Magee stated that they would go out to bid for the installation of trees and the person installing would also be responsible for a year of maintenance.

*Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to approve the Tree Advisory Board request of up to \$65,000 in ARPA funding to plant 100 trees as outlined primarily on Routes 1, 77, 80 and 146.*

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

## **7. Board of Education (Cliff Gurnham)**

### **1. Discuss and take action on recommendation of Standing Building Committee to award Bid #7-2324 595 New England Road Renovation Project**

Mr. Gurnham said they went out bid again for the project to insure they were following all town policies and procedures and they made sure they had prevailing wage within the project itself. They had all the same bidders and prior bids so there were no change in companies. They did have some smaller pieces of project not bid on. The Standing Building Committee reviewed the bid and recommend moving forward with OR&L to be hired as the construction manager for a total of

\$2,299,588. They presently have bond funding for \$2,980,000 so there are sufficient funds to do the project. Every time they rebid, the numbers go up, not down. They hope to get started and be moved in by fall. It was noted that with furniture/equipment costs factored in the total will be about \$2.6 million.

There was discussion about the history of the project and cost increases and potential future use of the 701 New England Road building which is planned to be used for storage by the school district.

Ms. Renner asked if the Board of Education every stepped back to see if this move toward consolidation still made sense with the increasing costs. Mr. Gurnham said it was discussed in an Operations Committee meeting but there were no concerns expressed and they questioned when the BOE might be able to move in. The have feeling is that consolidation of the different administrative buildings made sense.

Mr. Havrda said they are the peak of inflation and construction costs. They really cannot wait and if they do, the costs will likely increase more.

Mr. Hoey said he believes hit project is something they have supported. The question is had they known it was going to be this expensive would they have gone forward with it. He added that some benefit to this will be the office space in the Lathrop House becoming available.

Ms. Renner said she would feel more comfortable if the BOE had a discussion about the positives and negatives of going forward with this project. The board did now want to hold off on action, but discussed conditioning approval on a conversation with the BOE about concerns over the escalating cost and how the project fits into the master plan for the district.

*Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Federici, the board voted unanimously to award Bid #7-2324 595 New England Road Renovation Project to OR&L as the Construction Manager for the project for the total sum of \$2,299,588. The board conditioned their motion, stating that the selectmen will reach out to the Board of Education to express concerns over the escalating cost of the project and how this project fits into the master plan for the district.*

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

## **8. Environmental Planner (Kevin Magee)**

- 1. Discuss and take possible action to approve All Habitat Services as the contractor to conduct Aquatic Invasive Plant Treatment in Lake Quonnipaug per State Contract rates.**

Mr. Magee noted that treatment of the lake helps to improve the recreational aspect and gets rid of non-native plants. All Habitat has the state contract and the cost for the treatments will total \$42,708.07 with funds coming out of this year and next year's capital budget. The first treatment will be the end of this month/beginning next month.

He added that there is a product in the treatment they were able to use last year that is supposed to get down to root level and eliminate the invasive plant. The goal is in five years to only need to do a maintenance spot treatment for \$12,000. The plan is to reduce the number of herbicides going into the lake.

*Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to approve All Habitat Services as the contractor to conduct Aquatic Invasive Plant Treatment in lake Quonnipaug per State Contract in the amount of \$42,708.06.*

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

## **9. Engineering Department (Janice Plaziak)**

### **1. Discuss and take action on consultant services for MS4 compliance**

Ms. Plaziak said it has been annual process of doing compliance with MS4 permit with the state. This proposal is for 100 outfall locations selected that haven't previously screened. If see flow will go back and check again to see if anomaly. If see it flowing in dry weather twice, they will do a screening test to see if there is noticeable flow. She noted that stormwater runoff is usually dirty and tends to have a high runoff count, due to animal waste and septic system overflows. This is why they have to screen it. Nitrogen is another problem.

There was discussion on the amount of rain recently and the high groundwater table.

*Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to contract with Weston & Sampson to work as the town's consultant to provide inspections and testing for MS4 compliance in the amount of \$13,000.*

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

Ms. Plaziak updated the board on the Grass Island Shack whose front pilings recently collapsed and the building fell forward. She has a team, including a

structural engineer that will meet her this morning to look at it along with a barge person to see what they can do in the short term to secure the building and save it either anchoring it in place or temporarily moving it before they put in a new foundation and move it to higher ground which has been the plan. She noted that the land is limited there when they have extreme high tide events. The town is all set with the permits for the project, but they do need to do test borings prior to the design of the new piers.

If they feel necessary to temporarily move it, that will be done in the next week. Relocation should not be far off either depending on when the borings can be done and they can schedule the work with contractors.

## **10. Public Works (Dave Castro)**

### **1. Discuss and take action to award line striping and pavement markings to Safety Marking, LLC per State Contract 23PSX0032AA.**

Mr. Castro said he reviewed the areas that are faded or not there. Some of the money for this will come from the Dedicated Road Fund and the rest out of the budget. The total amount is \$10,990.

*Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Ruoff, the board voted unanimously to contract with Safety Marking, LLC for line striping and pavement markings off of State Contract 23PSX0032AA in the amount of \$10,990.*

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

*Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to add to the agenda items 10a, a replacement frame for the Pierce Arrow Pumper Truck and 10b, the purchase of a new ambulance.*

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

Chief Herrschaft explained that they were scheduled to get the pumper replaced. It is a 2013 and the frame is severely corroded. He approached Pierce, but there is no warranty on the frame. They came to look at it, however, and agreed to give them the frame at no charge. He spoke with a contractor and they are going to replace all the drivetrain, emissions, etc. so there will be a new chassis along with the new frame. This will save the town over \$700,000 and they will get another good 10 years out of this vehicle. From the start of the contract it is 308 days, but they only

need the truck for a short 3-4 month period. The cost for this is \$525,830 and they also recommend a 20% contingency, which is \$105,166, but he doesn't think they will use all of that. A new engine purchase would be 3-4 years out.

There was discussion on the process. It was noted that since it is a warranty replacement it would be considered a sole source purchase.

Mr. Federici asked if they identified anything that contributed to this rusting. Chief Herrschaft said they already wash the underbody of the truck it is just the amount of salt they use in the state that causes the corrosion. The new frame will be a different material that will not corrode.

*Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to contract with Firematic Supply Company (sole source) for the frame replacement of the Pierce Arrow XT Pumper in the amount of \$525,830 with a \$105,166 contingency.*

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

Chief Herrschaft said the ambulance is a sole source vendor, because they use a certain chevy chassis and they have had good luck with those. They have done business with them for 31 years. Normally they remount ambulance, but this box they are replacing is a 1993 vintage and is no longer advisable to remount and the cost would be more to do a remount than purchasing new.

The cost for the new ambulance is \$351,424.59. They have \$251,000 bonded, but can move the savings from the pumper to cover the rest of the funding, contingent upon bond counsel approval.

*Motion: Upon a motion made by Ms. Ruoff and seconded by Ms. Renner, the board voted unanimously to purchase a new chevy Ambulance (sole source) from Excellance in the amount of \$351,424.59.*

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

#### **11. Discuss and take possible action on noise variance application.**

*Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to approve the noise variance application.*

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

## **12. Appointments and Resignations:**

### **1. Act on recommendation to appoint Herbert Burstein as an alternate to the Marina Commission to fill a vacancy for a term to expire May 30, 2024 and for a new term to expire May 30, 2028.**

*Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to appoint Herbert Burstein as an alternate to the Marina Commission to fill a vacancy for a term to expire May 30, 2024 and for a new term to expire May 30, 2028.*

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

### **2. Act on a recommendation to move Chris Robinson from alternate to regular member on the Guilford Lakes Golf Course to fill a vacancy for a term to expire September 30, 2026.**

*Motion: Upon a motion made by Mr. Federici and seconded by Ms. Ruoff, the board voted unanimously to move Chris Robinson from alternate to regular member on the Guilford Lakes Golf Course Commission to fill a vacancy for a term to expire September 30, 2026.*

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

### **3. Act on a recommendation to reappoint Lee Sander as an alternate to the Economic Development Commission for a term to expire April 30, 2028.**

*Motion: Upon a motion made by Mr. Hoey and seconded by Ms. Ruoff, the board voted unanimously to reappoint Lee Sander as an alternate to the Economic Development Commission for a term to expire April 30, 2028.*

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

**4. Act on a recommendation to reappoint Tim Galvin to the Housing Authority for a term to expire March 31, 2028.**

*Motion: Upon a motion made by Mr. Federici and seconded by Mr. Havrda, the board voted unanimously to reappoint Tim Galvin to the Housing Authority for a term to expire March 31, 2028.*

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

**5. Act on a recommendation to reappoint Kirt Griffin to the Shellfish Commission for a term to expire on February 28, 2028.**

*Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to reappoint Kirt Griffin to the Shellfish Commission for a term to expire on February 28, 2028.*

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

**6. Act on a recommendation to reappoint Garth Varian as an alternate to the Shellfish Commission for a term to expire on February 28, 2028.**

*Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to reappoint Garth Varian as an alternate to the Shellfish Commission for a term to expire on February 28, 2028.*

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

**7. Remove from table and take possible action on the removal of Patricia Keegan from the Conservation Commission.**

*Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to remove from the table for action the removal of Patricia Keegan from the Conservation Commission.*

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

It was noted that the process was followed and nobody had heard from Ms. Keegan.

*Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to remove Patricia Keegan from the Conservation Commission.*

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

### **13. Requests for Use of Town Property:**

### **14. Committee Reports**

None

### **15. Correspondence**

#### **1. Public Works Report**

Received without comment

#### **2. Building Report**

Receive without comment.

#### **3. Letter from State Street residents dated April 1, 2024 Re: Flooding.**

Mr. Hoey said he had a conversation with one of the letter writers and met with town staff to formulate a response that he will be sending today. The project they site in the letter has been approved by both the Inland Wetlands and Planning and Zoning Commissions. Other neighbors previously with concerns previously met with the contractor, his engineering team and town staff and they were satisfied with the protections put in place. Mr. Hoey said he is recommending these neighbors also meet with the developer and staff. In addition there have been unprecedented levels of rainwater during construction so there are temporary disruption to things, but the final design has runoff going to the southern portion of the property as opposed to western portion.

### **16. Old Business**

None

**17. New Business**

None

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

None

**19. Discuss and take possible action on appeal from residents per Section 247-31 Right of Appeal, Article VII Elderly Tax Relief Program. (Executive session may be required)**

**20. Discussion and possible action on OPEB benefits for the purposes of negotiation. (Executive session may be required)**

*Motion: Upon a motion made by Ms. Ruoff and seconded by Ms. Renner, the board voted unanimously to enter executive session at 10:33 a.m. and invited Mr. Goldblatt, town consultant Mr. Joe Spurgeon and Ms. Malavasi into the executive session item 20.*

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

*Motion: Upon a motion made by Ms. Ruoff and seconded by Ms. Renner, the board returned to public session at 12:16 p.m.*

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

*Motion: Upon a motion made by Ms. Ruoff and seconded by Mr. Havrda, the board voted unanimously to approve the two elderly tax relief appeals discussed in the executive session.*

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

*Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to adjourn the meeting at 12:16 p.m.*

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

Respectfully submitted,

Traci K. Brinkman  
Clerk  
Board of Selectmen