



Board of Selectmen Regular Meeting

Monday, April 7, 2025 at 8:30 AM

Town Hall and Via Zoom

Mr. Hoey called the meeting to order at 8:35 a.m.

Present: Board Members: Matthew Hoey, Charles Havrda, Susan Renner, and Sandra Ruoff. Louis Federici joined the meeting via Zoom in progress at 9:30 a.m.

Town Officials: Finance Director Maryjane Malavasi, Human Resources Director Mitch Goldblatt, Police Chief Chris Massey, Lt. Kurt Fasulo, Parks and Recreation Director Pam Gery, Environmental Planner Kevin Magee, Lt. Martina Jakober, Police Commissioner Mike Mikolay, Town Attorney Peter Barrett (Zoom), Executive Assistant (Zoom) Karen Quercia and Traci Brinkman (Zoom)

Others: Debbie DeMusis and Lisa Freund

1. Pledge of Allegiance

Mr. Havrda led the pledge.

2. Public Forum (Limited to 3 minutes on agenda items)

None

3. Approval of minutes

3.1 March 17, 2025 - Regular Meeting

Motion to approve the minutes of the March 17, 2025 Regular Meeting as presented.

Moved by: Charles Havrda

Seconded by: Susan Renner

Unanimous

4. Parks and Recreation Director (Pam Gery)

4.1 Discuss and take possible action to contract with Sound Spectrum to provide inflatables for Parks and Recreation events.

Ms. Renner said Sound Spectrum's price for the Foam party and DJ event is \$1,500, but the Party People's is \$995. She asked if they considered splitting up some of the events or if it was an all-in-one quote.

Ms. Gery explained that Ellen Clow would be the best one to answer that question. She said she could have a discussion with her and then come back to the meeting with that answer. Mr. Havrda also wanted to know how these prices compared with last year.

Motion to table action on the inflatable company until later in the meeting for more information.

Moved by: Susan Renner

Seconded by: Sandra Ruoff

Unanimous

5. Police Chief (Chris Massey):

5.1 Consider and take possible action to purchase a 2025 Ford Transit Van from Gengras Ford and have it upfitted by Soli's Garage.

Chief Massey said this purchase is in the capital budget for the current fiscal year. They had a multi-purpose vehicle that was recycled from the fire department. It was a 1997 international ambulance with mechanical, speedometer, seatbelt issues, and exhaust and brake system problems. They turned the vehicle back to them, and they will take it apart and repurpose it.

Lt. Fasulo said when they began the process last July the state contract contained a 2024 Ford Transit 350 model with the high roof. Since that time, the contract expired and the new one doesn't have the high roof model on it. The Massachusetts state contract does have one for a base price of \$55,994. Soli's garage through Gengras Ford offered the same vehicle for the previous CT state contract price at \$53,325. There is an HVAC package they would like to add bringing the cost to \$54,280, which still keeps it under the Massachusetts state contract.

Board of Selectmen Regular Meeting Minutes of April 7, 2025

Lt. Fasulo said this is a specialty vehicle and not a lot of places do the upfitting for multi-use police vehicles. There is a place in Long Island that that did not get back to them for pricing. Soli's Garage recently did ones for West Haven and Cheshire. They contract out a portion to EZ Stack, a company out of New York that custom makes everything in the interior. Soli's will do the emergency lighting and will work with EZ Stack, who will do the interior for a total price of \$37,268.

The vehicle will be used to support the regional SWAT Team by staging equipment leading to quicker response times. When they have officers doing training and call outs to an area, they can also have this to stage and get their equipment on and keep weapons secure. Since it is multi-purpose, there are a number of occasions where they bring firearms and drugs to the state. It is much better to transport those things in this vehicle than a regular patrol car.

Motion to purchase a 2025 Ford Transit Van from Gengras Ford for previous CT State bid pricing at \$53,325 with additional front and rear HVAC package for a total cost of \$54,280. And to contract with Soli's Garage to upfit the van for a total cost of \$37,268.

Moved by: Susan Renner

Seconded by: Charles Havrda

Unanimous

6. Environmental Town Planner (Kevin Magee):

6.1 Discuss and take possible action to contract with All Habitat Services off the State Contract for Aquatic Invasive Plant treatments in Lake Quonnipaug.

Mr. Magee said this is part of their annual program to control invasive plants in Lake Quonnipaug. All Habitat has been their vendor since they started with the program and they are beginning to see results from last year. The total cost is \$42,708 and they have a 50/50 grant with state. The Town's contribution is \$21,354. The Town pays the total cost and then invoices the state for reimbursement after treatment. The first treatment will be done at the end of April or the beginning of May.

Motion to contract with All Habitat Services under the State Contract for Aquatic Invasive Plant treatments in Lake Quonnipaug for a total cost of \$42,708, with half (\$21,354) to be reimbursed by the state.

Moved by: Sandra Ruoff

Seconded by: Charles Havrda

Unanimous

7. Town Engineer (Janice Plaziak):

7.1 Consider and take possible action on the renewal of the on-call sidewalk contract and approval of sidewalk work.

Ms. Plaziak said Laydon has done excellent work and it is a reasonable increase. She also needs approval for \$60,000 for sidewalk work.

Motion to renew the on-call sidewalk bid with William Laydon Construction with a 2% increase in bid pricing and contract with them for \$60,000 in sidewalk repairs and handicap ramp replacements.

Moved by: Charles Havrda

Seconded by: Sandra Ruoff

Unanimous

7.2 Discuss and take possible action on the Town Hall Landscape Plan.

Ms. Plaziak explained that the sidewalks in front of town hall are tripping hazards. John Cunningham drew up a preliminary landscape plan for town hall, which also includes stormwater management. The plan can be approached in two phases. The first is to remove the trees and replace the tripping hazards with concrete sidewalks. Once the landscape plan in front of town hall is finalized, they can come back with the cost for the second phase.

There was a discussion of the plan and phases. Ms. Plaziak said she would like to move forward with the sidewalk and tree work because of the current hazard.

Mr. Hoey said since there is a hazard they need to do something soon. He suggested moving forward with the first phase and await final plans for the second phase.

Motion to move forward with the plans for Phase 1 of the Town Hall Landscape Plan, which includes removal of trees and replacement of concrete to resolve trip hazards.

Moved by: Susan Renner

Seconded by: Charles Havrda

Unanimous

Board of Selectmen Regular Meeting Minutes of April 7, 2025

Motion to remove from the table request from Parks and Recreation to contract for inflatables.

Moved by: Sandra Ruoff

Seconded by: Susan Renner

Unanimous

Ms. Gery said the pricing is similar to last year. She added that they got pricing as a group from each vendor. Overall, Sound Spectrum came in cheaper except for the April 12 event. They can mix and match so if the board wants to use Party People for August 12, that would be fine.

Ms. Renner said in future bids or quote, if anything can be split up that might be beneficial..

Motion to contract with Sound Spectrum to provide inflatables for all Parks and Recreation events except for the August 12 Foam Party with D.J. The board voted to contract with Party People for that event.

Moved by: Sandra Ruoff

Seconded by: Charles Havrda

Unanimous

7.3 Consider and take possible action on the 2025 Spring Paving Plan using LOCIP funds, CT Water funds, and capital funds.

Ms. Plaziak said they had taken some payment from CT Water in lieu of permanent patching. There are more significant impacts to some areas than others. They decided it might be best to take funds for a permanent patch and do a curb to curb pavement. This would encompass Old Whitfield Street, south of the railroad tracks, Whitfield Street south of Old Whitfield Street and Seaside Avenue. State pricing was received from Empire and Tilcon with Tilcon being the lower of the two. The total project cost is \$305,612. LOCIP funding for 2025 is \$205,521.64. They received a CT Water payment of \$89,500, which leaves a small amount they can cover from capital \$10,590.36

Motion to approve the 2025 Spring Paving Plan as outlined, totaling \$305,612, with \$205,521.64 coming from LOCIP funding, \$89,500 from CT Water, and the remaining \$10,590.36 from Capital funds.

Moved by: Charles Havrda

Seconded by: Sandra Ruoff

Unanimous

7.4 Discuss and take possible action on a request from the Regional Water Authority (RWA) for gate installation on Goat Lot Road.

Ms. Plaziak said the RWA reached out about a large tract of land they own off Rockland that goes into Madison as well. The road, Goat Lot Road, is an A-3 unimproved road or town-owned right of way. It is a gravel road that people use to access the property for hiking. They are trying to keep vehicles out as well as ATV users. She added that she is not a big fan of gating off public access with old right-of-ways but it is up to the board to make the final decision. It would still be open for pedestrian access and the RWA could put up a sign reinforcing that it is open to pedestrians but not vehicles.

Mr. Hoey said the RWA are very good corporate citizens and he would be comfortable with the gate along with a sign that pedestrian access is still allowed.

Motion to approve the request from the Regional Water Authority for gate installation on Goat Lot Road with the stipulation that a sign be posted that the area is still open to pedestrian access.

Moved by: Charles Havrda

Seconded by: Sandra Ruoff

Unanimous

8. Manager of Purchasing and Accounting (Darlene Minore):

8.1 Consider and take possible action to award RFP #5-2425 - Request for Proposal for Copier Equipment Services.

Ms. Minore said she went out to bid in December and since then has been contacting references and talking to the vendors. Even though the current vendor is on the state contract she wanted them to be more competitive. She specified in the bid that she was looking for Canon products since they have had good success with them and they are the best value for the money. They have fewer breakdowns and have great customer service. A lot of the machines have the same screens so any employee can go to any machine and be able to use it. In addition, they can share toner and other supplies.

She is recommending Ryan Business Systems for their Option #2. It is a four year contract for \$102,000. When she called for references, she couldn't get the woman off the phone. She was gushing over how

Board of Selectmen Regular Meeting Minutes of April 7, 2025

awesome the service is. It's a woman owned company and they have dealt specifically with the owner during the process.

The annual savings for going with this vendor is \$25,000 a year.

Motion to award RFP #5-2425 - Request for Proposal for Copier Equipment Services to Ryan Business Systems for \$25,512.

Moved by: Sandra Ruoff

Seconded by: Susan Renner

Unanimous

- 9. Discuss and take possible action to set the Annual Town Meeting date for May 12, 2025, 8:30 a.m., at the Town Hall and via Zoom.**

Motion to set the Annual Town Meeting date for May 12, 2025, 8:30 a.m., at the Town Hall and via Zoom.

Moved by: Susan Renner

Seconded by: Sandra Ruoff

Unanimous

- 10. Consider and take possible action on a noise variance application for the Guilford Fair.**

Motion to approve the noise variance application for the Guilford Fair.

Moved by: Susan Renner

Seconded by: Sandra Ruoff

Unanimous

- 11. Appointments and Resignations:**

- 11.1 Act on a resignation from Karen Stephens from the Affordable Housing Commission.**

Motion to accept with regret and appreciation the resignation from Karen Stephens from the Affordable Housing Commission.

Moved by: Sandra Ruoff

Seconded by: Susan Renner

Unanimous

Board of Selectmen Regular Meeting Minutes of April 7, 2025

11.2 Act on a resignation from Joan Leonard from the Human Rights Commission.

Motion to accept with regret and appreciation the resignation from Joan Leonard from the Human Rights Commission.

Moved by: Sandra Ruoff

Seconded by: Charles Havrda

Unanimous

11.3 Act on a recommendation to appoint Marian Gryzlo to the Economic Development Commission to fill a vacancy for a term to expire November 30, 2028.

Motion to appoint Marian Gryzlo to the Economic Development Commission to fill a vacancy for a term to expire on November 30, 2028.

Moved by: Sandra Ruoff

Seconded by: Charles Havrda

Unanimous

11.4 Act on recommendation to appoint John Sieviec as an alternate to the Inland Wetlands Commission to fill a vacancy for a term to expire on February 28, 2028.

Motion to appoint John Sieviec as an alternate to the Inland Wetlands Commission to fill a vacancy for a term to expire on February 28, 2028.

Moved by: Matthew Hoey

Seconded by: Susan Renner

Unanimous

12. Requests for use of Town Property:

12.1 Act on request from the Guilford Fund for Education (GFFE) to place an unattended display on the Green highlighting grants and acknowledging Teacher Appreciation Week.

Motion to approve the request from the Guilford Fund for Education (GFFE) to place an unattended display on the Green highlighting grants and acknowledging Teacher Appreciation Week as long as it doesn't exceed the size limits of 8 feet high, 8 feet wide and 8 feet in depth.

Board of Selectmen Regular Meeting Minutes of April 7, 2025

Moved by: Sandra Ruoff

Seconded by: Charles Havrda

Unanimous

- 12.2 Act on request to place an unattended animal display on the Green. Discuss limiting at some point. Work with artist about limiting it to four times a year.**

The board briefly discussed possibly limiting the amount of times these animal unattended displays could be placed on the Green.

Motion to approve the request to place an unattended animal display on the Green.

Moved by: Sandra Ruoff

Seconded by: Susan Renner

Unanimous

- 12.3 Act on request from the Guilford Keeping Society to place a sign on the Green advertising their Wine Tasting Event (April 26) and House Tours (May 31). (Sign Placement 4/12-4/26 and 5/17-5/31)**

Motion to approve the request from the Guilford Keeping Society to place a sign on the Green advertising their Wine Tasting Event (April 26) and House Tours (May 31). (Sign Placement 4/12-4/26 and 5/17-5/31)

Moved by: Susan Renner

Seconded by: Sandra Ruoff

Unanimous

- 12.4 Act on request from the Guilford Agricultural Society to place a sign on the Green advertising its Farmer's Market from May 15 to October 30th. (Initial sign placement 5/5-5/16 and then weekly Tuesday-Thursday during market season).**

Motion to approve the request from the Guilford Agricultural Society to place a sign on the Green advertising its Farmer's Market from May 15 to October 30th. (Initial sign placement 5/5-5/16 and then weekly Tuesday-Thursday during market season)

Moved by: Sandra Ruoff

Seconded by: Charles Havrda

Unanimous

Board of Selectmen Regular Meeting Minutes of April 7, 2025

12.5 Act on request from the Guilford Agricultural Society to place a sign on the Green advertising the Guilford Fair on September 19-21, 2025. (Sign Placement 9/7-21)

Motion to approve the request from the Guilford Agricultural Society to place a sign on the Green advertising the Guilford Fair on September 19-21, 2025. (Sign Placement 9/7-21)

Moved by: Charles Havrda

Seconded by: Susan Renner

Unanimous

12.6 Act on request from the Parks and Recreation Department and Economic Development Commission to use the Green to support the Gilmore Girls Fan Festival from October 15-19, 2025.

Mr. Hoey said the headquarters for the event last year was at the Fairgrounds. They are contemplating putting a tent on the Green to host activities this year, which is more in the spirit of Stars Hollow. They may do parking at Fairgrounds. The feedback was tremendous last year, but some remarked about the distance from downtown and having to walk later at night.

Mr. Tarutis added that it was a great boost for merchants and restaurants.

Mr. Havrda said it was a good event and it is nice they are back, but it would be interesting to see what works best, the Green or the Fairgrounds. Maybe a commuter/trolley would work.

Mr. Hoey said they are working with the organizers, who are going through economic based decisions and possibly looking at expanding capacity. They had 600 last year and if they put a tent on the Green it may go larger. There are all kinds of issues related to parking and how to handle those things.

Ms. Renner appreciates what this event means for merchants, but she had some concerns

Mr. Tarutis said he really just wanted to reserve the date as they handle logistics. He suggested the organizers should also consider making a charitable donation to town service organizations. He added that it is

Board of Selectmen Regular Meeting Minutes of April 7, 2025

not definitive that they can get it on the Green. There are still economics and parking logistics to work out. They would just like to hold the date right now.

Mr. Havrda said he does see the potential for some concerns, but he doesn't have a problem holding the date while details are worked through.

Motion to temporarily hold the October 15-19 dates for the Gilmore Girls Festival for 60 days for further details.

Moved by: Charles Havrda

Seconded by: Sandra Ruoff

Unanimous

12.7 Act on request from Guilford D.A.Y to place the purple flags on the Green to promote D.A.Y Week.

Motion to approve the request from Guilford D.A.Y. to place the purple flags on the Green to promote D.A.Y. Week.

Moved by: Susan Renner

Seconded by: Sandra Ruoff

Unanimous

13. Committee Reports

Ms. Ruoff said things moving along with affordable housing. There is also going to be a community conversation on May 13 to keep affordable housing in people's minds.

14. Correspondence

None

15. Old Business

None

16. New Business

Ms. Renner said at some point they should look at what things happening at the federal level might do to town operations and purchases. Mr. Hoey said they could maybe put something on an agenda to see how they might assess impacts.

Board of Selectmen Regular Meeting Minutes of April 7, 2025

He will also reach out to CCM because this is a situation everyone is going to be facing. They might have tools or engagement of professionals with regard to this.

Ms. Malavasi said she can make a list of things in the pipeline. Mr. Hoey said this may be of interest to the GFOA organization as well.

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

Lisa Freund of 337 Old Whitfield Street said she bought a house 17 years ago facing the parking lot of the train station. She is curious about Porticoni Industries. There is a lot of noise and trucks going back and forth. There are a couple of businesses down there and the noise and dust really impacts the area. She doesn't think she will ever be able to open her windows again.

Mr. Hoey said it has been a commercial business operating for years since he has lived there for 40 years. It went dormant for a little while. There have always been commercially licensed businesses in that area including a storage facility in the back end. He is happy to put an appointment together with Ms. Freund, the town planner and zoning enforcement officer to see what is allowable down there. Personal property rights are personal property rights, but it wouldn't hurt to have a conversation with them.

Debbie DeMusis of 18 Sugarloaf Road reminded everyone to exercise their right to vote on the budget.

18. Consideration of an employment agreement with the Deputy Chief of Police through June 30, 2028. (Executive session may be required)

Motion to enter executive session at 9:58 a.m. to discuss employment agreement with the Deputy Police Chief through June 30, 2028 and invited Mr. Goldblatt, Ms. Federici, Mr. Mikolay, Chief Massey and Mr. Barrett

Moved by: Susan Renner

Seconded by: Charles Havrda

Unanimous

Motion to return to public session at 10:13 a.m.

Moved by: Susan Renner

Seconded by: Sandra Ruoff

Unanimous

Board of Selectmen Regular Meeting Minutes of April 7, 2025

Motion to approve contract with Martina Jakober as Deputy Police Chief through June 30, 2028.

Moved by: Susan Renner

Seconded by: Sandra Ruoff

Unanimous

Motion to adjourn the meeting at 10:15 a.m.

Moved by: Charles Havrda

Seconded by: Sandra Ruoff

Unanimous

Respectfully submitted,

Traci K. Brinkman

Clerk

Board of Selectmen