

# Town of Marlborough

**Board of Selectmen**  
Deb Bourbeau, Chairman  
Joseph Asklar  
Gregory Lowrey  
Betty O'Brien



26 North Main Street  
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## **BOARD OF SELECTMEN MEETING MINUTES TUESDAY, JANUARY 17, 2023 TOWN HALL 7:00 p.m.**

### **1) Call to Order**

Chairperson Deb Bourbeau called the meeting to order at 7:00 pm.

Present were Greg Lowrey, Deb Bourbeau, Betty O'Brien, Joe Asklar, and Amy Traversa-Interim Town Manager. Peter Hughes-Director of Planning & Development joined the meeting later to address Items 5.d and 5.f.

### **2) Acceptance of Minutes**

- a) January 3, 2023 Regular BOS Meeting
- b) January 9, 2023 Special BOS Meeting

Ms. Bourbeau noted the following changes to the January 3, 2023, minutes:

- Page 3 Item 6.a please add "meet and greet' for the search committee".
- Page 4 Item 9.a correct "UNIS" to "MUNIS".

Mr. Lowrey motioned to approve January 3, 2023, minutes with noted changes and to approve January 9, 2023, minutes as presented. Ms. O'Brien seconded. All in favor and motion carried.

### **3) Additions to the Agenda**

Ms. Traversa requested adding to the agenda item 5.f Resolution for Emergency Management Performance and item 5.g Neglected Cemeteries Grant

Ms. Bourbeau motioned to add items 5.f and 5.g to the agenda. Mr. Lowrey seconded. All in favor and motion carried.

Mr. Asklar motioned to add, for discussion only, item 5.h public meetings. Mr. Lowrey seconded to add for discussion only. All in favor and motion carried.

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## **4) Public Comments**

None

## **5) New Business**

### **a) Employee Resignations / New Hires**

None

### **b) Boards & Commissions: Resignations / Appointments/ Applications**

Ms. Traversa reported there are none, but they need to be dealt with as soon as things slow down. She reviewed the process in place to appoint/replace commission members. She recommended having a meeting in early February inviting commission chairs and public interested in being appointed to a commission. Ms. O'Brien feels the need to address attendance issues on committees/commissions where appointed or elected. Ms. Traversa responded we cannot force an elected official to step down. There was extensive discussion on how habitual absences from commission members should be addressed. Consensus is to hold a meeting February 7<sup>th</sup> at 6:30 pm prior to the normal meeting.

### **c) Discussion and Possible Action Re: Smoking Policy**

Ms. Traversa updated the board about her conversation with Nick Grello, employment attorney, regarding this issue for town staff. There will be a notice included in the next payroll reminding staff that as with alcohol they cannot imbibe or attend work in an altered state. DPW is tested randomly under federal law as it applicable with a CDL license and should they be found to be or have been smoking cannabis appropriate action will be taken. Ms. Bourbeau reminded all there is a no smoking policy in place which would cover cannabis. Ms. O'Brien reported Park & Rec is asking for new signage to post in nonsmoking areas.

### **d) Culvert Report**

Peter Hughes joined the meeting to review Nathan L. Jacobson & Associates' report on town culverts included in the BOS packet. He addressed each culvert in the report. It includes 11 culverts. Culverts listed as 1 through 3 on the list require immediate attention as it will take two to three years for design. The first culvert listed will be covered under LOTCIP funds. The remaining eight culverts will also be addressed, they are not as urgent as the first three on the report but should be monitored. Mr. Hughes informed the BOS relining versus replacing will be done, if possible, to save money. Mr. Lowrey asked

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if this should be included in the budget for FY23-24. Mr. Hughes feels approximately \$100,000 should be added for the preliminary work in FY23-24. Once the plans are received, we will have a better idea of the complete cost and move forward with those numbers. Ms. O'Brien thought the town would be getting a bond for the project. Mr. Hughes responded we first need to have the design work completed. Mr. Asklar asked what amount to budget. Mr. Hughes feels \$100,000 for engineering design, none for construction until the design is completed. Consensus is that a plan needs to be done for the work for future budgeting.

## e) Lake Algae Report

Mr. Hughes reviewed the response from Tom Ryder, LANDTECH Consulting, included in the board packet. This is a natural phenomenon from warmer than normal fall and winter. It should not cause concern and will adjust itself when the water column changes. Mr. Ryder will be out in May unless the situation is persistent, the town can have him out in March or April.

Mr. Hughes also reported on other items of interest:

- Drainage system from golf course is in place and should be complete in a week or two.
- LOTCIP North Main St - 2,900' of sidewalk. The town has been issued authorization to advertise from the Department of Transportation. Advertising should be next week with bids expected the third week in February.
- There will be surveyors out for phase 3 and for the telecommunications tower.
- Mr. Lowrey and Mr. Hughes met with Doug Racicot from TN to put together a bid package for their equipment.
- LOTCIP application for North Main is due February 23, 2023.
- Ms. Traversa and Mr. Hughes have begun conversations about solar energy for sustainability in town.
- Public hearing is set for Tuesday, 1/24 to discuss equity and inclusiveness at 7:00 pm at EMS school cafeteria.

## f) Resolution for Emergency Management Performance

Ms. Traversa presented the following resolution.

### **CERTIFICATION:**

*I, Lauren Griffin, The Town Clerk of the Town of Marlborough, do hereby certify that the following is a true and correct copy of a resolution adopted by the Town of Marlborough*

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*at its duly called and held meeting on January 17, 2023 at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:*

*RESOLVED, that the Board of Selectmen may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and*

*FURTHER RESOLVED, that Amy Traversa, as Interim Town Manager of the Town of Marlborough, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Marlborough and to do and perform all acts and things which she deems to be necessary or appropriate to carry out the terms of such documents, including but not limited to, executing and delivering all agreements and documents contemplated by such documents.*

*The undersigned further certifies that Amy Traversa now holds the office of Interim Town Manager and that she has held that office since July 10, 2022.*

*IN WITNESS WHEREOF: The undersigned has executed this certificate this 18<sup>th</sup> day of January 2023.*

Ms. O'Brien motioned to accept the resolution. Mr. Lowrey seconded. All in favor and motion carried.

g) Neglected Cemeteries Grant

Ms. Traversa presented the following resolution.

*The Marlborough Cemetery Committee hereby resolves to request the Board of Selectmen to apply for a grant up to \$5,000 from the Neglected Cemetery Account Grant Program for 2023. The funds will be used for:*

- 1. Replacement of hardware and repair of Marlboro Cemetery Gate*
- 2. Repair of toppled and leaning stones in Marlboro and Century cemeteries*
- 3. Scrub and brush removal in all town cemeteries*
- 4. Repair of stone wall on east side of Marlboro Cemetery*

*Respectfully submitted by Kristine Hudock, Cemetery Committee Chairperson*

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Ms. Traversa told the BOS this grant will cover the three town cemeteries (those with over six graves).

Mr. Lowrey made a motion to authorize Amy Traversa, Interim Town Manager, to apply for and receive funds for the Neglected Cemetery Grant. Ms. O'Brien seconded. All in favor and motion carried.

## h) Public meetings discussion

Mr. Asklar has received a letter from a town resident to discuss public site walks for Zoning and other commissions. The Zoning chair has confirmed site walks are considered a public meeting and town residents are allowed to participate. He questions if the landowner has the authority to block access to any of the public. Mr. Asklar recommends we present this to legal counsel for an opinion.

## 6) Unfinished Business

### a) Town Manager Search Process Update

Ms. Bourbeau reported a firm has been selected at a special meeting held earlier. Ms. Traversa will contact all firms who submitted proposals and notify them of the outcome. It was announced Municipal Resources Inc. has been approved for the reduced package for their experience and cost-effective proposal. It is hopeful to have something to report by tax day.

## 7) Interim Town Manager Updates – Amy Traversa

- We are currently amid budget season.
- As reported earlier she is in conversations with Mr. Hughes about solar energy.
- We are narrowing the search for a finance director.
- Because of the open position of finance director, we are moving forward as best we can. There is nothing to report on the audit and the close of FY.

## 8) Selectmen Updates

Ms. Bourbeau asked Ms. O'Brien to serve on the strategic planning committee with RHAM. Ms. O'Brien accepted and is looking forward the opportunity.

Mr. Asklar asked about the status of the SRO officer? Ms. Traversa replied that until the budget is passed nothing can be done.

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## **9) Department Reports**

### **a) Budget/Financial MUNIS report:**

Mr. Lowrey commented on the warm weather helping with financials except diesel and gas is over 60% of the annual budget. Ms. Traversa reported an issue with Constellation. The contract expired without her having enough notice to renew. She is addressing this now. Heating oil, diesel and gas contracts expiring with enough notice to renew or renegotiate. Mr. Asklar asked how much KW is being used by the town. Ms. Traversa could not answer as the town electric is combined with the school. Mr. Asklar will be happy to assist with negotiations on electric. Ms. Traversa thanked him for the offer.

Mr. Asklar again addressed the transparency issue of budget line item 51155. Ms. Bourbeau has been thinking about it and is trying to find a way to address. Ms. O'Brien said this information is available in another location. Mr. Asklar said other towns call out town staff salaries. He feels as public employees the residents should be aware of salaries. Amy responded about how this can be accomplished.

### **b) Tax Refunds**

Mr. Lowrey motioned to accept the tax refund for AERATE CT LLC presented by Barbara Murray. Ms. O'Brien seconded. All in favor and motion carried.

### **c) Building Permit Refunds / Activity Report**

Mr. Lowrey said this is for the selectmen's information only.

## **10) Correspondence**

None

## **11) Public Comments**

None

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**12) Adjournment**

Ms. Bourbeau adjourned the meeting at 8:17 pm.

Respectfully submitted,

Tracy Monterville  
Board Clerk

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Marlborough Board of Selectmen Meeting