

Board of Selectmen
Deb Bourbeau, Chairman
Joseph Asklar
John Rizza
Betty O'Brien
Louise Concodello

Town Manager
David R. Porter

Town of Marlborough



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BOARD OF SELECTMEN MEETING

Minutes

Tuesday, February 20, 2024

Town Hall

7:00 p.m.

1) Call to Order

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

Present were Deb Bourbeau, John Asklar, Joe Rizza, Betty O'Brien, Louise Concodello and David Porter-Town Manager.

2) Acceptance of Minutes

a) February 6, 2024, Regular Meeting

Ms. Concodello motioned to accept February 6, 2024 minutes. Ms. O'Brien seconded.

Ms. O'Brien asked to clarify on Page 2 regarding reappointments, 1. Several motions were made and amended to finally approve 16 of the 21 persons lists, and 2. Regarding the Cemetery Committee it was agreed the BOS would move forward with plans to change the ordinance at a future time to address member terms.

Page 2, Item c. third paragraph, correct spelling from "CCROG" to "CRCOG"

Page 2, Item c. correct "Mr. Bourbeau" to "Ms. Bourbeau".

Page 3, correct "Johnson" to "Johnston" and "Coleen" to "Colleen".

Ms. Bourbeau would like to strike on page 3, center of the page "Ms. Bourbeau advised this is covered in the new charter." Also on page 3, Item 6.a. Unfinished Business correct "drops to \$12,000 to \$10,000" to "drops from \$12,000..."

Page 4, Item 7 Selectmen Updates, correct "Mr. Bourbeau" to "Ms. Bourbeau" in the motion and again in the Evaluation notes.

Ms. Concodello motioned to accept February 6, 2024 minutes as amended. Mr. Asklar seconded. All in favor and motion carried.

b) February 8, 2024, Special Meeting

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Ms. O'Brien motioned to accept February 8, 2024 Special Meeting minutes. Ms. Concodello seconded. All in favor and motion carried.

3) Additions to the Agenda

4) Public Comments

5) New Business

Peter Hughes-Director Planning & Development joined the meeting.

a) Planning Commission – AD HOC Housing Opportunity Committee

Mr. Hughes presented the HOC committee proposal for two years in an ad hoc capacity and report to BOS annually. If sustainable will work to make it a permanent committee. They will report to the Planning Committee. Hopefully have set up by May 2024.

Mr. Asklar motioned to concur with the concur with the proposal from the Planning Committee for an ad hoc housing committee. Ms. Concodello seconded. All in favor and motion carried.

b) Sustainable Marlborough Team – Pollinator Planting Resolution

Mr. Hughes as part of the Sustainable CT for silver level to plant pollinator mix rather than grass which would be more aesthetically pleasing and require fewer mowings. Mr. Hughes confirmed to Ms. O'Brien it is a requirement that any private developer use native plants.

Ms. Concodello asked about the property in front of the Three Fellas Plaza. Mr. Hughes informed the BOS nothing will be done until the BOS make a decision on how to move forward. Mr. Hughes would like to get a professional involved.

Ms. O'Brien motioned to adopt as town policy the CT Pollinator Pathway Resolution Mr. Hughes presented. Mr. Rizza seconded. All in favor and motion carried.

c) Jones Hollow Cemetery – Expansion Proposal

Mr. Hughes reviewed the proposal for cemetery expansion. The BOS will need to hold a town meeting. There is no cost for the expansion. Mr. Hughes will have Planning and Zoning move forward and report back to the BOS.

BOS will schedule the meeting at a later date.

d) Bid Award - Lake Road Tree Clearing

Mr. Hughes reviewed the eleven bids. Recommendation is to award Boyhen Property Services LLC using ARPA money from boat launch. Work to begin in the next six to eight weeks.

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Mr. Rizza motioned to award contract to Boyhen Property. Ms. Concodello seconded. All in favor and motion carried.

e) CT Water Company – Marlborough Gardens Water Main Project

Mr. Hughes reviewed the water main replacement for the BOS by CT Water. It is earmarked to begin second or third quarter of this year.

Ms. O'Brien motioned to accept a check for 50% of the cost for repaving the road from CT Water Company. Ms. Condello seconded. All in favor and motion carried.

f) Appointee Membership Agreement

Mr. Porter presented the proposed membership baseline expectations agreement he developed. It is not a legally binding agreement. Mr. Porter will provide quarterly attendance for all boards and committees to the BOS. Mr. Asklar asked if the BOS is empowered to remove appointed members who do not attend. Mr. Porter did not find any recourse within the charter to remove appointed members of any board or commission. Ms. Bourbeau read the expectations on the document for the public in attendance.

Ms. Concodello asked the final signature line be adjusted from "Chair, Board of Selectmen" to "Board of Selectmen, Chair".

Ms. Bourbeau recommended under Conduct: Item 10: "I will support and respect the decisions of the board or commission even if I voted in opposition."

Ms. Bourbeau motioned to accept the document with noted adjustments. Mr. Asklar seconded. All in favor and motion carried.

g) Employee Resignations / New Hires

Mr. Porter reported a potential new hire. An offer is extended to account clerk and pending offer acceptance will begin March 4, 2024. He believes we will be extending an offer for the tax clerk position very soon. Finance Director position will be posted late this week or early next week.

Jim Shea from EDC resigned effective 2/20/2024.

h) Boards/Commissions Resignations, Appointments, Reappointments

Regarding the Cemetery Committee members discussion from the last meeting, the following members and terms are:

Kristine Hudock – 6 year (until 01/2030)

Sheila Guzman – 2 year (until 01/2026)

Terry Parker – 6 year (until 01/2030)

The Town Clerk has the terms of all committee members. Ms. O'Brien suggested tabling this until an upcoming meeting to have clarification from the Town Clerk.

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Mr. Porter recalls from the last meeting it was recommended the ordinance be updated.

Discussion ensued about the split of parties for appointed commissions or boards. Mr. Porter will follow up after the budget has been finalized.

6) Unfinished Business

7) Town Manager Updates – David Porter

- State requirement for local police departments to become accredited is not going away. Mr. Porter recommended Jay Kehoe handle Marlborough accreditation in-house with the assistance of Simone Lesci for administrative work. 2/21/24 Mr. Porter, Mr. Kehoe and Mr. Lesci are going to Meriden State Police for further information on the accreditation.
- Appreciated comments and feedback from last meeting. He presented changes he is proposing. He found there is \$17,000 from the state for senior services and is recommending a Toyota Rav4 hybrid be purchased for \$34,000. He proposes taking the \$17,000 earmarked from the state for senior related expenses and paying the additional \$17,000 for the more cost-effective vehicle. Auction off the senior bus in poor condition and retain the bus in better condition.
- Mileage reimbursements are received biweekly which require manual checks. None has been submitted by the Fire Marshal. Mr. Porter proposes purchasing a second compact SUV to be shared by building inspector, assessor, Fire Marshal, and sexton, in order to cut back on mileage expense submissions.
- Proposing a town hall upgrade with CAT6, laptops and docking station. Approximate \$60,000 using ARPA funds. CAT6 upgrade will allow VoIP phones.
- Public works requested an infrared asphalt patcher for a cost of \$3,000. Mr. Porter recommends this expense in order to handle some road repairs in-house.
- Two attachments for the BOBCAT. Tree trimming attachment up to 16' so more work can be done in-house to curb costs. The second attachment is a sweeper attachment. We have \$14,000 remaining from town aid road funding.
- Feels public works could use someone with facilities maintenance experience using the open maintainer position salary budget. Would increase budget by \$25,000 - \$30,000. Mr. Asklar asked if we could partner with the BOE facilities person. Mr. Porter has asked in the past and will check again.
- BOE is missing exterior door replacement at a cost of \$20,000.

8) Selectmen Updates – Deb Bourbeau

- Town Manager's evaluation is scheduled for Thursday, February 22, 2024 at 3 pm.
- Fourth Friday is February 23, 2024 at 7:30 pm.

9) Department Reports

a) Budget / Financial

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Ms. Concodello asked about YTD 54180 Communications/Right to Use, what does that mean? Ms. Bourbeau thinks it is the SRO. Mr. Porter believes it is regarding the communications tower public works has provided and will check.

Ms. Concodello pointed out a report title typo. Mr. Porter will see if it can be corrected.

b) Building Permit Refunds / Activity Report

10) Correspondence

Mark Neilson (sp?) from Frontier let the town know he is a resource.

11) Public Comments

Mark Paul East Lake Road – He encourages the BOS to attend the forum on affordable housing Tuesday, February 27, 2024 at the Senior Center.

Diane Greco Saner Road – Commented on senior center needs and how an additional vehicle would be an asset.

12) Adjournment

There being no further business, Ms. Bourbeau adjourned the meeting at 8:10 pm.

Respectfully submitted,

Tracy Monterville
Board Clerk

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