

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, March 5, 2024

Senior Center

7:00 p.m.

1) Call to Order

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

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

2) Acceptance of Minutes

a) February 20, 2024, Regular Meeting

Ms. Concodello motioned to approve February 20, 2024, minutes. Mr. Asklar seconded.

Ms. Bourbeau noted on page 2 there is duplicate language, remove from Mr. Asklar's motion "concur with the".

All in favor with noted correction and motion carried.

b) February 22, 2024, Special Meeting

Ms. Concodello motioned to approve February 22, 2024, minutes. John Rizza seconded.

Mr. Asklar noted a lack of content in the special meeting minutes. There is no detail about the BOS budget discussion with the town manager.

Mr. Asklar would like to table approval until more information is provided in the minutes. All agreed and approval tabled.

c) February 27, 2024, Special Meeting

Mr. Asklar noted a lack of content in the special meeting minutes. There is no detail about the BOS Town Operating Budget and Capital Project Requests discussion with the town manager.

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Mr. Asklar would also like to table approval of these minutes until more content on the meeting is provided. All agreed and approval tabled.

2) Additions to the Agenda

Ms. Bourbeau motioned to add discussion of Fire Commission Budget with the commissioners as item 5d and move 5d to 5e and 5e to 5f.

All in favor and motion carried.

4) Public Comments

5) New Business

Peter Hughes-Director of Planning & Development joined the meeting.

a) Recreational Trail Grant Application- Blackledge River Greenway Extension

Mr. Hughes reviewed the trail grant application. He explained what has been built so far and what is being proposed. We will apply for approximately \$700,000 to extend the greenway to No. Parker Road. This highly competitive grant is available every two years.

Ms. O'Brien motioned to authorize Mr. Porter to sign and submit the grant application due March 11, 2024. Mr. Asklar seconded. All in favor and motion carried.

b) South Main Street Pavement Reconstruction Phase III – Final Plan Presentation

Mr. Hughes reviewed the LOTCIP grant awarded in 2021 for \$2.2 million. Due to cost increases the grant will be approximately \$2,500,000. Submitted plan to CRCOG and are adjusting grant application based on their feedback. So. Main will be closed during the day for work to be done. Hope is for accelerated response for grant so the town can go out to bid in April for Fall 2024 start date. Town funds will only be used for design and the upgrade from metal to wood guard rails. \$90,000 has been spent on engineering costs.

c) Department of Public Works- Transfer from Reserves, Crack Seal Trailer, Scag Mower & Infrared Pavement Machine.

Mr. Hughes reviewed the public works transfer request and the equipment to be purchased.

Crack Sealer \$45,000. Life span is 10-15 years. The town would spend ~\$10,000 annually on rubber material for sealer. The equipment will pay for itself within two to three years. Currently a 7-10 week delivery schedule.

72" Scag mower \$15,200. Will retain existing mower for parts. Equipment currently in stock.

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Infra-Red unit for pothole patching \$3,000. Equipment currently in stock.

He is asking for \$63,000 from the reserve account, leaving \$68,000 in reserves.

Ms. Concodello motioned to request the BOF authorize the use of reserve funds to purchase equipment. Mr. Rizza seconded. All in favor and motion carried.

As an aside Mr. Hughes reported the No. Main St LOTCIP is likely to be awarded.

d) Fire Commission Budget

Mr. Porter welcomed the Fire Commissioners and Fire Chief Kevin Asklar to the meeting. He addressed the funds turned down on their budget. Discussion ensued regarding every fire fighter getting one set of gear and interior certified fire fighters getting a second set. Commissioner Laliberte explained the gear requirements are mandated by OSHA and NFPA. Marlborough needs to adhere to the standards. FC Asklar explained that gear sometimes is not properly cleaned between fires due to the fact the fire fighters do not have a second set of gear. Discussion ensued on what options may be available other than purchasing more gear (washing and drying machines). Ms. Bourbeau asked what the 5-year plan is for purchasing additional gear sets. Mr. Laliberte explained.

e) Employee Resignations / New Hires

Mr. Porter reported new hires: Gail Scranton, Part-Time Tax Clerk and Sydney Mayhew, Part-Time Accounting Clerk. We have also hired Dave Carter as a board clerk position in place of Jennifer Magro who submitted her resignation as board clerk.

f) Boards/Commissions Resignations, Appointments, Reappointments

Ms. Bourbeau tabled to next meeting pending further explanation from Town Clerk on terms.

6) Unfinished Business

a) FY2025 Town Operating and Capital Budgets

Mr. Porter thanked Aubrey Muscaro, Library Director, for attending and shared the library has come in under their operating budget (~\$8,000 surplus). He asked Ms. Muscaro to apply budget surplus to assist with computer purchases. Ms. Muscaro explained there is not a surplus, it is an investment account which she does not have access to. It is not part of the library's operating budget. She explained grant money was not appropriately designated in her report due to bookkeeper change over. The library budget is actually \$4,000 in the red. Mr. Asklar requested if an accurate balance sheet can be provided. She will check with the current bookkeeper and report back.

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Mr. Porter reported the BOS received an updated budget mil rate (1.44 mills) which assumes 100% tax collection. Based on shortage for property tax and vehicle tax receipts (~\$520,000 unpaid taxes). Mill rate needs to be adjusted to cover this deficit.

Ms. Bourbeau and O'Brien are concerned about cutting the capital budget item for culvert replacement (~\$350,000). The consensus of the BOS is to add the culvert back into the budget.

Ms. Bourbeau motioned to restore culvert work back into budget. Mr. Asklar seconded. All in favor and motion carried.

Discussion ensued about unpaid / late payment of taxes and the effect on the mil rate. Mr. Porter notified the BOS he would work on the new mil rate with the addition of the cost for culvert work and uncollected taxes.

7) Town Manager Updates

- Public forum on housing was held on February 27, 2024.
- HVAC work started at town hall March 4, 2024. Mr. Porter will confirm if pricing has changed due to equipment adjustments and report back.
- Sydney Mayhew started March 4, 2024 as Part-Time Tax Clerk.
- FlashVote survey has gone out and results will be available Thursday.
- Jay Kehoe, Simone Lesci and Mr. Porter attended the seminar at state police headquarters regarding accreditation. Mr. Porter explained the three tiers. Marlborough will join a consortium with five other towns to mitigate the cost.

8) Selectmen Updates

Student art show at the art center.

9) Department Reports

a) Budget / Financial

b) Building Permit Refunds / Activity Report

10) Correspondence

- Application from Mark Paul for EDC.
- State Police report.

11) Public Comments

Mark Paul 17 East Lake Road – Thanked the fire commission for attending and feels \$35,000 is a reasonable request for them to purchase more gear. He agrees the culvert should be added back in and feels the town needs to find \$1,000,000 instead of increasing the mill rate to the tax base. Housing forum video will be posted next week.

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Anthony Bratz 162 So Main – Requested the town make the budget as digestible as possible for the general public to understand.

Karen Paul – Thanked fire commissioners for presenting their budget request.

Aubrey Muscaro – will provide the requested budget to Mr. Porter. The library is receiving a grant for 50% of the cost of new computers. This does not cover staff equipment.

Ms. Bourbeau adjourned the public session at 8:59 pm.

12) Executive Session: Town Manager Self-Evaluation and Goals

13) Adjournment

Respectfully submitted,

Tracy Monterville
Board Clerk

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