

# Town of Marlborough

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

**Town Manager**  
David R. Porter



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## **BOARD OF SELECTMEN MEETING**

### **Minutes**

**Tuesday, April 2, 2024**

**Senior Center**

**7:00 p.m.**

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

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

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

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

#### **a) February 22<sup>nd</sup>, Special Meeting**

**Ms. Concodello motioned to accept minutes. Ms. Bourbeau seconded.**

Ms. Concodello asked to add "Motion: To leave the executive session at 4:19 pm"

**Ms. Bourbeau, Mr. Rizza, Ms. O'Brien, and Ms. Concodello were in favor of accepting minutes with noted change. Mr. Asklar abstained as he was not in attendance. With a majority vote, the motion was carried.**

#### **b) February 27<sup>th</sup>, Special Meeting**

**Ms. Concodello motioned to accept minutes. Ms. Bourbeau seconded.**

Ms. Concodello and Ms. Bourbeau asked for correction to spelling of Ms. Bourbeau to "Bourbeau".

**All in favor with noted correction and motion carried.**

#### **c) March 5<sup>th</sup>, 2024, Regular Meeting**

**Ms. Concodello motioned to accept minutes. Ms. Bourbeau seconded.**

Ms. Concodello asked the Special Minutes be amended to add "9:00 pm" and "Motion to adjourn Executive Session at 9:31 pm. Meeting adjourned at 9:32 pm."

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**All in favor with noted changes and motion carried.**

**d) March 12<sup>th</sup>, 2024, Special Meeting**

**Ms. Concodello motioned to accept minutes. Ms. Bourbeau seconded.**

Ms. Concodello reported the meeting start time should be corrected from “7:00 pm” to “4:02 pm” and “pm” be added to the time for call to order. The adjourn time should be 5:12 “pm”.

**All in favor with noted changes and motion carried.**

**e) March 25<sup>th</sup>, 2024, Special Meeting**

**Ms. Concodello motioned to accept minutes. Ms. Bourbeau seconded.**

Ms. Concodello reported the meeting start time should be 4:30 “pm” and “pm” be added to the time for call to order. The adjourn time should be 5:38 “pm”.

**All in favor with noted changes and motion carried.**

**f) March 27<sup>th</sup>, 2024, Special Meeting**

**Ms. Concodello motioned to accept minutes. Ms. Bourbeau seconded.**

Ms. Concodello reported the meeting start time should be 4:30 “pm” and “pm” be added to the time for call to order. The adjourn time should be 5:05 “pm”.

**All in favor with noted changes and motion carried.**

**3) Additions to the Agenda**

**4) Public Comments**

**5) New Business**

**a) Simon Wake (Town of Marlborough Assessor) Department Presentation**

Mr. Wake introduced himself to the BOS. He explained the responsibilities of the Assessor’s office.

BOS thanked Mr. Wake for his presentation.

**b) 2024 Fair Housing & ADA Statements**

Mr. Porter presented the notices and statements he would like the BOS to authorize him to sign regarding fair housing and ADA.

Mr. Asklar asked if the ADA Notice should be addressed to David Porter instead of Peter Hughes. Mr. Porter will have the document amended.

Ms. O'Brien noted a change in the final paragraph of the Municipal Grievance Procedure from Peter Hughes to Dave Porter and remove "First Selectman".

Before authorizing Mr. Porter to act on these documents the BOS will review for accuracy and present any appropriate changes. The authorization will be necessary for some grant applications the town will be submitting within the next 5 to 6 weeks.

**c) Rhonda Way Streetlight Request**

Mr. Porter reviewed the installation of the proposed street light fixture. Installation is for light only as pole is existing and cost will be \$55.97 with ~\$165 annual cost.

**Ms. Bourbeau motioned to approve the installation. Ms. Concodello seconded. All in favor and motion carried.**

**d) Flash Vote Survey Results March 7<sup>th</sup>, 2024**

Mr. Porter presented the Flash Vote Survey results. He feels the responses are representative of the town's demographic.

**e) 2024 Re-Hire Recommendations- Seasonal Employees**

**Ms. Bourbeau motioned to approve the seasonal rehire recommendations from Ray Bull-Parks & Recreation director as provided in attachment 2e of the BOS packet. Ms. Concodello seconded. Mr. Asklar abstained as he has a family member on the listing. With a majority vote, motion carried.**

**f) Employee Resignations / New Hires**

Mr. Porter reported Gail Scranton, Tax Clerk started last week.

**g) Boards/Commissions Resignations, Appointments, Reappointments**

Ms. Bourbeau presented the two applicants for full EDC member. Ms. O'Brien spoke with the chair and feels Leonard Kaplan(D) would be best due to his tenure on the commission as an alternate. Ms. Concodello explained the appointment needs to be Mark Paul(R) to balance between democrats and republicans.

Ms. O'Brien asked Mr. Porter if a republican had to be appointed. He answered yes.

**Ms. Concodello motioned to appoint Mr. Paul as full seat member for EDC. Ms. Bourbeau seconded. All in favor and motion carried.**

## 6) Unfinished Business

### a) FY2025 Budget

Mr. Porter provided an update on the budget. He thanked the BOS for their input in the Open Letter to Marlborough Taxpayers. RHAM approved their section of the letter. There is a backup plan for the budget if it is not approved by the voters.

## 7) Town Manager Updates

- HVAC back half of the building is almost complete. It is on track for May 15, 2024 completion. Mr. Asklar asked if the building inspector has reviewed work before moving personnel on Wednesday or Thursday of this week for a CC. Mr. Porter will investigate.
- April 15, 2024 bid opening for communications pole.
- Received questions and phone calls about the deterioration of South Main St. Due to LOTSUP grant plans were submitted to CRCOG. They then submitted plans to DOT April 1, 2024. Approximately approval from DOT May 15, 2024 then bid can be published. The soonest bid opening can happen is June 10, 2024. The bids go back to DOT with possible approval of bid July 8, 2024. The contract then can be signed. Due to existing commitments with the awarded contractor the possible start September 2024. Paving would likely begin spring 2025. Ms. O'Brien suggested residents be notified of the process. Mr. Porter will handle notification. Mr. Asklar asked if it could be expedited in any way. Mr. Porter replied expediting is highly unlikely due to grant funding process.
- Received word CLA anticipates finishing town audit April 30, 2024. He is working with them to schedule the 2023 audit.
- Copy of Open Letter to Marlborough Taxpayers provided to BOS. Mr. Porter thinks it will be printed in Rivereast Friday, April 5, 2024. He submitted a letter from the Town Manager to Rivereast.

## 8) Selectmen Updates

- Ms. O'Brien on the Cemetery Committee. She will be meeting with Lauren Griffin about member terms.
- Ms. O'Brien would like added to the next meeting agenda an item about employee evaluations done by the Town Manager.

## 9) Department Reports

### a) Budget / Financial

Newest MUNIS report included in the BOS package. Ms. O'Brien asked about increase in Revenue Expense line item 19401. Mr. Porter believes due to retirement pay outs. She asked about page 2 Contracted Services line item 54360. Mr. Porter believes it is due to finance office contracted employees. It balances out because we were not paying a finance director. Page 4 line item 52045 348%. Mr. Porter believes this is payout again to retired employee(s).

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

### **10) Correspondence**

Ms. Bourbeau reported Jennifer Baronne submitted an email regarding MES budget.

- Eversource informational brochure
- DOT announcement of pavement roadwork on Route 2 beginning April 1, 2024.

She is sharing with sustainable group a letter from Aquarian Water. They have a special appreciation environmental volunteers award. An adult nonprofit can receive a \$5,000 environmental grant. Students can receive \$1,000 grant. Submissions May 3, 2024 deadline.

State police report

### **11) Public Comments**

Alan Miller 205 No Main –He feels the FlashVote question on sidewalks was worded poorly and skewed in favor of the town.

Mark Paul 17 East Lake Rd – Thank you to BOS for approving his application for EDC.

### **12) Adjournment**

Ms. Bourbeau adjourned the meeting at 8:23 pm

Respectfully submitted,

Tracy Monterville  
Board Clerk

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