

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, April 16, 2024

Senior Center

7:00 p.m.

1) Call to Order

Deb Bourbeau called the meeting to order at 7:01 pm.

Present were Deb Bourbeau, Betty O'Brien, Joe Asklar, John Rizza, Louise Concodello, David Porter-Town Manager and Peter Hughes-Director of Planning & Development.

2) Acceptance of Minutes

a) April 2, 2024 Regular Meeting

Ms. Concodello motioned to accept the April 2, 2024 minutes. Ms. O'Brien seconded.

Ms. Bourbeau noted a correction on page 4, Item 7, third bullet point; correct "LOTSUP" to "LOTSIP". Ms. Bourbeau also pointed out in the same section it was she and not Ms. O'Brien that suggested residents be notified of paving schedule.

All in favor as amended, and motion carried.

2) Additions to the Agenda

Ms. O'Brien motioned to add "Staff Evaluations" as item 5.i. Ms. Bourbeau seconded. All in favor and motion carried.

Mr. Asklar motioned to add item 5.j. "Discussion of public building commission". He would like to see this commission regenerated. Ms. O'Brien seconded. All in favor and motion carried.

4) Public Comments

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5) New Business

a) **Peter Hughes (Marlborough Town Planner) Department Presentation**

Mr. Hughes presented his responsibilities to the BOS with brief explanation of each line item.

b) **Blish Park Boat Ramp Bid Award**

Mr. Hughes presented the bids for the boat ramp. He recommended the contract be awarded to Butler Construction for \$335,200. Construction would be Fall 2024 (Labor Day timeframe).

Mr. Asklar questioned the \$38,800 for construction administration. These funds come out of the town budget and are already in the CNR. Mr. Hughes advised this is an estimate (10% plus \$5,000). He is hoping it will be less once a detailed plan is provided.

Ms. Bourbeau motioned to award the contract for Blish Park Boat Ramp to Butler Construction. Ms. Concodello seconded. All in favor and motion carried.

Ms. Bourbeau motioned to retire \$104,939 from Blish Park Boat Ramp Bid Project (retired money goes into CNR reserve). Ms. Concodello seconded. All in favor and motion carried.

c) **Emergency Communication Tower**

Mr. Hughes reviewed the project and provided an explanation of the difficulty with the bid. Mr. Hughes needs to find out how many wireless carriers the pole can support. Town budget is \$100,000 of which \$9,000 has been spent to clear the site.

Mr. Hughes' memo to David Porter of 4/12/2024 provided an option for a land lease for a company to install, maintain, operate, and own the wireless communications tower. This would entail a revenue agreement for a 20-year lease plus co-share of revenues from carriers or similar agreements paid to the town.

Mr. Asklar asked what the annual maintenance would be if the town owned the tower and Mr. Hughes did not know. Discussion ensued on town cost versus a company installing and leasing the site from the town.

Mr. Asklar motioned to authorize David Porter, Town Manager, to create an RFP for land lease for telecommunication tower utilizing 181 West Road,

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West Road Memorial Ball Field or 200 West Road, Fire House #2. Ms. O'Brien seconded. All in favor and motion carried.

d) South Buckboard Culvert Replacement

Mr. Hughes reviewed the history of this project. 50% of the cost is reimbursed to the town from State/Local Bridge Program.

Mr. Asklar asked if this is larger than the No. Parker Road project. Mr. Hughes affirmed it is since it affects the property owners' structures when it floods. Easement for the wing walls will be needed from the property owners for the buried utility installation. Town will cover legal expenses for homeowner's easement documents.

Looking to get funding for the 2025-2026 cycle. Four to five months to build. Hoping to do work in 2025.

e) West Road Bridge Repair

Mr. Hughes provided background information on this project. Hemlock Construction is the lowest bid at \$149,886.55. He recommends reallocating \$80,000 from the remaining ARP boat ramp funds. Work will be done in Summer 2024. Mr. Asklar asked about mobile traffic lights for safety. Mr. Hughes will check cost for mobile traffic lights. There will be flashing lights.

Ms. Bourbeau motioned to reallocate \$80,000 ARP funds to West Road Bridge Repair. Mr. Asklar seconded. All in favor and motion carried.

Ms. Bourbeau motioned to award bid contract for West Road Bridge Repair to Hemlock Construction. Ms. Concodello seconded. All in favor and motion carried.

f) Marlborough Blish Park Bathhouse

Mr. Hughes reviewed the project for the BOS. Millennium Builders is the lowest bid at \$51,166.50. He is recommending we take the money from ARP funds. Goal is to be completed by Memorial Day 2024.

Ms. Concodello motioned to allocate \$55,000 of ARP funds to Blish Park Bathhouse project. Ms. Bourbeau seconded. All in favor and motion carried.

Ms. Concodello motioned to award the project to Millennium Builders. Ms. Bourbeau seconded. All in favor and motion carried.

Before Mr. Hughes left the meeting, he added he believes it is a good idea to reactivate the Public Building Commission.

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g) Employee Resignations / New Hires

h) Boards/Commissions Resignations, Appointments, Reappointments

Ms. O'Brien, Mr. Porter, and Lauren Griffin met to discuss adjusting Cemetery Committee members' terms to a two-year cycle. Mr. Hughes instructed how to create an ordinance; we require a public hearing, publishing in town clerk office, and posting twice in the Rivereast. There is a vacancy on the republican side of this committee. Mr. Porter will contact the chair of the republican party.

WPCA has three vacancies (one is a unaffiliated, one republican and one democrat).

Commission on Aging needs two alternates, one republican and one democrat.

Ms. O'Brien reported there are many unaffiliated members on the appointed committees. She feels we need to be clear what party endorses them. Discussion ensued on how unaffiliated appointees are designated. Mr. Porter will research and report back.

i) Discussion of Staff Evaluation

Mr. Porter reported on the status of this project. He would like input on the design and content of the form. The BOS would not have any input on the actual staff member evaluation. Mr. Porter will bring sample evaluation forms for review and discussion.

j) Discussion of Public Building Commission

Mr. Asklar provided a history of this commission. Commission members were experienced in various aspects of construction. It would be a 5-member commission. Decision was made to reinstate the commission.

6) Unfinished Business

a) FY2025 Budget

Public hearing was April 15, 2024. Ms. Bourbeau reported two things were very apparent; (1) BOE did not have a presentation and (2) affordable housing for young people and seniors. She is hopeful that on May 6, 2024, there will be a presentation from Marlborough BOE, RHAM, and an abbreviated town presentation with public Q&A's. Ms. Concodello added that the questions asked on April 15, 2024, about BOE are answered on the website.

7) Town Manager Updates – David Porter

- He has drafted a letter for So Main St residents. A project page has been created on the town website for the project. He has created a unique URL - marlbo.info and residents can quickly locate town project information. He will provide a cheat

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sheet to the public in attendance at the May 6, 2024, meeting on projects that can be located under this URL.

- He has implemented Calendly (automated appointment scheduling application) and will invite town businesses to schedule time for him to meet them.
- He received on Friday, April 12, 2024, a draft of 2022 audit for review. He hopes to submit by end of April and is scheduling the 2023 audit with CLA.
- Starbucks is pending approval from fire marshal and building official. They will hold grand opening on 4/26/2024.
- He will advertise this week for public works facilities superintendent. \$32/hour plus benefits.

Mr. Asklar asked about status of lawsuit with Parker Road contractor. Mr. Porter reported the town's attorney, Ken Slater, has entered an appearance. No hearing has been scheduled at this time.

8) Selectmen Updates

Marlborough Arts Center Fourth Friday on 4/26/2024.

9) Department Reports

a) Budget / Financial

b) Building Permit Refunds / Activity Report

10) Correspondence

Electric bill discount from Eversource regarding hardship discounts. Mr. Porter will leave a stack of these notices at town hall. He will also have it posted on the town website.

11) Public Comments

Karen Pakulis Paul – The woman's bath house was not ADA compliant and will be after renovation. The men's area is already ADA compliant.

John Wolfert – Thank you to BOS and David Porter for all their work.

Collen Kaplan – Her commission has brought to her attention they are being overworked. What happened to social work position?

12) Adjournment

There being no further business the meeting adjourned at 9:05 pm.

Respectfully submitted,

Tracy Monterville
Board Clerk

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