

Town of Marlborough

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



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BOARD OF SELECTMEN MEETING
Minutes
TUESDAY, APRIL 18, 2023
TOWN HALL
7:00 p.m.

1) Call to Order

Chair Deb Bourbeau called the meeting to order at 7:06 pm.

Present were Deb Bourbeau, Greg Lowrey, Joe Asklar, Betty O'Brien, and Amy Traversa-Interim Town Manager.

2) Acceptance of Minutes

- a) April 4, 2023 Regular Meeting
- b) April 11, 2023 Special Meeting

Mr. Lowrey motioned to approve April 4, 2023 Regular Meeting minutes, Ms. O'Brien seconded. Ms. O'Brien noted she was left off April 4, 2023 minutes as being in attendance, correct minutes to show Betty O'Brien seated.

Mr. Asklar motioned to accept the April 11, 2023 Special Meeting minutes. Ms. O'Brien seconded.

All in favor and minutes accepted with noted correction to April 4, 2023.

2) Additions to the Agenda

Ms. Bourbeau motioned to add under New Business 5) g) Fire Commissioners and Fire Chief to Discuss Mack Truck. Mr. Lowrey seconded. All in favor and motion carried.

4) Public Comments

Mark Merritt 72 Jones Hollow Road presented his feelings about the FD HT517 fire truck replacement.

Allan Miller North Main Street addressed New Business item 5) f) Expectations Agreement for Boards & Commissions. Under the present charter 7.1.2 is an Oath of Office template. Mr. Miller proposed changes he feels should be made to the template.

5) New Business

a) Employee Resignations / New Hires

Ms. Bourbeau reported there is a new board clerk, Gina Santos-Lewis.

Amy Traversa-Interim Town Manager reported Holly Marrero has resigned and her last day will be April 28, 2023.

b) Boards & Commissions: Resignations / Appointments/ Applications

Ms. O'Brien reported on her project to review the town's board and commission members.

There was discussion about whether members who wish to be reappointed should be grandfathered in or should other applicants be reviewed for consideration to replace incumbents. This would give other members of the community an opportunity to serve. Consensus is to post on the Marlborough Town Facebook page and Rivereast (if timing allows) alerting the public to submit applications or contact the town hall regarding any commission(s) they have interest in. Ms. O'Brien will handle the posting. The deadline for submission will be noon Monday, May 15, 2023, for review/discussion at the Tuesday, May 16, 2023, BOS meeting. The BOS will review new applicants.

As an aside Ms. Bourbeau noted May 2, 2023, is Referendum Voting. It was determined there would be no BOS meeting on May 2, 2023, to avoid conflict.

Ms. O'Brien would like the BOS to consider expanding the EDC to include the Community Development Advisory Commission along with Arts and Cultural. She would like the BOS to review the April 18, 2023, BOS meeting packet hand out (5F) for discussion at the next meeting. She also suggested expanding the number of commission members. Ms. O'Brien will ask the current EDC chair to attend the next BOS meeting, May 16, 2023.

c) 457 Plan (vesting schedule)

Ms. Traversa spoke with Metlife, Town Atty and John DeVito, AFSCME. This is something that needs to be negotiated. Ms. Traversa will keep the BOS informed of progress.

d) Bid Awards: Tennis Court Resurfacing

Wilhenger Drive Paving

Peter Hughes joined the meeting to report on the bids.

Mr. Hughes recommended awarding the Wilhenger Drive Paving project to B&W Paving and Landscaping.

Mr. Lowrey motioned to award the bid to B&W Paving. Mr. Akslar seconded. All in favor and motion carried.

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Mr. Hughes reviewed the tennis court resurfacing project. He requested tabling this bid to the next meeting to provide him time to discuss financing with Hayley Wagner.

e) Discussion on Zero Emission Vehicle Charging Stations

Mr. Hughes reviewed where the funds could be obtained (state and federal grant funds). He had discussed this project with Mr. Lowrey previously and recently with Ms. Traversa. Mr. Hughes explained this would be a town capital expense for the equipment, installation, upkeep and repairs. There are stations that can be installed which accept credit cards so the individuals frequenting these stations would help defer the electrical costs to the town. Mr. Hughes presented possible locations for these charging stations and will continue to review more locations along with taking suggestions for locations. He will be applying for a grant and report back. This project would assist with the town's Sustainable CT program. The BOS expressed concerns about security/vandalism with stations placed in more remote locations within the town.

Mr. Hughes also reported on:

- Hodge Road. Preliminary design is almost complete. Once budget approval is granted after July 1, 2023, we will have funds to complete the final design. Final cost will be presented in the fall. Preliminary design cost is \$33,000 and we are looking at another \$33,000 to finish final design. He reviewed the specifications and timing of the project.
- Thursday, April 20, 2023, we will find out about the award from CCROG for North Main Street. DOT indicated within the next two weeks they will authorize the town to sign the contract for the sidewalk project.
- South Main St Phase 3 should have 90% of design drawing by end of May, early June.
- Ms. Traversa asked about a class Mr. Hughes offered to the residents and BOS for a better understanding of bidding, design, and budget process. Mr. Hughes is happy to do this when he has an open evening. It will be approximately one hour to 1.25 hours long. He asked the BOS to provide date options.

f) Expectations Agreement for Boards & Commissions

Ms. O'Brien has not done anything on the project. She is looking for feedback from BOS. Mr. Lowrey thinks it is a great idea and we should also have the chairs review for feedback concurrent to the BOS review. Ms. O'Brien will reach out to the chairs.

g) Fire Commissioners and Fire Chief to Discuss Mack Truck

Ms. Bourdeau reported Fire Chief Kevin Asklar sent a letter to her. She reviewed the discussion from a previous meeting regarding the 5-year plan and if items on the list were set in stone or considered a wish list. She shared an email from the Town Atty Ken Slater-Halloran & Sage LLP, where he responded to the BOS' question of the down payment and what it entails:

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The appropriation of \$50,000 that can be used as a down payment or some other aspect of initial financing for the purchase of the fire truck does not bind the town, or authorize the town, to purchase the fire truck. Once there is a decision to make that capital purchase, that appropriation makes the money available to put the deposit down with no further action. Depending on how it is financed or whether it is a budgeted expense, further approvals of the BOF and possibly town meeting may be necessary.

The Charter includes a number of provisions related to the purchase of items by the town including the requirement of bidding for items in excess of \$10,000. Bidding can be waived by a town meeting vote but the approval of the purchase itself must be approved in the ordinary course as required by the Charter.

Ms. Bourbeau addressed the Fire Commission meeting of April 17, 2023. She voiced her appreciation of the MVFD and their great work. She then advised all board and commission meeting public and the recording cannot be turned off during a meeting.

There was extensive discussion regarding the process of this purchase and if it has been voted on and approved. The discussion also included the status of items proposed on the 5-year plan and use of Sourcewell as a bid source in lieu of doing a public bid.

Fire Chief Kevin Asklar thanked the BOS for their support of the MVFD. He presented the vehicle replacement plan set up by the MVFD. He reported on the timing and requests submitted for this purchase. FC Asklar would like to know why the purchase order or check for the down payment has not been issued. BOS would like to know what would happen if the deposit were paid and the town decided not to continue with the purchase. FC Asklar has not been in this situation previously and would need to check with the vendor. There is \$75,000 in this year's budget which is also earmarked for this purchase. Ms. Traversa responded to FC Asklar's question on the timing and process to issue the purchase order or check.

Mrs. O'Brien motioned to authorize the purchase of replacement of fire engine at a cost of \$800,000. Mr. Lowrey seconded. Discussion ensued about the final cost, timing of getting the purchase order or check. Pending a signed purchase order from the Fire Commission the check or purchase order will go out to secure the price and manufacturing timeline. Hayley Wagner will be consulted for correct procedure. All in favor, motion carried.

6) Unfinished Business

a) Town Manager Search Process Update

Ms. Bourbeau reported the application deadline was April 17, 2023, the process is moving forward. The search committee is working on essay questions for the interviews. The BOS will be updated when appropriate.

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b) Website Update

Ms. Traversa reported Judy Ceramicoli will be the administrator and have three editors. Information still needs to be migrated to the new website. Launch date is still to be determined.

7) Interim Town Manager Updates

Amy Traversa reported:

- Monday, May 8, 2023 4 pm at MES community room we are hosting a Korean and Viet Nam War Veteran ceremony in partnership with Lieutenant Governor's office.
- The town is sad to see Holly Marrero leave and wish her the best.
- Outsourcing payroll is moving forward. She confirmed the town is going to direct deposit for all payroll to employees with the possible except of the union.
- Town Manager search is moving along. She has collected contract templates for town managers.
- ARP report due April 30, 2023.
- Cyber security upgrades contract is signed with NOVUS.
- The Cemetery Committee received a \$5,000 grant and has two years to use the funds.
- She asked Mr. Hughes this evening about a public forum on capital projects processing, engineering, estimating and the bidding process of municipal projects. We need to work on tightening up the process of getting items on capital improvement plan.
- 457 adoption agreement is being worked on with Metlife.
- Regarding the budget the BOS should attend the public hearing on May 1, 2023, vote is May 2, 2023.
- The second progress payment on the fire rescue vehicle has been authorized.
- The police participated in rural roads grant.

8) Selectmen Updates

Ms. Bourbeau expressed disappointment that no other BOS members were at the public hearing. May 1, 2023, at MES cafeteria and ZOOM.
4th Friday is Modern Riffs at the arts center on April 28, 2023.

9) Department Reports

a) Budget/Financial

Mr. Lowrey noted the tax levy is \$900,000 short. Ms. Traversa noted it is timing.

b) Tax Refunds

None

c) Building Permit Refunds / Activity Report

Mr. Lowrey motioned to release the right of way bond as proposed. Ms. O'Brien seconded. All in favor and motion carried.

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10) Correspondence

Ms. Bourbeau reported she received a letter from Kevin Gentile regarding the replacement HT517 fire engine.

11) Public Comments

Ken Hjulstrom South Main Street. He believes the meeting on May 1, 2023, is a town meeting not a public hearing. BOS confirmed it is a public hearing.

12) Adjournment

Ms. Bourbeau adjourned the meeting 9:19 pm.

Respectfully submitted,

Tracy Monterville
Board Clerk

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