Board of Selectmen
Susan McFarland, Chair
Joseph Asklar
Anthony Bratz
Louise Concodello
John Rizza

Town Manager
David Porter

Town of Marlborough

26 North Main Street
P.O. Box 29
Marlborough, CT 06447
Phone (860) 295-6204
Fax (860) 295-0317
www.marlboroughct.gov

BOARD OF SELECTMEN
Agenda
Tuesday, April 21, 2026
Town Hall
7:00 p.m.

1) Call to Order

2) Acceptance of Minutes
   a) March 11, 2026 Special Meeting
   b) April 7, 2026 Regular Meeting

3) Public Comments

Members of the Marlborough community are invited to share their thoughts with the Board of Selectmen. Speakers are asked to provide their name and address. Comments are limited to not more than 3 minutes.

4) Additions to the Agenda

5) New Business
   a) Traditional Household Waste & Blue Earth Compost Cost Comparison
   b) Schedule All Boards Meeting
   c) Blish Park Basketball Systems Replacement Project
   d) Rivendell Road Catch Basin Tops Replacement Project
   e) Holiday Schedule
   f) Discussion regarding May 5th meeting date conflict

6) Employee Resignations / New Hires
   a) Parks & Recreation – Summer Hires

7) Boards/Commission Resignation, Appointments, Reappointments

8) Unfinished Business
   a) FY26-27 Budget
   b) Unassigned Fund Balance Policy
   c) Intermunicipal Agreement for Finance Director

d) Public Safety Ordinance
e) Senior Center Funds

9) Town Manager Updates

10) Selectmen Updates

11) Monthly Financial Reports

12) Correspondence

13) Public Comments

Members of the Marlborough community are invited to share their thoughts with the Board of Selectmen. Speakers are asked to provide their name and address. Comments are limited to not more than 3 minutes.

14) Adjourn

Join Zoom Meeting
https://us06web.zoom.us/j/81255345991?pwd=5yqa5ONlGit0Jbdcdv0WvbWyec0KXi.1

Meeting ID: 812 5534 5991
Passcode: FF9DB4

One tap mobile
+16469313860,,81255345991#,,,,*810064# US
+13017158592,,81255345991#,,,,*810064# US (Washington DC)

Join instructions
https://us06web.zoom.us/meetings/81255345991/invitations?signature=Pi_VlvDMiYSfaFWWpXPUiiv9s3g2g3tQAhyWiV3xN60

Any disabled person requiring special assistance or non-English speaking persons should call 860-295-6204 at least three (3) business days before the meeting.

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BOARD OF SELECTMEN
Meeting
Tuesday, April 7, 2026
Town Hall
7:00 p.m.

1) Call to Order
Susan McFarland called the meeting to order at 7:00 pm

Present were Susan McFarland, John Rizza, Louise Concodello, Anthony Bratz and David Porter-Town Manager. Joe Asklar will join the meeting later.

2) Acceptance of Minutes
a) March 17, 2026 Regular Meeting
Mr. Bratz motioned to accept the minutes. Mr. Rizza seconded.

Noted item 3 first public comment correct Peggy Golfin address to Paper Mill Rd, item 5d correct the motion from "State of Connecticut" to "*State of Connecticut Supreme Court ruling*", item 6 correct all "MESPC" to "*MESBC*" and on page 4 – 4th motion for Amy Traversa MESBC alternate be corrected to "*Ms. McFarland motioned to appoint Amy Traversa to MESPC as an alternate. Mr. Rizza seconded. Mr. Asklar and Ms. Concodello opposed. Mr. Rizza, Mr. Bratz and Ms. McFarland yeah. With a three to two count motion did not carry*.". Item 9 bullet 6 correct from "Form" to *"forum"* .

All in favor with noted corrections and motion carried.

b) March 24, 2026 Special Meeting
Ms. Concodello motioned to accept the minutes. Mr. Rizza seconded.

Mr. Bratz reported Deb Bourbeau commented on the TAR grant

All in favor and motion carried.

Ms. Concodello noted March 11, 2026 was not on the agenda for review and approval.

3) Public Comments

Deb Bourbeau No Main St – Commented on the new proposed mil rate. Undesignated fund policy has existing policy been and should be researched. 5 landscape crews in Marlborough volunteering to clean up Blish Park.

Amy Traversa Saner Rd – Commented on undesignated fund policy. Commented on her application for MESBC.

4) Additions to the Agenda

Ms. McFarland motioned to add Marlborough Presentation Society as item 8b. Ms. Concodello seconded. All in favor and motion carried.

Ms. McFarland motioned to add Town Manager contract as Item 10a. Ms. Concodello seconded. All in favor and motion carried.

Mr. Bratz motioned to move 5d to 5a and 5a to 5d. Ms. Concodello seconded. All in favor and motion carried.

5) New Business

a) 2026 CTDOT Transportation Rural Improvement Program (TRIP) Grant Application – South Road Culvert Replacement

Peter Hughes, Director of Planning and Development, joined the meeting to review the TRIP Grant recommended for South Road Culvert, Town must provide a minimum of 20%, and he recommended the town offer 25% for better chance to receive grant. Require BOF and town meeting to take out of CNR reserve. Grant is due 4/17/2026. Questions were presented to Mr. Hughes.

Ms. McFarland motioned to recommend BOF to authorize CNR to reserve a for the approval of a special appropriation of CNR reserve of $189,000 for the CTDOT TRIP Grant. Ms. Concodello seconded. All in favor and motion carried. Mr. Porter will follow up with the BOF

Ms. McFarland motioned to schedule a town meeting for the purpose of special appropriation for CNR reserve for the CTDOT TRIP Grant on Thursday, April 23, 2026 at 7 pm in the MES cafeteria. Ms. Concodello seconded. All in favor and motion carried.

b) Intermunicipal Agreement with East Haddam – Shared Animal Control Officers

Mr. Porter noted the agreement is modeled after the existing between Columbia and East Haddam for vehicle usage. Ms. McFarland noted a typo in the title of the document.

Ms. McFarland motioned to authorize David Porter to execute the Intermunicipal Agreement with East Haddam for vehicle share. Mr. Bratz seconded. All in favor and motion carried.

c) Fund Balance Policy

Ms. McFarland asked Mr. Porter to have Karen Migliaro pull the current policy. Tony Genovese, Finance Director, has reviewed the current policy. He recommends updating the policy from 2019. Ms. McFarland would like to compare the proposed and new policy for the changes.

Ms. Concodello motioned to table this item to April 21, 2026. Ms. McFarland seconded. All in favor and motion carried.

d) Intermunicipal Agreement with Woodbridge – Shared Finance Director
Mr. Porter reviewed the opportunity and possible RPIP grant to help fund 50% for three years. Ms. McFarland voiced some concerns over some of the agreement items. Schedule B needs to be populated.

Ms. McFarland motioned to authorize David Porter to execute the Intermunicipal Agreement with Woodbridge for the Finance Director. Ms. Concodello seconded. All in favor and motion carried.

6) Employee Resignations / New Hires
Mr. Porter is continuing to work to find a public works foreman.

7) Boards/Commission Resignation, Appointments, Reappointments
Ms. Concodello motioned to appoint John Batista's appointment as a BOF alternate. Motion did not move forward.

Mr. Bratz motioned to table to next meeting and invite Mr. Batista to attend a BOS meeting to introduce himself. Ms. McFarland seconded. All in favor and motion carried. **Ms. McFarland seconded. All in favor and motion carried.**

Ms. Concodello will reach out and invite John Batista to meet with BOS.

Amy Traversa's application was again reviewed as an alternate for MESBC.

Ms. McFarland motioned to appoint Ms. Traversa. Mr. Bratz and Mr. Rizza voted yes, Ms. Concodello voted against. With three approvals and one no, motion carried.

Ms. Concodello stated Joe Asklar should be included in the vote

8) Unfinished Business
a) Budget – Discussion of RHAM Offset Credits / BOF Action
Discussion ensued on mil rate and return of $300,000 to CNR and $50,000 to reserve from the BOF.

Mr. Bratz motioned that David Porter, Town Manager represent BOS at the next BOF meeting to survey voters during the referendum. Ms. McFarland seconded.

All in favor and motion carried. Questions should be to the mil rate is too high or too low and the same for the BOE.

Mr. Porter recommended putting back in town budget: town hall roof replacement $50,000, food bank exterior painting $30,000, Fire House 2 $30,000, Public Works roof $80,000, F450 or similar truck $110,000. $50,000 into reserve.

Ms. McFarland motioned to put these items back into the budget. Ms. Concodello seconded. Ms. McFarland, Ms. Concodello, Mr. Rizza vote yes. Ms. Bratz vote no. With a vote of three to one motion passed.

b) Marlborough Preservation Society

Ms. McFarland asked Rolando Ghirlanda to explain the Ofshay Mural. The school has not responded. He recommends installation outside the Town Hall.

Ms. McFarland motioned to approve 8 x 24 installation of mural at Town Hall subject to providing a plan for location is submitted for review and approval by Town Manager and Public Works. Ms. Concodello seconded. All in favor and motion carried with conditions.

9) Town Manager Updates – David Porter

- Thursday 4/9/2026 several local landscapers volunteered to clean up Blish Park.
- New turf on soccer fields in front of the goals
- Restore at MES ball field to restore infield and base path. Met with league members and public works to continue upkeep on the fields
- So Buckboard Culvert replaced last year. Local residents are very pleased
- Fire Department is installing conex box for training at FS 2. Public works will prep the location for installation
- Easter Egg Hunt was very successful
- May 2, 2026 Fishing Derby at Blish Park

Joe Asklar joined the meeting at 8:06 pm

- Replace basketball hoops replacement bid has been set for Blish Park
- In response to Aquarian rate increase for MES, BOE budget pays for water it has increased slightly.
- April 20, 2026 will have 1st of two public hearings on the budget, May 5, 2026 is the budget referendum
- Public works to move cemetery record cabinets from FS 2 for Fire Marshal office
- Funds from Senior Center going back to them. Revenue will be deposited into the 'Special Fund' at the suggestion of Tony Genovese.
- Joe Asklar asked about the equipment in the parking lot at the lake. Mr. Porter will check and report back.
- Mr. Asklar asked about debris behind ball field on West Road. Mr. Porter will

research and have it removed.

10) Selectmen Updates

a. Town Manager Contract
Mr. Rizza motioned to provide required 120-day notice to the Town Manager for his contract negotiations. Ms. McFarland seconded. All in favor motion carried.

Mr. Asklar explained having mutual dialogue between BOS and Town Manager.

All in favor and motion carried.

Ms. McFarland motioned holding a special meeting/executive session to discuss Town Manager contract on April 14, 2026 at 5:30 pm Town Hall. Ms. Condello seconded. Mr. Porter will not be able to attend. Ms. Concodello, Mr. Rizza and Mr. Bratz vote yes. Mr. Asklar vote no. With a four to one vote motion carried.

11) Monthly Financial Reports

Ms. McFarland met with Tony Genovese and Karen Migliaro for clarification on how finances are handled.

12) Correspondence
ARPA letter received for ADA compliance, Linda Savitsky will file the update before the due date.

BOS received letter from registrars of voters regarding May 5, 2026 voting.

Member of public asked about tax collection service contract. Mr. Porter provided explanation.

Mr. Porter received monthly report from Troop K which he will share.

13) Public Comments
Marlborough Preservation Society provided photos of the Ofshay Mural.

Hal Whitney Ogden Lord Rd – Asked about the audit completion.

Deb Bourbeau No Main St -Commented on the special fund for Senior Center revenue. Ms. Bourbeau also commented on the budget mil rate.

Will Guzman – member of BOF speaking as an individual. Thanked members of the boards building the budget. Commented on the budget process.

Louise Concodello – member of BOS speaking as an individual. Commented on appointment of Amy Traversa to MESBC.

14) Adjourn

Ms. McFarland motioned to adjourn. Mr. Rizza seconded. All in favor and meeting adjourned at 8:39.

Respectfully submitted,

Tracy Monterville
Board Clerk

Any disabled person requiring special assistance or non-English speaking persons should call 860-295-6204 at least three (3) business days before the meeting.

1)

	Yearly	
Personnel time (50% OF TIME FOR HAULING)	57,177.00	11,435.40
Vehicle Costs		
Vehicle maintenance	14,131.00	2,826.20
Diesel	9,879.00	1,975.80
Insurance	1,000.00	200.00
	82,187.00	

hartford	20.47%
willimantic	13.39%
berlin	66.14%

Tipping fees - solid waste	56,861.00
Tipping fees - bulky waste	37,743.00
Hazardous waste disposal	6,118.00

REVENUE	
Misc revenue	10,000.00
TS permits (have increased $ for demo)	30,000.00

Tipping fees	**FY26**	**YTD Tons**	**est tons**	**FY25**	**Tons**	**FY24**
MSW	115.00	400	533.3333	115.00	435	110.00
Bulky Waste	120.43	140	186.6667	112.34	345	108.12

Blue Earth Compost past 5 months	
Estimated weight tons	1.73
Average monthly cost	406.52
Blue Earth Cost per ton	235

Amortization

triaxle dumpster truck	350,000	
salvage value	(35,000)	
total	315,000	
life	12	
annual dep	26,250	5,250.0

weekly total miles	miles	trips			wage	
26	13	2	4	other	20%	
17	17	1	5	solid waste	25%	5
84	21	4	3	bulky	15%	3
			8	recycling	40%	8
127	51	7	20	hauling		
			20	ts & other tasks		

Tons

511	1479.333	493.1111111
379	910.6667	303.5555556

Town of Marlborough
Finance Department
Solid Waste vs. Food Waste Composting

Food Waste Composting

estimated cost per year	$	4,728
estimate tons per year		20.76
average cost per ton	$	227.75

Note: We pay for disposal per bin, not per ton.

		total cost	Solid Waste 20.47%	Bulky 13.39%	Recycling 66.14%
*	personnel costs	$ 57,177	$ 11,706	$ 7,654	$ 37,818
	tip fees (actual)	$ 94,604	$ 56,861	$ 37,743	$ -
*	vehicle maintenance	$ 14,131	$ 2,893	$ 1,892	$ 9,346
*	diesel fuel	$ 9,879	$ 2,022	$ 1,322	$ 6,534
*	insurance	$ 1,000	$ 205	$ 134	$ 661
*	vehicle depreciation	$ 26,250	$ 5,374	$ 3,514	$ 17,362
	total cost	$ 203,041	$ 79,061	$ 52,258	$ 71,722
	estimated annual tonnage		493	303	
	cost per ton		$ 160.37	$ 172.47	

* percent of total hauling cost

TO: David R Porter, Town Manager

FROM: Peter F Hughes, Planning & Development Director

DATE: 4/16/26

RE: Bid Awards

We have two projects with a bid return date on Monday, April 20th. The Rivendell Road Catch Basin Top Replacement Project will replace 10 catch basin tops ahead of the Summer paving project. The Town has purchased the catch basin tops to reduce costs and assure the work is complete prior to July 1st. Will be utilizing Road Material account to fund the project

The Blish Park Basketball System Replacement Project is replacing two backboard systems. Park & Recreation will be utilizing one of its accounts to fund the project.

Will bring these bids forward to the BOS on 4/21 for award.

TO: David R Porter, Town Manager

FROM: Peter F Hughes, Planning & Development Director

DATE: 4/16/26

RE: CRCOG 2026 LOTCIP Awards

CRCOG has just released the ranking for the 2026 LOTCIP project solicitation. Marlborough has been awarded the West Road Reconstruction Project Phase I for $3,998,400 in the Rural Set-Aside Category. After award notification there is a 6 – 9-month internal CRCOG preparation process for the submission of the 2026 LOTCIP awards to DOT. After the CRCOG submission DOT will issue a Commitment to Fund Letter.

The Jones Hollow Road Reconstruction Project did not receive funding.

Table 1: 2026 Staff Recommended LOTCIP Projects for Funding			
Town	**Project**	**LOTCIP Request**	**Cumulative Total**
Traditional Reconstruction Projects ($30,000,000 Reserved)			
East Hartford	Silver Lane Improvements	$ 3,398,000	*$ 3,398,000*
New Britain	Allen Street Drainage Improvements	$ 5,000,000	*$ 8,398,000*
Manchester	Downtown Manchester Gateway Roundabout (Rte 83 at rte 44 & 6	$ 4,750,000	*$ 13,148,000*
Avon	Avon Old Farms East West Phase IIB	$ 5,000,000	*$ 18,148,000*
South Windsor	Reconstruction of Governor's Highway	$ 3,545,600	*$ 21,693,600*
Glastonbury	Intersection Safety Imoroveents New London Turnpike	$ 2,623,200	*$ 24,316,800*
Simsbury	Safety Improvements at County Road and Hoskins	$ 2,283,200	*$ 26,600,000*
East Hartford	Roberts Streets Streetscape Improvements	$ 1,494,000	*$ 28,094,000*
Windsor Locks	Reconstruction of Spring Street	$ 5,000,000	*$ 33,094,000*
Total Reconstruction Projects			***$ 33,094,000***
Pavement Rehabilitation / Stand-Alone Sidewalk Projects ($7,000,000 Reserved)			
Tolland	Route 195 Sidewalk and Safety Improvements	$ 1,500,000	*$ 1,500,000*
Bloomfield	Woodland Avenue Sidewalk	$ 1,497,600	*$ 2,997,600*
Vernon	Stand-Alone Sidewalks Phase 2	$ 889,200	*$ 3,886,800*
Granby (R)	Route 20 Sidewalk Connectivity	$ 1,395,600	*$ 5,282,400*
Newington	Cedar Street Sidewalk Connection	$ 617,600	*$ 5,900,000*
East Windsor (R)	South Water Street Sidewalk	$ 1,291,200	*$ 7,191,200*
Total Pavement Rehab/Sidewalk Projects			***$ 7,191,200***
Bicycle and Pedestrian Projects ($3,000,000 Reserved)			
Enfield	State Route 220 (Elm Street) Multi-Use Trail	$ 886,600	*$ 886,600*
Wethersfield	Heritage Way Improvements at Cove Park	$ 1,478,400	*$ 2,365,000*
Total Bicycle/Pedestrian Improvement Projects			***$ 2,365,000***
Rural Set-Aside Projects ($5,000,000 Reserved)			
Marlborough (R)	West Road Pavement Improvements	$ 3,998,400	*$ 3,998,400*
Hebron (R)	Main Street (Rte 66) Sidewalk Gap Closures & Church Street (Rte 85) Crossing	$ 722,400	*$ 4,720,800*
East Granby (R)	East Granby Sidewalk Connectivity	$ 1,500,000	*$ 6,220,800*
Total Rural Set-Aside Projects			***$ 6,220,800***
Cumulative Total		***Total***	***$ 48,871,000***

(R) Denotes towns that CRCOG classifies as "Rural" for LOTCIP purposes

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FY 2026 – 2027 HOLIDAY SCHEDULE THROUGH JUNE 30, 2027

APPROVED BY BOARD OF SELECTMEN ON APRIL 21, 2026

Independence Day	Friday, July 3, 2026
Friday before Labor Day	Friday, September 4, 2026 (Floating Half-Holiday)
Labor Day	Monday, September 7, 2026
Columbus Day	Monday, October 12, 2026
Veterans' Day	Wednesday, November 11, 2026
Thanksgiving Day	Thursday, November 26, 2026
Friday Following Thanksgiving	Friday, November 27, 2026
*Christmas Eve	Thursday, December 24, 2026 (Half-Holiday plus Floating Half-Holiday combine for a full day off)
Christmas Day	Friday, December 25, 2026
**New Year's Eve Day	Thursday, December 31, 2026 (Half-Holiday)

*One-half (1/2) day on Christmas Eve, when it falls on Monday through Thursday.
**One-half (1/2) day on New Year's Eve, when it falls on Monday through Thursday.

* *

New Year's Day	Friday, January 1, 2027
Martin Luther King Jr. Day	Monday, January 18, 2027
Presidents' Day	Monday, February 15, 2027
Good Friday	Friday, March 26, 2027
Memorial Day	Monday, May 31, 2027

Per contract Section 13/2 /14.2 Holiday Falling on Weekends
In all cases, when a holiday falls on a Saturday, the holiday will be observed on Friday. When a holiday falls on a Sunday, the holiday will be observed on Monday.

**There shall be one (1) floating holiday, which may be divided into two (2) one half (1/2) days, the date(s) of which shall be determined by the Board of Selectmen each year.

Marlborough Parks and Recreation
26 North Main Street
P.O. Box 29
Marlborough, CT 06447
Phone: (860) 295-6203
Fax: (860) 295-0317

April 9, 2026

TO: Board of Selectmen
FROM: Ray Bull, Parks and Recreation Director
RE: Hire for 2026 Seasonal Staff

2026 Hire Recommendations – Seasonal Employee

Name	Position	2026 Pay Rate /hr
[redacted]	Lifeguard	$16.94
[redacted]	Lifeguard	$16.94
[redacted]	Lifeguard	$16.94
[redacted]	Lifeguard	$16.94
[redacted]	Lifeguard	$16.94
[redacted]	Lifeguard	$16.94
[redacted]	Field Maintainer	$21.00

Guards that teach swim lessons will be paid an additional $1/hour during teaching time.

Gail Scranton

From: Lauren Griffin
Sent: Monday, April 6, 2026 8:56 AM
To: Teresa Murdock; Peter Hughes; Gail Scranton; David Porter; diannedunn24; Jack Fidler
Subject: Fw: Moving on from commissions

From: Charles Denler <charles@littlerivermusic.com>
Sent: Thursday, April 2, 2026 8:36 PM
To: Lauren Griffin <townclerk@marlboroughct.gov>
Subject: Moving on from commissions

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Lauren,

I hope all is going well!

I have purchased a home in the village in Haddam. This will be my last month on the zoning commission, and also the ~~WPAC~~ WPCA committee. It has been an absolute pleasure to serve!

All my best,
Charles
Charles David Denler

4x EMMY AWARD WINNING
COMPOSER for FILM TV and
the C O N C E R T S T A G E

http://www.PurplePiano.com

Sent from my iPhone

RECEIVED APR 15 2026 AT 8:50 AM
LAUREN A. GRIFFIN, TOWN CLERK

APPLICATION FOR APPOINTMENT TO
BOARDS, COMMISSIONS OR COMMITTEES

It takes more than just owning property in a town to truly be a part of its community! Marlborough needs volunteer board and commission members to carry out local decision making and to promote a quality of life that is important to our future and is vital to the success of local government. If you are interested in contributing your service and talent to our community, please consider applying to serve as a local board or commission member.

RETURN TO:

Town Manager's Office
Marlborough Town Hall
P.O. Box 29
Marlborough, CT 06447

Name: Leonard Adams

Address: 27 Bull Hill Rd. Marlborough

Preferred Phone Number [redacted] Work / Home / Mobile

Email Address: [redacted]

Desired Board / Commission:

__Board of Assessment Appeals	__full	
__Board of Education	__full	
X Board of Finance	__full	X alt
__Building Appeals Board	__full	
__Cemetery Committee	__full	__alt
__Commission on Aging	__full	__alt
__Conservation Commission	__full	__alt
__Economic Development Commission	__full	__alt

__Fire Commission	__full	
__Lake Advisory Commission	__full	__alt
__Nature Trails & Sidewalk Commission	__full	__alt
__Park & Recreation Commission	__full	
__Planning Commission	__full	__alt
__Public Building Commission	__full	
__Water Pollution Control Authority	__full	__alt
__Zoning Board of Appeals	__full	__alt
__Zoning Commission	__full	__alt
__Other		

Background Information:

To be considered for appointment, please complete the following:

1. Do you currently sit on a Board or Commission? * ____ Yes ___X___ No

   *Name the current Board(s) you are on and in what capacity – Full or Alternate

   _____

   _____

   _____

   What other Boards/Commissions have you served on and in what capacity

   _____

   _____

2. Are you eligible to Register to Vote? ___X___ Yes ____ No

3. Party Affiliation: Democrat ___X___ Republican____ Unaffiliated____ Other____

4. How many years have you been a local resident? ___4___

5. Why do you wish to serve on the indicated Board, Commission or Committee?

   I'm interested in learning more about town funding and to learn more about the town I live in and support its needs where possible.

6. Please list your Knowledge/Skills which will allow you to contribute to the position you are applying for.

Navy Veteran, served 30 years with plenty of experience working within government funding objectives. Now work with the UN and I'm responsible for drafting and executing projects and budgets.

7. Occupation / Background: US Navy, retired Lt. Commander (LDO) US Government / AFRICOM and United Nations.

If you would like to include additional information, please attach an additional sheet.

Acknowledgement and Signature:

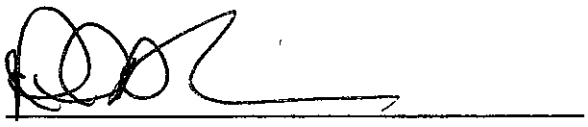
I ACKNOWLEDGE that:

- I have not been found in violation of any state, municipal or professional code of ethics or conduct.
- I certify that I have fully disclosed or will fully disclose in writing to the Town Manager and Board Chairman any conflict of interest I may have while participating on a Board or Commission.
- I will notify the Board of Selectmen in a detailed written letter about any conflict of interest or any change in the above stated or acknowledged facts.
- If selected or elected to serve, I will participate consistently, courteously, and effectively as a responsible member of the Board, Commission, or Committee.

CERTIFICATION OF ACCURACY:

I state, under penalty of dismissal for cause from any Commission, Board or Committee, that the information contained in this form is, to the best of my knowledge and belief, true, accurate and correct.

Leonard L. Adams
Print Name


Signature

April 13, 2026
Date

Application expires one (1) year from the date of received stamp.

RECEIVED MAR 17 2026 AT 2:60 PM
LAUREN A. GRIFFIN, TOWN CLERK

APPLICATION FOR APPOINTMENT TO
BOARDS, COMMISSIONS OR COMMITTEES

It takes more than just owning property in a town to truly be a part of its community! Marlborough needs volunteer board and commission members to carry out local decision making and to promote a quality of life that is important to our future and is vital to the success of local government. If you are interested in contributing your service and talent to our community, please consider applying to serve as a local board or commission member.

RETURN TO:

Town Manager's Office
Marlborough Town Hall
P.O. Box 29
Marlborough, CT 06447

Name: John Batista

Address: 16 Millstone Drive

Preferred Phone Number [redacted] Work / Home / Mobile

Email Address: [redacted]

Desired Board / Commission:

__Board of Assessment Appeals	__full	
__Board of Education	__full	
__Board of Finance	__full	X alt
__Building Appeals Board	__full	
__Cemetery Committee	__full	__alt
__Commission on Aging	__full	__alt
__Conservation Commission	__full	__alt
__Economic Development Commission	__full	__alt

__Fire Commission __full
__Lake Advisory Commission __full __alt
__Nature Trails & Sidewalk Commission __full __alt
__Park & Recreation Commission __full
__Planning Commission __full __alt
__Public Building Commission __full
__Water Pollution Control Authority __full __alt
__Zoning Board of Appeals __full __alt
__Zoning Commission __full __alt
__Other

Background Information:

To be considered for appointment, please complete the following:

1. Do you currently sit on a Board or Commission? * ____ Yes X No

   *Name the current Board(s) you are on and in what capacity – Full or Alternate

   _____

   _____

   _____

   What other Boards/Commissions have you served on and in what capacity

   I served as a member of the Board of Education for the month of October. I filled a temporary vacancy before the November election.

2. Are you eligible to Register to Vote? X Yes ____ No

3. Party Affiliation: Democrat ____ Republican X Unaffiliated____ Other____

4. How many years have you been a local resident? 9.5

5. Why do you wish to serve on the indicated Board, Commission or Committee?

   I care deeply about the long-term financial health of Marlborough and the town's ability to provide quality services in a sustainable manner.

6. Please list your Knowledge/Skills which will allow you to contribute to the position you are applying for.

- Serve as treasurer for a teacher's union
- Understand the process of creating budgets
- Interest in finances / Fiscally Responsible.

7. Occupation / Background: Teacher

If you would like to include additional information, please attach an additional sheet.

Acknowledgement and Signature:

I ACKNOWLEDGE that:

- I have not been found in violation of any state, municipal or professional code of ethics or conduct.
- I certify that I have fully disclosed or will fully disclose in writing to the Town Manager and Board Chairman any conflict of interest I may have while participating on a Board or Commission.
- I will notify the Board of Selectmen in a detailed written letter about any conflict of interest or any change in the above stated or acknowledged facts.
- If selected or elected to serve, I will participate consistently, courteously, and effectively as a responsible member of the Board, Commission, or Committee.

CERTIFICATION OF ACCURACY:

I state, under penalty of dismissal for cause from any Commission, Board or Committee, that the information contained in this form is, to the best of my knowledge and belief, true, accurate and correct.

John Batista
Print Name

Signature

03/10/26
Date

Application expires one (1) year from the date of received stamp.

Town of Marlborough

Finance Director / Assistant Treasurer
Equal Opportunity Employer

Position Summary

The Finance Director/Assistant Treasurer plans, organizes, and directs accounting operations for the Town, including cash management, budgeting, payroll, revenue collection, and debt management. This role advises town leadership on financial matters, supports budget development, oversees reporting, and ensures compliance with state and federal requirements. The position also supervises accounting staff and collaborates with multiple boards and departments.

Reporting Structure

- Reports to: Town Manager
- Receives general direction from: Town Manager & Treasurer
- Supervises: Accounting Clerk and Payroll Assistant
- Works closely with: Board of Finance, Board of Selectmen, Board of Education, and department heads

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Key Responsibilities

Financial Management & Reporting

- Prepare and administer financial reports for all town funds
- Oversee revenue, expenditures, and account group activity
- Produce monthly financial statements and statistical reports
- Maintain fixed asset inventory and financial records

Budgeting & Planning

- Develop and manage annual operating and capital budgets
- Coordinate budget preparation with town boards and departments
- Attend budget hearings and town meetings
- Maintain budget in online platform

Accounting Operations

- Supervise accounting functions including payroll, purchasing, cash management, and revenue collection
- Ensure compliance with GASB standards and government accounting practices
- Prepare required state and federal reports (e.g., payroll taxes, W-2s, 1099s)
- Maintain and improve accounting systems, policies, and procedures
- Serve as backup for payroll and accounts payable

Cash & Investment Management

- Monitor and project cash flow
- Coordinate investment of town funds in accordance with policies
- Assist in borrowing and investment strategies

Audit & Compliance

- Coordinate annual audits and prepare required documentation
- Establish and maintain internal audit procedures
- Support external auditors and reporting requirements

Revenue & Reconciliation

- Oversee collection and reconciliation of revenues (taxes, fees, grants, etc.)
- Reconcile bank accounts and investment instruments and other accounts as necessary

Debt Management

- Monitor and report on all existing debt
- Prepare debt analysis and tax impact on proposed new debt issuance
- Prepare all documents necessary for debt issuance and present to rating agency

Systems & Process Improvement

- Manage financial software systems, upgrades, and training
- Develop accounting manuals and standardized chart of accounts
- Recommend and implement process improvements

Coordination & Communication

- Work with town officials, auditors, banks, and external partners
- Provide financial guidance to leadership and departments
- Respond to public inquiries and prepare correspondence

Additional Responsibilities

- Participate in professional organizations (e.g., Government Finance Officers Association of CT)
- Stay current on municipal finance best practices and regulations

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Qualifications

Education & Experience

- Bachelor’s degree in Accounting, Business Administration, or related field
- Minimum of 5 years of progressively responsible experience in government accounting
- Experience with municipal accounting systems (e.g., Munis) preferred

Knowledge & Skills

- Strong knowledge of municipal accounting, including GASB and fund accounting
- Proficiency in financial reporting and data analysis
- High attention to detail and accuracy
- Ability to use computerized accounting systems
- Strong communication and interpersonal skills

Licenses

- Valid Connecticut driver's license preferred

Work Environment

- Office setting with regular computer use
- Requires periodic breaks from screen exposure
- Occasional lifting of materials (2–10 pounds)

April 16, 2026

To: David Porter, Marlborough Town Manager
From: Commission on Aging

Recently, we became aware of a budgetary discrepancy involving funds collected by Shoshana for Senior Center programs and activities, donations, and tag sale proceeds. This issue was raised by us during public comment at the March 17 Board of Selectmen meeting.

The discrepancy can be illustrated with a simple example: if $200 is collected from seniors for a luncheon that costs $300, the $200 is turned over to the town, yet the Senior Center budget is charged the full $300. In reality, the net cost to the town is only $100, but the budget reflects the full expense without accounting for the revenue collected.

To date, $4,727 has been turned over to the town, while, as of February 28, the program budget has been reduced by $5,504. With a total annual program budget of $6,000, there are little to no funds left for senior programs for the rest of the FY.

As stated at the March 17 meeting, the COA believes that funds collected for Senior Center programs should be returned to the program budget this fiscal year or placed into a dedicated account exclusively for Senior Center use. These funds were contributed by seniors and donors specifically to support Senior Center activities and should not be redirected for other municipal purposes. Furthermore, these funds should remain available for the remainder of the current fiscal year, with any unspent balance carried forward into FY26–27.

Looking ahead, we recommend establishing a permanent financial mechanism—such as a revolving account—where collected funds can be deposited and used on an ongoing basis, with no cap, and with year-end balances rolling over. The Senior Center Director requested and discussed with the Finance Department such an arrangement in August 2025, but it has not yet been addressed.

At the April 7 Board of Selectmen meeting, the Town Manager and part-time Finance Director stated that a revolving account would not be created for the Senior Center. Instead, they proposed placing the funds into what was referred to as the “Special Revenue Fund,” and indicated that previously debited funds would not be available to the Senior Center Director until FY27.

We strongly disagree with this approach. With approximately two and a half months remaining in the fiscal year, the Senior Center currently has no available funds for

programming. Additionally, while Shoshana has been told she may exceed the budget, no specific limit has been defined. At a minimum, the full amount of funds and donations collected this year should be made available for use during the remainder of the fiscal year, with any unused balance carried forward. Any portion of these funds that is withheld effectively diverts money paid by seniors or donated for seniors for senior programs away from its intended purpose.

We therefore respectfully request that the funds owed to the Senior Center be reinstated and made immediately available. We also urge the town to adopt a more appropriate long-term solution, such as establishing a revolving account, with no cap, to ensure that funds collected for Senior Center programs are used as intended and remain accessible when needed. Budgeted and collected funds should be available for use within the fiscal year they are generated, not deferred to future years, and unspent funds should carry forward.

Senior Center Monthly Report – March 2026

Membership Data: 93 unique individuals checked into various programs and/or received social services, generating a total of 303 (duplicated visits from 85 individuals) visits throughout the month. *Please note that this figure does not include participation of the Mahjong group.*

We welcomed 4 new members in March

Programs/Activity: AARP Free Tax Preparation service served 72 households. This service was open to people of all ages and income. Appointments were held in February and March. The Senior Center hosted a jolly St. Patrick's lunch where 38 members paid to attend. Corned beef & cabbage was enjoyed while listening to tunes from a wonderful live band.

Transportation: Starting March 1st, our transportation services were reduced from three days to two. We currently provide transportation on Mondays and Tuesdays only. Transportation was utilized by 15 individuals totaling one way 65 trips. Meals on Wheels were delivered to 1 individual

Facility Use: The Senior Center continues to serve as a valuable community space during and beyond regular hours. A community-organized Cancer Support Group that supports an average of 13 people and the MDTC. Additionally, the SC hosted the Board of Appeals, the Planning Commission, and the Roy Pettengill Ambulance Association.

Director's Highlights:

- Shoshana assisted 13 individuals with social services, 2 SNAP, 3 Generation Power, 2 Home Owners, 1 Medicare Savings Program. 5 CEAP applications/support, 1 housing, 2 transportation coordination, 1 caregiver support, 1 benefit counseling and 1 referral to Food Bank fuel bank. 25 Service Units
- Shoshana attended a Serve Safe Manager course and passed exam for certification. With this certification Shoshana can safely prepare and/or oversee the preparation of food in the kitchen. Until now all food has been preprepared or purchased fully cooked.
- Items from the community were donated to update the coffee station. A new Keurig provides fresh coffee on demand while saving supplies for larger events. Matching décor gives a cohesive, welcoming, and professional look. Thank you to those who assisted.