

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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SPECIAL BOARD OF SELECTMEN MEETING Minutes

**Wednesday, May 8th, 2024
Elmer Thienes-Mary Hall Elementary School Library
7:00 p.m.**

1) Call to Order

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

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

2) Acceptance of Minutes

a) April 16, 2024, Regular Meeting

Ms. Concodello motioned to accept the April 16, 2024, minutes. Mr. Asklar seconded. All in favor and motion carried.

3) Public Comments

Hal Whitney 20 Ogden Road – Mr. Whitney voiced his disappointment the meeting is not on ZOOM and wondered why more BOS meetings are not on ZOOM. He received a reply from his email from Ms. Bourbeau regarding ZOOM meetings. He asked when HVAC project is going to be completed at town hall. He asked when are the audits going to be completed and can they be expedited? He would like to know if the grants mentioned in previous meetings are expiring.

4) New Business

a) Board of Selectmen Appointment of Chair and Vice-Chair

Ms. O'Brien nominated Deb Bourbeau as Chair. Mr. Asklar seconded. Ms. Bourbeau abstained, and all other members voted yes. With majority in favor, motion carried.

Mr. Rizza nominated Betty O'Brien for Vice Chair. Ms. Concodello seconded. Ms. O'Brien abstained, and all other members voted yes. With majority in favor, motion carried.

b) Complete Streets Policy

David Porter explained the Complete Streets Policy. Ms. Bourbeau asked about narrowing driving lanes to accommodate bicycles. She is concerned about bicyclists being safe. Mr. Hughes directed her to page 4 EXCEPTIONS.

Where pedestrians and bicyclists are prohibited by law from using the Facility. (In such an instance, alternative facilities and accommodations shall be considered within the same transportation corridor.)

If the cost of constructing Complete Streets Improvements is disproportionate to the current need or anticipated future demand for such improvements.

Where there is an absence of current or projected need. All requests for exceptions shall be submitted at the earliest project phase (e.g. during initial project planning and budgeting) and may include the following elements if available: a narrative, site photographs, project site map, drawings and any other supporting data.

Bike lanes will take up 10'. We will try to accommodate the policy where it is feasible. Ms. O'Brien felt the document was a suggestion and not a mandate. Ms. Bourbeau asked about bicyclists riding on sidewalk. Mr. Hughes does not know if there is a statute. He can investigate this. Mr. Asklar asked if this is mandatory policy to adopt. Mr. Hughes answered it is federal and state requirement. Mr. Hughes will let the BOS know where the policy is in the state regulations. It does not require the town to retrofit current roads. Mr. Rizza asked about new housing developments. Mr. Hughes said we would add the Complete Street Policy as a requirement.

It was decided to table to next meeting so BOS members can review the policy.

c) Transfer Station Food Diversion Program

Mr. Hughes explained managing organic waste. Blue Earth would provide this service at estimated \$272/month from August 18, 2023. We are asking for a new quote to check if the cost needs will be adjusted from September 2023. Mr. Hughes has spoken with other towns that have implemented the program with Blue Earth. This program will be mandatory within the next 3 – 5 years. Ms. O'Brien is not sure how it will work and asked if we can do one test year. Mr. Hughes answered yes. Ms. Bourbeau asked about transfer station staff. They will not be involved in this process.

Ms. O'Brien motioned to accept the Transfer Station Food Diversion Program as presented. Ms. Concodello seconded. All in favor and motion carried.

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d) Jones Hollow Cemetery Boundary Expansion

Mr. Hughes explained a town meeting needs to be held. Schedule prior to the second meeting in June 2024. This changes property from .37 acres to 1.09 acres. It is all town property. Mr. Hughes will bring to Planning Commission and Zoning Commission for their approval.

e) Fair Housing & ADA Statements

Mr. Porter provided background information. Lauren Griffin will serve as ADA coordinator. Lauren Griffin will receive any municipal grievances. Mr. Asklar asked about housing complex owners violating the fair housing and ADA. Mr. Porter responded the owner of the complex would be responsible since Marlborough does not own the property. The sample letter in 5.e of the package - remove Laurence Wagner as the Community Development Program Consultant.

Ms. Bourbeau motioned to accept the Fair Housing & ADA statements. Mr. Asklar seconded. All in favor and motion carried.

f) Building Use Application

Mr. Porter explained the reason behind the building use application. The insurance requirements were harmonized. Ms. O'Brien asked why a separate form is needed for Blish Park. Mr. Hughes explained it is under the Parks & Rec Commission. Mr. Porter confirmed the pavilion form will be updated. Mr. Asklar asked if the insurance was procured by the organization/person. Mr. Porter reported we do provide a link to a company that can be used if the organization or person cannot get a COI from their personal carrier. Ms. O'Brien asked about item 5 within the GUIDELINES, what are considered 'private facilities.' Mr. Asklar provided clarification. Ms. O'Brien asked about item 8 under REGULATIONS, asked what/who is a 'town monitor'? Mr. Asklar provided clarification.

Ms. Bourbeau motioned to accept the new Town of Marlborough Building Use Application form. Mr. Rizza seconded. All in favor and motion carried.

g) Employee Resignations / New Hires

h) Boards/Commissions Resignations, Appointments, Reappointments

Mr. O'Brien reported Liz Cutcher has resigned from the Conservation Commission. BOS thanks her for her service.

Mr. Asklar motioned to accept Liz Cutcher's resignation. Ms. O'Brien seconded. All in favor and motion carried.

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Ms. O'Brien reviewed Michael Canty's application for EDC membership. There are currently too many democratic members. The BOS cannot appoint him at this time. Application is tabled for 30 days.

5) Unfinished Business

a) FY2025 Budget

The budget was voted down for the Town of Marlborough. BOS will not make any decisions until after the next referendum. Ms. Concodello asked the date – it is May 23, 2024. Public Hearing will be May 22, 2024. Mr. Asklar asked if the BOF has the final say. Mr. Porter explained the BOF can direct to adjust by X or Y amount, they cannot instruct what line items to be adjusted.

6) Town Manager Updates-David Porter

- Most of his time right now is working on the budget.

7) Selectmen Updates

8) Department Reports

a) Budget / Financial

Mr. Asklar asked about the audit. 2022 audit was completed and submitted to the state. We are beginning on the 2023 audit. Mr. Porter is hopeful 2023 would be completed August 2024. Auditors would be available to begin 2024 audit in November. Ms. Concodello asked if the auditors will be presenting to the BOS. Mr. Porter will check and respond. Mr. Porter reported 2024 audit it would be best if completed before we apply for bonds. Each grant requires different items.

Ms. Bourbeau is looking at 1st week in June for the All Boards meeting. Ms. O'Brien suggested reviewing the ten items the BOS proposed for board membership.

b) Building Permit Refunds / Activity Report

9) Correspondence

State police report.

The three emails Ms. Bourbeau received will be provided in the correspondence.

10) Public Comments

Alan Miller No Main St. – He commented on the discussion about the appointment of board members. He also addressed the Complete Streets Policy and expressed his opinion/concerns of the width of the roads. He expects sidewalk pedestrians to step aside for bicycles where bike lanes are not available/feasible.

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Mr. Asklar would like to know if we can get the metrics on speeding tickets issued on North Main Street. Discussion ensued.

Hal Whitney 20 Ogden Road – He commented on the BOS meeting package documents. He asked if they will be available online. Mr. Porter said they can. He again suggested offering meetings on ZOOM which would also make them ADA compliant. EDC meetings are fairly informal. He thinks Mr. Canty should attend the meetings and speak during public comments

11) Adjournment

Ms. Bourbeau adjourned the meeting at 8:15 pm.

Respectfully submitted,

Tracy Monterville
Board Clerk

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