

Town of Marlborough

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



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

BOARD OF SELECTMEN MEETING MINUTES TUESDAY, May 16, 2023 TOWN HALL 7:00 p.m.

1) Call to Order

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

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

2) Acceptance of Minutes

- a) April 18, 2023 Regular Meeting
- b) April 28, 2023 Special BOS
- c) May 1, 2023 Public Hearing Annual Budget Meeting
- d) May 4, 2023 Special BOS

Ms. Bourbeau noted a correction for April 18, 2023, minutes on page 3 item g, her name is spelled incorrectly. It should read "Bourbeau" instead of "Bourdeau".

Ms. Traversa noted the May 1, 2023, Public Hearing is actually a BOF meeting.

Greg Lowrey motioned to accept minutes of April 18, 2023 with noted correction; May 1, 2023 meeting pending approval by the BOF; April 28, 2023 and May 4, 2023 with no changes. Betty O'Brien seconded. All in favor and motion carried.

3) Additions to the Agenda

Ms. Traversa requested to add under New Business, item 5.g. SRO.

Mr. Lowrey requested under Old Business, item 6.g. wording be changed to North Main Street Sidewalks Phase III 'and Other Concerns'.

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Greg Lowrey motioned to accept additions to the agenda. Joe Asklar seconded. All in favor and motion carried.

4) Public Comments - none

5) New Business

a) Employee Resignations / New Hires

Ms. Bourbeau noted there were four changes to discuss.

- New and re-hires for seasonal Park & Recreation. List included in board package.
- Resignation letter from Chris Passera as full time Public Works. Ms. Traversa explained he would like to remain on as a part time employee serving as the Sexton for the cemetery. Hourly position at 20 hours per week through the end of the calendar year.

Greg Lowrey motioned to accept Mr. Passera's resignation as full-time employee from Public Works and accept him as the part-time Sexton. Betty O'Brien seconded. All in favor and motion carried.

- Mario Gagliardi will be starting May 30, 2023, in maintenance. Mr. Lowrey asked about Mr. Gagliardi obtaining his CDL license Ms. Traversa reported he has it already. He will be replacing Chris Passera.

Greg Lowrey motioned to hire Mario Gagliardi. Joe Asklar seconded. All in favor and motion carried.

- Sean Bailey resigned from Public Works. Ms. Traversa said it will be a tremendous loss. She is in the process of compiling the job description. Once approved by the union the job will post internally before posting publicly.

Joe Asklar motioned to accept Sean Bailey's resignation. Greg Lowrey seconded. All in favor and motion carried.

- Debby Rihm, clerk for BOF, resigned. The town is looking for a replacement. In the meantime, other clerks will fill in. She will stay on as a fill-in for vacations, etc.

b) Boards & Commissions: Resignations / Appointments/ Reappointments/ Applications

Ms. O'Brien reported on the Boards and Commissions.

- Jack Murray resigned as chair of WPCA. Ben Levin is the new chair.

Ms. O'Brien suggested appointing Barbara Ferrara as alternate member to EDC.

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Greg Lowrey motioned to appoint Ms. Ferrara as an alternate member of the EDC. Joe Asklar seconded. All in favor and motion carried.

- Ms. O'Brien reported no one has responded to the advertisement to join any town committees or commissions. She reviewed the list of reappointments and asked if we should reappoint those on the list except for Jack Murray who resigned.

Greg Lowrey motioned to approve the committee/commission members on the list provided by Ms. O'Brien with the exception of Jack Murray. Joe Asklar seconded. All in favor and motion carried.

Ms. O'Brien addressed expanding the responsibilities of the EDC. She also would like the BOS to consider increasing the commission to 7 members with 3 alternates. There was discussion about the ability to fill the commission when there is trouble filling other commissions. There may need to be an ordinance change to increase the number of members. BOS is waiting for the attorney to confirm if we can revise the ordinance to supersede the charter. Jillian LaCaresse, EDC chair, has been reaching out and has received interest in joining. Ms. Traversa feels we need to vote for an ordinance change pending the attorney's opinion. The BOS will review the draft commission change for vote at the next meeting.

Greg Lowrey motioned to review all Planning business together for an efficient use of time. Joe Asklar seconded. All in favor and motion carried.

Peter Hughes, Director of Planning & Development, joined the meeting.

c) Bid Award Tennis Court Resurfacing

Greg Lowrey motioned to award the bid and the alternate item to Constantine Paving and Sealing. Betty O'Brien seconded. All in favor and motion carried.

d) Blish Park Bathhouse Renovation Bid

This project was not in the capital plan. Parks & Rec requested we use some of the balance of the ARP funds we have from completed projects where monies were returned. Mr. Hughes reviewed the bathhouse project. The bid is due back in three weeks.

e) 457 Plan Restatement

Greg Lowrey motioned to adopt and reinstate the 457 Plan as described. Joe Asklar seconded. All in favor and motion carried.

Ms. Traversa reported this will go out to bid.

f) Election of Officers

Joe Asklar nominated Deb Bourbeau as Chair. Greg Lowrey seconded. Three in favor with Ms. Bourbeau abstaining. Motion carried.

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Deb Bourbeau nominated Betty O'Brien as Vice Chair. Greg Lowrey seconded. Three in favor with Ms. O'Brien abstaining. Motion carried.

g) SRO

Ms. Traversa reported on the SRO process. Position is ready to post on POST site. Greg Lowrey motioned to approve pending approval of BOE. Betty O'Brien seconded. All in favor and motion carried.

Ms. Traversa reported the BOE has approved.

6) Unfinished Business

a) Town Manager Search Process Update

Ms. Bourbeau reported the search firm, MRI, has suggested candidates to the search committee. Ms. Traversa feels we should expect recommendations for BOS by Memorial Day.

b) Website Update

Ms. Traversa has submitted a ticket for 'go live' on May 25, 2023. She knows there will be issues to iron out once it is up and running.

c) Zero Emissions Charging Station

Mr. Hughes asked for thoughts on the document he provided at the last meeting. Ms. Bourbeau suggested placement at the town hall and school. Mr. Lowrey believes we should be mindful of putting the charging station in a useful place where people can recharge long enough to make it worthwhile, and he is worried about repairs. Ms. O'Brien is also worried about vandalism. After discussion the Senior Center was also suggested. Mr. Hughes advised them that it is a highly competitive grant. Mr. Asklar asked if there was a penalty should the charging stations be removed. Mr. Hughes will investigate the length of time they need to be installed for grant funding. Ms. Traversa asked about the state installing at commuter lot. Mr. Hughes said DOT has not been mentioned. We could ask CROG.

d) Membership Expectations Agreement

Table to next meeting.

e) Johnson Road Culvert

Engineer and contractor did tap testing. Mr. Hughes explained the extent of the culvert issue. We have a quote off the state list for ~\$10,000 to do emergency repairs. We will wait until summer for low flow. South Buckboard will be done at the same time.

f) Emergency Telecommunication Pole Update

Mr. Hughes reviewed the status and steps being taken on the project. Milling from Willinger Dr. will be used at the pole location.

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- g) North Main Street Sidewalks Phase III and Concerns
DOT has given the town the authority to authorize the contract. Preconstruction meeting May 17, 2023, at 10:00 am. He will share the construction schedule with BOS, work should begin in June 2023.

Submitting application May 17, 2023, for FY 24/25 Clean Water Fund. Mr. Hughes reviewed the process and areas to be completed.

State and local bridge program applications will be submitted next week for Buckboard Lane and Quinn Rd. It is a similar concept to North Parker but larger than that installation. He reviewed costs with BOS.

The shredding event is Saturday, May 20, 2023, at the town hall parking lot.

Ms. Traversa asked Mr. Hughes to address where the proposed housing project on North Main St. stands. Mr. Hughes reviewed the necessary steps for the applicant to move forward.

The state will be installing a beacon crosswalk. It has amber strobe lights. Mr. Hughes reviewed what a beacon crosswalk is for the BOS. It will be located on the corner of Ofshay Drive and North Main St.

Mr. Hughes was asked about the Route 2 signage. He explained the state is changing the exit numbers to match the mile marker numbers as is being done throughout the country.

7) Interim Town Manager Updates

Ms. Traversa reported the following:

- Attended Korean War service.
- Payroll outsourcing will take effect July 1, 2023.
- The town is moving forward with the audit. It will start with MES. Every attempt will be made to complete before the new town manager is onboarded.
- Union negotiations are on hold due to Mr. Bailey's resignation. Sean Bailey was union representative.
- Memorial Day Parade May 29th at 1:00 pm across from the school. BOS is invited to march in the parade.
- Accreditation with police department and POST. Unfunded state mandate accreditation process. As a resident state police town, we are already obligated and committed to follow all state police rules.

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8) Selectmen Updates

None

9) Department Reports

a) Budget/Financial

Ms. Bourbeau reviewed and has no questions. Mr. Lowrey said we seem to be on track for expenses. Mr. Lowrey feels we should use as a target mill rate for the future is the statewide vehicle mill rate as a guide for rate in Marlborough.

b) Tax Refunds

Mr. Lowrey motioned to approve tax refunds as presented by Barbara Murray, Tax Collector. Mr. Asklar seconded. All in favor and motion carried.

c) Building Permit Refunds / Activity Report

It is interesting but gives no perspective comparing to historical numbers at this time.

10) Correspondence

Report received from state police.

Ms. Bourbeau reported an anonymous 'packet' was received with criticism of the BOS. Copy will be given to Jay Kehoe.

11) Public Comments

Allen Miller No Main St.: Mr. Miller feels the town should not be funding the electric vehicle charging stations.

12) Adjournment

Deb Bourbeau adjourned the meeting at 8:36 pm.

Respectfully submitted,

Tracy Monterville
Board Clerk

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