

SPECIAL BOARD OF SELECTMEN MEETING

THURSDAY, JULY 6, 2023

10:00 a.m.

TOWN HALL

1. CALL TO ORDER:

Chairman, Deb Bourbeau called the meeting to order at 10:04 a.m.

Present and seated were Selectmen Bourbeau, Lowrey, Obrien, and Asklar. Also in attendance was Interim Town Manager Amy Traversa.

2. Acceptance of Minutes

a) June 20, 2023 Regular Meeting

b) June 22, 2023 Special BOS

c) June 26, 2023 Special BOS

It was noted that on page 5 of the June 20 minutes, number 7, final bullet, add the words “a wellness grant to provide health information to Marlborough seniors at the senior center.”

Greg Lowrey **motioned** to accept the June 20, 2023 minutes as amended and the June 22 and June 26 minutes as presented. Joe Asklar seconded. All in favor. **Motion passed.**

3. Public Comments – none

4. New Business

a. Employee Resignations/New Hires.

1. Chairman Bourbeau announced the hiring of the first Town Manager for Marlborough; David R. Porter will begin his duties on August 7, 2023.

2. SRO – The position has not yet been filled. Interim Town Manager will reach out to the candidate prior to re-posting the position.

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

Selectman Betty OBrien discussed the Commission on Aging. She made a motion to move Rita McGary from a full seat to an alternate position, and to move Melissa Jordan from an alternate position to a full seat. The motion was seconded by Greg Lowrey. Ms. McGary and Ms. Jordan have agreed this move would best fit their needs. All in favor. Motion passed.

c. Logistics/HVAC Replacement

Scott Kraynak of HF Lenz spoke about the plan for bidding the project. The Town Hall was divided into 5 sections. Discussion about bidding the project related to cost saving factors, work-day logistics, and project time frame. Peter Hughes and Mr. Kraynak will prepare the bid package and put it out by early August. Bidders will define their work schedule and needs. Terms will be worked out with the bidder.

Greg Lowrey made a motion to adjust the Town Hall schedule to accommodate the HVAC schedule as discussed. Seconded by Betty OBrien. The Town Hall building would be divided into two sections, and sections 1, 2, and 3 would be completed, followed by sections 4 and 5. Discussion included how best to minimize disruption to the staff and residents, including the possible need to closing completely on Fridays or the more costly possibility of having the work done after Town Hall hours (2nd shift). Timeline favors October/November, shoulder season. All in favor. Motion carried.

d. State/Local Bridge Awards

1. South Buckboard over Foote Sawmill Brook

There is \$85K in the budget for this project. It is a Federal 50/50 project. We need to appropriate design money for it and the following project (#2), both for January 1, 2025. This might be part of a bonding discussion. More will follow in the upcoming July 18th meeting.

2. Quinn Road over Cattle Lot Brook

This project has between \$12 and \$19K available in the budget. Between the two projects we are looking at about \$1.5 million which is likely to inflate over time to \$1.8 million. This bid is due by January 1, 2025, as well as the South Buckboard project. Again, this will become part of a bonding discussion in the future.

Greg Lowrey made a **motion**, seconded by Betty OBrien, to authorize the Interim Town Manager to sign the local bridge acknowledgements for the South Buckboard over Foote Sawmill Brook and the Quinn Road over Cattle Lot Brook projects. All in favor. **Motion** carried.

e. Emergency Communications Tower Clearing Bid Award

With three bidders, the lowest bid for was from KES Lawn Care, LLC for \$8,250 which includes clearing vegetation, tree removal, stump grinding/chipping. Anticipated date for completion of the Tower is spring/summer of 2024. Greg Lowrey made a **motion**, seconded by Joe Asklar, to award KES Lawn Care LLC the bid for the Emergency Communications Tower Clearing. All in favor. **Motion** carried.

5. Unfinished Business – none

6. Interim Town Manager Updates

- 2022 Audit – is taking longer than expected due to 2022 items not being journaled and backup information not being readily available. The Interim Town Manager and Finance Director are scheduled to meet with the Auditor to determine which tasks remain, and what additional information is needed. BOF Chairman Mike Nastri and Treasurer Mike O’Neil have been asked to participate.
- Amy Traversa is getting the office organized and ready for the new Town Manager
- CheckWriters will process the first pay period in July (new fiscal year)
- NAGE negotiations are on hold, to accommodate the needs of the Union Representative. The previous contract (expired 6/30/23) remains in force until a new contract is approved; any newly negotiated terms will be retroactive once approved
- Disappointment was expressed regarding Frontier’s fiber optic cable installation, which has come to a halt. Frontier is “reassessing their costs and schedule for completion”. We have no control over this. Frontier is looking toward 2024 to continue the fiber installation.

7. **Selectman Updates** – none

8. **Department Reports**

- a. Budget/Financial – not available at this time
- b. Tax Refunds – Greg Lowrey made a **motion**, seconded by Joe Asklar, to ask the Tax Collector to issue refunds as presented. All in favor. **Motion** carried.
- c. Building Permit Refunds/Activity Report – Greg Lowrey made a **motion**, seconded by Betty OBrien, to approve the refunds as presented. All in favor. **Motion** carried.

9. **Correspondence** – none

10. **Adjournment** – With no further business to conduct, Chairman Bourbeau adjourned the meeting at 11:28 am.

Respectfully submitted,
Deb Bourbeau, Chairman BOS