

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** **Thursday, July 18, 2023** **TOWN HALL** **7:00 p.m.**

1) Call to Order

Chair Deb Bourbeau called the meeting to order at 7:05 pm.

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

2) Acceptance of Minutes

a) July 6, 2023 - Special Meeting

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

3) Additions to the Agenda

Ms. Bourbeau motioned to add for discussion the rescue truck as item 6.a. Mr. Lowrey seconded. All in favor and motion carried.

Mr. Lowrey motioned to add Quinn Road and South Buckboard project update as item 6.b. Ms. Bourbeau seconded. All in favor and motion carried.

Mr. Asklar will share his conversation with HVAC company (informational only) as item 6.c.. Ms. Bourbeau motioned to add item 6.c. Mr. Asklar seconded. All in favor and motion carried.

4) Public Comments - None

5) New Business

a) Employee Resignations / New Hires – Approval of SRO

Ms. Bourbeau confirmed all received signed letter of July 11, 2023 regarding the SRO officer. Mr. Lowrey motioned to authorize the Interim Town Manager to sign the offer letter. Mr. Asklar seconded.

Mr. Asklar would like it noted in the meeting minutes that the offer letter dated July 11, 2023 is the version that is being discussed. Ms. Traversa provided the BOS with a copy of the offer letter, MOU and job description.

Extensive discussion ensued regarding the intricacies of this hiring process.

After discussion all BOS voted in favor of Interim Town Manager signing and executing the offer letter. Motion carried.

- b) Boards & Commissions: Resignations / Appointments/ Reappointments/ Applications
Nothing to report
- c) 2023 – 24 STEAP Application Solicitation
Mr. Hughes reported the state has announced state grant for this year. Redo the boat launch proposal and resubmit. If grant is received it would free \$215K. He will submit the first week in August. We should hear back by September 29.
- d) Adoption of Town Equity Statement
Mr. Hughes asked for questions on the equity statement he previously presented to the BOS. Mr. Lowrey motioned to adopt the statement as town policy. Ms. O'Brien seconded. All in favor and motion carried.

Mr. Hughes reported we will submit connectivity grant to extend sidewalks to extend sidewalks on Lake Road and Cheney tomorrow.

6) Unfinished Business

- a) Fire Commissioner Pat Pabouet requested Chair Bourbeau to add the invoice to the agenda for balance on the rescue vehicle. Ms. Bourbeau asked about an overage of \$8K and was informed it is for the lettering of the truck. Mr. Asklar reported FC Kevin Asklar negotiated the overage down to less than \$3,000. Ms. Bourbeau noted it may take a month to issue a check.

She also discussed with Fire Commission Pabouet about funds being funneled to FD for Route 2 response calls. Mr. Asklar provided background and offered to provide an accounting of the funds. He confirmed the funds are used for public safety.

Conversation returned to the check request for the rescue vehicle balance. This item is tabled to the next meeting in order to receive a corrected invoice.

- b) Peter Hughes, Director of Planning & Development, joined the meeting. Mr. Asklar asked about Quinn Road and South Buckboard projects. He asked how Jacobson arrived at the costs and Mr. Hughes responded they are using costs provided by the State of Connecticut. Discussion ensued on the field office price. Mr. Hughes will research, provide the state rates and report back to BOS.
- c) Mr. Asklar spoke with HVAC contractor about the envelope of the town hall. Mr. Hughes responded that the HVAC needs to be completed first then insulated. Mr. Asklar would like the R values of the walls and windows. Mr. Hughes will report back.

7) Interim Town Manager Updates – Amy Traversa

- First processed payroll with Checkwriters went much better than expected. It will take 2 – 3 pay cycles for all the kinks to be worked out.
- CCM invoices were put in each mailbox for BOS review. Ms. Traversa highlighted some items of note: early voting, animal shelter regulations, vision zero council, tires at transfer station, extension of RST accreditation for one year, and tree funding.

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Minutes are considered 'DRAFT MINUTES' until approved at the next meeting.

- TN and CMED are both being paid. Until we determine who should be paid the payments will be held.
- Audit is going well. Auditors will be here the week of July 24, 2023. She has brought an intern in for a few weeks to assist.
- She is working to get everything in order for the new Town Manager.
- For now, Moody's Rating Service has accepted an unaudited year end account. Ms. Traversa will share this information with BOS.
- Website updated to include agendas and minutes going back to the beginning of 2023.
- 457 Plan, she is meeting with Nick Grello this week. No update currently.
- NAGE negotiations are on hold because of NAGE.

8) Selectmen Updates

Ms. Bourbeau reported the 4th Friday's are now on Saturday for the summer.
Mr. Lowrey got a call from the regional dispatcher that work is being done on the North Main towers and some antennas could be moved around. TN may be involved.

9) Department Reports

- a) Budget/Financial
- b) Tax Refunds
- c) Building Permit Refunds / Activity Report

10) Correspondence

Police was report received and distributed to BOS members.

11) Public Comments

Louise Concodello Hillstone Drive - thanked the BOS for the SRO.

12) Adjournment

Chair Bourbeau adjourned the meeting at 8:20 pm.

Respectfully submitted,

Tracy Monterville
Board Clerk