# Town of Marlborough

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

**Town Manager**
David Porter

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**BOARD OF SELECTMEN**
**Minutes**
**Tuesday, July 21, 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, Louise Concodello, Joe Asklar, Anthony Bratz, and David Porter-Town Manager. John Rizza was not in attendance.

2) Acceptance of Minutes
a) July 7, 2026, Regular Meeting
**Ms. Condello motioned to accept the minutes. Ms. McFarland seconded.**

Ms. Concodello reported a correction page 1, item 1 "Davie" should be "*David*". Correct page 3 item 5 to *"6. Employee Resignations*" and item 6 to "*7. Boards/Commissions Resignation*"

Ms. McFarland reported correction on page 2 item 5d correct "statute regulations" to "*State regulations*" second to last line.
Item 6 motion correct "alternative" to "*alternate member*" in both commission appointments.

**All in favor and motion carried with noted changes.**

3) Public Comments
Peggy Golfin Paper Mill Rd – Read a statement approved by Commission on Aging regarding job description for Assistant to the Senior Center Director.

Deb Bourbeau No Main – Read statement approved by Commission on Aging regarding Senior Center space and Assistant to the Senior Center Director.

Ross Dmochowski So Buckboard Lane– Spoke on misquoting statements that are made in a meeting.

4) Additions to the Agenda

**Ms. McFarland motioned to add agenda item 5e Assistant to Human and Social Services Director job description. Mr. Bratz seconded. All in favor and motion carried. Anthony**

Ms. Concodello would like to have details on ARPA funds expended and remaining at the next meeting on August 4, 2026. Mr. Porter will report back.

5) New Business

a) FY25-26 Year-end Transfers and Financial Review

Tony Genovese reviewed the report provided to the BOS. He provided an overview in the form of a memo to David Porter which was shared with the BOS members reporting major highlights of Town finances through June 2026. Ms. McFarland asked how to avoid some of the errors made previously. Mr. Porter and Mr. Genovese responded having a Finance Director review this information on an ongoing basis will prevent future errors.

Mr. Asklar asked what the total surplus is. Mr. Genovese responded an estimated $40,000. Bills are still coming in for FY26, this number may be adjusted. Mr. Asklar further asked if a Purchasing Agent should be hired. Mr. Genovese did not feel it would be necessary at this time.

Mr. Genovese reviewed the necessary fund transfers.

**Ms. McFarland motioned in accordance with Town Charter no. 6.7.1 to authorize FY2026 year end transfers totaling $230,614 according to page 29 of 63 in tonight's packet. Mr. Asklar seconded. All in favor and motion carried.**

b) Town Hall Roof Replacement – Award Contract

Peter Hughes, Director of Planning & Development reviewed the five bids received. NSI was the lowest bidder at $93,000. He requested transferring $45,000 of the $80,000 set aside from the FY26-27 Capital Budget Town Garage Roof. Roof will be stripped and 50-year shingles will be used.

**Ms. McFarland motioned to transfer $45,000 from FY26-27 Capital Budget Town Garage Roof to Town Hall Roof. Ms. Concodello seconded. All in favor and motion carried.**

**Ms. McFarland motioned to authorize the award of the contract for the Town Hall Roof to NSI for $93,000. Ms. Condello seconded. All in favor and motion carried.**

c) Special Appropriation to purchase an F-450 mason dump for Public Works

Mr. Porter reviewed the request. He further reported the Finance Committee committed to approve a Special Appropriation request if there is a surplus once the audit is complete. 2005 audit completion date is end of August 2026. He is confident once the audit is completed there will be sufficient surplus to purchase the proposed F-450 and the F-250 as outlined in Mr. Porter's email of July 21, 2026. Charles Grossmann, Public Works Crew Leader provided detail on the condition of the existing vehicle. Existing F-450 has no trade in value.

Mr. Asklar asked about applying undercoating for rust prevention. Mr. Grossmann confirmed it would be included.

Discussion ensued about the need for a vehicle for the Animal Control Officer. Mr. Porter has determined a used minivan would cost ~$18,000 - $20,000. He recommended having the ACO use the existing F-150 and replace the existing F-150 with a new vehicle (F-250). Existing F-150 has approximately 5-years of service left. Ms. McFarland asked about the speed camera funds. Mr. Porter responded the last report he received it was approximately $325,000.

**Ms. McFarland motioned to approve Special Appropriation from the fund balance for $99,109 for F-450 as quoted by Monico Ford contingent on the Finance Committee approving the request. Ms. Concodello seconded. All in favor and motion carried.**

**Ms. McFarland motioned to approve Special Appropriation for from the fund balance for $56,580 for F-250 as quoted by Monico Ford for Public Works contingent on provided the funds have a sufficient balance after the F-450 is purchased and the Finance Committee approving the request. Mr. Asklar seconded. All in favor and motion carried.**

d) Goals & Objectives

Mr. Bratz presented Goals & Objectives he developed. They are:

- Communication & Public Engagement
- Utilization of Town-Owned Land & Properties
- Town Food Bank Relocation & Optimization
- Expansion of Young Family & Children's Activities
- Funds, Grants, and Community Partnerships
- Overarching Strategic Vision

Mr. Bratz dived into these six objectives. Extensive discussion ensued about second quarter goals and what should/could be targeted.

Mr. Porter reported he met with Town Hall staff this morning and the narrative for the next budget will begin now in the hope citizens will be educated so it can pass in one referendum.

Ms. McFarland asked about the Town Report. Mr. Porter agreed it could be done by the end of September once audit is complete.

Mr. Asklar asked questions on the Town property between Jones Hollow and Route 66. Mr. Hughes provided information on that acreage.

e) Assistant to Human and Social Services Director Job Description
Ms. McFarland had Mr. Porter addressed the job description including support of the Parks & Recreation department. At 20 hours per week, it is not a union position. He explained cross training for support of various departments. Mr. Porter confirmed the position has been posted. Ms. McFarland asked for the financial data if the hours were to be adjusted. He will report back on potential salary increase. Mr. Porter feels very strongly the language regarding support to the Parks & Recreation Department should remain.

**Ms. McFarland motioned to table discussion on the Assistant to Human and Social Services Director Job Description to August 4, 2026 meeting. Mr. Bratz seconded. All in favor and motion carried.**

6) Employee Resignations / New Hires
Mr. Porter reported that Debby Rihm resigned as a Board Clerk. Ms. Concodello thanked Ms. Rihm for her 34 years of service.

**Ms. McFarland motioned to approve hire for Parks & Recreation Seasonal Employee as presented by Ray Bull, Parks & Recreation Director. Mr. Asklar seconded. All in favor and motion carried.**

7) Boards/Commission Resignation, Appointments, Reappointments

8) Unfinished Business
a) Award contract for the Lake Road Sidewalk Extension
Mr. Hughes requested BOS to approve award to Nunes CT as the low bidder for Lake Road Sidewalk Extension.

**Ms. McFarland motioned to award Lake Road Sidewalk Extension Nunes CT for $237,775. Mr. Bratz second. All in favor and motion carried.**

b) Allocation of Speed Camera Funds for DPW Dump Truck
Mr. Grossman reported the price includes all necessary accessories, undercoating and delivery will take 11 months.

**Ms. Mc Farland motioned allocated Speed Camera funds to the Department of Public Works to purchase Freightliner 114SD Plus Dump Truck for $293,713 to Freightliner of Hartford. Ms. Concodello seconded. All in favor and motion carried.**

c) Disabled Veterans Property Tax Abatement
Mr. Porter reported on his research on this issue. He has prepared a letter to the resident and would like the BOS chair to review prior to sending. Mr. Porter confirmed he has spoken directly to the resident as well.

d) Assistant Finance Director position
Mr. Porter provided background to the BOS on the Finance Department staffing. BOS has approved the Assistant to the Finance Director. He will be presenting a job description for a Senior Accounting Clerk at the next meeting. It will be 25 hours and is a union position. He is proposing this position also handle payroll data entry. Mr. Porter will provide details on salaries and the differences between Payroll clerk and Senior Accounting Clerk positions.

e) E-Bike / E-Scooter Safety
Ms. McFarland would still like an ordnance for Marlborough. Mr. Porter will send his community letter, “Keeping Marlborough’s Roads Safe for All”, out confirming rules and regulations on e-bikes and e-scooter. He asked for direction on the ordnance verbiage. It was agreed the ordnance would focus on the Town of Marlborough. Ms. McFarland asked Mr. Porter to get input from the Town Constable. Mr. Bratz would like Mr. Porter to also ask the constable how the Town can step up enforcement.

**Ms. McFarland motioned to table to August 4, 2026 E-Bike / E-Scooter Safety and potential implementation of Town ordinance. Ms. Concodello seconded. All in favor and motion carried.**

9) Town Manager Updates

- Constable moved radar speed sign to Saner Road
- Public Works crew landscaped and mulched Senior Center along with repainting the yellow safety lines and curbs
- Library has been signing up residents for library cards at the farmer’s market
- Town Clerk has No Excuse Absentee Voting Ballets
- Rivendell Drive backfill has been completed
- Reported on culverts found on No Main. On July 29, 2026, No Main will be closed 8 am to 3 pm between Chapman and Hodge to drill test holes to determine size of the void under the road. Detour signs will be posted.

Ms. McFarland asked about the RHAM referendum invoice. Mr. Porter told the BOS we are waiting on one more invoice.

Ms. McFarland asked about the fire truck currently being repaired. Mr. Porter reported it should be finished and back in service soon (next couple of months).

Ms. McFarland asked about the vegetation in the lake and what steps are being taken. Mr. Porter does not have an update at this time. He will meet with Peter Hughes.

Mr. Asklar asked about the cell tower. Mr. Porter has no update currently and will follow up.

10) Selectmen Updates

Mr. Asklar examined the checks for payment and it was very well done.

11) Monthly Financial Reports

Addressed earlier in the meeting

12) Correspondence

Monthly Senior Center Report included in tonight's packet.

13) Public Comments

Deb Bourbeau No Main – Commented on the hours for the Assistant for Human and Social Services Director. She also commented on the vegetation in the lake.

Peggy Golfin Paper Mill Rd – Agrees with Ms. Bourbeau's comments about the Assistant for Human and Social Services Director. She also commented on the Senior Center space issues.

Diane Dunn Saner Rd – Thanked the BOS for looking closely at the budget to keep it on track. She also commented on the Assistant to Human and Social Services Director position.

Ross Dmochowski South Buckboard – Commented on allocating the F-150 for use by the ACO. Commented on the vegetation in the lake and stocking with sterilize carp. Commented on e-bikes and e-scooters restrictions.

Mr. Asklar thanked Ms. Bourbeau for reading the Declaration of Independence for America 250.

14) Adjourn

**Ms. McFarland motioned to adjourn at 9:04 pm. Mr. Bratz seconded. All in favor and meeting adjourned.**

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.*