

Town of Marlborough

Board of Selectmen
Deb Bourbeau, Chairman
Amy Traversa
Joseph Asklar
Gregory Lowrey
Betty O'Brien

Town Manager
David Porter



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BOARD OF SELECTMEN MEETING
Minutes
Tuesday, September 19, 2023
TOWN HALL
7:00 p.m.

1) Call to Order

Deb Bourbeau called the meeting to order at 7:02 pm

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

2) Acceptance of Minutes

a) September 5, 2023 Regular Minutes

Amy Traversa, motioned to approve the minutes from September 5, 2023.
Joe Asklar seconded.

Betty O'Brien reported the following changes/corrections to be made:

- Page 2, item 5.b; change "Dave" to "David"
- Page 3, item 5.c: correct spelling of "Aditors" to "Auditors"
- Page 3, item 5.d. change "dropped from the commission" to "not contacted by the commission"
- Page 3, item 5.d: change "held for the next available vacancy" to "held for consideration at the next available vacancy"
- Page 4, item 7 10th bullet of Town Manager report: correct spelling of "Stainable" to "Sustainable" spelling
- Page 4, item 7, last paragraph of Town Manager report: change "feel it is" to "feel the project update spreadsheet is"
- Page 4, item 7, bullet 12 of Town Manager report: correct "STEEP to "STEAP"

Deb Bourbeau noted the following change/correction

- Page 2, item 5b; change "cell tower" to "emergency communication tower"

All voted in favor of approving minutes with noted corrections. Motion carried.

3) Additions to the Agenda

Ms. Traversa motioned to add under New Business item 5.f Discuss and potentially vote on the tax refund authority.

Ms. O'Brien seconded. All in favor and motion carried.

4) Public Comments

Mark Paul East Lake Road – Mr. Paul requested clarification to page 4 minutes clarification page 4 item 7 bullet 10 of Town Manager report: correct "September 17" to "October 17".

5) New Business

a) Cemetery Committee Request for Transfer of Funds

Mr. Porter reviewed the request from the Cemetery Committee for \$1,700 be transfer for ground penetrating radar project.

Mr. Lowrey motioned to authorize the transfer of \$1,700 from remaining cemetery ARP funds. Ms. Bourbeau second. All in favor and motion carried.

Ms. Traversa feels the Cemetery Committee has been doing amazing work and described some of the work done to date.

b) Approval of 2024 BOS Meeting Schedule

Ms. Bourbeau asked to change BOS meeting in November to 2nd Tuesday so as not to conflict with voting day.

Mr. Lowrey suggested canceling the July 2nd meeting as there is a lot of travel happening that week, the remaining members feel it should be left on the calendar and would be cancelled if no quorum.

Mr. Lowrey motioned to publish the schedule as presented. Mr. Asklar seconded. Ms. Traversa abstained and the remain members voted in favor. Motion carried.

| | | |
|-------------------|-------------------|--------------------|
| January 2, 2024 | January 16, 2024 | February 6, 2024 |
| February 20, 2024 | March 5, 2024 | March 19, 2024 |
| April 2, 2024 | April 16, 2024 | May 7, 2024 |
| May 21, 2023 | June 4, 2024 | June 18, 2024 |
| July 2, 2024 | July 16, 2024 | August 6, 2024 |
| August 20, 2024 | September 3, 2024 | September 17, 2024 |
| October 1, 2024 | October 15, 2024 | November 12, 2024 |
| November 19, 2024 | December 3, 2023 | December 17, 2024 |

Ms. Traversa alerted the commission holiday schedules should be set in July. Since they have not yet been set it should be done ASAP with contract negotiations.

c) AFSCME 1303 MOA

Mr. Lowrey motioned to authorize the Town Manager to enter into the MOA with 1303. Ms. Traversa seconded. Motion carried.

Mr. Porter explained to the public in attendance what this entailed.

d) Employee Resignations / New Hires

e) Boards & Commissions Resignations, Appointments, Reappointments

f) Discuss and Vote on Tax Resources

Mr. Porter noticed over the last few months that the BOS voted on tax refunds and it takes 3 to 4 weeks for the refunds to be sent. He feels this timeframe is too long and requested the BOS vote to authorize Mr. Porter to approve refunds and report the refunds to the BOS at each meeting.

Ms. Traversa motioned to authorize the Town Manager to approve tax refunds recommended by the Tax Collector. Mr. Lowrey seconded.

Mr. Asklar asked for confirmation one of the BOS members would still be signing the check and was assured a member of the BOS would still sign the check refund. All in favor and motion carried.

6) Unfinished Business

Ms. Bourbeau alerted the BOS the Sustainable CT Committee will be making a small presentation at the next month.

7) Town Manager Updates – David Porter

- Met with Representative Weir and Senator Osten
- Linda Savitsky started as interim finance manager and is making great progress. Mr. Porter remains optimistic we will be able to answer all auditor questions by end of month and auditors will be able to do their field work in October.
- Working to prepare for the NAGE negotiations for public works
- Budget season approaching, kick off meeting on October 19, 2023 and recommends the BOS attend.
- Electricity contract is under review, bid scheduled to go out Mid-October
- We are working through punch list for North Main St sidewalk. Contractor has returned and is correcting issues. Brush removal at 194 North Main may already have been done. Finishing installation of signs and pavement markings.
- HVAC bids were originally due September 21, 2023. Peter Hughes, Director of Planning & Development, has extended to September 28, 2023.

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

- Papermill and Park Road paving bids due October 2, 2023
- South Main paving is bid is scheduled for spring 2024
- North Main trees were planted. Ms. Bourbeau asked if contractor will water new plantings through the fall. Ms. Traversa asked Mr. Porter about cutting dead trees, can this be sped to be done before bad weather. Mr. Porter will investigate.

8) Selectmen Updates

Ms. Bourbeau reported:

- Friday is the 4th Friday blue grass group performing
- East of the River Art Show Opening Reception – Sunday 1pm – 4 pm, at the Arts Center
- Possible cancellation of October 17, 2023, meeting for BOS members who wish to attend the Sustainable CT award ceremony
- Complimented the contractor on project well done on the North Main sidewalks.

Ms. Bourbeau asked Mr. Porter about sending notices for the BOF budget kickoff to town entities. Mr. Porter will discuss this with Mike Nastri, BOF Chair.

9) Department Reports

a) Budget/Financial

Discussion on financials. Mr. Lowrey noted legal line item was higher. Ms. Traversa explained it is due to the payout.

Mr. Lowrey reported he has not seen a financial report since June 30. Any current surplus could be relevant for FY23-24 budget conversation. Mr. Porter will investigate and suggested waiting until the draft audit is completed in late October/early November.

b) Building Permit Refunds / Activity Report

This was addressed in item 5.f.

10) Correspondence

Ms. Bourbeau addressed the 9/6/2023 email from Sue Stolfi about the “independent party” comment.

Mr. Porter will provide the state police report to the BOS.

11) Public Comments

Alan Miller 205 No Main – He is displeased with how some of the sidewalk is very low and would like to have seen them at least curb height (4”- 6”). He is unhappy that neighbors with gravel drives still plow from their drives to the opposite side of the street even though they have been told by Public Works not to do this.

Ross Dmochowski 11 So Buckboard Lane – He addressed the ground penetrating radar for the cemetery and would like to know if this will only be within the stone wall. He suggested the radar should also be done outside the wall.

12) Adjournment

Ms. Bourbeau adjourned the meeting at 7:53 pm.

Respectfully submitted,

Tracy Monterville
Board Clerk