

Town of Marlborough

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

Town Manager
David R. Porter



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BOARD OF SELECTMEN MEETING

Minutes

Tuesday, October 3, 2023

TOWN HALL

7:00 p.m.

ZOOM LINK BELOW

1) Call to Order

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

Present were Deb Bourbeau, Joe Asklar, Greg Lowrey, Amy Traversa and David Porter-Town Manager.

Betty O'Brien is serving the Board at the RHAM Strategic Planning meeting.

2) Acceptance of Minutes

a) September 19, 2023, Regular Minutes

Ms. Traversa motioned to approve the September 19, 2023, minutes. Mr. Lowrey seconded.

Ms. Traversa noted the following corrections:

- Page 2, Item 5.a. correct: "transfer for ground penetrating radar project."
To "transfer for ground penetrating radar."
- Page 3, first line change: "Ms. Traversa alerted" to "Ms. Traversa advised". In the same paragraph correct "ASAP" to "should be done in conjunction with the current contract negotiations".
- Page 2, Item 5.c. clarify: "Town Manager to enter into the MOA" to "to enter into the MOA authorizing 457 eligibility for employees over 30 hours"
- Page 2, Item 6 change: "next month." to "next meeting."
- Page 4, second bullet add to: "South Main paving" to "South Main St phase 3 paving"

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Ms. Bourbeau provided the following correction:

- Page 2, correction in table: “December 3, 2023” to “December 3, 2024”

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

3) Additions to the Agenda

4) Public Comments

Alan Miller 205 No. Main – Mr. Miller presented the BOS with an article he found in the newspaper regarding red-light cameras. He feels this will be a benefit to Marlborough for several reasons. Mr. Miller gave the article to BOS and Mr. Porter to read.

5) New Business

a) Sustainable CT Proposals

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

Ms. Bourbeau cannot attend the Sustainable CT award ceremony. Ms. Traversa volunteered to attend.

Mr. Hughes introduced the Sustainable CT proposals.

Proposal 1 Pollinator Garden:

Phase 1 is a pollinator garden placed behind the Town Hall’s stone wall close to the building. Phase 2 is an attempt to re-vamp the existing pollinator garden at Blish Park. Phase 3 is to create a town resolution stating our intention to protect pollinators. The commission estimates approximately \$1,000 to purchase bulbs.

Mr. Lowrey motioned, pending ARP availability, the Town Manager provide the Sustainable CT Committee \$1,000 to purchase bulbs. Ms. Traversa seconded. All in favor and motion carried.

Proposal 2 Health Impact Assessment:

Mr. Hughes reported the committee will take on a community needs assessment. They would need approximately \$6,000. Peggy Golfin spoke about the HIA (Health Impact Assessment). She reviewed the proposal sent to the BOS. She is recommending one umbrella organization. Ms. Golfin further discussed the services that would be included under the umbrella organization. She believes HIA cost will be approximately \$6,000 - \$7,000. Mr. Hughes will speak with the health department to determine the ability to partner and contribute funds towards the startup cost of \$6,000-\$7,000. Mr. Lowrey asked if AHM could provide some helpful information. Mr. Hughes isn’t sure and will investigate. Mr. Asklar asked where they would get the

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funds. Ms. Golfin responded with suggestions. Mr. Asklar feels grants committees would look at the wealth of the town and not approve for a grant. Mr. Hughes responded they would need seed money up front (approximately \$10,000 - \$15,000). Ms. Traversa encouraged Sustainable CT to explore if the opioid settlement funds could be used. Ms. Bourbeau asked when is the best time of year for the HIA to be done. Ms. Golfin thinks it could be ready in the February/March rollout. Ms. Traversa suggested we wait and see if there is a possibility of combining the HIA with other community surveys (see item 5.c). Ms. Traversa thanked the committee for their work.

b) Bid Award Park Rd. & Papermill Rd. Paving

Mr. Hughes reported the bids were opened yesterday. Paving Park Rd from the intersection of No Main past the tennis court driveway just before the crosswalk. Also paving 25' to Hope Drive for drainage. 1,600' of paving from just below 1795 Papermill to 159 Papermill. Low bid was \$204,130. Second bidder was \$206,850 (Fuller Paving) and third bid was \$260,000. Empire Paving is the lowest bidder. The town budgeted \$220,000 for tar and CNR. Mr. Hughes recommends using \$193,130 for tar and \$11,000 for CNR which leaves \$15,000 to be used for something else.

Mr. Lowrey motioned to accept Empire Paving bid of \$204,130. Ms. Traversa seconded. All in favor and motion carried.

Ms. Traversa asked about So. Main. Mr. Hughes reported pothole patching will be done. 90% drawings will be submitted to DOT this week and he is hoping to go to construction Spring 2024. Jimmy will be onsite for the paving.

Ms. Bourbeau asked about any issues from recent rain. Mr. Hughes responded a sink hole was reported and when he investigated it was not as big as he thought.

c) Community Surveys

Mr. Porter would like to conduct a series of short community surveys asking for feedback on several items. He recommends using a company called FlashVote and setting up a predetermined panel of participants. Surveys would be sent via email or text message. FlashVote will purchase a list of cell phone numbers for Marlborough. This project will cost \$7,900 for the year.

Mr. Lowrey motioned, pending availability of ARP funds, \$7,900 be set aside for the survey. Mr. Asklar seconded.

Ms. Traversa asked about hard copy surveys to engage the older community. Yes, this can be added to the electronic service. She also recommended checking with CCM and CCROG to determine if we have any availability through them for such a service. She also recommended looking into adding the Sustainability CT survey in this project.

All in favor and motion carried.

d) Employee Resignations / New Hires

e) Boards/Commissions Resignations, Appointments, Reappointments

6) Unfinished Business

7) Town Manager Updates

Mr. Porter reported:

- Commends Peter Hughes for his hard work. Marlborough received the STEAP Grant to partially offset the cost of the boat ramp. \$215,000 of ARP funds will be returned to the pool to be used on other projects.
- Thank you to the Sustainable CT Committee.
- Tree maintenance: felled two large trees in Blish Park and planning to take down two more this week.
- October 19, 2023, BOF budget kickoff meeting. He recommended the BOS attend.
- BOS was provided with the capital project spreadsheet. \$4,000 soil boring contract was awarded in September 2023. Engineering went from \$6,049 to \$10,049 adding the \$4,00 for the boring contract. Project is on track.
- HVAC town hall bid opening postponed to October 19, 2023. Structural engineer will be reviewing the strength of the roof to confirm it can support the weight of the equipment. An analysis of the building envelope will be done to determine the building is as efficient as possible given its age.
- Richmond Memorial Library will be connected to the sanitary sewer, bid opening Oct 19, 2023. Hopefully will be completed this fall.

8) Selectmen Updates

Ms. Bourbeau reported:

- October 17, 2023, BOS meeting cancelled.
- She shared the project she and Ms. Traversa have been working on for the town report. They have been reviewing all minutes from 2020, 2021, and 2022.
- This is the last meeting for Mr. Lowrey, Mr. Asklar and Ms. Traversa for this term. Ms. Bourbeau thanked them for their time and efforts. Mr. Asklar thanked Ms. Bourbeau for being the chair. Mr. Lowrey wished Ms. Bourbeau and Ms. O'Brien the best going forward.

9) Department Reports

a) Budget / Financial

b) Building Permit Refunds / Activity Report

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10)Correspondence

- Mr. Porter shared the open house announcement on October 26, 2023, for Marlborough Health & Rehabilitation Center with a ribbon cutting.
- Letter from CT DOT was received. They will be putting up new signs and pavement markers at No. Main St. and Jones Hollow Road in the spring.

11)Public Comments

Alan Miller – He remarked on the signage at the four crosswalks coming up Chapman to Pettingill. He recommends installing a flashing light in lieu of all the signs.

12)Adjournment

Ms. Bourbeau adjourned the meeting at 8 pm.

Respectfully submitted,

Tracy Monterville
Board Clerk

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