

**Board of Selectmen**  
Deb Bourbeau, Chairman  
Joseph Asklar  
John Rizza  
Betty O'Brien  
Louise Concodello

**Town Manager**  
David R. Porter

# *Town of Marlborough*



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## **BOARD OF SELECTMEN MEETING**

### **Minutes**

**Tuesday, December 5, 2023**

**Town Hall**

**7:00 p.m.**

### **1) Call to Order**

Deb Bourbeau called the meeting to order at 7:00 p.m.

Present were Deb Bourbeau, Joe Asklar, John Rizza, Betty O'Brien, Louise Concodello and David Porter-Town Manager.

### **2) Acceptance of Minutes**

#### **a) November 14, 2023, Regular Meeting**

**Ms. Concodello motioned to accept the November 14, 2023 minutes. Ms. O'Brien seconded.**

Ms. Concodello noted on Page 2, New Business, item 5.b. correct "Ms. O'Brien seconded." to "Ms. Bourbeau seconded.".

Ms. Bourbeau is allowing the following public comment from Christi Rentsch Morage, 18 Flood Road to read as follows: "addressed recent hate flyers placed on some neighborhood driveways that focused on certain parts of the population and invited them to act against other parts of the population. She is against such non-inclusive literature. She is a member CoDE."

On page 4 Ms. Bourbeau added the name of the person issuing a public comment was Ann Terezakis 333 Jones Hollow Road.

**Mr. Asklar abstained as he was absent from the meeting. Ms. Bourbeau, Ms. O'Brien, Ms. Concodello and Mr. Rizza approved as amended. Motion carried.**

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**b) November 27, 2023, Special Meeting**

**Mr. Askar motioned to approve November 27, 2023 minutes. Mr. Rizza seconded.**

Ms. O'Brien would like it to be noted that Matt Hart from CRCOG was unable to attend due to illness.

**All in favor and motion carried.**

**3) Additions to the Agenda**

**4) Public Comments**

Mark Paul East Lake Road – Mr. Paul read a brief note from his wife applauding Nick Hale and his desire to be an alternate on the Zoning Commission.

Baird Welch-Collins 145 Jones Hollow - introduced himself as a candidate for alternate position on BOF and provided a brief description of his background.

Nick Hale West Road – introduced himself as a candidate for alternate position of Zoning Commission and provided a brief description of his background.

**5) New Business**

Peter Hughes joined the meeting.

**a) Transfer of Funds:**

1. Transfer of \$6,300 from Marlborough Cemetery Survey Project to the Jones Hollow Cemetery A-2 Survey Project.

Mr. Hughes provided background information on the ongoing updating for cemetery records. \$30,000 was appropriated for survey work and it came in at \$22,000. \$1,700 was appropriated for ground penetrating radar, leaving a balance of \$6,300. Cemetery sexton, Chris Passera and Kris Hudock (Cemetery Committee Chair) were going to ask for survey funds in next year's capital budget for Jones Hollow Cemetery A-2. He recommends keeping the \$6,300 for the cemetery. The Jones Hollow work will be \$6,500 and he proposes to take \$200 out of professional engineering services for the difference.

**Ms. Concodello motioned to authorize the transfer of \$6,300 of unspent American Rescue Plan (ARP) funds previously allocated to the Marlborough Cemetery Survey Project to the Jones Hollow Cemetery A-2 Survey Project. Mr. Asklar seconded. All in favor and motion carried.**

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2. Transfer of \$48,500 from Boat Launch Reconstruction Project to Town Hall HVAC Replacement Project.

Mr. Hughes provided background on this transfer request. Two bids were received - \$663,000 from Sav-More Cooling and \$329,000 from Air Temp Mechanical Services. 23-24 capital budget has \$300,000 for this project. Requested pricing for additional labor time (ie; second shift) comes in at \$12,000, and \$7,500 contingency. The \$12,000 for shift work is not committed but will be used if necessary. If unused for the additional labor and contingency monies will revert to ARP for reassignment.

3. Transfer of \$12,000 from Boat Launch Reconstruction Project to Town Hall Insulation Project.

Mr. Hughes this is coming from the same money for the boat launch. He reviewed the project for the BOS. Need additional 12" of insulation in the attic and will cost \$10,328.31 and he is adding \$1,600 for contingency. Mr. Asklar asked approximately 2 months ago about additional information. He is still waiting for specific forms submitted to Mr. Porter for completion. Mr. Hughes reported to Mr. Asklar we have Energy Star windows and doors; walls meet the current requirements. Mr. Asklar wants the forms completed before awarding any bid.

**Mr. Rizza motioned to authorize the transfer of \$48,500 of ARP funds to the Town Hall HVAC Replacement Project. Ms. Concodello seconded. Mr. Asklar voted no. Mr. Rizza, Ms. O'Brien, Ms. Concodello and Ms. Bourbeau voted yes. Motion carried.**

**Mr. Rizza motioned to authorize the transfer of \$12,000 of ARP funds to the Town Hall Insulation Project. Ms. Concodello seconded. Mr. Asklar voted no. Mr. Rizza, Ms. O'Brien, Ms. Concodello and Ms. Bourbeau voted yes. Motion carried.**

Ms. O'Brien would like to be sure information that has been requested is submitted. Mr. Porter received the form and did not realize Mr. Asklar needed them completed and returned. He will give the forms to Mr. Hughes.

#### **b) Bid Awards**

1. Town Hall HVAC Replacement.  
\$348,500 award for \$329,000.

**Mr. Rizza motioned to recommend the budget of \$329,000 for HVAC replacement in the Town Hall. Ms. O'Brien seconded. Mr. Asklar voted no. Mr. Rizza, Ms. O'Brien, Ms. Concodello and Ms. Bourbeau voted yes. Motion carried.**

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2. Town Hall Insulation.  
Bid \$10,328.31 motion just for bidg

**Ms. Bourbeau motioned to recommend the budget of \$10,328.31 for insulation in the Town Hall. Ms. O'Brien seconded. Mr. Asklar voted no. Mr. Rizza, Ms. O'Brien, Ms. Concodello and Ms. Bourbeau voted yes. Motion carried.**

**c) 2022 Culvert Report Update**

Mr. Hughes reviewed the Culvert Inspections presented in his memo of November 29, 2023 to Mr. Porter. They consist of:

- Culvert # 20 Garden Lane
- Culvert # 29 258 South Road
- Culvert # 22 Johnson Road over Lyman Brook
- Culvert # 3 North Main Street/Park Road
- Culvert #18 Flood Road over Dickinson Creek
- Culvert # 17 Flood Road over Fawn Hill Brook
- Culvert # 40 Edstrom Road
- Culvert # 23 Kneeland Road
- Culvert # 14 Standish Drive over Flat Brook
- Culvert # 5 Chapman Road over Dickinson Creek
- Culvert # 41 West Road curves
- Culvert # 39 Quinn Road over Cattle Lot Brook
- Culvert # 42 South Buckboard over Foote Sawmill Brook

He also reported on the State/Local Bridge Program, work on South Buckboard and Quinn Road.

Mr. Asklar asked what Mr. Hughes sees as his 24-25 capital budget Mr. Hughes believes he will need \$1.6 million.

**d) Capital Projects Update**

Mr. Hughes reviewed the Capital Project Updates presented in his memo of November 30, 2023 to Mr. Porter. This included:

- Park Road & Papermill Paving
- Small Excavator purchase
- Marlborough Cemetery Survey
- Boat Launch
- South Main Phase III
- West Road Bridge Guide Rail Repair
- North Main Street/Lafayette Drainage Improvements
- Hodge Road Culvert Replacement

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- Emergency Communication Tower

**e) CRCOG 2024 LOTCIP Solicitation**

Mr. Hughes reviewed the LOTCIP solicitation due February 21, 2024.

**f) RHAM Strategic Plan**

Ms. O'Brien reported on her involvement with the RHAM Strategic Plan.

**g) Holiday Schedule January 2024 – June 2025**

Correction on the holiday calendar for Juneteenth to Wednesday, not Thursday as originally noted.

Extensive discussion ensued regarding Juneteenth as a floating holiday.

Mr. Porter will poll the staff and report back to the BOS.

Tabled for further discussion and vote at the December 19, 2023 meeting.

**h) Discussion of Public Comment Procedure**

Ms. Bourbeau clarified that any public commentators need to provide their name and address in a voice loud enough for all in attendance to hear.

Ms. Bourbeau went further to report she learned at the CCM Conference we are not required to have any public comments. Extensive discussion ensued. A decision to allow public comments at the beginning and end, or only the end or not at all was not reached. Mr. Asklar, Ms. O'Brien, Ms. Concodello and Mr. Rizza feel providing time at both beginning and end is best.

**i) Boards/Commissions Resignations, Appointments, Reappointment  
Nicholas Hale – Zoning Commission Alternate**

**Ms. O'Brien motioned to appoint Nick Hale as an alternate on the Zoning Commission. Mr. Rizza seconded. All in favor and motion carried.**

Mr. Hale will be filling Dylan Kelly's alternate seat through 2025.

Mr. Hale needs to see the Town Clerk to be sworn in prior to the next Zoning Commission meeting.

**Kevin Asklar – Zoning Commission Alternate**

No current full seat openings per Ms. Bourbeau. There will be an alternate opening 30 days after Mr. Murray's resignation (11/27/2023). Mr. Asklar needs to reapply noting he is requesting an alternate position on the Zoning Commission.

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### **Baird Welch-Collins – Board of Finance Alternate**

**Ms. O'Brien motioned to appoint Baird Welch-Collins as an alternate on the Board of Finance. Mr. Rizza seconded. All in favor and motion carried.**

Mr. Welch-Collins will be filling Karen Pakulis Paul's alternate seat as she moves to a full seat.

Mr. Welch-Collins needs to see the Town Clerk to be sworn in prior to the next Board of Finance meeting.

### **Christopher Wherry – Board of Finance Alternate**

#### **John A. Murray- Resignation Alternate Member of Zoning Commission**

Ms. Bourbeau reported on Mr. Murray's resignation effective immediately (11/27/2023). BOS accepts the resignation. Ms. O'Brien wishes to publicly thank Mr. Murray for his many years of service to the town of Marlborough.

## **6) Unfinished Business**

### **7) Town Manager Updates**

Mr. Porter reported:

- The newly elected Tax Collector, Barbara Lazzari, has passed the first qualifying exam. Four exams need to be completed over the next few years.
- He reported on the CCM Conference
- The town will be posting two jobs: part time tax clerk and part time accounting clerk.
- The town is preparing to advertise for a Finance Director in early January.
- The town has received an application for a part time constable which seems very impressive. Interview will follow.
- The town is advertising for Public Works maintainer.
- Mr. Hughes reported on the HVAC system so he will not belabor this subject.

### **8) Selectmen Updates**

Ms. Bourbeau reported:

- She reminded new board members they need to complete check signing training. They should consider working together in February and March. Mr. Asklar is responsible for January checks.
- We are getting ready for the 6-month evaluation of Town Manager. Mr. Porter will get some evaluation samples from other towns. The evaluation

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itself will be done in execution session while the format of the evaluation form will be discussed at regular meetings.

**9) Department Reports**

a) **Budget / Financial**

b) **Building Permit Refunds / Activity Report**

**10) Correspondence**

State police update.

**11) Public Comments**

Mark Paul East Lake Road - supports Ms. Concodello, Mr. Rizza and Ms. O'Brien to have public comments at beginning and end of each meeting.

**12) Adjournment**

Ms. Bourbeau adjourned the meeting at 8:40 pm.

Respectfully submitted,

Tracy Monterville  
Board Clerk

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