

Town of Marlborough

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

Town Manager
David R. Porter



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BOARD OF SELECTMEN MEETING Minutes Tuesday, December 19, 2023 Town Hall 7:00 p.m.

1) Call to Order

Deb Bourbeau called the meeting to order at 7:03 pm.

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

2) Acceptance of Minutes

- **December 5, 2023, Regular Meeting**

Ms. Concodello motioned to accept the minutes from December 5, 2023.

Ms. Bourbeau noted a correction on Page 7, first line, change "execution session" to "executive session".

Ms. O'Brien seconded. All in favor and motion carried to approve December 5, 2023 minutes with noted correction.

3) Additions to the Agenda

4) Public Comments

Ralph Urban 10 Washington Rd – spoke about the drainage problem at the corner of Ofshay and No Main (the southwest corner of that intersection). He believes the engineering of the drainage should be reviewed.

Justin Kilcollum 17 Rhonda Way – He submitted a letter for the BOS to review asking for a street light on Rhonda Way. Mr. Porter reported it is in the package under correspondence.

Marlborough Board of Selectmen

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5) New Business

- CRCOG Hazard Mitigation and Climate Adaptation Plan Update & Town of Marlborough Annex

Peter Hughes-Director of Planning & Development, joined the meeting to report on CRCOG Hazard Mitigation and Climate Adaptation which is reviewed every three years. This is critical for municipalities to receive FEMA grants. He provided the BOS with a copy of the previous and updated plan. Mr. Asklar confirmed Fire House 2 has a generator and can be marked as a shelter. Mr. Hughes requested the BOS provide comments by mid-day December 20, 2023. Ms. Concodello reported the community room and cafeteria at the elementary school can be added as a cooling center. Ms. Bourbeau asked about night hours when these locations are closed. The town can make a decision to staff the critical facilities 24 hours if the need arises.

- **Public Information on LOTCIP Application**

Mr. Hughes provided background information on the LOTCIP application. Emergency evacuation routes are the only streets eligible for LOTCIP funding. Sidewalks, road improvements, off road paths, and drainage on evacuation roads would be included in these grants. Offshay drainage work would be a separate issue and is estimated at \$600,000. Bicycle lanes will also be considered. The application is due 2/21/24 at 2 pm. We will review again at late January/early February meeting.

- **Employee Resignations / New Hires**
- **Boards/Commissions Resignations, Appointments, Reappointments**
Ms. O'Brien confirmed the list of reappointments for January 1, 2023 and sent it to Mr. Porter.

6) Unfinished Business

- **Holiday Schedule 2024-2025**
Ms. Bourbeau explained to the town staff holiday schedule issues for the balance of 2024 and FY 24-25. She provided the labor contract language. Tonight, the decision needs to be made on floating holidays. Mr. Porter polled the staff and they would like Juneteenth and a ½ day July 5 and ½ day on December 24 for 2024.

Mr. Asklar motioned to approve 13 holidays plus two ½ days on July 5th and December 24th. Ms. O'Brien seconded. All in favor and motion carried to approve the town staff holiday calendar.

Marlborough Board of Selectmen

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7) Town Manager Updates

Mr. Porter reported:

- December 18, 2023, was a difficult weather day. Mr. Porter would like to thank the public works and fire department. We still have 26 homes without power and commends Simone Lesci for his customer service to the public.
- The town has interviewed a part-time constable for the open position. Currently doing a background check on this individual.
- Advertisement has been placed for part-time tax clerk and part-time accounting clerk. One application for each has been received.
- We have a building official retiring mid-2024. He is working with CRCOG on a potential plan to share building inspection services with other townships. We can contract out plan reviews. In preparation he is checking any updates that may be needed to town ordinances.

Ms. Bourbeau thanked Mr. Porter for keeping the BOS informed. Ms. O'Brien seconded Ms. Bourbeau's feelings.

8) Selectmen Updates

Ms. Bourbeau addressed the evaluation process for the Town Manager. BOS should meet to review documents to create an evaluation form for Marlborough and would like to see it complete by the end of January.

9) Department Reports

• Budget / Financial

Mr. Porter reported on the audit status, and we are very close.

• Building Permit Refunds / Activity Report

10) Correspondence

- Ms. Bourbeau addressed the letter from UCONN regarding Jim Grossmann.
- The residents of Rhonda Way submitted a request for street light installation.
- Christi Moraga sent an email stating she would like to be sure the BOS inclusivity statement is easily located on the website.

11) Public Comments

Danielle Cavanaugh 33 Rhonda Way – would like a light at pole 2124.

12) Adjournment

With no further business Ms. Bourbeau adjourned the meeting at 7:56 pm.

Respectfully submitted,

Tracy Monterville
Board Clerk

Marlborough Board of Selectmen

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