

Town of Marlborough

Board of Selectmen
Deb Bourbeau, Chair
Gregory Lowrey
Joseph Asklar
Betty O'Brien



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BOARD OF SELECTMEN MEETING MINUTES TUESDAY, FEBRUARY 7, 2023 TOWN HALL 7:00 p.m.

1) Call to Order

Chairperson Deb Bourbeau called the meeting to order at 7:11 pm.

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

2) Acceptance of Minutes

a) January 27, 2023 Regular BOS Meeting

b) January 26, 2023 Special BOS Meeting

Ms. Bourbeau noted the following changes to the January 27, 2023, minutes:

- Page 3 Item 5.e. last bullet correct "EMS" to "MES".
- Page 6 Item 9 second paragraph correct "is available in another locations" to "is available on the website in another location".

Mr. Lowrey motioned to approve January 27, 2023, minutes with noted changes and to approve January 26, 2023, minutes as presented. Mr. Asklar seconded. All in favor and motion carried.

3) Additions to the Agenda

Ms. Traversa requested adding to the agenda item 5.e outsourcing payroll and item 5.f opioid settlement.

Mr. Lowrey motioned to add items 5.e. and 5.f. Mr. Asklar seconded All in favor and motion carried.

4) Public Comments

Louise Concodello 70 Millstone Dr - Ms. Concodello remarked on the town website. Her understanding was it would take 4 weeks and we are starting week 12. She would like to know what the holdup is.

Taryn Olin 212 Flood Road – She is in attendance tonight to introduce herself. Ms. Olin has submitted an application for BOE. She has two children in the school system and works for a superintendent in another town. Ms. Olin feels she would have a positive impact on the RHAM BOE.

Pam Farrington 95 Jerry Daniels Road – She is in attendance tonight to introduce herself. Ms. Farrington is also applying to sit on the BOE. She currently teaches at MES and feels she would have a positive impact to the RHAM BOE.

5) New Business

a) Employee Resignations / New Hires

Mr. Traversa reported there is a new finance director, Amanda Klar. Ms. Traversa reviewed Ms. Klar's qualifications. Ms. Klar will be starting March 14th.

b) Boards & Commissions: Resignations / Appointments/ Applications

Ms. Bourbeau recommended Rita McGary be reinstatement to the Council on Aging.

Mr. Lowrey motioned to appoint. Ms. O'Brien seconded the motion. All in favor and motion carried.

Ms. Bourbeau reported Taryn Olin and Pam Farrington have applied for RHAM BOE.

Mr. Lowery motioned to appoint Ms. Farrington.

Ms. Bourbeau spoke to Ms. Farrington's qualifications and Mr. Lowrey agreed.

Mr. Asklar motioned to appoint Taryn Olin. He spoke to Ms. Olin's qualifications.

Ms. Bourbeau seconded for discussion.

Ms. O'Brien met with Ms. Olin a few months ago and was very impressed. She votes for Ms. Farrington feeling she has a bit more of "an edge".

BOS vote was three members for Ms. Farrington. Mr. Asklar opposed. Majority approved and motion to appoint Ms. Farrington was carried.

c) Proposed Refund Policy from Building Inspector

Mr. Lowrey motioned to implement the proposed policy from Ray Steadward, Building Official, of \$100 minimum to review and process a permit. Ms. O'Brien seconded. All in favor and motion carried.

d) CT Green Bank Solar MAP Program

Peter Hughes (Director of Planning & Development) joined the meeting to report on his virtual meeting with CT Green Bank. They will be assessing all town properties for solar, including the land fill. With this program the town does not put out any money. Panels are installed that equal the power generation of that building and pay Green Bank for solar energy at a discounted rate. There will still be an electric bill for night. We have two buildings that can support solar. Ms. O'Brien asked why we cannot put more solar on the building and sell it back to the grid. Mr. Hughes responded the program for municipalities cannot produce more energy than they need.

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There is virtual net metering, which means the school can produce more energy than needs that can be used for the town hall or FH 2 or any other town building. The same can happen at the land fill. He is meeting with private company end of month where we could sell power back to the grid. Mr. Hughes is trying to see if we can use Green Bank for town building and use a third party for the landfill and sell energy back. Green Bank has all information and will respond next week. Mr. Askler asked for KW calculation, Mr. Hughes is waiting for that report. We should know in a few weeks if this is worth exploring further.

e) Outsourcing Payroll

Ms. Traversa and Karen Migliaro virtually met with ADP, Paychex, and Checkwriters. Checkwriters is the most cost effective. Ms. Migliaro recommends the town engage Checkwriters. Mr. Lowrey asked if this is a contingency item, Ms. Traversa said there is about \$2,000 to finish up the year. It can be contingency or we can true up at the end of the year.

Mr. Lowrey motioned we engage with Checkwriter and leave the manager to determine how to pay for the remainder of this year and the following year. The manager is authorized to use the contingency fund, up to \$2,000, if necessary. Ms. Bourbeau seconded. All in favor and motion carried.

f) Opioid Settlement

Ms. Bourbeau asked for a motion to adopt the resolution.

In order to obtain, and in consideration for the benefits provided to the town of Marlborough, the Board of Selectmen hereby authorizes Interim Town Manager, Amy Traversa, to sign the participation forms required to participate in the national opioid settlement with Allergen, Tiva, CVS, Walgreens and Walmart.

Mr. Lowrey moved to authorize the manager to enter into the agreement. Mr. Asklar seconded. All in favor and motion carried.

6) Unfinished Business

a) Town Manager Search Process Update

The search committee will be meeting with BOS and the executive search firm February 27th. After this meeting the BOS is finished, the search committee and executive search firm will take over.

7) Interim Town Manager Updates – Amy Traversa

- Ms. Traversa reported on the website development. Are currently in stage 4 which takes 5-6 weeks. She then continued to explain the timeline for completion. Mr. Lowrey feels the agendas and minutes are essential to the town. He asked if there was something that could be done to post them. Ms. Traversa is not sure, she is checking with Gil. Agendas and minutes are posted in the town hall and can be picked up from the town clerk or town manager's office. Ms. Traversa has asked Ms. Ceramicoli to have a ZOOM link set up for all BOS meetings.
- Mr. Asklar asked about public site walks. Ms. Traversa reported a property owner does not have the right to exclude certain members from the public in attending a public site walk.
- RHAM had another incident at the school that will be addressed.

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8) Selectmen Updates

Ms. O'Brien has not been contacted from RHAM for strategic plan. There was discussion on timing and Ms. O'Brien will contact RHAM.

9) Department Reports

a) Budget/Financial

Ms. Bourbeau reported we are deep into the budget process. BOF workshop meeting is Wednesday, February 15th and the BOS chairperson will present. We will have the early grand list, Wednesday, February 8th.

b) Tax Refunds

Mr. Lowrey motioned to approve tax refunds as submitted by Barbara Murry. Ms. O'Brien seconded. All in favor and motion carried.

c) Building Permit Refunds/Activity Report

Mr. Lowrey motioned we issue the building permit not subject to our minimum, he feels it is unfair to the applicant to be subject to the minimum at this time. Mr. Asklar seconded. All in favor and motion carried.

10) Correspondence

Ms. Traversa shared the CT State Police report from Lieutenant Stephen King.

11) Public Comments

None

Ms. Bourbeau suspended the regular BOS meeting at 7:54 pm.

The BOS resumed the Executive Session at 8:05 pm.

Mr. Lowrey motioned to adjourn the Executive Session at 8:17 pm. Mr. Asklar seconded. All in favor and motioned carried.

Ms. Bourbeau resumed the regular BOS meeting.

There was discussion of joint statement by BOS. The BOS agreed to review the draft on Friday, February 10th and make revisions.

12) Adjournment

Having no further business, Chairperson Bourbeau adjourned the regular meeting at 8:35 pm.

Respectfully submitted,

Tracy Monterville
Board Clerk

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