

**Town of Marlborough  
Board of Selectmen Regular Meeting  
Marlborough Town Hall  
July 13, 2004  
10:00 a.m.**

**CALL TO ORDER**

Nancy Bader called the meeting to order at 10:08 a.m. in the meeting room of Town Hall. First Selectman Nancy Bader, Selectmen Sharon Reiner and Bill Black were present and seated. Mr. Kenneth Best of Best Joslin was also present.

**A MOTION was made by Bill Black that the Committee move to Item #7, Status Report – Town Hall/Library Expansion Study, of the Agenda of today’s meeting. Sharon Reiner seconded the Motion and it was carried by unanimous vote.**

Mr. Best gave a preliminary report of the Study and stated that much information is still in the process of being assembled. He informed the Selectmen that the State Troopers have not been interviewed yet by his firm. The information he distributed to the group gave square footage of existing space and square footage of projections for space at Town Hall. If the State Troopers are included into the projected space, the amount of space in the Town Hall would double, making the total just over 10,000 square feet. This information is based upon interviews with various departments at the Town Hall. It was emphasized by Ms. Bader and by Mr. Best that the information being received today is very preliminary.

Mr. Best summarized various Scheme information with budget comparisons. Site options other than the present site of the Town Hall and the Library have not yet been studied.

Scheme A on the Matrix showed Town Hall expansion/renovation on current Town Hall site with an approximate cost of \$2,772,195. Scheme B showed a new Town Hall on existing Town Hall site with an approximate cost of \$2,994,933. Scheme C shows a library expansion/renovation on library site costing approximately \$4,169,155. Scheme D shows a new library on a new site for an approximate cost of \$4,962,320. Scheme E shows a new Town Hall and Library on existing Town Hall site for a cost of \$7,370,443 and Scheme F shows a new Town Hall and Library on a new site for a cost of \$7,103,793. Mr. Best further added that an escalation cost through 2005 is included with these figures. Square foot costs increase by \$100 /square foot if Town Hall is added on to with renovation. Temporary location of Town Hall is another large item to take into consideration. Combining the buildings would save money, but the site costs are unknown and may increase significantly. Exploring land-locking possibilities if the new buildings were placed on the current library site and keeping a certain “look” should be further developed. Parking is also a concern in that area said Mr. Black. Mr. Best assured the Selectmen that a matrix would be developed and various options could then be rated. Other uses for the buildings are to be considered as well.

Zoning bylaws for existing Town Hall site have been considered. The building code review indicated types of construction with fire rating and maximum floor areas that can be used. Perimeter access must be allowed for the Fire Department. The Code states the Library building must be fully sprinkled and a water storage tank would be necessary because the Library is on a well. Mr. Best stated that the types of construction to be considered are: 1) protected combustible; 2) heavy timber and 3) unprotected noncombustible/combustible.

Ms. Bader asked what the next steps would be and Mr. Best answered to consider other sites. Development of a concept for floor plans should then be narrowed down.

Storage facilities for records and use of technical equipment for future meetings in future years are to be considered as well and will impact requirements.

There is a need to know soon if the Library will stay where it is now. Mr. Giola, Mr. Hughes and Ms. Wood are to meet with Ms. Bader regarding this situation and the steps necessary to accomplish this decision.

If a new Library is built and a new Town Hall is built the cost difference between the two separate buildings is approximately \$800,000.

Mr. Best said that his firm would come up with a series of categories for review by the Selectmen and Ms. Wood, and a matrix would be developed which should help with the Library decision.

Mr. Best left the meeting at this time.

#### **ACCEPTANCE OF MINUTES**

**A MOTION was made by Sharon Reiner to accept the minutes of the meeting of June 22, 2004 reflecting necessary changes. Bill Black seconded the motion. It was carried unanimously. Eliminate the words “either full-time or alternate” on page 1, paragraph 1 under Public Comments.**

**Under Item #10, Board of Selectmen Meeting Schedule, insert the following: “Sharon Reiner noted that she was unavailable due to a previous commitment for the August 17 meeting”.**

**On page 1, under Public Comments, paragraph 3, change the words in the first sentence “RHAM pulling out of the C.O.C. would to may be that much greater for Hebron and add “than it would be for Marlborough”. In the middle of the same paragraph change the following two underlined words to read “the town of Marlborough would to could actually get more for the money to educational value it spends”. Also change the word in the following sentence from administrational to administrative.**

**Under #9, Possible Appointments to Vacancies in the Physical Services Department, in the second paragraph change the word three to two “open positions”.**

**On page 4, #13, Other, add the words in the second paragraph after “William Clayton” to “as a constable”. The vote was carried by unanimous vote.**

### **REVIEW OF CORRESPONDENCE**

- Letter from Joseph Reardon stating that \$30,900 is being returned to the Town from the Board of Education.
- Letter from Doreen May of TLC Home Companion Service withdrawing their proposal to the Marlborough Senior Center.
- Memo from Tom Giola regarding the tag sale of July 31.
- Memo from Peter Hughes stating that action required by the Town referred to in the letter of 6/23/04 from the DEP is action that the WPCA must take.
- Letter from Alexandra Leone thanking Ms. Bader for the Birthday Book.
- Letter from Bill Lardi requesting that he be considered as a full member of the Public Building Commission.
- Letter from U.S. Department of Justice to all mayors regarding the National Child Identification Program.
- Letter from Laura Hart complaining that the bathrooms at the lake were locked early in the season. (Follow up is to take place with Ms. Baker of Parks & Rec.)
- Letter from CCM (Connecticut Conference of Municipalities) seeking volunteers for various committees.
- Letter from Mark Brodginiski requesting membership on the Public Building Commission.
- Letter to the BOS from Hal Garnett advising the Board of his retirement. (Ms. Bader read letter aloud to the Board for the record.)
- Request from Congregational Church of Marlborough for recipes from political women for their church cookbook.

### **APPOINTMENTS**

**A MOTION was made by Bill Black and seconded by Sharon Reiner to appoint a Physical Services foreman. The vote was carried by unanimous vote.**

**A MOTION was made by Bill Black and seconded by Sharon Reiner to appoint Mark Brodginiski as an alternate on the Public Building Commission. The vote was carried by unanimous vote.**

A panel was formed to obtain a director of Physical Services, a new foreman position of Buildings and Grounds and a Highway foreman. This panel consisted of the following individuals: Geoff Jacobson, Town Engineer; Vincent Mondo, Chairman of the Public Building Commission; Rick Kelsey, Public Works Director, Portland; Joseph Reardon, Superintendent of Schools and Tom Giola when his position was not being discussed. Ms. Bader was present also to observe the process. Interviews were

conducted with the candidates. Two people were recommended from the group of potential candidates. They were Greg Barker and Chris Corso.

**A MOTION was made by Bill Black and seconded by Sharon Reiner to offer the newly-created foreman's position to Christopher Corso. The vote was carried by unanimous vote.**

**A MOTION was made by Sharon Reiner and seconded by Bill Black to reappoint Greg Barker to the existing foreman's position. The vote was carried by unanimous vote.**

Mr. Black reported that a letter was sent to Jay Kehoe making a conditional offer, contingent upon a background check to become a constable. A physical and stress test as well as a polygraph test have been passed.

**A MOTION was made by Bill Black and seconded by Sharon Reiner to appoint Jay D. Kehoe as constable on a part-time basis for the Town of Marlborough. The vote was carried by unanimous vote.**

A picture of Mr. Kehoe will be put on the Town's web page as well as placed in the local newspaper so that residents will know Mr. Kehoe.

#### **OLD BUSINESS**

Ruby Ridge Subdivision and West Road Memorial Field Concession Stand – a memo was read by Ms. Bader to the Selectmen regarding progress made on these two on-going projects. This memo was from Tom Giola, dated July 13, 2004.

#### **NEW BUSINESS**

**A MOTION was made by Sharon Reiner and seconded by Bill Black that the fee charged by the Zoning Commission for the Marlborough Junior Ancient Fife and Drum Corp Muster at Blish Park in September, 2004 be waived. The vote was carried unanimously.**

**A MOTION was made to defer action on Item 9b, Review of Personnel Handbook, at this time by Bill Black and seconded by Sharon Reiner. The vote was carried unanimously.**

#### **VACATION CARRYOVER REQUEST**

**A MOTION was made by Sharon Reiner and seconded by Bill Black to grant Darlene Crowley's request for a carryover of vacation time. The vote was carried unanimously.**

#### **RIGHT OF WAY BOND RELEASE**

**A MOTION was made by Sharon Reiner and seconded by Bill Black to grant the right of way bond release as requested in the memo of July 6, 2004 by Peter Hughes. The vote was carried unanimously.**

**RETURN OF PERMIT FEES**

**A MOTION was made by Sharon Reiner and seconded by Bill Black that return of permit fees requested in the memo of July 7, 2004 from Patrick Looney be granted. The vote was carried unanimously.**

**A MOTION to recess was made by Sharon Reiner and seconded by Bill Black at 11:35 a.m. The vote was carried unanimously.**

At 11:40 a.m. meeting resumed. Jill Oguschewitz was present and a first review of the personnel handbook took place. To have employee evaluations/reviews on an annual basis and the timing of such was a subject in which views were exchanged. Changes in classification of jobs, surveys, performance bonus, lateral transfers, promotions, vacancies, compensation such as increase in salaries, (cost-of-living and across-the-board increases or no increases), were subjects that were discussed. Transfers, demotions or promotions and restructure of pay scale therefore was another area of discussion. Clarification of subjects such as overtime pay and pre-approval of such, compensatory time, salaried employees versus hourly employees, vacations and amount of time given to new employees during the first year of work, are all considerations to the Selectmen. Ms. Bader would like to be able to offer some time off during the first year of work to an incoming employee after a probationary time. Holidays and sick days as well as personal days taken were also discussed. The issue of part-time employees' vacation time and pro ration of such followed. A formula for calculation may be needed. In this regard, Ms. Oguschewitz discussed union employees' contract which provides for more weeks of vacation. Off-season vacation time is a consideration for the union employees and must be further observed closely. Ms. Reiner suggested that personal days and sick days not be separated. Accumulation of sick days is a subject for further discussion. Catastrophic illness and short-term, long-term disability time may be further explored. Leave of absence, family medical leave and when long-term disability begins was questioned. Anticipation of termination of employment and/or retirement and a policy might be requested in regard to a time frame for financial planning for the Town.

**A MOTION was made by Bill Black and seconded by Nancy Bader to enter Executive Session at 1:09 p.m. to discuss real estate. Vote was carried unanimously.**

**A MOTION was made to adjourn from Executive Session at 1:37 p.m. by Sharon Reiner and seconded by Bill Black. Vote was carried unanimously.**

**A MOTION to adjourn the meeting was made at 1:38 p.m. by Sharon Reiner and seconded by Bill Black. Vote was carried unanimously.**

Respectfully submitted,

Ann Preissner  
Board Clerk

