

**Town of Marlborough  
Board of Selectman  
Special Meeting – Budget Workshop  
Marlborough Town Hall  
March 4, 2004  
10:00 AM**

**Call to Order**

First Selectman Nancy Bader called the Special Meeting – Budget Workshop to order at 10:10 AM in the Large Conference Room, Town Hall. Nancy Bader, Sharon Reiner and Bill Black were in attendance

**Recognition of Guests**

No members of the Public were in attendance. Members of Town Staff and Elected Officials were invited to participate in discussions on an as needed basis. Those who participated included Peter Hughes - Director of Planning and Development, Barbara Murray – Tax Collector, Emily Chaponis – Assessor, Sue Wallen – Assistant Town Clerk, and Jill Oguschewitz – Assistant Treasurer.

**Discussion - Board of Selectmen Goal Setting for 2004**

The purpose of the meeting was to continue development work on the Fy 04/05 budget. Peter Hughes provided the BOS with an explanation of the funding needs for the newly formed Water Pollution Authority (WPA). Peter was requested to prepare a memo to the BOS as backup for the upcoming budget. Emily Chaponis explained the need for increasing the hours of the Assessor Clerk from part time to a full time Clerk. Sharon Reiner referenced Emily's previous letter to the BOS that stated that a full time Clerk would permit her (Assessor Chaponis) to direct more of her time to field operations and therefore increasing the Grand List. Sharon requested that Chaponis provide quantifiable details regarding dollar increase that can be expected in the Grand List, and, to be used for performance evaluation for next year. Barbara Murray provided the BOS with an explanation of the need to have a full time Assistant and to maintain funding for part time help as well during the busy periods of January and July. Sue Wallen - Town Clerk Assistant, representing Nancy Dickson – Town Clerk, provided an overview of the Cott Systems RecordCare Services package for the indexing, imaging, archiving and retrieving of official records maintained by the Town Clerk's Office. Jill Oguschewitz – Assistant Treasurer, was given updated workshop budget line item input that was incorporated into the BOS preliminary FY 04/05 budget.

**Adjournment**

Motion by Sharon Reiner to adjourn the meeting at 2:50 PM. Bill Black seconded the motion and it was carried by unanimous vote.

Respectfully submitted,

Bill Black