

**Town of Marlborough
Community Development Advisory Commission
Marlborough Town Hall
December 20, 2004
7:00 p.m.**

1. CALL TO ORDER

Nancy Bader called the meeting to order at 7:07 p.m. in the meeting room of Marlborough Town Hall. Commission members in attendance included Gordon Isleib, Carolyn Gatesy, Nancy Bader, Bill Mogensen, Ned Hickey, Paul Slot and Joanne Goode. Also present was Peter Hughes, Planning and Development Director.

2. RECOGNITION OF GUESTS

Tom Giola, Director of Physical Services
Bill Black, selectman
Nancy Wood, Library Director
Mike O'Neil, President of the Library Expansion Committee
Nancy Baker, Parks & Recreation Director

3. PUBLIC COMMENTS

There were no public comments.

4. APPROVAL OF MINUTES

Motion by Ned Hickey to approve the minutes of the November 22, 2004 meeting. The motion was seconded by Carolyn Gatesy and it was carried by a unanimous vote.

5. OVERVIEW OF CAPITAL PROJECTS – FISCAL 2005/2006

Nancy Bader explained that there are two types of capital projects – CIP projects, which are short-term, usually within one year and CNR projects (capital, non-recurring projects) that are larger, longer term projects. She explained that most CNR projects are approved by voters and the dollar amount is fixed. She further explained that many accounts were closed out last year and funds were re-allocated. She then distributed a capital projects requests summary for the town. She explained that this is a working document, a draft document. She explained that she sent out a form to each department head and asked them to review prior year capital projects and indicate whether they are still required. She asked all department heads to reconsider capital projects and delay capital projects if possible because the town is facing a significant tax increase next year based on debt alone.

Nancy Bader explained that it will be the CDAC's charge to hear departmental presentations, look at town survey results and recommend a 10-15 year timeframe for capital projects to the Board of Selectmen. The Board of Selectmen will make its recommendations to the Board of Finance. The Board of Finance makes the final decision. She stated that Mike Gut is working on some projections and modeling to see what the tax impact will be. Nancy Bader reviewed the figures in the worksheet of capital project requests. She noted that the CDAC group will make recommendations on the CNR items, not the short-term items. Nancy Bader noted that in the past the town has not set aside money each year for maintenance. She is considering putting a certain amount of money aside each year for 1) replacement of vehicles and 2) maintenance of roads and buildings.

Tom Giola stated that he believes it is important for the town to set aside money to protect its assets, but this is a hard sell to residents because, in their eyes, they aren't gaining anything new. Nancy Bader stated that establishing a realistic replacement maintenance schedule would be very difficult for the town because it requires a lot of money. The group discussed the various items. Joanne Goode stated that she wants to see how money has been spent in previous years so that funds can be spread out to areas that haven't received support in the past.

6. PRESENTATION OF RICHMOND MEMORIAL LIBRARY CAPITAL PROJECT REQUESTS – NANCY WOOD

Nancy Wood, Library Director, gave a presentation to the commission. She stated that the library was constructed in 1987. At that time it was supposed to be a 7,000 sq. feet building, but it was scaled back to 5,000 sq. feet. The upper level was not completed. It is considered a balcony only. It is not handicap accessible as per ADA regulations. Nancy said that she became Director in 1993. She distributed a handout on library statistics. She noted that circulation figures are not the same as population figures because many non-residents use the library. Out of town borrowings account for approx. 20% of the library's total borrowings. The library has over 1,000 visitors a week. She explained that the 7,000 sq. feet building was designed to house 22,000 items. The library's current collection size is 44,463 items. Because of this, seating has been taken away to make room for materials and there is very little seating at the library. Nancy Wood explained that the Library Expansion Committee developed a library service plan. The group reviewed all the needs that the library should fulfill, including space for programs, comfortable seating, a young adult area, displays to showcase materials, etc. She then showed pictures from the engineering firm Best Joslin, who prepared a maximum expansion design for the library at its current site. The expansion design is for 18,000 sq. ft. Ms. Wood noted that the expansion design incorporates most of the Expansion Committee's elements of the library program. She noted that she would really like to add a drive-up window to the design. This would allow people the convenience of a drive up droff-off. This addition would require a zoning change. Ms. Wood also noted that she would like to incorporate RFID technology into the new library. This is a library materials check-in/check-out system that automatically checks the material, thus reducing the amount of manual work. Nancy Wood stated that one of her largest challenges is the constant changing of format with library materials, and it is difficult to do space planning when the format keeps changing. She noted that 42% of the library's circulation is video materials. She explained that, on a regular basis, the library has to weed through its collection and get rid of material to make room for new material. She estimated that she gets rid of between 1,000 and 2,000 items a year.

Tom Giola briefly discussed the option of a combined Town Hall/library building. He noted that a combined building would have many shared services, such as restrooms, mechanical systems, etc. He explained that Best Joslin was hired to prepare three designs – one for maximum expansion for the library at its current site and the Town Hall at its current site, one for a combined facility and a third for interim improvements to both buildings.

Nancy Bader brought up the idea of using the elementary school library. She noted that the town has two libraries that serve children and perhaps the elementary school library could be better utilized. Nancy Wood noted that the school library purchases its material based on curriculum programs and the school library has a different system for check in/check out.

Mike O'Neil, President of the Library Expansion Committee, said that Marlborough's library is inadequate. He stated that people in the community really value the library and the library needs

more space. He said that the library is a very important asset to the community. He said that the committee wants a library with 15,000 to 16,000 square feet. When asked whether the Library Expansion Committee had a preference with respect to remaining on the existing site or moving to a new location, he said that they had no preference. He stated that compared to other municipal-funded libraries, Marlborough's library is very under-funded.

7. PRESENTATION OF PARKS & RECREATION CAPITAL PROJECT REQUESTS – NANCY BAKER/TOM GIOLA/PARKS & REC

Nancy Baker, Parks & Recreation Director, went through the capital projects for her department. New requests for FY 2005-2006 include \$100,000 for lighting at Blackledge Field, \$6,300 for repairs and maintenance to the playscape at Blish Memorial Park and \$25,000 for a feasibility study for a town recreation center. Other items approved for FY 2004/2005 and not yet completed are repairs to the Blish Park bathhouse and landscaping at the West Road ball fields. There was a lengthy discussion about the proposed lighting at Blackledge Field. This has been proposed by the soccer club. Nancy Bader noted that there are several issues with this item. Tom Giola noted that the field is so heavily used already that it would be even more heavily used if lights were installed. Nancy Bader noted that if lights were installed at this field, then requests could come in to install lights at other fields in town that are closer to residential areas.

Barbara Lazzari, President of the Parks & Recreation Commission, explained what the commission is thinking about in terms of a recreation center. She stated that the center would be for all residents of town and would provide programs for young children, school age children, teens, adults and seniors. The group wants to include an indoor pool in the recreation center. Peter Hughes noted that the community room in the school building cost the town approx. \$2.5MN to construct and it might make sense to wait a year and see how that room is used. He noted that currently the community room and the school gym are monopolized by MYAL and the soccer club. Nancy Baker noted that the community room is empty a lot during the day, but very heavily used on nights and weekends. Barbara Lazzari also noted that it is very difficult to get teens to come to a teen center and this is a difficult challenge.

Nancy Bader distributed a bulletin from the Connecticut Conference of Municipalities (CCM), noting that there is grant money available under its Recreational Trails Program.

There was a brief discussion about the capital projects for the Public Safety department, the largest of which is the purchase of a DUI SUV for \$63,500.

Peter Hughes discussed new capital project requests for his department, which include \$100,000 for the purchase of open space recreational land, \$120,000 for sidewalk construction and \$30,000 for a town center plan. Tom Giola reviewed items for his department. There is only one new item this year, which is \$30,000 for a new lawn mower/snow blower to be used at the school.

Nancy Bader quickly reviewed some of the other town requests, including a new van for the Senior Center and a new fire truck for the Volunteer Fire Department. She stated that there are a lot of vehicle requests town-wide and the town needs to begin setting aside money for maintenance of vehicles and other town assets.

8. COMMUNITY SURVEY

There was a brief discussion about the latest draft of the town survey. Bill Mogensen stated that he wants to include dollar amounts for items so that residents can get an idea of how various items may affect their taxes. The group said that it would be a good idea to preface the survey with a few paragraphs on what the town is facing in terms of increased taxes due to debt on the school projects, etc. Joanne Goode suggested that information on shortcomings of the Town Hall structure be provided in the survey so that residents have some knowledge about Town Hall when answering questions on Town Hall. Nancy Bader asked the group what they hope to get out of the survey. Overall, the group agreed that they hope to better understand what type of development and services residents want in town. Bill Mogensen suggested that the survey include a question on affordable housing, as this is an issue that the town will be facing in the future. Paul Slot suggested that the cover letter accompanying the survey be from all three selectmen.

9. PUBLIC FORUM – DISCUSSION AND PLANS FOR NEXT FORUM

Nancy Bader stated that the topics for the next public forum will be capital projects and the community survey. The date has not been set for the forum but it will be sometime in late January, prior to the mailing of the survey. Each department will present its capital project requests to the public.

As a side note, Bill Mogensen stated that he met recently with Glastonbury's Town Manager. He advised that Glastonbury's Design Review Board has no established standards. He also noted that Glastonbury recently approved a village center for South Glastonbury and that his contacts may be a good resource for the CDAC group going forward.

10. OTHER

There was no other business.

11. PUBLIC COMMENTS

There were no public comments.

12. ADJOURN

Motion by Nancy Bader to adjourn the meeting at 10:00 p.m. The motion was seconded by Bill Mogensen and it was carried by a unanimous vote.

Respectfully submitted,

Mary Sciano