

**Town of Marlborough  
Community Development Advisory Commission  
Marlborough Town Hall  
November 22, 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, Carolyne 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**

There were no guests.

**3. PUBLIC COMMENTS**

There were no public comments.

**4. APPROVAL OF MINUTES**

**Motion by Ned Hickey to approve the minutes of the October 25, 2004 with the following changes: 1) page 1, item 5, second paragraph, next to last line, after "School" delete "Street" and substitute with "Drive"; 2) page 1, item 5, second paragraph, last line, delete the words "pass the lake" before "to Blish Park" and substitute with "along North Main Street"; 3) page 2, top line, delete the word "wither" before "the town really needed" and substitute with "whether". The motion was seconded by Joanne Goode and it was carried by a unanimous vote (Paul Slot abstained).**

**5. SCHEDULE OF MEETINGS FOR 2005**

**Motion by Joanne Goode to approve the CDAC Meeting Schedule for 2005. The motion was seconded by Gordon Isleib and it was carried by a unanimous vote.**

**6. ALL BOARDS MEETING OF NOVEMBER 9, 2004**

Nancy Bader asked everyone to give feedback on the November 9 All Boards Meeting. Ned Hickey sat with the Board of Finance who is looking to increase the tax base for the town in order to plan new capital projects. Mr. Hickey noted that the June 2005 tax bill will reflect the tax increase, which could be as much as 12%. Gordon Isleib reported that the Conservation Commission is very interested in the town pursuing the purchase of land for open space. There was a brief discussion about the town survey. Joanne Goode stated that she believes the survey, in its present form, will not be sufficient in providing the group with the needed feedback. Nancy Bader stated that the section on town government will be taken out of the survey, with just a couple questions on the form of government/charter revision in the survey. She stated that Marlborough is working under a very old model of municipal government. Carolyne Gatesy stated that she felt the All Boards Meeting was productive. It demonstrated that people wanted to work together. She also stated that the town needs an extensive marketing campaign to get the word out among residents of the commercial developmental changes that are coming. Bill Mogensen reported that the Planning Commission is feeling the pressure because there are a lot of issues that need to be addressed early on, and a lot of the initial work will fall on the Planning Commission. The Planning Commission has the difficult task of attracting businesses to increase

tax revenue while also keeping the rural charm of the town. Mr. Mogensen stated that it is important that the town proceed with the Village District Act as soon as possible. He also stated that the town center should be treated as one area for zoning and the Marlborough Commons should be treated as a different area for zoning regulations. Paul Slot stated that the Zoning Commission members are not in consensus on how to proceed. Some members want to wait for the Planning Commission to do their work first and other members want to start implementing zoning changes earlier.

## **7. COMMUNITY SURVEY**

Peter Hughes stated that the consultants will be working off the draft survey so they understand what information the town is looking to obtain. They will re-write the survey and it will be sent out, direct mail, in late December/early January. It will not be mailed along with the Rivereast as earlier anticipated. Mr. Hughes stated the survey needs to include dollar amounts to capital projects.

Nancy Bader stated that there are several public safety issues in town that will change in the future. She noted that the town's ambulance association is all-volunteer and new volunteers are not coming forward. In the near future the town will likely have to contract out this service. Part of the process of sending out the town survey will be to educate residents about these types of things. The overall objective of the survey will be to find out what services residents want in town and what they're willing to pay for.

Nancy Bader reported that MuniSurvey will be the consultants helping with the town survey. She said that it will cost \$5,500. She reviewed the work the company will do under the contract, which includes developing the survey and doing different correlations/cross-tabulations for the town. The company will also write a short synopsis of the survey results.

## **8. LIAISON ROLES**

Peter Hughes stated that the CDAC members who are members of town commissions need to communicate to their boards and also act as facilitators back to the CDAC so that the process runs more effectively. Other CDAC members need to reach out to the community and try and get as many people involved as possible. Nancy Bader said that she and Peter Hughes will meet with the chairmen of the town boards and commissions on a periodic basis to make sure everyone is working together. The initial focus will be to work with the Planning and Zoning commissions. Peter Hughes stated that the Planning Commission has a meeting on Tuesday, December 14<sup>th</sup> and perhaps the CDAC group can meet with them at this time.

There was a discussion about the existing zoning/planning regulations in town that allow for a 45,000 square foot commercial building. This figure was recently reduced from 60,000 square feet. The group discussed the possibility of imposing a building moratorium until the regulations can be further developed to include town center architectural standards, etc. Peter Hughes advised against imposing a moratorium because it sends the wrong message to developers and it is typically only used as a last resort and for a short amount of time. He said that the town has time, if everyone works together quickly and efficiently, to establish architectural standards and new planning and zoning regulations so that the development can be planned in a way that is best for the town and represents residents' wishes.

Nancy Bader stated that the town needs to start spending the \$275,000 STEAP grant on streetscape improvements (sidewalks, the town green) in order to be eligible to receive more grant money.

## **9. LIBRARY/TOWN HALL EXPANSION**

There was a lengthy discussion about the library and town hall expansion project. Nancy Bader stated that this is the main near-term capital project facing the town. Ned Hickey gave an update on the Library Expansion Committee's recent meeting. He explained that the members are somewhat upset because there is the perception that their project has been put on hold so that the town could have time to investigate the Town Hall expansion needs. Mr. Hickey explained that the architects have come up with a preliminary expansion plan for the library at its existing site. The design is for maximum build-out, which takes into consideration a population increase figure that some believe is too high. Nancy Bader stated that the CDAC group will meet with the library group and Parks & Rec. during the budget process. There was a brief discussion about the town of New Hartford and how they raised \$3.5 million to construct a new town library, without using any town funds. Ned Hickey also brought up the idea of starting a Marlborough Endowment to raise private funds for things in town. The main message is that right now all town services are provided by town funds. There are so many "wish list" items that residents want and there simply is not enough tax revenue to support everything. Commercial development will help this, but alternative fundraising ideas would help, too.

Nancy Bader stated that the architects have done a preliminary design for Town Hall expansion. Renovation of the library and the town hall need to be factored into the whole designing of a town center.

## **10. NOVEMBER 30, 2004 PUBLIC FORUM**

The public forum will be held at 7:00 p.m. in the community room at the elementary school. Peter Hughes is in the process of gathering data for the meeting, such as population growth, building growth, etc. This will be a kick-off public forum and the CDAC members agreed that it is important to get as many people to come to the forum as possible. Carolyne Gatesy suggested that people be provided with a schedule of items the various commissions are working on. The whole idea of the forum is to try and get residents to speak up and express how they want to see Marlborough grow.

Carolyne Gatesy said that Nancy Bader's Note from the First Selectman in the Rivereast is a powerful tool in educating the public on what is going on in town. She suggested that the letter run as often as possible. Members of the group volunteered to help draft letters that will address specific items related to the town's development.

There was a brief discussion about affordable housing. Bill Mogensen said that this issue needs to be addressed by the town.

## **11. OTHER**

There were no other items.

## **12. PUBLIC COMMENTS**

There were no public comments.

**13. ADJOURN**

**Motion by Ned Hickey to adjourn the meeting at 9:25 p.m. The motion was seconded by Joanne Goode and it was carried by a unanimous vote.**

Respectfully submitted,

Mary Sciano