

**Town of Marlborough  
Community Development Advisory Commission  
Marlborough Town Hall  
October 25, 2004  
7:00 p.m.**

**1. CALL TO ORDER**

Nancy Bader called the meeting to order at 7:25 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 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 September 27, 2004 meeting with the following changes: 1) page 2, section 7, second paragraph, delete the word "District" after "Design Review" and substitute it with "Authority for the area" and 2) page 2, section 7, third paragraph, delete the word "Committee" after "Design Review" and substitute it with "Authority". The motion was seconded by Bill Mogensen and it was carried by a unanimous vote.**

**5. REVIEW OF STEAP GRANT**

Peter Hughes stated that the Department of Economic Community Development (DECD) will administer the town's \$275K STEAP grant for streetscape improvements. He said that there is a lot of paperwork that needs to be completed that will take a couple months. The town has three years to spend the money. Mr. Hughes said that the CDAC group will need to decide how much money to spend on planning and engineering vs. the actual infrastructure improvements.

There was a lengthy discussion about sidewalks in town. Mr. Hughes noted that the town has a 3 or 4-year-old design for 2.5 miles of sidewalks in town. A sidewalk design costs approx. \$18K-19K. The group discussed where the sidewalks would be constructed, i.e. through the town center, down to School Street and up to the elementary school. Sidewalks will also likely be built from the town center, pass the lake to Blish Park.

The group discussed development of a town center/town green. Various options were discussed, including developing multiple, smaller town greens and changing the location of the town green altogether. The location of the present town green is difficult because it is small and there is limited parking. Another option would be to incorporate a town green in a new municipal center. Bill Mogensen said that Madison has a new municipal complex that was built away from the town center and it is very attractive.

There was a brief discussion about the library and town hall expansion projects. Nancy Bader said that the consultants have prepared a design to expand the library at its current location to 18,000 square feet (almost 3 times its current size). Some members of the group questioned

with the town really needed a library this size. With respect to the town hall building, Bill Mogensen said that it would be an ideal site for medical offices. He suggested that the town engage Middlesex Hospital in discussions at some point.

## **6. COMMUNITY SURVEY**

Peter Hughes stated that he incorporated the member's suggestions and revised the town survey. He said the town has approx. \$12K-\$13K to spend on the town survey. The town will hire a consultant to refine and format the survey before it is distributed to residents. The plan is to send the survey out with the Rivereast some time in January. Carolyn Gatesy suggested that the town include a cover sheet with information on various facilities and services in town so that residents can educate themselves, if necessary, before completing the survey. She also suggested that "why" be added to certain questions in the survey.

The group discussed the need to hold 3 or 4 public meetings to build public participation in the town development process. The plan is to hold two meetings before year-end and two in January. It will be very important to get as many people involved as possible. Bill Mogensen also suggested that the town print a series of articles in the Rivereast to educate and inform the public about what steps are being taken. Ned Hickey said that it is important to encourage participation of specific groups in town through invitations to attend the forums, i.e. the business association, town center business owners, MYAL, the Scouts, etc. Suggested topics of discussion for the public forums included:

- A Kickoff Forum: Changes in Marlborough over the next 5-10 years
- Marlborough's Vision: Where are we now and where do we want to go?
- Developing a Town Center: Zoning regulations, etc.
- Town Facilities/Capital Projects/Town Government Reorganization

These topics will be refined. Peter Hughes said that the forums will be videotaped and the consultant will be provided with a copy to assist in the preparation of the town survey.

The group said that it would be helpful to have some kind of schematic to show people, i.e. how the town would look with sidewalks, how the town would look with various new commercial buildings, etc.

## **7. ALL BOARDS MEETING**

Nancy Bader stated that there will be an all boards meeting on Tuesday, November 9<sup>th</sup> at 7:30 at the Senior Center. Peter Hughes said that he has asked all the town board/commission members to come to the meeting with their ideas and thoughts about where the town is going and what the most important topics are to be tackled. It will be important to generate consensus on key issues the town will be focusing on over the next few years. All the town boards need to work together to put in place the proper regulations before sewers are constructed. Mr. Hughes said that there is a lot of work to be done over the next 18 months. Zoning regulations and WPCA regulations need to be developed. Zoning of the town center will be the priority.

Nancy Bader said that she and Peter Hughes will present some information at the beginning of the meeting and then the boards and commissions will break up into their own groups for discussion. Each board will think about their vision for a village center district. They will also review the

draft town survey. Mr. Hughes plans on presenting a draft timeline of projects with end dates so that boards and commissions can see what work needs to be done by when.

**8. ARCHITECTURAL STANDARDS**

This will be discussed at the next meeting.

**9. ADJOURN**

**Motion by Joanne Goode to adjourn the meeting at 8:55 p.m. The motion was seconded by Carolyne Gatesy and it was carried by a unanimous vote.**

Respectfully submitted,

Mary Sciano