

**Town of Marlborough  
Board of Selectmen Regular Meeting  
Marlborough Town Hall  
March 2, 2004  
7:00 p.m.**

**1. CALL TO ORDER**

Nancy Bader called the meeting to order at 7:00 p.m. in the conference room of Town Hall. Nancy Bader, Sharon Reiner and Bill Black were in attendance.

**2. RECOGNITION OF GUESTS**

Guests at the meeting were Vincent Mondo and Dave Wagner (members of the Public Building Commission) and a member of the press from the Regional Standard.

**3. PUBLIC COMMENTS**

There were no public comments.

**4. ACCEPTANCE OF MINUTES**

**Motion by Bill Black to accept the minutes of the February 26, 2004 meeting with the following changes: page 1, paragraph 1, add the word “Alternate” before “Members Pasquale Amodio ...”; page 1, last paragraph, “220 amp service” should read “200 amp service”; page 2, paragraph 4, delete the words “land of open space” and substitute “money” and delete the word “deeded” and substitute “added” and page 3, last paragraph, the last sentence should read “Those roads do not add up to many additional road miles – most are cul de sacs, which require more maintenance said Mr. Giola”. The motion was seconded by Sharon Reiner and it was carried by a unanimous vote.**

**Motion by Sharon Reiner to accept the minutes of the February 24, 2004 meeting with the following changes: on the bottom of page 1, “ Vi Swartzmann” should be deleted and replaced with “Vi Schwarzmänn”and page 5, paragraph 1, the last sentence should read “Nancy advised the selectmen that her position had not been evaluated when she was hired but since then has been evaluated as part of the Thompson compensation study.” The motion was seconded by Bill Black and it was carried by a unanimous vote.**

**Motion by Bill Black to accept the minutes of the March 1, 2004 special meeting with the following change: page 1, paragraph five, delete “17,00” and substitute “17,000”. The motion was seconded by Sharon Reiner and it was carried by a unanimous vote.**

**5. REVIEW OF CORRESPONDENCE**

**5.1 Karen McKinney – Board of Education**

Karen McKinney wrote a letter dated March 2, 2004 expressing her interest in filling the vacancy on the Board of Education.

5.2 Joseph Raffin – Marlborough Zoning Commission

Joe Raffin, Chairman of the Marlborough Zoning Commission, wrote a letter dated March 2, 2004 stating that the commission endorses the appointment of Kathleen O'Neil to fill the full member position on the board. Kathy O'Neil is presently an alternate on the Zoning Commission.

5.3 Connecticut Conference of Municipalities

A memo from CCM dated February 18, 2004 re: appropriations committee special forum on the state budget impact on municipalities for March 17, 2004 was distributed to the board of selectmen for their information.

5.4 State of Connecticut – Probate Court

The Office of the Probate Court Administrator wrote a letter dated February 18, 2004 challenging the closing of the municipal probate courts.

5.5 CT Council of Small Towns

An e-mail from Barton Russell, Executive Director of the CT Council of Small Towns, re COST's 2004 legislative priorities was circulated to the selectmen for their information.

5.6 David & Heather Doherty

The Doherty's wrote a letter dated February 19, 2004 stating their concerns about the proposed housing/golf course project on the former Rankl farm.

5.7 Kathy O'Neil

Kathy O'Neil sent a fax to Nancy Bader expressing her interest to fill the vacancy on the Zoning Commission.

5.8 David Rintoul

David Rintoul has resigned as an alternate on the Board of Finance because he is moving out of state. This will create an alternate position on the Board of Finance for a Democrat.

5.9 Michael O'Neil

Michael O'Neil, Chairman of the Richmond Library Expansion Committee wrote a letter dated February 18, 2004 stating that Best Joslin is the preferred firm based on a review of all the proposals submitted.

5.10 Doug Knowlton

Doug Knowlton provided a status report on the emergency response plan.

5.11 Brad Buck

The Marlborough Democratic Town Committee has endorsed Kathy O'Neil to fill the position on the Zoning Commission.

5.12 Brad Buck

The Marlborough Democratic Town Committee has recommended John Cunningham to fill the alternate position on the Board of Finance.

5.13 RHAM

A schedule of the RHAM timeline was distributed to the selectmen for their information.

**6. APPOINTMENTS**

**Motion by Bill Black to appoint Karen McKinney to the Marlborough Board of Education. The motion was seconded by Sharon Reiner and it was carried by a unanimous vote.**

**Motion by Sharon Reiner to appoint Kathleen O'Neil as a regular member of the Zoning Commission. The motion was seconded by Bill Black and it was carried by a unanimous vote.**

**Motion by Bill Black to add an agenda item 6.1 – Barbara Murray, Motor Vehicle Delinquent Fee. The motion was seconded by Sharon Reiner and it was carried by a unanimous vote.**

6.1 Barbara Murray – Motor Vehicle Delinquent Fee

Barbara Murray, Tax Collector, explained that tax collectors submit a list every year to the Department of Motor Vehicles listing all residents who have not paid their motor vehicle taxes. This way, residents cannot register a vehicle or re-register a vehicle until their taxes are paid. Given that this costs money for the Department of Motor Vehicles, the Governor has now mandated that towns pay .50 per name on the delinquent list. Going back 15 years, the town has approx. 2,000 people on the list. The town can charge a \$5 fee back to the delinquent resident. The town needs to pass an ordinance to be able to collect the fee. This item will be added to the agenda for the March 23<sup>rd</sup> meeting.

**7. TOWN HALL/LIBRARY EXPANSION PROJECTS**

Kenneth Best and his colleague from Best Joslin made a presentation about a joint Town Hall/Library project. Established in 1960, the firm specializes in public architecture. The offices are located in Windsor. Both Mr. Best and his partner, Barbara Joslin, are licensed architects and interior designers. The firm specialized in libraries and has done approx. 80 library projects. Best Joslin has some experience combining libraries with other municipal offices.

Mr. Best gave some information about combining the two projects, with a 17,000 square foot library and a 15,000 square foot town hall. He stated that a combined building has the benefit of

sharing certain features, such as the lobby, restrooms, meeting rooms, mechanical equipment, phone system, etc. This helps save money on the project. He also stated that other savings would be realized by going with a joint facility, such as contingency costs, bonding costs, architectural costs, etc. Mr. Best stated that the town could save close to \$830,000 by combining the two buildings into one. Best Joslin could do a needs assessment as well as help the town evaluate the various sites in town. The feasibility study could include looking at a site that is large enough to serve as a municipal center for the town. Architectural standards will need to be considered so that the new building reflects the character of the town. Mr. Best explained the process that his company goes through, including drawing pictures of the various areas or departments and creating models.

Sharon Reiner asked that the Best Joslin PowerPoint presentation be copied to Town Hall so that it could be showed to the individuals involved with the library expansion project.

**Motion by Sharon Reiner to authorize the architectural firm Best Joslin to prepare a feasibility study for developing a joint Town Hall/Library building project in this fiscal year. The motion was seconded by Bill Black and it was carried by a unanimous vote.**

Peter Hughes showed the selectmen a map of five potential sites in town for a joint library/Town Hall project. Some sites would require land acquisition and others would not. Some sites are large enough for a "campus" type setting and others are not.

The selectmen want the feasibility study to be completed prior to the end of the fiscal year. Funds will need to be transferred out of other funds and will likely come from the money set aside for painting and carpeting areas of Town Hall.

Nancy Bader stated that she is working with Peter Hughes and Mike Blake to accelerate the records management study. The study should be able to get done this year as well. This will be discussed further at the next selectmen meeting.

## **8. COMMUNITY PLANNING ADVISORY COMMISSION**

The town is going to form a Community Planning Advisory Commission. Peter Hughes stated that he has done some research on the internet on other towns' community planning groups. Community planning advisory commissions are more common out West than in the East. Mr. Hughes developed a list of possible duties for the commission which include: long-term capital improvement, open space and municipal land acquisition, community facilities planning, architectural review board, community visioning and town center sidewalk and beautification. He stated that the Planning Commission is the only commission that has statutory authority to do community visioning. This will have to be worked out as the new commission is developed. The selectmen will have to decide on the duties of the new commission.

Mr. Hughes stated that the legislature is looking at getting rid of towns' Planning, Zoning and Wetlands commissions and just having one board (like a Community Planning Advisory Commission) that looks at everything at one time. He believes that this will be approved sometime in the future, maybe in 3-4 years.

The selectmen and Mr. Hughes talked about the composition of the group. It was suggested that the commission consist of the First Selectman, a representative from the Board of Finance, the Planning Commission, the Zoning Commission and citizens. It is envisioned that this commission will look at everyone's plans of development and prioritize projects. It would also interact closely with the other commissions and boards. Peter Hughes will try to have draft ordinances for this commission, the open space and land acquisition, the sidewalks and the emergency services for the March 23<sup>rd</sup> meeting.

## **9. PUBLIC BUILDING COMMISSION**

The Public Building Commission put together a draft list of their role and responsibilities. Nancy Bader asked what items on the list would be essential to the commission's mission. Vincent Mondo stated that the construction projects would be the most important items. The commission needs to get a definition of what the responsibilities will be on those projects. Nancy Bader stated that Tom Giola's role will be redefined and to the extent the Public Building Commission assists Tom in his duties, she will need to be clear on where the authority and responsibility lies. She could be uncomfortable having the PBC accountable because there are not very specific qualifications as to the members of the commission. Nancy Bader wants to understand what the PBC's core mission is. Responsibilities could vary project by project.

Tom Giola stated that he is looking for the commission to provide additional ownership in each building in town. He wants support from the PBC to help get money to maintain the buildings in town. He thinks the commission needs to be proactive in making sure town buildings are built and maintained adequately.

Nancy Bader stated that it might help if the PBC develop their responsibilities around the life cycle of a building. The PBC could spell out what their responsibilities would be when a building is being designed/developed, constructed and maintained. She wants the PBC to identify products it will provide as well as a charter and by-laws. She suggested that the PBC take the draft list that they presented and outline the procedure for doing each item.

## **10. STATUS REPORTS**

### **10.1 Chatham Health District – Bill Black**

Bill Black presented the position description for the Satellite Office Secretary for Chatham Health. Barbara Sarnik handles this responsibility for Marlborough. The position description will be shown to Wes Bell and Peter Hughes for formalization.

### **10.2 RHAM – Sharon Reiner**

Sharon Reiner stated that RHAM has begun their workshops on the 2004-2005 budget. RHAM is taking a new approach in preparing the budget. Dr. Silver prepared a "bare bones" austerity budget and each week "building blocks" will be added to construct the budget. Sharon likened the process to a zero-based budgeting approach. RHAM voted to restore \$91,000 of extra-curricular activities. Sharon also stated that she read the COC results into the record and handed copies to the RHAM members.

**11. OLD BUSINESS**

11.1 Nancy Upchurch

**Motion by Sharon Reiner to allow Nancy Upchurch to continue to provide massages to Town Hall staff, at their own expense, provided that proper insurance cover remains in place, until March 1, 2005. The motion was seconded by Bill Black and it was carried by a unanimous vote.**

11.2 Cell Tower

Nancy Bader stated there was a straw man vote of the Citing Council which voted to keep the cell tower on South Main Street but eliminate the lighting.

**12. NEW BUSINESS**

12.a Transfer of Funds

**Motion by Bill Black to approve 1) the \$2,800 transfer referenced in Nancy Dickson's letter dated February 26, 2004 and 2) the \$13,000 transfer referenced in Jill Oguschewitz's letter dated January 16, 2004. The motion was seconded by Sharon Reiner and it was carried by a unanimous vote.**

**Motion by Sharon Reiner to add an agenda item "bond releases" as Item 12.b. The motion was seconded by Bill Black and it was carried by a unanimous vote.**

12.b Bond Releases

**Motion by Sharon Reiner to approve the bond releases as requested in a letter from Peter Hughes dated March 2, 2004. The motion was seconded by Bill Black and it was carried by a unanimous vote.**

**13. OTHER**

There were no other items.

**14. PUBLIC COMMENTS**

There were no public comments.

**15. ADJOURNMENT**

**Motion by Sharon Reiner to adjourn the meeting at 9:12 p.m. The motion was seconded by Bill Black and it was carried by a unanimous vote.**

Respectfully submitted,  
Mary Sciano