

**Town of Marlborough  
Board of Selectmen Regular Meeting  
Marlborough Town Hall  
March 9, 2004  
10:00 a.m.**

**1. CALL TO ORDER**

Nancy Bader called the meeting to order at 10:00 p.m. in the conference room of Town Hall. Nancy Bader, Sharon Reiner and Bill Black were in attendance. Nancy Bader noted that the agenda for the meeting should have read “regular meeting” instead of “special meeting”.

**2. RECOGNITION OF GUESTS**

Nancy Bader recognized Vi Schwarzmann and Norma Jean Proscia.

**Motion by Sharon Reiner to add the following items to the agenda: 1) item 9.1 Nancy Wood, Library Discussion and 2) item 9.2 Peter Hughes, Weston & Sampson contract. The motion was seconded by Bill Black and it was carried by a unanimous vote.**

**3. PUBLIC COMMENTS**

There were no public comments.

**4. ACCEPTANCE OF MINUTES**

**Motion by Bill Black to accept the minutes of the March 2, 2004 special meeting at 10:00 a.m. 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 March 2, 2004 regular meeting with the following changes: 1) page 4, within the motion in section 7, the words “quote for” should be added after “prepare a”; 2) page 4, section 8, first paragraph, delete the words “community visioning” and substitute “plan for conservation and development” and 3) page 5, section 9, first paragraph, add the words “for some highly technical responsibilities” after the words “the PBC accountable”. The motion was seconded by Bill Black and it was carried by a unanimous vote.**

**Motion by Sharon Reiner to accept the minutes of the March 4, 2004 special meeting with the following changes: 1) the heading for the third paragraph should read “Discussion – FY’04-05 Budget” instead of “Discussion – Board of Selectmen Goal Setting for 2004” and 2) within the paragraph under Discussion – FY’04-05 Budget, insert the following sentences after the sentence ending “... the busy periods of January and July.” “Sharon Reiner also asked Barbara Murray about the opportunity to recapture the expense of a new full time assistance dedicated to the Office of the Tax Collector. The Town could expect additional collections to offset the expense. Sharon also inquired about outsourcing the mailing of the tax bills so expensive staff time could be dedicated to collections.” The motion was seconded by Bill Black and it was carried by a unanimous vote.**

**5. REVIEW OF CORRESPONDENCE**

5.1 Greater Hartford Interfaith Coalition for Equity and Justice

A letter was circulated for the information of the selectmen.

5.2 Northeast Utilities

Northeast Utilities is holding training sessions, including a March 31<sup>st</sup> *Economic Development – A Crash Course*. Nancy Bader asked the other selectmen to let her know if they were interested in attending. It was suggested that Jean Belhumeur also be notified of the training sessions.

5.3 Helen Scharfenberger, et. al.

Helen Scharfenberger of 174 West Rd. wrote a letter dated March 8, 2004 to Nancy Bader about the West Road baseball/soccer field. Mrs. Scharfenberger wants the town to establish some kind of border or shield around the field for three main reasons: 1) the safety of children playing in the area of the fields; 2) road safety and 3) noise pollution to the neighbors. Several of Mrs. Scharfenberger's neighbors also signed the letter. This item will be discussed further when the budget is discussed.

**6. SENIOR SERVICES PRESENTATION**

Vi Schwarzmamm spoke about her responsibilities as Director of Senior Services. She explained that it is important that the seniors in town know about the Senior Center and know that they can depend on Vi and her staff. Vi said that Norma Jean Proscia has been on the job about three weeks. She works 12 hours/week. She is getting to know the seniors who use the center and has also brought new seniors into the center. Vi stated that she wants a third phone line so that Norma Jean can have a line specially dedicated to her. It is currently very difficult to manage the calls without that dedicated line. Vi spoke about the van transportation service. She also stated that she is working on trying to start a meal program at the senior center to try and get seniors out of their homes. She is speaking with David Bates about a meal program. David is also speaking to the elementary school about providing their food service in the new cafeteria. There may be an opportunity to coordinate food service with the senior center and the school.

Vi also stated that she is working on information to put on the web about the senior center. She stated that she has lost one volunteer who was helping with this project. Nancy Bader stated that Shari Covino can help with this.

Vi is also working on updating a street directory of senior residents to make sure that her and her staff can be in contact with all the seniors in town.

Vi stated that she is trying to attract younger seniors to volunteer. Sharon Reiner also suggested that Vi/Norma Jean contact the Marlborough PTO presidents to let them know that the senior center is looking for volunteers.

Vi has completed a directory of all business in town, including home businesses. It was suggested that this be put on the town's website. Vi is working on a smaller version of the directory, specifically aimed at seniors. The smaller brochure would list important phone numbers for seniors, etc.

Nancy Bader stated that, going forward, the town's Annual Report may be done differently. For the last several years Vi has been preparing the Annual Report. Vi said that she wants to dedicate the 2003 Annual Report to Dolores Girouard.

Vi stated that her job is really a combination of social services, senior services and outreach services.

Norma Jean Proscia talked about what she has been doing since joining the senior center staff as Senior Outreach Coordinator. She has gotten to know a lot of the seniors and has also introduced new seniors to the center. Vi stated that she needs to have the second year grant paperwork (for Norma Jean's position) in by April 2<sup>nd</sup>. Vi stated that Norma Jean's position, per se, isn't new. Norma Jean is the fourth person to perform this function, only in the past the position was shared with other towns. This is the first time that the position has been dedicated to Marlborough seniors only.

Norma Jean will be starting up the Friendly Visitor Program once she goes through the proper training. Vi stated that she wants to purchase "Grant Maker", which allows three people to be licensed users on the program. Norma Jean is investigating grant money for this purchase.

**Motion by Sharon Reiner to move item 9.1 – Nancy Wood, Library Discussion, to Item 6.1. The motion was seconded by Bill Black and it was carried by a unanimous vote.**

#### 6.1 Nancy Wood – Library Discussion

Nancy Bader told Nancy Wood that the town's goal is not to significantly slow down the library expansion process. Nancy Bader told her that she has authorized Best Joslin to provide a quote for the feasibility study. Nancy Wood stated that there was a question at their board meeting about the \$23,000 that had been set aside under the CIP plan. She wanted to know if there was an expiration to that \$23,000. The selectmen told Nancy that that money will go towards the bid. There is no real expiration to that money because it is active.

Nancy Wood went through the library's 2004-2005 budget request. Nancy Bader stated that the town is restrained this year and has chosen, as a guiding principle, the maximum benefits to the maximum residents. Infrastructure and public safety will be a main focus this year, especially upgrading the roads.

Nancy Wood reviewed the library usage. She stated that the library has the highest per capita circulation of any public library in the Greater Hartford area. She explained that the library is part of a consortium, which allows Marlborough residents to search catalogues of 25 other libraries in the Greater Hartford area. The library pays approx. \$25,000 per year for this network service. Sharon Reiner asked what percentage of users of the library are Marlborough residents. Nancy Wood estimated that out of town users represent around 20% of circulation. Part of the reason for the high circulation, Nancy Wood explained, is the overall growth in the east of the river area.

Nancy Wood stated that she will look at the fee structure of the library to try and increase revenues. She explained that the library cannot charge higher fees to non-residents. All users

must be charged the same fee. Also, public libraries cannot charge for certain core services. This includes the borrowing of any information-related materials (print, videos and DVD's included). The library cannot discriminate against the media type. Alternatively, the library can increase late fees. In addition, the town can charge a usage fee for the use of the library's meeting room because the town owns the building. Similarly, the town could charge a usage fee for other meeting rooms in town (the senior center, town hall, etc.).

Nancy Wood reviewed the library costs that are paid by the town. In fiscal year 2002-2003, the town paid the library a \$248,000 grant. The town pays the money and the library's board decides how the funds are used. In 2002-2003, the town's funds were used for intangibles such as insurance, maintenance of the copiers, network systems, office expenses, payroll, professional development, tax payments, the newsletter and professional memberships. Nancy Wood stated that if the copier contract came under the town, the library could realize some savings. Nancy Wood stated that the library pays for an audit every year and for a CPA to file taxes. If these items could fall under the town, the library could realize savings. In FY 2002-2003, the library earned \$71,000 from grants, fundraising and collections. These funds were spent on fixed assets, fundraising expenses and library programs. In that fiscal year the library had a net need of \$3,800 and needed to take from "other accounts" to meet its budget. Nancy Wood explained that the library typically spends most of its budget in the first nine months of the year. This is because 1) there's not enough money and the budget, 2) the library wants to purchase items in the beginning of the year so they're available for circulation and 3) most of the library's fees are due in the first half of the year.

Nancy Wood stated that, this year, the library is looking for a 3% salary increase. She said that the library's staff salaries are at the bottom end of the scale when compared to towns of similar size. In addition, Nancy wants to increase a part-time employee (the cataloguer) to full-time status. This is needed so that the library can better staff the reference desk. The busiest time for reference need is 3:00-6:00 p.m.

Nancy Wood said that she is willing to query other libraries in the area about their fines and fee structure to see where Marlborough falls. The selectmen asked her to go ahead and do that. Nancy Wood stated that she would much rather increase fines than cut service hours.

Nancy Wood stated that library services are changing into more of a retail model. Newer libraries offer self check-out like grocery stores and retail stores. The new library models have the librarians out on the floor helping users. Nancy Wood stated that librarians suffer from carpal tunnel as a result of the repetitive hand motions. She has had two of her librarians suffer from this.

Nancy Wood distributed "the Future of the Richmond Memorial Library 2004" to the selectmen for their information.

**Motion by Bill Black to move item 9.2 – Weston & Sampson Contract to item 7.2. The motion was seconded by Sharon Reiner and it was carried by a unanimous vote.**

## **7. RECORDS MANAGEMENT STUDY**

Michael Blake, Director of GIS Services at Tighe & Bond has submitted a revised Records Management Study proposal. The revised proposal divides the project into two phases. Phase 1 is inventory and findings. This will include meeting with each affected department, inventory existing records and develop a Findings Report. Phase 2 is recommendations. He will compile a set of recommendations based on the Findings Report. Phase 1 costs \$5,350 and Phase 2 costs \$4,450 for a total cost of \$9,800. Peter Hughes stated that Michael Blake is excellent. Peter said that Michael does not charge transportation expenses. There may be some long-distance telephone expenses. Nancy Bader stated that there is money in the budget to cover this.

**Motion by Sharon Reiner to authorize Nancy Bader to sign the contract with Tighe & Bond for the Records Management Study as per Tighe & Bond's letter dated February 23, 2004. The motion was seconded by Bill Black and it was carried by a unanimous vote.**

### 7.2 WPCA - Weston & Sampson Contract

Peter Hughes stated that the WPCA approved the contract with Weston & Sampson for the town's sewer project. The WPCA has requested that the selectmen authorize Nancy Bader to sign the contract pending final approval of the town's lawyer. Peter stated that there are two minor items that will be changed. One is a minor change to the warranty language and the other is language about proper engineering protocol. The contract is for \$785,700 vs. the town's estimate of \$746,404 two years ago. The WPCA is trying to get on the state bond commission's agenda for April. Nate Jacobson's office will review the contract.

**Motion by Sharon Reiner to authorize Nancy Bader to sign the design contract with Weston & Sampson Engineers for \$785,700 for the sewer project pending approval of the contract language by town counsel and satisfactory responses to questions posed by the Board of Selectmen. The motion was seconded by Bill Black and it was carried by a unanimous vote.**

It was noted that the Board of Selectmen have until Thursday, March 11 to pose questions. Bill Black suggested involving the PBC in the process. A copy will be sent to Vincent Mondo. Peter Hughes stated that the contract won't start until the Clean Water Fund money is approved.

**Motion by Sharon Reiner: Be it resolved that Nancy Bader, First Selectman, town of Marlborough, is hereby authorized to execute and file applications, contracts and agreements on behalf of the town of Marlborough with the Commissioner of Environmental Protection for state grants and loans pursuant to the provisions of sections 22a-475 thru 483 of the general statutes of Connecticut as amended and to execute on behalf of the town of Marlborough all the applications, instruments, contracts, documents and accept payments and do all other things that may be necessary for state grants and loans for the following project: the Marlborough town center/Lake Terramuggus sewer which will service the commercial center of Marlborough and the watershed of the lake that are currently experiencing septic failures and this project will abate pollution from these failing septic systems. The motion was seconded by Bill Black and it was carried by a unanimous vote.**

**8. FY 04/05 BUDGET**

The selectmen had a discussion about the budget. Nancy Bader stated that she is working on a PowerPoint presentation to do on Wednesday, March 10th.

**9. OTHER**

There were no other items.

**10. PUBLIC COMMENTS**

There were no public comments.

**11. ADJOURNMENT**

**Motion by Sharon Reiner to adjourn the meeting at 12:20. The motion was seconded by Bill Black and it was carried by a unanimous vote.**

Respectfully submitted,

Mary Sciano