

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

**1. CALL TO ORDER**

Nancy Bader called the meeting to order at 10:07 a.m. in the meeting room of Marlborough Town Hall. Nancy Bader and Bill Black were present and seated. Sharon Reiner was not in attendance.

**2. RECOGNITION OF GUESTS**

Joe Asklar, Fire Marshal  
Shari Covino, Assistant to the First Selectman  
Peter Hughes, Director of Planning and Development

**3. PUBLIC COMMENTS**

There were no public comments.

**4. ACCEPTANCE OF MINUTES**

Motion by Bill Black to accept the minutes from the July 27, 2004 meeting with the following changes: 1) page 1, item 5.2, delete the words "his position as Chairman on"; 2) page 3, section 7, insert the words "as a point of order" after "changed, but" in the first sentence; 3) page 3, section 7, after the sentence ending "legally to make the change", insert the following sentences, "Bill Black was not questioning the need. As a point of order, he stated he would like to follow the town charter. He didn't see anything onerous to do so."; 4) page 3, section 7, the following sentence is to be added to the end of the first paragraph, "Bill Black requested to speak with council (town attorney)."; 5) page 4, item 9.b, first sentence, insert the words "resigned from the town of Marlborough" after "Trooper O'Rourke has" and insert the words "in Wethersfield" after "the night shift"; 6) page 5, under "Assessor's Status Reports", first paragraph, the sentence beginning "Bill Black stated" is to be deleted and replaced with the following "Bill Black stated that he would like to review all the documents to see if there were any disconnects between the assessor, Vespa Construction and the auditor."; 7) page 5, under "Assessor's Status Report", second paragraph, after the words "state-approved companies and he", insert "had asked Peter Hughes to do so in May when he updated the Board of Selectmen." The motion was seconded by Nancy Bader and it was carried by a unanimous vote.

Motion by Nancy Bader to approve the minutes of the July 13, 2004 meeting with the following changes: 1) page 2, paragraph 5, delete this one-sentence paragraph and substitute it with "If a combined Town Hall/Library building is built, the cost savings of not doing two separate buildings is approximately \$800K"; 2) page 3, under "Appointments", delete the first appointment re a physical services foreman; 3) page 4, paragraph three beginning "Mr. Black reported" should read "Mr. Black reported that a letter was sent to Jay Kehoe making a conditional offer, contingent upon a background check, a physical and stress test and a polygraph test."; 4) page 5, third paragraph, the sentence beginning "In this regard, Jill Oguschewitz" should read "In this regard, Jill Oguschewitz discussed the union employees' contract which provides for up to five weeks of vacation (vs. 4 weeks for non-union employees) and up to four personal days (vs. 3 personal days for non-union employees)." The motion was seconded by Bill Black and it was carried by a unanimous vote.

## **5. REVIEW OF CORRESPONDENCE**

### 5.1 John Kreskovsky

Mr. Kreskovsky has written to the assessor regarding the tax assessment on his 1973 Boyer boat trailer. Nancy Bader read part of the CT state statute regarding assessments, which states that it is the responsibility of the tax assessor to determine the assessed value, unless the “legislative body of the municipality” decides, by resolution, to change the method of valuation. Bill Black asked who the “legislative body” is. Nancy Bader said that she will obtain an interpretation on this.

### 5.2 State of Connecticut – CT State Library

Marlborough has received a \$7K Historic Document Preservation Grant, as in years past. Bill Black thanked Nancy Dickinson for applying for the grant.

### 5.3 State of Connecticut – Department of Environmental Protection

The DEP has written a Tentative Determination regarding water discharge for the Marlborough Partners, LLC golf course/housing project.

### 5.4 David & Heather Doherty

Mr. and Mrs. Doherty wrote a letter dated July 30, 2004 summarizing their concerns about the septic system and water issues for the Marlborough Partners, LLC golf course/housing project.

### 5.5 State of Connecticut – Department of Agriculture

The state has requested that the town’s Animal Control Officer initiate a search for unlicensed dogs. Nancy Bader stated that she spoke with Marlborough’s ACO about this issue and he recommends doing this in the spring.

### 5.6 State of Connecticut - Department of Environmental Protection

The DEP has notified the town that it will begin construction of a stream habitat restoration project within the lower Blackledge River in Colchester.

### 5.7 Connecticut Conference of Municipalities

CCM has requested the town’s response regarding a draft bill on local ethic laws.

### 5.8 State Trooper Report

The Incident Report for the month of May was submitted.

**6. DISCUSSION OF BURN PERMITS – JOE ASKLAR**

Joe Asklar, Fire Marshal, explained that the current state regulations regarding burning make it easier for residents to burn and harder for towns to enforce. There was a lengthy discussion about the amount and type of burning taking place in town. Bill Black said that the town landfill takes much of the material that is currently being burned. Nancy Bader and Shari Covino stated that there have been many complaints from residents about people burning. There was a discussion about possibly eliminating the burning permit process and having all material chipped instead. Joe Asklar said that it might make sense for Marlborough to pool resources with neighboring towns to purchase a chipper that could be used by everyone. If the town were to eliminate the burning permit, this would require a change in the ordinance and a public hearing. Joe Asklar suggested that limited burning be permitted as a last resort and under more stringent conditions. He said that some residents do not look for alternative measures of disposing material and this should change. Mr. Asklar also stated that local landscapers sometimes bring material from their business activities to their property and burn the material in their yard. This should not be permitted. One suggestion was to charge a fee for burn permits, with the hope that this would reduce the amount of burning taking place. There was also a brief discussion about other types of nuisances, such as noise, flyers on cars, smoke, ATV's, dogs, etc. The selectmen agreed to pursue drafting a broad nuisance ordinance. Nancy Bader asked Shari Covino to draft up something for the selectmen to review.

**7. NETWORK ADMINISTRATION – SHARI COVINO**

Shari Covino reported that there are problems with the network room where the servers are located. She said that there is too much heat in the room and this has caused the server to re-boot itself at odd times, resulting in disruption in work for Town Hall staff. There was a discussion about how the room could be better ventilated to avoid future problems of this sort. The Public Works Department will do some work in the room to try and fix the problem. Nancy Bader also noted that the network room needs to be locked and secured.

**8. CUSTOMER SATISFACTION SURVEYS – SHARI COVINO**

Shari Covino reported that the town has received forty-four responses from the customer satisfaction surveys. She organized the responses by town department and distributed copies of her summary to the selectmen. Nancy Bader and Bill Black agreed that having the survey available on the town web site is a good idea. It gives residents the opportunity to provide feedback on town services. Nancy Bader noted that, with respect to more serious issues/concerns, she has requested that residents write a letter to her office.

**9. SMALL CITIES HOUSING REHABILITATION REVOLVING LOAN PROGRAM**

**Motion by Bill Black for the town to enter into a contract with L. Wagner & Associates, Inc. to administer the Small Cities Housing Rehabilitation Revolving Loan Program. The motion was seconded by Nancy Bader and it was carried by a unanimous vote.**

**10. STATUS REPORTS – PETER HUGHES**

10.a GIS

There was a discussion about the GIS system and how the town plans to use the GIS system. Peter Hughes said that it will be used internally for all the planning activities. It will also tie in records from Town Hall. He said that it is up to the Board of Selectmen to decide what information should be made available to the public. Mr. Hughes explained how the information will be kept current with auto cad and auto cad reader. There was a discussion about setting the system up at desks at Town Hall or having Tighe & Bond host the system where employees can then tap into it. Mr. Hughes said that it will cost approx. \$3,500 per year for the town if Tighe & Bond were to host the system. He said that, between his office and the Assessor's office, it will cost the town approx. \$5-6K per year to update the information on the system. Nancy Bader stated that the town needs to do a technology plan but it hasn't been a priority to date. There are staffing issues involved. Mr. Hughes said that Hebron and Colchester need people, too, and perhaps the three towns could fund staff at CROG to do some work. Nancy Bader said that she wants to have a workshop in the fall on the GIS system. Mr. Hughes stated that the town has already invested money in the system and it needs to reap the benefits. Nancy Bader said that she will meet with Peter Hughes and Mike Blake from Tighe & Bond and the group will make some recommendations to the Board of Selectmen.

#### 10.b Water Pollution Control Authority (WPCA)

Peter Hughes stated that the engineering contract with Weston & Sampson for the town's sewer project has been signed. The contract is contingent on Marlborough signing the agreement with East Hampton to handle Marlborough's waste material. Mr. Hughes said that there are changes being made to the agreement and he expects it to be signed next week. Nancy Bader suggested that a press release be written once the document with East Hampton is signed, to inform the public of the status of the project. Bill Black stated that he wants to have a meeting with the Board of Selectmen, the Board of Finance and the WPCA to discuss budget issues. He wants to keep the public informed. Nancy Bader suggested that this meeting be held after completion of the technical memorandum. Once this document is complete, the town will have a better idea of costs. This should be around November/December.

#### 10.c STEAP Grant

Peter Hughes reported that he has not yet heard whether the town has been approved to receive the grant. He should hear at the end of August.

#### 10.d Golf Course

Peter Hughes reported that the Marlborough Partners, LLC applications have all been approved by the various town boards/commissions, with conditions. He stated that Marlborough Partners need to obtain a diversion permit from the state DEP, which will likely take 18 months. In addition, they need to file a subdivision map for the houses within 270 days. The name of the golf course/development has not yet been decided. Marlborough Partners is currently marketing the project.

### **11. STATUS REPORTS**

#### 11.a Public Safety – Bill Black

Bill Black reported that he received an oral positive report on the medical test for the second constable candidate. He asked that the selectmen schedule a special meeting next week to appoint the individual.

11.b Town Operations – Nancy Bader

Nancy Bader reported that Chris Corso, the town's new Physical Services Foreman, began work on Monday, August 9<sup>th</sup>.

**12. ANNUAL REPORTS 2002/03 AND 2003/04**

Vi Schwarzmann has informed Nancy Bader that last year's annual report is at the printer and has not yet been printed. There was a brief discussion about doing something different with the annual report going forward. In the past, the selectmen had discussed whether the report should be more of a marketing tool. There was consensus between Mrs. Bader and Mr. Black that it is a good idea to have two separate documents, one an annual report with financial information and another a marketing document. Bill Black noted that the STEAP grant, if received, contains money for marketing. This item will be discussed again at a future meeting.

**13. RIGHT OF WAY BOND RELEASES**

**Motion by Bill Black to approve the reduction of the Middlesex Hospital bond by \$88,936.57. The motion was seconded by Nancy Bader and it was carried by a unanimous vote.**

**Motion by Bill Black to approve a \$500 right of way bond release for Lori Ferrari, 114 Jones Hollow Rd. The motion was seconded by Nancy Bader and it was carried by a unanimous vote.**

**14. VACATION CARRYOVER REQUEST**

**Motion by Bill Black to approve Ronald Cooke to carry over 29.25 hours of vacation time. The motion was seconded by Nancy Bader and it was carried by a unanimous vote.**

**15. REVIEW OF PERSONNEL RULES AND REGULATIONS**

There was a brief discussion about Article 12 – Sexual Harassment. Nancy Bader asked whether this section should be broader to include other types of harassment. Bill Black mentioned that the state of CT Department of Labor has harassment language that the town may want to use. Nancy Bader said that she would look into this.

**Motion by Bill Black to table review of personnel rules and regulations, given the absence of Sharon Reiner. The motion was seconded by Nancy Bader and it was carried by a unanimous vote.**

**16. OTHER BUSINESS**

There was no other business.

**17. PUBLIC COMMENTS**

There were no public comments.

**18. ADJOURNMENT**

Before adjourning, Nancy Bader noted that the August 17<sup>th</sup> meeting of the Board of Selectmen has been changed to August 31, 2004 at 6:30 p.m. This will be followed by a 7:00 p.m. joint meeting of the Board of Selectmen and Conservation Commission.

**Motion by Bill Black to adjourn the meeting at 11:55 a.m. The motion was seconded by Nancy Bader and it was carried by a unanimous vote.**

Respectfully submitted,

Mary Sciano