

Regular Meeting Minutes
Town of Marlborough
Board of Selectmen
Marlborough Town Hall
March 1, 2011 7:00pm

1. CALL TO ORDER: First Selectman Black called the regular meeting to order at 7:00pm. Present and seated were Selectmen Bill Black and Riva Clark.
2. RECOGNITION OF GUESTS – Bill Black recognized two members from the Board of Finance were present.
3. PUBLIC COMMENTS - None
4. CORRESPONDENCE – The following correspondence was received and acknowledged by B. Black:
 - a. February 16, 2011 letter from Tourism Operations Manager from Central Regional Tourism District RE: requesting a town representative to replace the individual who resigned from the position.
 - b. February 18, 2011 memorandum from Nathan L. Jacobson & Associates, Inc. RE: a renewal for the General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer systems. B. Black stated it is being processed. B. Black stated that the requirements for the permit include 1) Stormwater outfall sampling now semi-annual instead of annually 2) Quarterly stormwater outfall visual sampling is now required.
5. ACCEPTANCE OF MINUTES - Riva Clark made a motion to accept the meeting minutes as written for:
 - Special Meeting of BOS – February 15, 2011
 - Regular Meeting of BOS – February 15, 2011
 - Special Meeting of BOS – February 22, 2011
 - Special Meeting of BOS – February 28, 2011Bill Black seconded the motion. The motion passed unanimously.
6. NEW BUSINESS

- a. Land Use – Bond Release(s)/Reduction(s) – R. Clark made a motion to reduce the existing bond amount of \$35,000 for Victoria Estates to the new amount of \$19,300.00. B. Black seconded the motion. The motion passed unanimously.
- b. Approval of Tax Collector Agenda – R. Clark made a motion to approve the tax refund for Qureshi Naghma for \$15.65 outlined in Barbara Murray’s February 24, 2011 memo. B. Black seconded the motion. The motion passed unanimously.
- c. Discussion/Action – Public Hearing for Community Development Block Grant Application: There is a continuance of the public hearing until the March 15, 2011 meeting.
- d. RML Renovation Project – Award of Contract for Design and Engineering, Bid Document Preparation, Bidding Services & Construction Administration

B. Black gave some history on the process. Originally a request for qualifications was put out asking potential candidates for a list of projects similar to the project to be completed at the library. A total of 13 proposals were received indicating similar work completed. The subcommittee, consisting of several library board members, the library director, Peter Hughes, and a member of the Board of Selectmen, narrowed the responses down to five proposals. These five candidates were asked to submit proposals for qualifications for the design and construction service cost. Four factors were requested in the breakdown of costs: 1) design and engineering 2) contract documents 3) bid phase 4) contract administration. Each of the five firms was asked to make a presentation and demonstrate the type of work they have done.

The selection committee is recommending Capital Studio Architects of East Hartford be awarded the bid in the amount of \$39,500. The selection committee stated that “Capital Studios has demonstrated a clear understanding of the project and have done similar projects for other municipalities and private clients. Additionally, they had the lowest fee proposal of the five firms interviewed. The Library Board of Directors has endorsed the hiring of Capitol Studios Architects and has voted to appropriate the funds for design and construction services for the project.” The Library Board of Directors voted last Wednesday (February 23, 2011) to fund the amount of \$37,000. The bid proposal was for the amount of \$39,500 and included \$2,500 for the Phase 1 Environmental which involves checking for lead and asbestos. Not all the candidates quoted for this amount. The town will pick up the Phase 1 Environmental cost. R. Clark made a motion to accept the recommendation to award the contract, pending final agreement with

the town attorney, to Capital Studios in the amount of \$37,000. B. Black seconded the motion. The motion passed unanimously.

- e. Dial-A-Ride Resolution: R. Clark made a motion to add new item 6e Dial-A-Ride Resolution to the agenda. B. Black seconded the motion. The motion passed unanimously.

B. Black stated the town would like to make a grant application for the amount of \$14,438.00 for the Dial-A-Ride Transportation program. The application is complete and the town will be applying for 100% of the grant. B. Black requested a motion for a Resolution authorizing the First Selectman, Bill Black, to negotiate and execute all necessary Agreement/Contract documents on behalf of the Town of Marlborough with the Department of Transportation of the State of Connecticut and to affix the Corporate Seal. R. Clark made a motion to adopt the resolution as referenced. B. Black seconded the motion. The motion passed unanimously.

7. SELECTMENT UPDATE(S)

- a. RML – Renovation Project: B. Black reported the Library Board voted to appropriate \$37,000 from reserve funds to pay for the design and engineering, Bid Document Preparation, Bidding Services & Construction Administration costs. The funds will be for the purpose of Community Development Block Grant program application as well bid and construction administration. The grant application needs to be submitted to the State by June 3rd, 2011.

B. Black reported on the application for the Dial-A-Ride Transportation Program in the amount of \$14,438.00 as previously stated.

Mr. Black stated the town is looking for a replacement for a senior van. The current van has approximately 180,000 miles on it. An application is being made to the State of Connecticut for a replacement.

Mr. Black reported that the Board of Selectmen voted on Monday on the town operations budget which requires a .11% increase over the current year. This is less than it was two years ago. The Board of Selectmen will also be proposing to voters and to the Board of Finance for consideration for vehicle replacements. One replacement is for a 19 year old truck and another replacement is for a high mileage truck. Mr. Black reported on a bond resolution for road reconstruction in the amount of \$1.6 million. The Board of Selectmen will be making a formal delivery of the budget to the Board of Finance at their regular meeting on March 9th, 2011.

Mr. Black reported the AHM telethon uses room at the town hall for their calling center. Concerns were addressed regarding correct caller ID requirements.

8. ADJOURNMENT – B. Black made a motion to adjourn the meeting at 7:45 pm. R. Clark seconded the motion and was passed unanimously.

Respectfully submitted,

Karen Migliaro
Board Clerk