

REGULAR MEETING  
MAY 22, 2017

IN CITY COUNCIL  
ABSENT:

CONVENED:  
ADJOURNED:

**FINAL CORRECTED AMENDED AGENDA**

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2017 MAY 18 P 2:50

1. Minutes, City Council Meeting, May 8, 2017.
2. PUBLIC HEARING On the Petition of NGrid to install solely owned Pole 13 to be set approximately 64' from existing Pole 12. New Pole 13 will be used to serve new charging station at corner of parking area for Hannaford's Super Market in the approximate area of 193-199 Boston Post Rd. West, Order No. 17-1006895.
3. PUBLIC HEARING On the Petition from NGRID to relocate P6, Elm St., 3.5' North at Marlborough's request for road improvement project, Order No. 17-1006908.
4. PUBLIC HEARING On the Petition from NGRID to relocate P20, Pleasant St., 4.5' West, at Marlborough's request for road improvement project, Order No. 17-1006909.
5. Communication from the Mayor re: transfer request in the amount of \$1,375,000.00 which moves funds from Undesignated to various Snow & Ice accounts as noted on the attached spreadsheet to subsidize the Snow & Ice account deficits for FY17.
6. Communication from the Mayor re: transfer request in the amount of \$1,200,000.00 which moves funds from Undesignated to OPEB account as noted on the attached spreadsheet :
7. Communication from the Mayor re: transfer request in the amount of \$1,200,000.00 which moves funds from Undesignated to Undesignated Stabilization account as noted on the attached spreadsheet to ensure the City's fiscal stability.
8. Communication from the Mayor re: FY17 year-end transfer requests in the amount of \$1,215,192.34 which moves funds from and to various accounts as noted on the attached spreadsheets to fund the remainder of noted accounts for FY17.
9. Communication from the Mayor re: transfer request in the amount of \$660,077.00 which moves funds from Economic Development to MEDC Funding account as noted on the attached spreadsheet to fully fund MEDC operations for FY18.
10. Communication from the Mayor re: transfer request in the amount of \$337,500.00 which moves funds from Undesignated to Future Growth Stabilization account as noted on the attached spreadsheet to invest in projects that increase property values and attract economic development.
11. Communication from the Mayor re: transfer request in the amount of \$80,000.00 which moves funds from Undesignated to DPW Capital Outlay-Sewer Maintenance account as noted on the attached spreadsheet to fund future upgrades to the sewer pump station at the eastern end of Donald Lynch Blvd.
12. Communication from the Mayor re: transfer request in the amount of \$50,000.00 which moves funds from Undesignated to DPW Energy Conservation account as noted on the attached spreadsheet to fund energy efficiency/conservation improvements for the City.
13. Communication from the Mayor re: transfer request in the amount of \$22,000.00 which moves funds from Undesignated to Stabilization-Open Space account as noted on the attached spreadsheet to move wireless antenna receipts from FY16 to Open Space Stabilization.
14. Communication from the Mayor re: transfer request in the amount of \$13,000.00 which moves funds from COA Contract Services & Transportation to Capital Outlay Building Repairs account as noted on the attached spreadsheet for construction of a new patio.
15. Communication from the Mayor re: transfer request in the amount of \$5,000.00 which moves funds from Undesignated to the Donation/Flags account as noted on the attached spreadsheet.

**Electronic devices, including laptops, cell phones, pagers, and PDAs must be turned off or put in silent mode upon entering the City Council Chamber, and any person violating this rule shall be asked to leave the chamber. Express authorization to utilize such devices may be granted by the President for recordkeeping purposes.**

16. Communication from the Mayor re: FY17 MA Decontamination Unit Grant acceptance in the amount of \$2,515.00 from MA Executive Office of Health & Human Services Department to facilitate field deployment, training, and operational readiness of the MA Decontamination Unit.
17. Communication from the Mayor re: Revolving Funds Ordinance.
18. Communication from the Mayor re: Appointment of Chief David Giorgi as Keeper of the Lockup for a term of one year.
19. Communication from the Mayor re: Order of Taking by Eminent Domain Concerning Public Safety Improvement on West Hill Rd.
20. Communication from City Solicitor, Donald Rider, re: Application for Special Permit, Trustees of Royce Road Museum Realty Trust, 91 Royce Rd., to build an addition to the existing single-family dwelling in proper legal form, Order No. 17-1006869A.
21. Communication from the Planning Board re: Proposed Zoning Amendment, Expansion and Modification of HRMUOD, Order No.16/17-1006443P.
22. Communication from Walker Realty LLC re: Waiver pursuant to Section 650-35H to allow for three building signs for proposed 110 Grill to be located at 115 Apex Dr., Order No. 16/17/-1006443P.
23. Communication from Attorney Cipriano on behalf of Tiger Cat Properties LLC, re: request to extend time limitations on Application for Special Permit to construct a multifamily dwelling at 487 Lincoln St. until 10:00 PM on September 12, 2017, Order No. 16/17-1006735D.
24. Communication from Mina Property Group LLC, re: request to extend time limitations on Application for Special Permit to construct a commercial automotive facility on less that one acre of land at 408 Maple St., until 10:00 PM on September 12, 2017, Order No. 16/17-1006800C.
25. Communication from the Executive Office of Energy and Environmental Affairs re: Environmental Notification Form, Sudbury-Hudson Transmission Reliability Project, Sudbury, Stow, Marlborough, & Hudson, MA. (Project report is available for viewing in the City Clerk's Office)
26. Communication from NSTAR Electric Company d/b/a Eversource Energy re: Notice of Adjudication and Notice of Public Comment Hearing.
27. Communication from Sudbury Companies of Minute and Militia re: permission to place temporary sign on City property at the corner of US Rt. 20 and Hagar at the Wayside Inn turn from date of Saturday, September 23, 2017 to date of Sunday, October 1, 2017.
28. Minutes, Recreation Commission, February 1, & March 8, 2017.
29. Minutes, Board of Health, March 7, 2017.
30. CLAIMS:
  - a. Michelle Garcia, 87 Stacey Rd., pothole or other road defect.
  - b. Carol Turner, 254 Vega Rd., residential mailbox claim 2(a) & other property damage.
  - c. Anne & Tom Gove, 215 Clover Hill St., other property damage and/or personal injury.
  - d. Peter Stevens, 60 Mosher Ln., residential mailbox claim 2(a).

#### REPORTS OF COMMITTEES:

31. ORDERED: That the Mayor be requested to communicate with TransitX expressing interest in developing a TransitX Public Transportation network in the City of Marlborough; and, it is herewith further Ordered: that the Mayor be requested to forward communications to the Commonwealth's Department of Transportation and Department of Energy Resources, the Mass Clean Energy Center and the Metropolitan Area Planning Council, and others as deemed appropriate and necessary, to help the city evaluate the impact this technology would have on transportation in the city (i.e. traffic studies), allow access to the Route 495 Corridor for this transportation network, the projected transportation emission reduction in relation to achieving the goals of the Massachusetts Global Warming Solutions Act, and identify any state funds that can help fund rail path preparation for the initial network, including the cost for underground wiring of Route 20 west of Interstate 495. ....Submitted by Councilors Doucette and Landers

#### UNFINISHED BUSINESS:

From City Council

32. **Order No. 17-1006871A - Application for Renewal of Junk Dealer's License, Kristi Carlson on behalf of Best Buy Stores, LP #820, 769 Donald Lynch Blvd. Item was tabled at the May 8, 2017 City Council meeting.**
  - a) **5/17/17 Update: Police Chief Giorgi has reviewed the CORI Paperwork and has no objection to the renewal of the Junk Dealer's License.**





**CITY OF MARLBOROUGH  
OFFICE OF CITY CLERK  
Lisa M. Thomas  
140 Main St.  
Marlborough, MA 01752  
(508) 460-3775 FAX (508) 460-3723**

**MAY 8, 2017**

Regular meeting of the City Council held on Monday, May 8, 2017 at 8:00 PM in City Council Chambers, City Hall. City Councilors Present: Clancy, Juairé, Oram, Ossing, Robey, Delano, Doucette, Elder, Tunnera, Irish and Landers. Meeting adjourned at 9:30 PM.

**ORDERED:** That the Minutes of the City Council meeting April 24, 2017, **FILE**; adopted.

**ORDERED:** That the **PUBLIC HEARING** On the Proposed FY18 Budget as submitted by Mayor Vigeant in the amount of \$156,990,717.00 for review and appropriation in which this spending plan reflects an increase of 4.9% over the approved Fiscal Year 2017 budget, Order No. 17-1006884, all were heard who wish to be heard, hearing recessed at 8:09 PM.

**ORDERED:** That the DPW transfer request in the amount of \$23,900.00 which moves funds from Interest on Ban to various DPW accounts as noted below to fund the recently ratified Memorandum of Agreement between City of Marlborough and the DPW Foreman, SEIU, Local 88 for Fiscal Years 2016, 2017 & 2018, refer to **FINANCE COMMITTEE**; adopted.

		FROM ACCOUNT:				TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$389,500.00	\$23,900.00	17520006	59254	Interest on Ban	\$6,000.00	14001301	50690	Foreman-Streets	\$47,968.70	
	Reason:	Calculated amounts for contractual obligations								
					\$2,100.00	14001401	50690	Foreman-Repair Shop	\$13,683.11	
					\$7,900.00	14001501	50690	Foreman-Parks	\$54,732.38	
	Reason:									
					\$7,900.00	61090001	50690	Foreman-Water	\$42,351.15	
	\$23,900.00	Total			\$23,900.00	Total				

- ORDERED: Under authority of MGL Chapter 44, Section 53A, the City Council hereby **APPROVES** the Public Safety and Security State 911 Support and Incentive Grant Acceptance in the amount of \$1,484.24 to replace body armor for officers whose vests have expired and need replacement; adopted.
- ORDERED: That the City Council of the City of Marlborough authorizes the Marlborough Public Library, by and through its Trustees, to apply for, accept, and expend any state funds which may be available for the proposed construction project at the Marlborough Public Library, refer to **FINANCE COMMITTEE**; adopted.
- ORDERED: That the City Council of the City of Marlborough approves the preliminary architectural design, entitled "Marlborough Public Library Conceptual Schematic, Feasibility Study, January 2017," by LLB Architects, 161 Exchange Street, Pawtucket, RI, attached herewith, for the proposed project at the Marlborough Public Library, refer to **FINANCE COMMITTEE**; adopted.
- ORDERED: That the PUBLIC HEARING On the Application for Special Permit from Patrick Mauro of Royce Road Museum Realty Trust to build an addition to a single-family residence, 91 Royce Road, Order No. 17-1006869, all were heard who wish to be heard, hearing recessed at 8:25 PM.
- ORDERED: That the PUBLIC HEARING On the Application for Special Permit from BSL Marlborough Development LLC, to construct a 52-Unit, 60,823 +/- square foot Assisted Living Facility with a Special Care Unit, 421 Bolton Street, Order No. 17-1006816A, all were heard who wish to be heard, hearing recessed at 9:00 PM.
- ORDERED: That the Communication from Retirement Board re: Granting Cost of Living Adjustment pursuant to MGL, Chapter 32, Section 103(i), **FILE**; adopted.
- ORDERED: That there being no objection thereto set **MONDAY, JUNE 5, 2017** as **DATE FOR PUBLIC HEARING** On the Application for Special Permit from Bohler Engineering on behalf of McDonald's USA, LLC to modify the existing drive-thru and associated menu boards and propose a new side-by-side drive-thru and menu boards to optimize circulation and restaurant operations at 250 Maple Street, refer to **URBAN AFFAIRS COMMITTEE & ADVERTISE**; adopted.
- ORDERED: That there being no objection thereto set **MONDAY MAY 22, 2017** as **DATE FOR PUBLIC HEARING** On the Petition from NGRID to relocate P6, Elm Street, 3.5' North at Marlborough's request for road improvement project, refer to **PUBLIC SERVICES COMMITTEE**; adopted.
- ORDERED: That there being no objection thereto set **MONDAY MAY 22, 2017** as **DATE FOR PUBLIC HEARING** On the Petition from NGRID to relocate P20, Pleasant Street, 4.5' West, at Marlborough's request for road improvement project, refer to **PUBLIC SERVICES COMMITTEE**; adopted.
- ORDERED: That the Application for Renewal of Junk Dealer's License, Gerald Dumais, d/b/a/ Dumais & Sons Second Hand Store, 65 Mechanic Street, refer to **PUBLIC SERVICES COMMITTEE**; adopted.
- ORDERED: That the Communication from the Department of Public Utilities, Condensed Financial Return for NSTAR Gas Co., year-end, December 2016, **FILE**; adopted.

ORDERED: That the Minutes, License Board, March 1, 2017, March 3, 2017, & March 29, 2017, **FILE**; adopted.

ORDERED: That the Minutes, Conservation Commission, March 16, 2017 & April 6, 2017, **FILE**; adopted.

ORDERED: That the Minutes, Traffic Commission, March 2, 2017 & March 28, 2017, **FILE**; adopted.

ORDERED: That the Minutes, Library Board of Trustees, April 6, 2017, **FILE**; adopted.

ORDERED: That the following CLAIMS, refer to the **LEGAL DEPARTMENT**; adopted.

- a. Alfredo Vidal, 611 Hosmer St., residential mailbox claim 2(a).
- b. Richard Trotta, 39 Blaiswood Ave., residential mailbox claim 2(a) & other property damage.

Reports of Committees:

Councilor Ossing reported the following out of the Finance Committee:

**Marlboro City Council Finance Committee  
Wednesday April 26, 2017  
In Council Chambers**

**Present: Chairman Ossing; Finance Committee Members Councilors Robey, Oram, Irish and Doucette. Councilors Clancy, Delano, Landers, Tunnera and Juairé were also in attendance. The meeting convened at 6:00 PM.**

1. **Order No.17-1006884-Mayor Fiscal Year 2018 Operating Budget for \$156,990,717.00:** The Finance Committee reviewed the Mayor's letter dated April 20, 2017 requesting the approval of the Fiscal Year 2018 (FY18) operating budget \$156,990,111.00.

Attachment 1 contains the projected tax implications based on the Mayor's FY18 budget. The Mayor's FY18 budget results in a less than 3% estimated increase in the property tax levy or an increase of approximately \$142.67 to the average home. It should be noted that this is only an estimate based on the projections. Actual values will be finalized in December 2017.

Attachment 2 contains the projections for the state and local revenues for FYI 8 that were used in developing the tax implications.

For the FYI8 budget, the City Council approved Order No.17-1006856 (April 24, 2017) for the abbreviated budget format that approves a salary amount and expenditure amount for all departmental budgets with a one year sunset clause.

The Finance Committee voted 5 - 0 to approve the following reductions to the FYI8 budget:

**City Council** - reduce the Secretary/Research Assistant line item 50350 by \$6,195.00 to align with the salary ordinance. The City Council budget approved by Finance Committee was:

- City Council Salaries - \$208,545
- City Council Other - \$1 ,500
- City Council FY18 Budget- \$210,045

## Reports of Committees Cont'd:

**Public Facilities** - reduce the Electricity line item 52120 by \$400,000 in anticipation of savings associated with net metering. The Public Facilities budget approved by Finance Committee was:

- Public Facilities Salaries - \$564,960
- Public Facilities Other - \$2,123,800
- Public Facilities FYI 8 Budget - \$2,688,760

**Assabet Valley**-reduce the School Committee line item 50349 by \$3,000 because there is no salary ordinance to align with this budget item. The Assabet Valley budget approved by Finance Committee was:

- Assabet Valley FY18 Budget - \$5,410,265

The Finance Committee voted 5 - 0 to approve a \$409,195.00 reduction to the Mayor's FY18 budget of \$156,990,717.00. The Finance Committee voted 5 - 0 to approved a FY18 budget of \$156,581,522.00. This represents a 4.66% increase from the FYI 7 budget or an increase of \$6,972,449.00.

The FIN COM adjourned at 10:05 PM.

**Marlboro City Council Finance Committee****Monday May 1, 2017****In Council Chambers**

Present: Chairman Ossing; Finance Committee Members Councilors Robey, Oram, Doucette and Irish. Councilors Clancy, Landers and Juaire were also in attendance. The meeting convened at 6:02 PM.

1. **Order No. 17-1006885 – Transfer \$290,000.00 from Undesignated Funds to Capital Outlay for Maple Street Land Acquisition:** The Finance Committee reviewed the Mayor's letter dated April 20, 2017 requesting a transfer of \$290,000.00 from Undesignated Funds to a new capital outlay account in the DPW to fund right of way acquisitions related to the Maple Street reconstruction project. The Finance Committee voted 5 - 0 to approve the transfer.
2. **Order #17-1006886 – Transfer \$275,000.00 for Fire Department Overtime:** The Finance Committee reviewed the Mayor's letter dated April 20, 2017 requesting a transfer of \$275,000.00 from various Marlboro Fire Department accounts to the overtime account. The Finance Committee voted 5 - 0 to approve the transfers.
3. **Order #17-1006887 – Transfer \$73,475.00 from Interest on BAN Account to fund the Marlboro Public Works Equipment Operator Association (MPWEOA) Contract for FY16, 17 and 18:** The Finance Committee reviewed the Mayor's letter dated April 20, 2017 requesting a transfer of \$73,475.00 from the Interest on BAN Account to fund the Marlboro Public Works Equipment Operator Association (MPWEOA) Contract for FY16, 17 and 18. The Finance Committee voted 5 - 0 to approve the transfers.

## Reports of Committees Cont'd:

4. **Order #17-1006888 – Financial and Investment Policies:** The Finance Committee reviewed the Mayor's letter dated April 20, 2017 requesting the approval of the financial and investment policies for the City of Marlboro. Based on the recommendation of the Comptroller, the Finance Committee agreed to change the debt ratio for the water and sewer debt service to 25% at the bottom of page 9. The Finance Committee voted 5 - 0 to approve the financial and investment policies.

**The Finance Committee agreed to support suspending the rules at the May 1, 2017 City Council meeting to approve all four Orders.**

The Finance Committee adjourned at 7:25 PM.

**Suspension of the Rules requested – granted**

ORDERED: That the Mayor's Fiscal Year 2018 Operating Budget for \$156,990,717.00 be further modified by reducing the following accounts by a total of \$409,195.00:

**City Council** - reduce the Secretary/Research Assistant line item 50350 by \$6,195.00 to align with the salary ordinance. The City Council budget approved by Finance Committee was:

- City Council Salaries - \$208,545
- City Council Other - \$1 ,500
- City Council FY18 Budget- \$210,045

**Public Facilities** - reduce the Electricity line item 52120 by \$400,000 in anticipation of savings associated with net metering. The Public Facilities budget approved by Finance Committee was:

- Public Facilities Salaries - \$564,960
- Public Facilities Other - \$2,123,800
- Public Facilities FYI 8 Budget - \$2,688,760

**Assabet Valley**-reduce the School Committee line item 50349 by \$3,000 because there is no salary ordinance to align with this budget item. The Assabet Valley budget approved by Finance Committee was:

- Assabet Valley FY18 Budget - \$5,410,265

Therefore, the FY18 operating budget for the City in the amount of **\$156,581,522.00**, which represents a 4.66% increase from the FY17 Budget or an increase of \$6,972,449.00, be and is herewith **APPROVED**.

Attachment 1 contains the projected tax implications based on the Mayor's FY18 budget. The Mayor's FY18 budget results in a less than 3% estimated increase in the property tax levy or an increase of approximately \$142.67 to the average home. It should be noted that this is only an estimate based on the projections. Actual values will be finalized in December 2017.



Attachment 2 contains the projections for the state and local revenues for FY18 that were used in developing the tax implications.

For the FY18 budget, the City Council approved Order No.17-1006856 (April 24, 2017) for the abbreviated budget format that approves a salary amount and expenditure amount for all departmental budgets with a one year sunset clause.

**APPROVED;** adopted.

**Suspension of the Rules requested – granted**

**ORDERED:** That the DPW transfer request in the amount of \$290,000.00 which moves funds from Undesignated to Capital Outlay-Maple Street Reconstruction to fund right of way acquisitions related to the Maple Street reconstruction project, **APPROVED;** adopted.

CITY OF MARLBOROUGH BUDGET TRANSFERS --									
DEPT:		Legal				FISCAL YEAR:		2017	
Available Balance	Amount	FROM ACCOUNT:				TO ACCOUNT:			
		Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$6,750,790.00</u>	<u>\$290,000.00</u>	<u>10000</u>	<u>35900</u>	<u>Undesignated Fund</u>	<u>\$290,000.00</u>	<u>19300006</u>	<u>59576</u>	<u>Capital Outlay-Maple St Recor</u>	<u>\$0.00</u>
	Reason:	<u>To fund damages awards for eminent domain takings</u>							
	Reason:								
	Reason:								
	Reason:								
	\$290,000.00	Total			\$290,000.00	Total			

**Suspension of the Rules requested – granted**

ORDERED: That the Fire Department transfer request in the amount of \$275,000.00 which moves funds from various accounts to Overtime accounts as noted on the attached spreadsheets to fund Overtime costs, **APPROVED**; adopted.

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT:		FIRE		FISCAL YEAR:		2017			
FROM ACCOUNT:				TO ACCOUNT:					
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$35,004.87</u>	<u>\$12,000.00</u>	<u>12200003</u>	<u>51440</u>	<u>Educational Incentive</u>	<u>\$12,000.00</u>	<u>12200003</u>	<u>51300</u>	<u>Overtime</u>	<u>\$75,938.75</u>
Reason:		<u>Firefighter vacancies, retirements &amp; extended absences</u>				<u>Firefighter vacancies, retirements &amp; extended absences</u>			
<u>\$28,685.41</u>	<u>\$17,000.00</u>	<u>12200003</u>	<u>51450</u>	<u>Night Shift Differential</u>	<u>\$17,000.00</u>	<u>12200003</u>	<u>51300</u>	<u>Overtime</u>	<u>\$75,938.75</u>
Reason:		<u>Firefighter vacancies, retirements &amp; extended absences</u>				<u>Firefighter vacancies, retirements &amp; extended absences</u>			
<u>\$61,809.99</u>	<u>\$46,000.00</u>	<u>12200003</u>	<u>51480</u>	<u>EMT</u>	<u>\$46,000.00</u>	<u>12200003</u>	<u>51300</u>	<u>Overtime</u>	<u>\$75,938.75</u>
Reason:		<u>Firefighter vacancies, retirements &amp; extended absences</u>				<u>Firefighter vacancies, retirements &amp; extended absences</u>			
<u>\$121,658.21</u>	<u>\$51,358.41</u>	<u>12200003</u>	<u>51490</u>	<u>Holiday Pay</u>	<u>\$51,358.41</u>	<u>12200003</u>	<u>51300</u>	<u>Overtime</u>	<u>\$75,938.75</u>
Reason:		<u>Firefighter vacancies, retirements &amp; extended absences</u>				<u>Firefighter vacancies, retirements &amp; extended absences</u>			
<hr/>									
Reason:									
<u>\$126,358.41</u>	Total				<u>\$126,358.41</u>	Total			

CITY OF MARLBOROUGH  
BUDGET TRANSFERS –

DEPT:		FIRE		FISCAL YEAR:		2017			
FROM ACCOUNT:				TO ACCOUNT:					
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$589,394.34</u>	<u>\$17,928.22</u>	<u>12200001</u>	<u>50450</u>	<u>Firefighter</u>	<u>\$17,928.22</u>	<u>12200003</u>	<u>51300</u>	<u>Overtime</u>	<u>\$75,938.75</u>
	Reason:	<u>Transfer is available due to 111F payments</u>				<u>Firefighter vacancies, retirements &amp; extended absences</u>			
<u>\$370,515.07</u>	<u>\$29,569.37</u>	<u>12200001</u>	<u>50810</u>	<u>Fire Lieutenant</u>	<u>\$29,569.37</u>	<u>12200003</u>	<u>51300</u>	<u>Overtime</u>	<u>\$75,938.75</u>
	Reason:	<u>Transfer is available due to 111F payments</u>				<u>Firefighter vacancies, retirements &amp; extended absences</u>			
<u>\$20,562.59</u>	<u>\$13,144.00</u>	<u>12200003</u>	<u>51226</u>	<u>First Responder</u>	<u>\$13,144.00</u>	<u>12200003</u>	<u>51300</u>	<u>Overtime</u>	<u>\$75,938.75</u>
	Reason:	<u>Firefighter vacancies, retirements &amp; extended absences</u>				<u>Firefighter vacancies, retirements &amp; extended absences</u>			
<u>\$17,410.00</u>	<u>\$15,000.00</u>	<u>12200003</u>	<u>51412</u>	<u>HAZMAT Pay</u>	<u>\$15,000.00</u>	<u>12200003</u>	<u>51300</u>	<u>Overtime</u>	<u>\$75,938.75</u>
	Reason:	<u>Firefighter vacancies, retirements &amp; extended absences</u>				<u>Firefighter vacancies, retirements &amp; extended absences</u>			
<u>\$86,096.78</u>	<u>\$73,000.00</u>	<u>12200003</u>	<u>51430</u>	<u>Longevity</u>	<u>\$73,000.00</u>	<u>12200003</u>	<u>51300</u>	<u>Overtime</u>	<u>\$75,938.75</u>
	Reason:	<u>Firefighter vacancies, retirements &amp; extended absences</u>				<u>Firefighter vacancies, retirements &amp; extended absences</u>			
<u>\$148,641.59</u>	Total				<u>\$148,641.59</u>	Total			

**Suspension of the Rules requested – granted**

ORDERED: That the DPW transfer request in the amount of \$73,475.00 which moves funds from Interest on Ban to various laborer payroll accounts in DPW as noted on the attached spreadsheet to fund the recently ratified Memorandum of Agreement with Marlborough Public Works Equipment Operators Association (MPWEOA) for FY16-18, **APPROVED**; adopted.

CITY OF MARLBOROUGH BUDGET TRANSFERS –									
DEPT:		DPW		FISCAL YEAR:		2017			
Available Balance	Amount	FROM ACCOUNT:			Amount	TO ACCOUNT:			Available Balance
		Org Code	Object	Account Description:		Org Code	Object	Account Description:	
\$389,500.00	\$73,475.00	17520006	59254	Interest on Ban	\$22,100.00	14001303	50740	Equipment Operators-Sts	\$164,918.62
	Reason:	Calculated amounts for contractual obligations							
					\$5,525.00	14001403	50745	Motor Equipment Repairman	\$35,046.33
					\$22,100.00	14001503	50740	Equipment Operators-Parks	\$132,442.49
	Reason:								
					\$20,100.00	61090001	50740	Equipment Operators-Water	\$134,714.23
	Reason:								
					\$1,850.00	60065001	50750	Equipment Operators-Sewer	\$11,522.56
	Reason:								
					\$1,800.00	14001303	50790	Dispatcher-Streets	\$9,537.10
	Reason:								
	\$73,475.00	Total			\$73,475.00	Total			

**Suspension of the Rules requested – granted**

ORDERED: That the attached Review & Approval of Financial and Investment Policies, **APPROVED**; adopted.

ORDERED: That the Application for Renewal of Junk Dealer’s License, Jean Rabelo on behalf of Post Road Used Auto Parts of Marlborough, Inc., 785 Boston Post Road East, **APPROVED**; adopted.

ORDERED: That the Application for Renewal of Junk Dealer’s License, Roman Kimyagarov, Arthur & Sons Shoe Repair, 107 Main Street, **APPROVED**; adopted.

ORDERED: That the Application for Renewal of Junk Dealer’s License, Tony Bitar, Hannoush Jewelers, 601 Donald Lynch Boulevard, **APPROVED**; adopted.

ORDERED: That the Application for Renewal of Junk Dealer’s License, Kristi Carlson on behalf of Best Buy Stores, LP #1966, 601 Donald Lynch Boulevard, **APPROVED**; adopted.

ORDERED: That the Application for Renewal of Junk Dealer's License, Kristi Carlson on behalf of Best Buy Stores, LP #820, 769 Donald Lynch Boulevard, **TABLED**; adopted.

ORDERED: That the Application for Renewal of Junk Dealer's License, TVI, Inc. on behalf of Savers, 222A East Main Street, **APPROVED WITH THE FOLLOWING CONDITIONS & WAIVERS**; adopted.

#### Conditions

1. The license shall not be transferred without prior review and approval of the City Council.
2. The license hereby granted is issued to TVI, Inc. d/b/a Savers only and is applicable only to the 222A East Main Street location.
3. There will be no exterior storage, display or sales of merchandise, other than a recycle trailer, a cloth delivery trailer with items waiting to be processed, and a local trailer from one of Savers' charitable partners delivering merchandise to the store. No more than three such trailers and trucks shall be parked at the loading dock area in the rear of the building at any one time, and no such trailers or trucks shall be parked on any other side of the building at any time.
4. Donations shall take place only during the hours of operation which shall be 9:00 A.M to 9:30 P.M. Monday through Saturday and 10:00 A.M. to 7:00 P.M. on Sundays, and during the month of October from 9:00 A.M. to 10:00 P.M. Monday through Saturday and 10:00 A.M. to 10:00 P.M. on Sundays.
5. No Savers' donation boxes shall be permitted outside of the building.
6. No scrolling or rotating message signs shall be permitted as part of Savers' signage plans.
7. Glue boards shall be installed at locations within the business premises satisfactory to the Marlborough Board of Health and Savers, and a monthly monitoring program shall be implemented consisting of a log book for said glue boards satisfactory to the Board of Health.
8. This license shall be subject to revocation or suspension for noncompliance of the above conditions or other applicable local ordinances or state laws.
9. The waivers granted as part of this license shall no longer be applicable should Savers commence paying the general public for merchandise delivered without first obtaining the review and approval of the City Council.

#### Waivers

1. The waiver of Section 377-4 of the Ordinance as requested by Savers is not granted because Section 377-4 is not applicable to Savers' operations.
2. The waiver of Section 377-5 of the Ordinance is granted with respect to the last sentence thereof requiring the City Clerk to keep a list of persons employed by Savers. All other provisions of Section 377-5, other than the duty of the City Clerk to keep a record of the name and residence of each dealer, are not applicable to Savers.
3. The provisions of Sections 377-6, 377-7 and 377-9 of the Ordinance are waived in their entirety.

**Councilor Elder opposed.**



ORDERED:

**CERTIFICATE OF ANNOUNCEMENT**  
**CITY COUNCIL**  
**CITY OF MARLBOROUGH, MASSACHUSETTS**

In accordance with 301 CMR 51.08, I hereby certify that on March 27, 2017, a public announcement was made at a regularly scheduled City Council meeting of the Commonwealth's interest in acquiring the land, or other property interest, shown on the locus map entitled Exhibit A, in the City of Marlborough.

Date: May 8, 2017

\_\_\_\_\_  
Edward J. Clancy, Council President  
Marlborough City Council

**APPROVED;** adopted.

**Yea: 11 – Nay: 0**

**Yea: Clancy, Delano, Doucette, Elder, Tunnera, Irish, Landers, Juaire, Oram, Ossing & Robey.**

ORDERED:

**120 DAY WAIVER FORM**  
**CITY COUNCIL**  
**CITY OF MARLBOROUGH, MASSACHUSETTS**

Pursuant to Code of Massachusetts Regulations chapter 301 section 50.0, et seq., Edward Clancy, Council President for the City of Marlborough City Council, 140 Main Street, Marlborough, MA 01752, on behalf of said City Council, hereby agree to waive the 120 day notice period as required by said 301 CMR 51.00, et seq. as to a parcel of land consisting of 33+/- acres of forestland and open space land in Marlborough, which the Department of Conservation and Recreation is considering acquiring.

Date: May 8, 2017

\_\_\_\_\_  
Edward J. Clancy, Council President  
Marlborough City Council

**APPROVED;** adopted.

**Yea: 11 – Nay: 0**

**Yea: Clancy, Delano, Doucette, Elder, Tunnera, Irish, Landers, Juaire, Oram, Ossing & Robey.**

ORDERED: That City Council President Clancy execute the Certificate of Announcement, regarding the Commonwealth's interest in acquiring the land, as shown on the locus map entitled Exhibit A, in the City of Marlborough and 120 Day Waiver, as to a parcel of land consisting of 33+/- acres of forestland and open space land in Marlborough, which the Department of Conservation and Recreation is considering acquiring, be and is herewith **APPROVED**; adopted.

**Yea: 11 – Nay: 0**

**Yea: Clancy, Delano, Doucette, Elder, Tunnera, Irish, Landers, Juair, Oram, Ossing & Robey.**

ORDERED: There being no further business, the regular meeting of the City Council is herewith adjourned at 9:30 PM.

# IN CITY COUNCIL



Marlborough, Mass., \_\_\_\_\_ APRIL 24, 2017

**ORDERED:**

That there being no objection thereto set **MONDAY MAY 22, 2017** as **DATE FOR PUBLIC HEARING** On the Petition of NGrid to install solely owned Pole 13 to be set approximately 64' from existing Pole 12. New Pole 13 will be used to serve new charging station at corner of parking area for Hannaford's Super Market in the approximate area of 193-199 Boston Post Road West, be and is herewith refer to **PUBLIC SERVICES COMMITTEE.**

**ADOPTED**

**ORDER NO. 17-1006895**



# IN CITY COUNCIL

Marlborough, Mass., \_\_\_\_\_

MAY 8, 2017

ORDERED:

That there being no objection thereto set **MONDAY MAY 22, 2017** as **DATE FOR PUBLIC HEARING** On the Petition from NGRID to relocate P6, Elm St., 3.5' North at Marlborough's request for road improvement project, be and is herewith refer to **PUBLIC SERVICES COMMITTEE**.

ADOPTED

ORDER NO. 17-1006908

# IN CITY COUNCIL



Marlborough, Mass., \_\_\_\_\_ MAY 8, 2017

**ORDERED:**

That there being no objection thereto set **MONDAY MAY 22, 2017** as **DATE FOR PUBLIC HEARING** On the Petition from NGRID to relocate P20, Pleasant St., 4.5' West, at Marlborough's request for road improvement project, be and is herewith refer to **PUBLIC SERVICES COMMITTEE**.

**ADOPTED**

ORDER NO. 17-1006909





RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2017 MAY 18 AM 11:38

*City of Marlborough*  
*Office of the Mayor*

140 Main Street, Marlborough, Massachusetts 01752  
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610  
www.marlborough-ma.gov

*Arthur G. Vigeant*  
MAYOR

*Nicholas J. Milano*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

May 18, 2016

City Council President Edward J. Clancy  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

**Re: Transfer Request – Snow and Ice to Fund Fiscal Year 2017 Deficit**

Honorable President Clancy and Councilors:

I have enclosed for your review and approval a transfer request to fund the Fiscal Year 2017 Snow and Ice Deficit. Upon your approval, a total of \$1,375,000.00 will be transferred from the Undesignated Fund to the following snow and ice accounts:

\$245,000.00	Overtime Snow & Ice	14001203-51390
\$490,000.00	Snow Removal	14001206-52960
\$640,000.00	Operating Expenses	14001206-57040

While this winter did not compare to 2015, we did have several significant storms, including a couple later in the season.

As you may recall, in past years, I would submit for your approval an order authorizing the City to deficit spend accounts related to snow and ice. However, Section 74 of Governor Baker's Municipal Modernization Act changed state law to allow municipalities to deficit spend accounts related to snow and ice without prior authorization from the legislative body. This is reflected in MGL Chapter 44 Section 31D, which I have enclosed.

I appreciate your attention on this matter. Please do not hesitate to contact me with any questions.

Sincerely,

Arthur G. Vigeant  
Mayor

Enclosure

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: DPW

FISCAL YEAR: 2017

FROM ACCOUNT:

TO ACCOUNT:

Available  
Balance

Amount

Org Code

Object

Account Description:

Amount

Org Code

Object

Account Description:

Available  
Balance

\$6,750,790.00

\$1,375,000.00

10000

35900

Undesignated Fund

\$245,000.00

14001203

51390

Overtime-Snow & Ice

-\$242,036.93

Reason:

To fund the snow & ice deficit for FY17

\$490,000.00

14001206

52960

Snow Removal

-\$487,847.13

Reason:

\$640,000.00

14001206

57040

Operating Expenses

-\$634,827.88

Reason:

Reason:

Reason:

\$1,375,000.00

Total

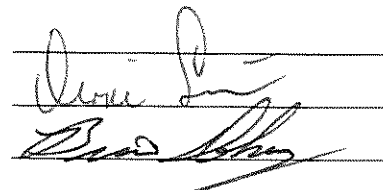
\$1,375,000.00

Total

Department Head signature:

Auditor signature:

Comptroller signature:



CITY OF MARLBOROUGH



SNOW & ICE

AS OF 5/10/17

FOR 2017 99

	ORIGINAL APPROP	TRNFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
--	--------------------	---------------------	-------------------	--------------	---------	---------------------	-------------

100 GENERAL FUND

4000 DEPARTMENT OF PUBLIC WORKS

0120 STREETS-SNOW & ICE

14001203 51390 OVERTIME-SNOW & ICE	125,000	.00	125,000.00	367,036.93		.00	-242,036.93	293.6%
14001206 52960 SNOW REMOVAL	275,000	.00	275,000.00	762,847.13		.00	-487,847.13	277.4%
14001206 57040 OPERATING EXPENSES	100,000	1,174.83	101,174.83	736,002.71		.00	-634,827.88	727.5%
TOTAL STREETS-SNOW & ICE	500,000	1,174.83	501,174.83	1,865,886.77		.00	-1,364,711.94	372.3%
TOTAL DEPARTMENT OF PUBLIC WOR	500,000	1,174.83	501,174.83	1,865,886.77		.00	-1,364,711.94	372.3%
TOTAL GENERAL FUND	500,000	1,174.83	501,174.83	1,865,886.77		.00	-1,364,711.94	372.3%
TOTAL EXPENSES	500,000	1,174.83	501,174.83	1,865,886.77		.00	-1,364,711.94	
GRAND TOTAL	500,000	1,174.83	501,174.83	1,865,886.77		.00	-1,364,711.94	372.3%

\*\* END OF REPORT - Generated by Diane Smith \*\*

<b>Part I</b>	ADMINISTRATION OF THE GOVERNMENT
<b>Title VII</b>	CITIES, TOWNS AND DISTRICTS
<b>Chapter 44</b>	MUNICIPAL FINANCE
<b>Section 31D</b>	SNOW AND ICE REMOVAL; EMERGENCY EXPENDITURES; REPORTING REQUIREMENTS

*[ First paragraph effective until November 7, 2016. For text effective November 7, 2016, see below.]*

Section 31D. Any city or town may incur liability and make expenditures in any fiscal year in excess of available appropriations for snow and ice removal, provided that such expenditures are approved by the town manager and the finance or advisory committee in a town having a town manager, by the selectmen and the finance or advisory committee in any other town, by the city manager and the city council in a city having a city manager or by the mayor and city council in any other city; provided, however, that the appropriation for such purposes in said fiscal year equaled or exceeded the appropriation for said purposes in the prior fiscal year. Expenditures made under authority of this section shall be certified to the board of assessors and included in the next annual tax rate.

*[ First paragraph as amended by 2016, 218, Sec. 74 effective November 7, 2016. For text effective until November 7, 2016, see above.]*

Any city or town may incur liability and make expenditures in any fiscal year in excess of available appropriations for snow and ice removal, provided that such expenditures are approved by chief administrative officer; provided, however, that the appropriation for such purposes in said fiscal year equaled or exceeded the appropriation for said purposes in the prior fiscal year. Expenditures made under authority of this section shall be certified to the board of assessors and included in the next annual tax rate.

Every city or town shall annually, not later than September fifteenth, report to the division of local services of the department of revenue the total amounts appropriated and expended, including any funding or reimbursements received from the commonwealth, for snow and ice removal in the fiscal year ending on the preceding June thirtieth.



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CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

*City of Marlborough*  
*Office of the Mayor*

2017 MAY 18 A 11: 28 140 Main Street  
Marlborough, Massachusetts 01752  
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610  
[www.marlborough-ma.gov](http://www.marlborough-ma.gov)

*Arthur G. Vigeant*  
MAYOR

*Nicholas J. Milano*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

May 18, 2017

City Council President Edward J. Clancy  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

**Re: Transfer Request – Other Post-Employment Benefits (OPEB) Trust Account**

Honorable President Clancy and Councilors:

Enclosed for your approval is a transfer request in the amount of \$1,200,000.00 from the Undesignated Fund into the City's OPEB Trust Account. We remain on target to fully fund our retirement benefit liability by 2017. Our annual transfers into the OPEB Trust Account means we are making progress towards our unfunded liability for other post-employment benefits.

This transfer will come from our free cash account and meets the ten percent of free cash threshold as set in our Financial Policies which were recently approved by the City Council. This year, we have again utilized our significant funds available in free cash to make crucial capital investments, invest in OPEB, and move funds to stabilization.

By setting aside significant funds on an annual basis into the OPEB Trust Account and our Undesignated Stabilization Account is prudent financial planning. Together, we are ensuring that Marlborough remains in strong financial condition.

The City's finance team and I will be available during the City Council meeting to discuss this transfer in greater detail and to answer any questions.

Thank you for your consideration.

Sincerely,

Arthur G. Vigeant  
Mayor

Enclosure



CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Mayor

FISCAL YEAR: 2017

FROM ACCOUNT:

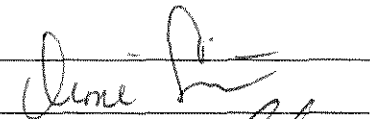

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$6,750,790.00</u>	<u>\$1,200,000.00</u>	<u>10000</u>	<u>35900</u>	<u>Undesignated Fund</u>	<u>\$1,200,000.00</u>	<u>87500</u>	<u>35900</u>	<u>OPEB Trust</u>	<u>\$6,220,593.17</u>
	Reason:	<u>Transfer funds to OPEB trust</u>							
	Reason:								
	Reason:								
	Reason:								
	\$1,200,000.00	Total			\$1,200,000.00	Total			

Department Head signature:

Auditor signature:

Comptroller signature:



# City of Marlborough

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CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

## Office of the Mayor

2017 MAY 18 A 11: 28 140 Main Street  
Marlborough, Massachusetts 01752  
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610  
[www.marlborough-ma.gov](http://www.marlborough-ma.gov)

*Arthur G. Vigeant*  
MAYOR

*Nicholas J. Milano*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

May 18, 2017

City Council President Edward J. Clancy  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

**Re: Transfer Request – Undesignated Stabilization**

Honorable President Clancy and Councilors:

Enclosed for your approval is a transfer request in the amount of \$1,200,000.00 from the Undesignated Fund into the City's Undesignated Stabilization Account to ensure the City's fiscal stability.

This transfer will come from our free cash account as we continue utilizing these funds available in free cash to improve our financial stability. Our recently adopted Financial Policies state that the City will transfer ten percent of free cash into our Undesignated Stabilization account each year. This transfer will meet this threshold.

I will be available during the City Council meeting to discuss this transfer in greater detail and to answer any questions.

Thank you in advance for your consideration.

Sincerely,

Arthur G. Vigeant  
Mayor

Enclosure

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Mayor

FISCAL YEAR: 2017

FROM ACCOUNT:

TO ACCOUNT:

Available  
Balance

Amount

Org Code

Object

Account Description:

Amount

Org Code

Object

Account Description:

Available  
Balance

\$6,750,790.00

\$1,200,000.00

10000

35900

Undesignated Fund

\$1,200,000.00

83600

32925

Undesignated Stabilization

\$9,974,839.25

Reason:

To increase undesignated stabilization funds

Reason:

Reason:

Reason:

Reason:

\$1,200,000.00

Total

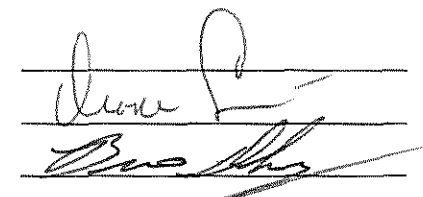
\$1,200,000.00

Total

Department Head signature:

Auditor signature:

Comptroller signature:





# City of Marlborough

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CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

## Office of the Mayor

2017 MAY 18 A 11:29

140 Main Street

Marlborough, Massachusetts 01752

Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610

[www.marlborough-ma.gov](http://www.marlborough-ma.gov)

*Arthur G. Vigeant*  
MAYOR

*Nicholas J. Milano*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

May 18, 2017

City Council President Edward J. Clancy  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

### Re: Year-end Transfer Requests

Honorable President Clancy and Councilors:

I have enclosed for your review and approval end of year transfer requests for the Marlborough Fire Department, Police Department, Legal Department, Department of Public Works, and Comptroller.

These transfers are needed to appropriately fund accounts for the remainder of Fiscal Year 2017 and are intradepartmental transfers for the most part. We are not requesting utilizing any funds from the Undesignated Fund ("Free Cash") to fund operations through the close of the fiscal year.

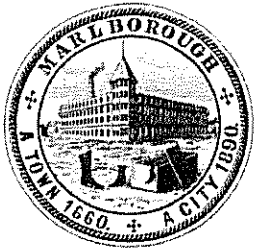
Our department heads look forward to the opportunity to meet with the Finance Committee to discuss these requests in greater detail, but are available in the meantime to answer any questions.

Thank you in advance for your consideration.

Sincerely,

Arthur G. Vigeant  
Mayor

Enclosures



*City of Marlborough*  
**Legal Department**

140 MAIN STREET  
 MARLBOROUGH, MASSACHUSETTS 01752  
 TEL. (508) 460-3771 FACSIMILE (508) 460-3698 TDD (508) 460-3610  
[LEGAL@MARLBOROUGH-MA.GOV](mailto:LEGAL@MARLBOROUGH-MA.GOV)

*DONALD V. RIDER, JR.*  
 CITY SOLICITOR

*CYNTHIA M. PANAGORE GRIFFIN*  
 ASSISTANT CITY SOLICITOR

*ELLEN M. STAVROPOULOS*  
 PARALEGAL

May 16, 2017

Mayor Arthur G. Vigeant  
 City Hall  
 140 Main Street  
 Marlborough, MA 01752

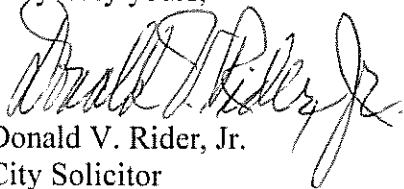
RE: Transfer Request

Dear Mayor Vigeant:

I am submitting for your approval the enclosed transfer request in the amount of \$71,130.00, which breaks down into \$68,000.00 for Legal Services (account #11510004 53110), and \$3,130.00 for the Assistant City Solicitor position (account #11510001 50172) (see Council Order No. 16/17-1006718B-2). The reasons for the Legal Services portion of the request include increased expenses for outside labor counsel services; appraisal services either already rendered or to be rendered in connection with DPW's reconstruction projects at West Hill Road and at Hudson and Mechanic Streets; MIIA deductibles for insurance defense provided in various claim or litigation matters including a new lawsuit; and miscellaneous items such as arbitration fees and a title certification for the City's purchase of a parcel.

Please let me know if you require any further information. Thank you for your attention to this matter.

Very truly yours,

  
 Donald V. Rider, Jr.  
 City Solicitor

Enclosure

cc: Brian Doheny, Comptroller  
 Diane Smith, Auditor

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Legal

FISCAL YEAR: 2017

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$15,070.00</u>	<u>\$12,000.00</u>	<u>11510006</u>	<u>57600</u>	<u>Claims &amp; Judgements</u>	<u>\$68,000.00</u>	<u>11510004</u>	<u>53110</u>	<u>Legal Services</u>	<u>\$49,475.32</u>
	Reason:	<u>Fewer claims than anticipated</u>				<u>Fund Legal Services account through year end</u>			
<u>\$15,000.00</u>	<u>\$15,000.00</u>	<u>13860006</u>	<u>53110</u>	<u>ST Interest-Legal Fees</u>	<u>\$3,130.00</u>	<u>11510001</u>	<u>50172</u>	<u>Asst City Solicitor</u>	<u>\$10,199.02</u>
		<u>Funds available. Premiums to be used</u>				<u>To fund step increase effective 1/1/17</u>			
<u>\$20,000.00</u>	<u>\$20,000.00</u>	<u>60019904</u>	<u>53110</u>	<u>Sewer Bonds-Legal Fees</u>					
	Reason:	<u>Funds available. Premiums to be used</u>							
<u>\$5,000.00</u>	<u>\$5,000.00</u>	<u>61019904</u>	<u>53110</u>	<u>Water Bonds-Legal Fees</u>					
	Reason:	<u>Funds available. Premiums to be used</u>							
<u>\$3,000.00</u>	<u>\$3,000.00</u>	<u>13900006</u>	<u>50349</u>	<u>School Committee-Assabet</u>					
	Reason:	<u>Funds available</u>							
<u>\$316,025.00</u>	<u>\$16,130.00</u>	<u>17520006</u>	<u>59254</u>	<u>Interest on Ban</u>					
	Reason:	<u>Funds available</u>							
	<u>\$71,130.00</u>	Total			<u>\$71,130.00</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:

*[Handwritten Signature]*  
*[Handwritten Signature]*  
*[Handwritten Signature]*



**City of Marlborough**  
**FIRE DEPARTMENT**  
**215 MAPLE STREET**  
**MARLBOROUGH, MASSACHUSETTS 01752**

May 16, 2017

Hon. Arthur G. Vigeant, Mayor  
 City Hall  
 140 Main Street  
 Marlborough, Ma. 01752

**REF: Transfer Requests**

Dear Mayor Vigeant,

I am submitting for your approval several transfer requests totaling \$87,599.34 into the following accounts:

12200006 52560 Vehicle Repair & Maintenance	\$47,246.69
12200003 51324 Overtime for Vehicle Maintenance	\$ 4,000.00
12200007 58512 Fire Department Equipment	\$ 7,384.21
12200007 58512 Fire Department Equipment	<u>\$28,968.44</u>
<b>TOTAL</b>	<b>\$87,599.34</b>

**Vehicle Repair and Maintenance**

Our department mechanic was tasked with performing a review of the chassis of MFD's front-line apparatus. This was to include the vehicle's undersides, frame rails, radiators and any/all parts possibly compromised by corrosion. His review identified several mechanical problems and safety concerns in our engines and aerials. This transfer request will address these deficiencies and range from descaling frame rails and epoxy sealing the undersides to replacements of steering boxes, radiators, transmission mounts, leaf springs, tires and replacement of hydraulic fluids.

**Overtime for Vehicle Maintenance**

This transfer request insures there will be sufficient funds in the overtime account for the department mechanic to complete the volume of outstanding mechanical work before year's end

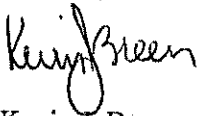
**Fire Department Equipment**

There are two (2) transfer request to Fire Department Equipment. The first request proposes to cover costs associated with our discovery of aged ice rescue suits requiring replacement. Additionally, we must purchase personal carbon monoxide detectors and LED Survivor Lights.

The second transfer request seeks to purchase new portable radios for our new chief officers. The plan is to purchase four (4) new portable radios and associated equipment including chargers, batteries and a programming template. These radios have the capability to accept programming for multiple bands and are a critical component for fire scene command and control.

I respectfully request you approve these four transfer requests. Please feel free to contact me if you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink that reads "Kevin Breen". The signature is written in a cursive style with a large, looped initial "K".

Kevin J. Breen  
Fire Chief



5/15/2017

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: FIRE

FISCAL YEAR: 2017

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$311,228.15</u>	<u>\$47,246.69</u>	<u>12200001</u>	<u>50810</u>	<u>Fire Lieutenant</u>	<u>\$47,246.69</u>	<u>12200006</u>	<u>52560</u>	<u>Vehicle Repair &amp; Maint.</u>	<u>\$14,761.55</u>
	Reason:	<u>Vacant positions</u>				<u>Unexpected repairs on aging fleet</u>			
<u>\$311,228.15</u>	<u>\$4,000.00</u>	<u>12200001</u>	<u>50810</u>	<u>Fire Lieutenant</u>	<u>\$4,000.00</u>	<u>12200003</u>	<u>51324</u>	<u>Overtime/Vehicle Maint.</u>	<u>\$3,991.34</u>
	Reason:	<u>Vacant positions</u>				<u>Unexpected repairs on aging fleet</u>			
<u>\$311,228.15</u>	<u>\$7,384.21</u>	<u>12200001</u>	<u>50810</u>	<u>Fire Lieutenant</u>	<u>\$7,384.21</u>	<u>12200007</u>	<u>58512</u>	<u>Fire Dept Equipment</u>	<u>\$10,827.68</u>
	Reason:	<u>Vacant positions</u>				<u>Ice rescue suits, LED Survivor lights, C/O Meters</u>			
<u>\$146,150.36</u>	<u>\$28,968.44</u>	<u>12200001</u>	<u>50334</u>	<u>Battalion Chief</u>	<u>\$28,968.44</u>	<u>12200007</u>	<u>58512</u>	<u>Fire Dept Equipment</u>	<u>\$10,827.68</u>
	Reason:	<u>Vacant positions</u>				<u>Portable radios for new Chiefs</u>			
	Reason:	<u></u>				<u></u>			
	<u>\$87,599.34</u>	<u>Total</u>			<u>\$87,599.34</u>	<u>Total</u>			

Department Head signature:

Kevin Green

Auditor signature:

Alone

Comptroller signature:

[Signature]



# *City of Marlborough*

## *Police Department*

355 Bolton Street, Marlborough, Massachusetts 01752  
Tel. (508)-485-1212 Fax (508)-624-6938

*David A. Giorgi*  
Chief of Police

Mayor Arthur G. Vigeant

May 15, 2017

City Hall

140 Main Street

Marlborough, MA 01752

Dear Mayor Vigeant,

Per the attached transfer request form, I am requesting a total transfer of \$23,000.00 from the Police Sergeants account and the Longevity account. These funds will cover expenses in the Police Specialist account, Holiday account, Initial Equipment account, and Vehicle Repair & Maintenance account through the remainder of FY17. We have two recruit officers entering the Plymouth Police Academy on June 5, 2017 and \$6,000 of the transferred funds will cover their initial equipment items and body armor vests, while \$5,000 will be dedicated to maintaining the current fleet of department vehicles as we await newly ordered cruisers. In addition, the remaining \$12,000 will cover salary accounts related to Holiday pay and Specialists percentages for full-time officers.

I anticipate that this transfer will be sufficient to fund these accounts for the remainder of the fiscal year.

Please let me know if you have any questions or need any other information.

Respectfully,

David A. Giorgi

Chief of Police

Cc: Diane Smith, Brian Doheny

5/15/2017

CITY OF MARLBOROUGH  
BUDGET TRANSFERS -

DEPT: POLICE

FY: 2017

Available Balance	Amount	FROM ACCOUNT:	TO ACCOUNT:	Available Balance
		Org Code Object Account Description:	Org Code Object Account Description:	
\$124,043.86	\$2,000.00	12100001 50820 POLICE SERGEANTS	12100001 50435 POLICE SPECIALIST	\$4,364.71
	Reason:	SURPLUS- VACANT POSITIONS FUND SALARY %		
\$80,982.54	\$21,000.00	12100003 51342 LONGEVITY	12100003 51490 HOLIDAY	\$24,455.50
	Reason:	SURPLUS- VACANT POSITIONS SALARY- MEMORIAL DAY		
			12100006 51975 INITIAL EQUIPMENT	\$0.00
	Reason:	2 NEW OFFICERS- JUNE ACADEMY		
			12100006 52560 VEHICLE REPAIR & MAINT.	\$408.25
	Reason:	REPAIR OF OLDER CRUISERS/NEW ONES ORDERED		
	Reason:			
\$23,000.00	Total	\$23,000.00	Total	

Department Head signature:

Auditor signature:

Comptroller signature:





CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2017

Available Balance	Amount	FROM ACCOUNT:	Org Code	Object	Account Description:	Amount	TO ACCOUNT:	Org Code	Object	Account Description:	Available Balance
\$3,934	\$1,795	14001002	50770	Senior Clerk	\$44	14001002	50520	Principal Clerk			\$6,240
	Reason:	Vacant position					Step increase				
					\$326	14001101	50108	GIS Administrator			\$9,930
	Reason:						Cost of living adjustment				
					\$650	14001101	50660	Asst City Engineer			\$23,271
	Reason:						Step increase				
					\$387	14001401	50692	Supt of Automotive			\$11,807
	Reason:						Cost of living adjustment				
					\$388	14001501	50680	General Foreman			\$11,807
	Reason:						Cost of living adjustment				
	\$1,795	Total			\$1,795	Total					

Department Head signature:

Auditor signature:

Comptroller signature:

*John G. Gabel*  
*Deane*  
*Bo*

5/17/2017

CITY OF MARLBOROUGH  
BUDGET TRANSFERS –

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2017

FROM ACCOUNT:

TO ACCOUNT:

CITY OF MARLBOROUGH  
BUDGET TRANSFERS –

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2017

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$113,220.00</u>	<u>\$110,000</u>	<u>14001406</u>	<u>54830</u>	<u>Fuel &amp; Lubricants</u>	<u>\$35,000</u>	<u>14001406</u>	<u>54810</u>	<u>Rep/Maintenance</u>	<u>\$24</u>
	Reason:	<u>Decrease in fuel costs</u>				<u>Anticipated costs to cover remainder of FY 2017</u>			
<u>\$25,709.00</u>	<u>\$10,000</u>	<u>14001503</u>	<u>51240</u>	<u>Temporary Help</u>	<u>\$40,000</u>	<u>11920006</u>	<u>52200</u>	<u>Natural gas-city</u>	<u>\$840</u>
	Reason:	<u>vacant positions</u>				<u>Anticipated costs to cover remainder of FY 2017</u>			
					<u>\$45,000</u>	<u>11920006</u>	<u>53420</u>	<u>Telephone-city</u>	<u>\$14</u>
	Reason:					<u>Anticipated costs to cover remainder of FY 2017</u>			
<u>\$187,349.00</u>	<u>\$60,000</u>	<u>13032006</u>	<u>52200</u>	<u>Natural gas-school</u>	<u>\$10,000</u>	<u>13032006</u>	<u>53420</u>	<u>Telephone-school</u>	<u>\$33,055</u>
	Reason:					<u>Anticipated costs to cover remainder of FY 2017</u>			
					<u>\$50,000</u>	<u>14001506</u>	<u>54640</u>	<u>Parks Maintenance</u>	<u>\$531</u>
	Reason:					<u>Anticipated costs to cover remainder of FY 2017</u>			
	<u>\$180,000</u>	Total			<u>\$180,000</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:

*John P. Pellicci*  
*David J. [Signature]*  
*[Signature]*

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2017

FROM ACCOUNT:

TO ACCOUNT:

CITY OF MARLBOROUGH

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2017

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$261,212.00</u>	<u>\$260,000</u>	<u>61090006</u>	<u>52320</u>	<u>MWRA Water</u>	<u>\$140,000</u>	<u>11920006</u>	<u>52120</u>	<u>Electricity</u>	<u>\$117,322</u>
	Reason:	<u>Chemical costs paid from separate account</u>				<u>Anticipated costs to cover remainder of FY 2017</u>			
					<u>\$120,000</u>	<u>61090006</u>	<u>55740</u>	<u>Water meters</u>	<u>\$23,171</u>
	Reason:					<u>Purchase additional water meters</u>			
<u>\$24,377.00</u>	<u>\$10,000</u>	<u>11920001</u>	<u>50291</u>	<u>Director</u>	<u>\$35,000</u>	<u>14001505</u>	<u>54610</u>	<u>General Materials</u>	<u>\$516</u>
	Reason:	<u>vacant position</u>				<u>Anticipated costs to cover remainder of FY 2017</u>			
<u>\$25,530.00</u>	<u>\$10,000</u>	<u>11920001</u>	<u>50292</u>	<u>Building Craftsman</u>					
	Reason:	<u>vacant position</u>							
<u>\$25,193.00</u>	<u>\$15,000</u>	<u>13032002</u>	<u>50141</u>	<u>Clerk</u>					
	Reason:	<u>vacant position</u>							
	<u>\$295,000</u>	<u>Total</u>			<u>\$295,000</u>	<u>Total</u>			

Department Head signature: \_\_\_\_\_

Auditor signature: \_\_\_\_\_

Comptroller signature: \_\_\_\_\_

*[Handwritten signatures]*





5/17/2017

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2017

FROM ACCOUNT:

TO ACCOUNT:

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2017

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$44,487.00</u>	<u>\$30,000.00</u>	<u>60086006</u>	<u>52920</u>	<u>Rubbish Collection</u>	<u>\$30,000.00</u>	<u>11920006</u>	<u>52130</u>	<u>Street Lights</u>	<u>\$1,638</u>
	Reason:	<u>Contract increase less than anticipated</u>				<u>Anticipated costs to cover remainder of FY 2017</u>			
<u>\$24,317.00</u>	<u>\$20,000.00</u>	<u>60086006</u>	<u>53142</u>	<u>Protection Services</u>	<u>\$30,000.00</u>	<u>14001504</u>	<u>53140</u>	<u>Contract services</u>	<u>\$3,813</u>
	Reason:	<u>Decrease hours of services provided</u>				<u>Anticipated costs to cover remainder of FY 2017</u>			
<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>60086006</u>	<u>52940</u>	<u>Transfer station</u>	<u>\$27,000.00</u>	<u>11920006</u>	<u>52469</u>	<u>Repair/maintenance</u>	
	Reason:	<u>Expenses paid from solid waste</u>				<u>Anticipated costs to cover remainder of FY 2017</u>			
<u>\$36,976.00</u>	<u>\$12,000.00</u>	<u>13032001</u>	<u>50386</u>	<u>HVAC Tech</u>					
	Reason:	<u>vacant position</u>							
<u>\$18,905.00</u>	<u>\$15,000.00</u>	<u>60081001</u>	<u>50750</u>	<u>Equipment operator</u>					
	Reason:	<u>vacant position</u>							
	<b>\$87,000</b>	<b>Total</b>			<b>\$87,000</b>	<b>Total</b>			

Department Head signature: *John G. Stelzer*  
 Auditor signature: *Deane Long*  
 Comptroller signature: *[Signature]*



RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
MAY 18 AM 11:28

*City of Marlborough*  
*Office of the Mayor*

140 Main Street, Marlborough, Massachusetts 01752  
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610  
www.marlborough-ma.gov

*Arthur G. Vigeant*  
MAYOR

*Nicholas J. Milano*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

May 18, 2017

City Council President Edward J. Clancy  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

**Re: Transfer Request – Marlborough Economic Development Corporation**

Honorable President Clancy and Councilors:

Enclosed for your review please find a transfer request in the amount of \$660,077.00, an increase of 1.93 percent from last year, to fully fund the Marlborough Economic Development Corporation (the "MEDC") for their Fiscal Year 2018 operations.

Since its creation, the MEDC's goal has been to successfully advance economic development in the City to reduce the residential tax burden. We have continued to make great progress towards that goal and our residential tax rate has stayed low in recent years, with an average increase of only 2.5% last year.

The City's economic resurgence has led to thousands of new jobs, new tax revenue for the City, and great opportunities for City residents. Marlborough is fast becoming the destination for life sciences and advanced manufacturing in MetroWest.

Building on the success of its annual job fair in the fall, MEDC recently hosted a spring job fair focusing on the hospitality industry and entry level job opportunities. Over 150 job seekers attended and we were able to connect those people with prospective employers from 25 of Marlborough's companies.

Last year, the MEDC built upon the success of the Revolving Loan Fund and officially launched its Economic Development Tool Box. The Economic Development Tool Box offers a variety of incentive programs that are used as a way to further attract and retain new or expanding businesses to Marlborough. To date, through the Tool Box efforts MEDC has helped fill 31,000 square feet of vacant space and added 93 new jobs to the city.

Over the course of the past year, GE Healthcare Life Sciences began filling its office space in Marlborough, Whole Foods moved its North Atlantic Regional Headquarters and 200 employees to Marlborough, the Hilton Garden Inn opened its doors for business in June, the Apex Center project began construction, and CeQur began a 25,000 square foot expansion of its Marlborough headquarters, among many other exciting investments in our commercial sector.

While we are often willing to discuss incentives for employers interested in expanding operations in Marlborough, or interested in moving to Marlborough, our continued economic growth over the past year has continued without any tax increment financing agreements. We are benefiting from

our growing stature and recognition as a hotbed for employers and from the strong national, state, and local economy.

Revenues from the hotels tax remain high; receipts for Fiscal Year 2017 to date are outpacing the previous fiscal year's receipts. I remain confident that we will continue to have a sustainable revenue stream for years to come.

As in previous years, I have enclosed a summary prepared by City Auditor Diane Smith that details revenues since 2011, the transfer sheets, and additional budget information prepared by MEDC staff.

It is important that we carefully evaluate MEDC's performance on a regular basis. Since this transfer request is required each year, it gives us the opportunity to review the past year and make recommendations for the coming year.

MEDC staff are hard-working and dedicated to the MEDC's stated goals. At a cost of \$291,997 for the coming fiscal year, MEDC can employ 4 full-time employees and one temporary/summer part-time intern. If these same employees were on the City's payroll, the real cost to the taxpayer would be many times over that amount due to retirement expenses and other post-employment benefits.

MEDC's outreach efforts means that employers in Marlborough know they have a direct line to City officials to answer questions, provide expedited permitting, and resolve issues. Just in the past few months, MEDC has aggressively marketed potential opportunities for exciting new hospitality ventures for restaurants and brewpubs in Marlborough.

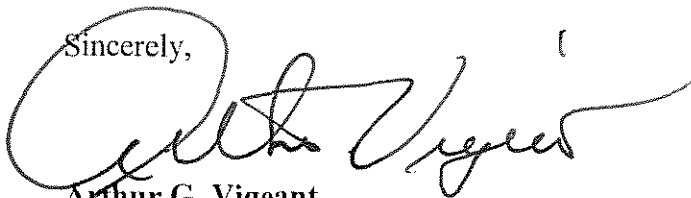
MEDC's budget also includes \$274,500 which is to special projects for:

- \$149,500 for Business Retention and Expansion
- \$75,000 for City Planning Services
- \$32,500 for Hospitality and Sports Tourism
- \$17,500 for Urban Village and Community Development

As I outlined in my letter to the Council about this transfer last year, the planning services that MEDC contracts through the Metropolitan Area Planning Council ("MAPC") are an effective use of taxpayer funds because MAPC can provide experts in any requested focus areas. Rather than having one city planner with broad knowledge across many fields, we are able to benefit from experts in every field. This team approach improves projects and provides the City with the information needed to move forward on various proposals. Another example is MEDC's recent contract with RKG to conduct a study of our housing market. RKG is a nationally recognized firm that is bringing their expertise to Marlborough.

I look forward to discussing MEDC with you in further detail. Thank you for your consideration.

Sincerely,



**Arthur G. Vigeant**  
Mayor

## ECONOMIC DEVELOPMENT FUNDING

9/30/2011 State Aid	\$165,166.12
12/31/2011 State Aid	\$190,224.55
3/31/2012 State Aid	\$132,447.82
6/29/2012 State Aid	\$146,495.56
9/30/2012 State Aid	\$185,400.20
12/31/2012 State Aid	\$182,736.99
3/31/2013 State Aid	\$123,837.95
6/28/2013 State Aid	\$152,429.69
9/20/2013 State Aid	\$196,053.08
12/30/2013 State Aid	\$204,331.94
3/31/2014 State Aid	\$134,171.82
6/30/2014 State Aid	\$165,392.81
9/30/2014 State Aid	\$225,891.57
12/31/2014 State Aid	\$215,368.61
3/31/2015 State Aid	\$139,754.81
6/30/2015 State Aid	\$181,957.00
9/30/2015 State Aid	\$246,477.46
12/31/2015 State Aid	\$243,518.11
3/31/2016 State Aid	\$147,152.99
6/30/2016 State Aid	\$188,289.73
9/30/2016 State Aid	\$250,636.64
12/31/2016 State Aid	\$261,571.54
3/31/2017 State Aid	\$144,194.44

Total Funding	<u>\$4,223,501.43</u>
---------------	-----------------------

12/5/2011 CO# 11-1003048	-\$146,837.00
12/19/2011 CO# 11-1004004	-\$3,163.00
5/21/2012 CO# 12-1005008	-\$200,000.00
12/17/2012 CO# 12-1005205	-\$277,099.00
6/3/2013 CO# 13-1005418A	-\$499,000.00
6/30/2014 CO# 14-1005840	-\$513,915.00
6/1/2015 CO# 15-1006198A	-\$731,875.00
6/20/2016 CO# 16-1006569A	-\$647,580.00
6/20/2016 CO# 16-1006569B	-\$75,000.00
Total Transfers	<u>-\$3,094,469.00</u>

Available for future transfers	\$1,129,032.43
--------------------------------	----------------

5/16/2017

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Mayor

FISCAL YEAR: 2017

FROM ACCOUNT:

TO ACCOUNT:

Available  
Balance

Amount

Org Code

Object

Account Description:

Amount

Org Code

Object

Account Description:

Available  
Balance

\$1,129,032.43

\$660,077.00

27000099

42440

Economic Development

\$660,077.00

11740006

53950

MEDC Funding

\$0.00

Reason:

To allow the MEDC to continue it's work in promoting the economic development of the City for FY18

Reason:

Reason:

Reason:

Reason:

\$660,077.00

Total

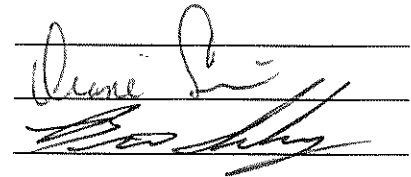
\$660,077.00

Total

Department Head signature:

Auditor signature:

Comptroller signature:





May 18, 2017

Honorable Arthur G. Vigeant, Mayor  
City Hall, 4<sup>th</sup> Floor  
140 Main Street  
Marlborough, MA 01752

RE: FY'18 Operating Budget Transfer Request

Dear Mayor Vigeant:

I write to you today seeking a transfer request for MEDC's operations for FY'18.

On behalf of the Marlborough Economic Development Corporation (MEDC), I am herewith submitting this letter requesting a transfer of funds to the Marlborough Economic Development Corporation in the amount of \$660,077.00 to fund operations and special projects for FY'18 as approved by the MEDC Executive Committee on May 17, 2017. This request reflects a 1.93% increase year over year.

I would appreciate your approving the above transfer requests as soon as possible and forwarding on to the City Council allowing MEDC an opportunity to update the City Council on the progress made thus far in implementing the City's Economic Development Master Plan and to discuss the goals and objectives for FY' 18.

Thank you for your kind attention to this matter and should you have any questions please do not hesitate to contact me at your earliest convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Harris", is written over a horizontal line.

Meredith Harris  
Executive Director

Attachments

A: FY'18 Operational Budget

Cc: Diane Smith, Marlborough City Auditor  
Brian Doheny, Marlborough City Comptroller/Treasurer

**Attachment A**

*FY'18 Operational Budget*





The Marlborough Economic Development Corporation (MEDC) requests a total budget of **\$660,077** to fund its' operations and special projects which equates to a **1.93%** increase year over year.

The budget is divided into 3 categories which represent salaries, expenses and special projects. The following budget summary consists of line item allocations for the above listed categories.

Salaries and Benefits

**\$291,997** in personnel, employer taxes, insurance and fringe benefits are allocated to salaries and benefits.

Personnel & Benefits	\$268,997
Employer Payroll Taxes	\$ 23,000

Operating and Administrative Expenses

**\$93,580** is allocated to operating and administrative expenses in order to conduct business.

Materials & Supplies	\$30,600
Contracted Services	\$33,030
Occupancy	\$29,950

Special Projects

**\$274,500** is allocated to special projects in order for MEDC to carry out the goals and objectives of the organization.

Business Retention & Expansion	\$149,500
Hospitality & Sports Tourism	\$ 32,500
Urban Village & Community Development	\$ 17,500
City Planning Services	\$ 75,000

Accrual Basis

## Marlborough Economic Development Corporation

## Budget Overview

July 2017 through June 2018

Jul '17 - Jun 18

## Ordinary Income/Expense

## Expense

## Payroll Expenses

Employee Benefits	\$ 31,250.00
Employer Payroll Taxes	\$ 23,000.00
Salaries	\$ 237,147.00
Workers' Comp	\$ 600.00

<b>Total Payroll Expenses</b>	<b>\$ 291,997.00</b>
-------------------------------	----------------------

Advertising/Marketing	\$ 3,200.00
-----------------------	-------------

Computer Services & Licenses	\$ 3,000.00
------------------------------	-------------

Conferences/Meetings	\$ 2,900.00
----------------------	-------------

Dues and Subscriptions	\$ 17,400.00
------------------------	--------------

Insurance	\$ 1,900.00
-----------	-------------

Internet service	\$ 1,250.00
------------------	-------------

Maintenance & Repair	\$ 1,000.00
----------------------	-------------

Media Contractor	\$ 25,000.00
------------------	--------------

Office Supplies	\$ 2,800.00
-----------------	-------------

Payroll Fees	\$ 2,000.00
--------------	-------------

Phone	\$ 2,000.00
-------	-------------

Printing and Reproduction	\$ 1,800.00
---------------------------	-------------

Professional Fees	\$ 3,030.00
-------------------	-------------

Reimbursable Expenses	\$ 1,500.00
-----------------------	-------------

Rent	\$ 23,000.00
------	--------------

Utilities	\$ 1,800.00
-----------	-------------

<b>Subtotal Expense</b>	<b>\$ 385,577.00</b>
-------------------------	----------------------

## Special Project Expenses

City Planning Services	\$ 75,000.00
------------------------	--------------

Special Projects	\$ 199,500.00
------------------	---------------

<b>Total Special Project Expenses</b>	<b>\$ 274,500.00</b>
---------------------------------------	----------------------

<b>Total Expense</b>	<b>660,077.00</b>
----------------------	-------------------

Salaries Fulltime		PERMANENT FULL TIME						
Salaries with standard annual salary increase of up to 3%		Payroll Expenses						
(A) NAME	(B) TITLE	(C) WEEKLY SALARY FY'17	(D) HOURLY FLAT RATE	(E) TOTAL SALARY	(F) WEEKLY SALARY FY'18	(G) HOURLY FLAT RATE	(H) TOTAL SALARY FOR YEAR	
Meredith Harris	Executive Director	1538.47	38.46	80,000	1,584.62	39.62	\$ 82,400	
Linda Martins	Executive Administrative Assistant	1016.74	25.42	52,870	1,047.24	26.18	\$ 54,457	
Madison Waters	Business Outreach Manager	1019.23	25.48	53,000	1,049.81	26.25	\$ 54,590	
	Project Manager	769.24	19.23	40,000	792.32	19.81	\$ 41,200	
<b>Total</b>							<b>\$ 232,647</b>	
Salaries Parttime		PART TIME						
NAME	TITLE	Hours/ week	Hourly rate	Weeks	Total Salary for Budget Yr			
	Internships / Summer 2017	40	12.50	9	\$ 4,500			
<b>Salaries Parttime Total</b>							<b>\$ 4,500</b>	
<b>Grand Total Salaries</b>							<b>\$ 237,147</b>	
		Employee Benefits/Payroll Taxes						
ITEMIZE AND JUSTIFY:							AMOUNT	
Health, Dental, Retirement, Pro Dev, STD Ins.							\$ 31,250	
Employer Payroll Taxes							\$ 23,000	
Workers' Comp							\$ 600	
Total Salaries							Total	\$ 54,850
<b>Grand Total Payroll Expenses</b>							<b>\$ 291,997.00</b>	

Expenses

Expenses	MATERIALS AND SUPPLIES								
<p>This category covers collectively all operating supplies and services, which are defined as consumable commodities, necessary to conduct business: for example, office and custodial supplies, printing and reproducing marketing collateral, subscriptions, postage, repairs and office maintenance, etc.</p>									
ITEMIZE AND JUSTIFY									<b>Amount</b>
									<b>Requested</b>
Advertising/Marketing Supplies & Services (Ex. E-Newsletter & E-Survey Services, Creation of Marketing Flyers such as Retail/Case Studies/Incentives Tool Box, etc.)								\$	3,200
Conferences/Meetings (Ex. Registration Fees for business events, luncheons, receptions & misc. attendance & hosting expenditures)								\$	2,900
Maintenance & Repair (Ex. Regular Office Cleaning, Office Fixtures & Dry Cleaning/Carpet Cleaning)								\$	1,000
Membership Fees/Subscriptions (Ex. CoStar Realty Services, Yearly Newspaper Subscriptions & Membership Dues)								\$	17,400
Office Supplies (Ex. Paper, pens, notepads, binders, paper clips, staples, labels, coffee, water, etc... - Including small/light office equip <\$100)								\$	2,800
Printing & Reproduction (Ex. Xerox Services, Re-print Marketing Collateral & Special Article Poster Prints)								\$	1,800
Reimbursable Expenses (Ex. Employee mileage for business use, office supplies, etc...)								\$	1,500
<b>TOTAL MATERIALS &amp; SUPPLIES</b>								<b>\$</b>	<b>30,600</b>

## Expenses

Expenses	CONTRACTED SERVICES
Covers operating services obtained by contract with outsourced vendor. For example: accounting services, marketing & communications vendor, payroll services, etc.	
<b>ITEMIZE AND JUSTIFY:</b>	<b>AMOUNT</b>
Accounting/Book Keeping	\$3,030
- CPA on Retainer/Yearly Filings	
- A/P & Payroll Services	
- Fiscal End Process	
Professional/Consultant Fees	\$25,000
Media Contractor	
IT Maintenance Services	\$3,000
- Tech on Retainer	
- Computers & Licenses	
ADP Payroll Services	\$2,000
- Processing Charges	
- Tax Services	
- Year End Processing	
<b>TOTAL</b>	<b>\$33,030</b>

## Expenses

Expenses	OCCUPANCY			
Marlborough Economic Development Corporation (MEDC)				Requested Amount
91 Main Street, Suite 203B / 204				
Lease Agreement			\$	23,000
Directors & Office Liability Insurance			\$	1,900
Utilities			\$	5,050
- Phone Services/Internet				
- Electricity Supply				
	TOTAL		\$	29,950

FY' 18 Special Projects

Special Projects		SPECIAL ACCOUNTS		AMOUNT
<b>SPECIAL PROJECTS:</b>				
<b><u>Business Retention &amp; Expansion</u></b>				
Founders Reception	Annual Thank You event			\$ 3,500
Marketing Collateral	General MEDC Advertising/Marketing Collateral (i.e. RLF Program, Booklets, In			\$ 3,500
Professional Mailing	Annual Letter - City Mass Mailing			\$ 1,500
Co-hosted Business Event(s)	Marlborough Chamber (i.e. Procurement Breakfast)			\$ 5,000
Hosted Outreach Events (Attraction)	4 Outreach events/trips (i.e. w/ MassEcon - Site Selectors)			\$ 15,000
Job Fair / Workshops	Annual Workforce events			\$ 10,000
Trade Show Attendance & Participation	4 Trade Shows (1 a qtr. Specific industries, i.e. BIO)			\$ 12,000
Focus Group/Event (Retention)	Targeted event (i.e. Commercial Brokers)			\$ 4,000
Media Buy Branding Campaign ("Think Marlborough")	Targeted print/digital campaign - Branding Marlborough			\$ 20,000
ED "Tool Box"	Economic Development Incentive Programs			\$ 75,000
			<b>Total</b>	<b>\$ 149,500</b>
<b><u>Hospitality &amp; Sports Tourism</u></b>				
Visit-Marlborough Website	Maintenance & Development			\$ 1,000
Marlborough Restaurant Association - Training	Training Initiative			\$ 10,000
Hospitality Business Development	Hotel / Restaurant & Sports Tourism			\$ 21,500
			<b>Total</b>	<b>\$ 32,500</b>
<b><u>Urban Village Development / Community</u></b>				
Downtown Beautification	Lighting, Landscaping, Blade signs, etc...			\$ 15,000
Downtown Marketing Collateral	Market the Downtown Village District			\$ 2,500
			<b>Total</b>	<b>\$ 17,500</b>
<b><u>City Services</u></b>				
City Planning Services - City of Marlborough	Analysis & Technical Assistance		<b>Total</b>	<b>\$ 75,000</b>
<b>TOTAL SPECIAL ACCOUNTS</b>				<b>\$ 274,500</b>



*City of Marlborough*  
 RECEIVED  
 CITY CLERK'S OFFICE  
 CITY OF MARLBOROUGH  
*Office of the Mayor*

2017 MAY 18 A 11: 28 140 Main Street  
 Marlborough, Massachusetts 01752  
 Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610  
[www.marlborough-ma.gov](http://www.marlborough-ma.gov)

*Arthur G. Vigeant*  
 MAYOR

*Nicholas J. Milano*  
 EXECUTIVE AIDE

*Patricia Bernard*  
 EXECUTIVE SECRETARY

May 18, 2017

City Council President Edward J. Clancy  
 Marlborough City Council  
 140 Main Street  
 Marlborough, MA 01752

**Re: Transfer Request – Future Growth Stabilization Fund**

Honorable President Clancy and Councilors:

Please find enclosed for your review a transfer request in the amount of \$337,500.00 from the Undesignated Fund to the Future Growth Stabilization Account which was created by the City Council in December.

The amount being transferred is from mitigation payments related to the Preserve at Ames project, now known as the Talia Apartments. The comprehensive permit for this project included two payments of \$337,500, the first was received on August 25, 2016 and a second payment was received on February 15, 2017.

Per the comprehensive permit, these mitigation funds are to be used for a stabilization fund that will be used to invest in projects that increase property values and attract economic development.

I have attached a copy of the order which created the new stabilization account, and moved the first payment of funds into that account. Please note that the City Council did set a sunset clause whereby unused funds will be transferred to the Undesignated Stabilization account if not utilized by June 30, 2018.

Thank you again for your continued partnership and please do not hesitate to let me know if you have any questions on this matter.

Sincerely,

Arthur G. Vigeant  
 Mayor

Enclosures





# IN CITY COUNCIL

DECEMBER 5, 2016

Marlborough, Mass., \_\_\_\_\_

**ORDERED:**

That the Stabilization transfer request in the amount of \$337,500.00 which moves funds from Undesignated to a new Stabilization account, Future Growth Stabilization Fund, to fund investment in projects which will increase property values and attract economic development, subject to a sunset clause that states the Future Growth Stabilization Account funds will be transferred to the Undesignated Stabilization account if not utilized by June 30, 2018, be and is herewith **APPROVED**.

CITY OF MARLBOROUGH BUDGET TRANSFERS --									
DEPT:		Mayor				FISCAL YEAR:		2017	
Available Balance		FROM ACCOUNT:				TO ACCOUNT:		Available Balance	
Amount	Org Code	Object	Account Description:			Amount	Org Code	Object	Account Description:
\$12,176,290.00									
\$337,500.00	10000	35900	Undesignated Fund			\$337,500.00	83600	32727	Stabilization-Revenue Growth
	Reason:					First mitigation payment from the Preserves @ Ames Brookview Village for the City Revenue Growth Enhancement Fund			
\$337,500.00	Total					\$337,500.00	Total		

**ADOPTED**  
In City Council  
Order No. 16-1006720A

Approved by Mayor  
Arthur G. Vigeant  
Date: December 12, 2016

TRUE COPY  
ATTEST:

City Clerk

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Mayor

FISCAL YEAR: 2017

FROM ACCOUNT:

TO ACCOUNT:

Available  
Balance

Amount

Org Code

Object

Account Description:

Amount

Org Code

Object

Account Description:

Available  
Balance

\$6,750,790.00

\$337,500.00

10000

35900

Undesignated Fund

\$337,500.00

83600

32727

Stabilization-Future Growth

\$337,500.00

Reason:

Final mitigation payment from the Preserves @  
Ames Brookview Village for the City Revenue  
Growth Enhancement Fund

Reason:

Reason:

Reason:

\$337,500.00

Total

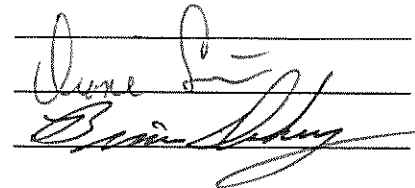
\$337,500.00

Total

Department Head signature:

Auditor signature:

Comptroller signature:



**Fairfield Marlborough LP**

City of Marlborough

DATE	INVOICE NO	DESCRIPTION	INVOICE AMOUNT	DEDUCTION	BALANCE
1-05-17	010517-11175	50% MITIGATION FE	337500.00	.00	337500.00
10093 - 48001					
CHECK DATE	2-15-17	CHECK NUMBER	700385	TOTAL >	337500.00
					.00
					337500.00

PLEASE DETACH AND RETAIN FOR YOUR RECORDS

FOR SECURITY PURPOSES, THE BORDER OF THIS DOCUMENT CONTAINS MICROPRINTING

**Fairfield Marlborough LP**

Development Account Co#11175  
 5510 Morehouse Drive, Suite 200  
 San Diego, CA 92121  
 (858)457-2123

Cambridge Savings Bank

53-7112  
 2113

DATE                      CHECK NO.                      AMOUNT  
 February 15, 2017      700385                      \*\$337,500.00

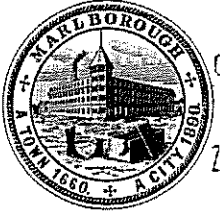
Pay:\*\*\*Three hundred thirty-seven thousand five hundred dollars and no cents

VOID AFTER 90 DAYS

PAY TO THE ORDER OF      City of Marlborough  
 140 Main Street  
 Marlborough, MA 01752

THE REVERSE SIDE OF THIS DOCUMENT INCLUDES AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

⑈000700385⑈ ⑆211371120⑆ 10511097⑈



RECEIVED  
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CITY OF MARLBOROUGH  
2017 MAY 18 A 11:21

*City of Marlborough*  
*Office of the Mayor*

140 Main Street  
Marlborough, Massachusetts 01752  
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610  
[www.marlborough-ma.gov](http://www.marlborough-ma.gov)

*Arthur G. Vigeant*  
MAYOR

*Nicholas J. Milano*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

May 18, 2017

City Council President Edward J. Clancy  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

**Re: Transfer Request – Mitigation Payment**

Honorable President Clancy and Councilors:

Please find enclosed for your review and approval a transfer in the amount of \$80,000.00 from the Undesignated Fund to the DPW Capital Outlay – Sewer Maintenance account.

As you know, the City Council's approved Special Permit for the expansion project at the New England Sports Center included a provision regarding an \$80,000 mitigation payment for the costs of future upgrades to the sewer pump station at the eastern end of Donald Lynch Boulevard.

The transfer moves this mitigation payment into a capital outlay account, per the provisions of the Special Permit.

Please do not hesitate to contact me or Commissioner Ghiloni with any questions.

Thank you in advance for your consideration.

Sincerely,

Arthur G. Vigeant  
Mayor

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: DPW

FISCAL YEAR: 2017

FROM ACCOUNT:

TO ACCOUNT:

Available  
Balance

Amount

Org Code

Object

Account Description:

Amount

Org Code

Object

Account Description:

Available  
Balance

\$6,750,790.00

\$80,000.00

10000

35900

Undesignated Fund

\$80,000.00

19300006

55650

Capital Outlay-Sewer Maint

\$0.00

Reason:

Mitigation payment from NE Sports Center  
for costs of future upgrades to the sewer pump  
station at the eastern end of Donald Lynch Blvd

Reason:

Reason:

Reason:

\$80,000.00

Total


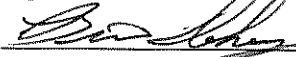

\$80,000.00

Total

Department Head signature:

Auditor signature:

Comptroller signature:



# IN CITY COUNCIL

Marlborough, Mass., JUNE 6, 2016

ORDERED:

## DECISION FOR SPECIAL PERMIT IN CITY COUNCIL

### NOTICE OF DECISION GRANT OF SPECIAL PERMIT

Special Permit Application of:  
New England Sports Management Corporation, General Partner of Quad Rink Limited  
Partnership  
121 Donald Lynch Blvd. *N.E. Sports Center*  
Marlborough, MA 01752  
Order No. 16-1006516B

Locus:  
121 Donald Lynch Blvd.  
Assessors Map 13, Parcel 13,14,15

### DECISION

The City Council of the City of Marlborough hereby GRANTS the application of New England Sports Management Corporation, a Massachusetts limited liability company having a mailing address of 84 South St., Carlisle, MA 01741 as provided in the DECISION and subject to Procedural Findings and Findings of Facts and Conditions.

Decision date: June 6, 2016.

The Decision of the City Council was filed in the Office of the City Clerk of the City of Marlborough on the 14<sup>th</sup> day of June, 2016.

This is to certify that twenty (20) days have passed since the filing of the within decision and no appeal has been filed with this office.

Given at Marlborough this 5<sup>th</sup> day of July, 2016.

Given under Chapter 40A Section 17 of the General Laws.

A TRUE COPY  
ATTEST

*Lisa M. Moore*  
City Clerk

# IN CITY COUNCIL



ORDERED:

Marlborough, Mass., \_\_\_\_\_ JUNE 6, 2016  
PAGE 6

2. Unless modified by the provisions hereof, all conditions outlined in Paragraph 4. (a) through (z) of the Special Permit and all conditions outlined in the amendments to the Special Permit shall apply to the Project. Where reference is made to the issuance of the Special Permit, it shall also refer to the issuance of this Further Amended Special Permit.
  
3. **Construction of the Project:** (a) Construction of the Project is subject to the same conditions and limitations as provided in Condition 4. (a) of the Special Permit, except that reference is made to the Site Plans. (b) The construction site will be fenced as approved by Site Plan Review. (c) To ensure the safety of patrons, employees and the general public during all phases of the construction of the Project, the Applicant will develop a modified emergency exit plan during site plan review and implement the same as a condition hereof. (d) Applicant shall, prior to issuance of the building permit for the project, provide a payment to the City of Marlborough Inspectional Services Fund in the amount of five thousand (\$5,000.00) dollars to offset the increases in costs associated with the Project. The City shall expend said funds as needed to contract for temporary staff, materials, supplies and equipment so as to enable the Inspectional Services Staff to provide adequate, timely supervision to the Project. Prior to issuance of a Building Permit, Applicant shall also provide a payment to the City in the amount of eighty thousand dollars (\$80,000.00) to mitigate the costs of future upgrades to the sewer pump station at the eastern end of Donald Lynch Boulevard, which amount shall be deposited into a suitable municipal account as directed by the City Council.
  
4. **Parking Areas:** Six hundred (600) parking spaces shall be provided as shown on the Site Plans.
  
5. **Lighting for Parking Lots:** (a) Exterior parking lot lighting shall not spill onto abutting residential property. (b) Reflectors shall be utilized and configured to mitigate light from entering abutting residential property. (c) Exterior parking lot lighting shall be extinguished each day no later than 1:00 A.M. local time, except for any security lighting required by the Marlborough Police Department.



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MAY 18 A 11:29

*City of Marlborough*  
*Office of the Mayor*

140 Main Street  
Marlborough, Massachusetts 01752  
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610  
[www.marlborough-ma.gov](http://www.marlborough-ma.gov)

*Arthur G. Vigeant*  
MAYOR

*Nicholas J. Milano*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

May 18, 2017

City Council President Edward J. Clancy  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

**Re: Transfer Request – Energy Conservation**

Honorable President Clancy and Councilors:

Please find enclosed for your review and approval a transfer in the amount of \$50,000.00 from the Undesignated Fund to the DPW Energy Conservation account.

As the enclosed letter from Public Works Commissioner John Ghiloni notes, these funds are available due to a payment from Iron Horse Solar included in the City of Marlborough's net metering contract. These funds will be used for energy efficiency/conservation improvements for the City.

Please do not hesitate to contact me or Commissioner Ghiloni with any questions.

Thank you in advance for your consideration.

Sincerely,

Arthur G. Vigeant  
Mayor





CITY OF MARLBOROUGH  
*Department of Public Works*  
Office of the Commissioner  
135 Neil Street  
Marlborough, Massachusetts 01752  
(508) 624-6910 Ext. 33200  
Facsimile (508) 624-7699 \* TDD (508) 460-3610

Mayor Arthur G. Vigeant  
City Hall  
140 Main Street  
Marlborough, MA 01752

Re: Iron Horse Solar

Dear Mayor Vigeant;

I am requesting the transfer of \$50,000.00 from Free Cash to the Energy Mitigation Account (#29010201-56640). These funds were deposited into that account in the fall of 2016. The funds were received from Iron Horse Solar as payment for the signing of a Net Metering contract with the city. These funds will be used for energy conservation projects.

Please let me know if you require any additional information in regards to this transfer request.

Sincerely,

A handwritten signature in cursive script, appearing to read 'John L. Ghiloni'.

John L. Ghiloni  
Commissioner

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: DPW

FISCAL YEAR: 2017

FROM ACCOUNT:

TO ACCOUNT:

Available  
Balance

Amount

Org Code

Object

Account Description:

Amount

Org Code

Object

Account Description:

Available  
Balance

\$6,750,790.00

\$50,000.00

10000

35900

Undesignated Fund

\$50,000.00

29010201

56640

Energy Conservation

\$46,350.00

Reason:

Payment from Iron Horse Solar  
to be used for energy efficiency improvements

Reason:

Reason:

Reason:

\$50,000.00

Total

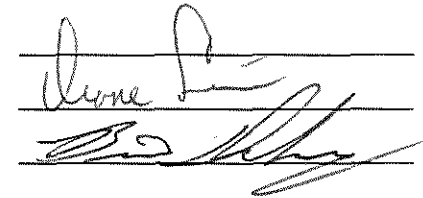
\$50,000.00

Total

Department Head signature:

Auditor signature:

Comptroller signature:





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CITY OF MARLBOROUGH  
2017 MAY 18 A 11:23

*City of Marlborough*  
*Office of the Mayor*

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Marlborough, Massachusetts 01752  
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610  
[www.marlborough-ma.gov](http://www.marlborough-ma.gov)

*Arthur G. Vigeant*  
MAYOR

*Nicholas J. Milano*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

May 18, 2017

City Council President Edward J. Clancy  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

**Re: Transfer Request – Antenna Receipts**

Honorable President Clancy and Councilors:

Please find enclosed for your review and approval a transfer request in the amount of \$22,000.00 to move revenues from wireless antenna receipts from Fiscal Year 2016 into the Open Space Stabilization Account.

If you have any questions or comments, please do not hesitate to contact me.

Sincerely,

Arthur G. Vigeant  
Mayor

Enclosures

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Mayor

FISCAL YEAR: 2017

FROM ACCOUNT:

TO ACCOUNT:

Available  
Balance

Amount

Org Code Object

Account Description:

Amount

Org Code Object

Account Description:

Available  
Balance

\$6,750,790.00

\$22,000.00

10000 35900

Undesignated Fund

\$22,000.00

83600 32918

Stabilization-Open Space

\$1,003,054.51

Reason: To transfer annual wireless antennae payments received by the City in fiscal year 2016 to Open Space Stabilization

Reason:

Reason:

Reason:

Reason:

\$22,000.00

Total

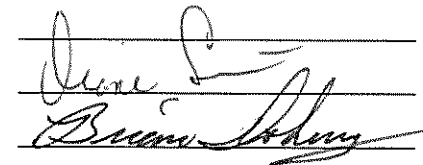
\$22,000.00

Total

Department Head signature:

Auditor signature:

Comptroller signature:





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CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2017 MAY 18 AM 11:11

*City of Marlborough*  
*Office of the Mayor*

140 Main Street  
Marlborough, Massachusetts 01752  
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610  
[www.marlborough-ma.gov](http://www.marlborough-ma.gov)

*Arthur G. Vigeant*  
MAYOR

*Nicholas J. Milano*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

May 18, 2017

City Council President Edward J. Clancy  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

**Re: Transfer Request – Council on Aging**

Honorable President Clancy and Councilors:

Please find enclosed for your review and approval a transfer in the amount of \$13,000.00 from Council on Aging Contract Services and COA-Transportation accounts. Upon your approval, these funds will be transferred into the Capital Outlay-Building Repairs account in the Facilities Department.

Thanks to grant funding from BayPath Elder Services and the Cummings Foundation, the Council on Aging was able to reduce expenditures out of its transportation and contract services accounts. Executive Director of the Council on Aging Trish Pope suggested utilizing these savings on the patio construction project at the Senior Center. The funds will also be used to construct a pergola for the visitors to the Senior Center.

We look forward to discuss this proposed transfer with you, but please do not hesitate to contact either of us if you have any questions in the meantime.

Thank you for your consideration.

Sincerely,

Arthur G. Vigeant  
Mayor



*City of Marlborough*  
*Council on Aging and Senior Center*

40 New Street  
 Marlborough, Massachusetts 01752  
 Telephone (508) 485-6492 Facsimile (508) 460-3726

*Patricia A. Pope*  
 EXECUTIVE DIRECTOR

May 17, 2017

Mayor Arthur Vigeant  
 City Hall  
 140 Main Street  
 Marlborough, MA 01752

Re: Budget Transfers

Dear Mr. Mayor;

Please find attached my request to transfer funds from the COA budget to the Capital Outlay-Building Repair budget. The Council on Aging was fortunate to receive a grant from BayPath Elders services for the FY'17 year which helped to offset some of our transportation costs thus leaving us with funds in the transportation line. We also received grant funding from Cummings Foundation which allowed us to have funds remaining in the contract services line. As you are aware, the Senior Center is currently undergoing the construction on a new patio. Using our surplus funds on the patio, will allow the patio to be larger and include a beautiful pergola for our seniors to enjoy.

Thank you for your consideration of this request. As always, I am available should you have any questions.

Sincerely

Trish Pope  
 Executive Director

5/17/2017

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Council on Aging

FISCAL YEAR: 2017

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$5,986.29	\$3,000.00	15410004	53140	COA-Contract Services	\$13,000.00	19300006	54310	Capital Outlay-Bldg Repairs	\$0.00
	Reason:	_____							
\$11,834.94	\$10,000.00	15410006	57075	COA-Transportation					
	Reason:	_____							
	Reason:	_____							
	Reason:	_____							
	Reason:	_____							
	\$13,000.00	Total			\$13,000.00	Total			

Department Head signature:

Auditor signature:

Comptroller signature:

*Patricia Pope*  
*[Signature]*  
*[Signature]*



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2017 MAY 18 AM 11:28

*City of Marlborough*  
*Office of the Mayor*

140 Main Street  
Marlborough, Massachusetts 01752  
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610  
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*Arthur G. Vigeant*  
MAYOR

*Nicholas J. Milano*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

May 18, 2017

City Council President Edward J. Clancy  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

**Re: Transfer Request – Donations/Flags**

Honorable President Clancy and Councilors:

Please find enclosed for your review and approval a transfer in the amount of \$5,000.00 from the Undesignated Fund to the Donations/Flags account.

In November, the City Council approved a Special Permit for the AT&T wireless communications facility located at 175 Maple Street, the Design Pak Lofts building. The Special Permit replaced a condition of the original special permit which required a flag fly from the wireless communications facility. The new provision includes a one-time payment of \$5,000 to the City's flag account in lieu of flying a flag on site.

This transfer moves this contribution into the City's flag account.

Sincerely,

Arthur G. Vigeant  
Mayor



5/10/2017

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Public Facilities

FISCAL YEAR: 2017

FROM ACCOUNT:

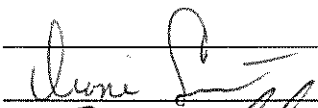


TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$6,750,790.00</u>	<u>\$5,000.00</u>	<u>10000</u>	<u>35900</u>	<u>Undesignated Fund</u>	<u>\$5,000.00</u>	<u>29024001</u>	<u>55851</u>	<u>Donations/Flags</u>	<u>\$0.00</u>
	Reason:	_____				<u>ATT special permit condition 175 Maple Street</u>			
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	Reason:	_____				_____			
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	Reason:	_____				_____			
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	Reason:	_____				_____			
	\$5,000.00	Total			\$5,000.00	Total			

Department Head signature: \_\_\_\_\_

Auditor signature: \_\_\_\_\_

Comptroller signature: \_\_\_\_\_



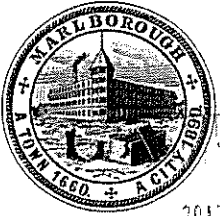
## IN CITY COUNCIL

NOVEMBER 14, 2016

Marlborough, Mass., \_\_\_\_\_ PAGE 3

### ORDERED:

- B) The Site remains an appropriate location for the WCF and the modification to remove the flag from the WCF at the Site is in harmony with the general purpose and intent of the Zoning Ordinance of the City of Marlborough when subject to the appropriate terms and conditions of this approval. Flying the American flag is no longer appropriate due to the ongoing changes to the WCF located at the Site.
- C) The Applicant has complied with the applicable Review Standards and Development Requirements pertaining to Wireless Communications Devices, enumerated in Article VI, Section 650-25 and Article VIII, Section 650-59 of the City of Marlborough Zoning Ordinance, by siting, designing and continuing to screen its WCF to minimize adverse impact on the abutting neighborhood and on nearby residential properties.
- D) The Council, pursuant to its authority under M.G.L. Chapter 40A and the City of Marlborough Zoning Ordinances, **GRANTS** the Applicant a modification of the Original Special Permit (hereinafter "Modified Special Permit"), **SUBJECT TO THE FOLLOWING CONDITIONS NUMBERED 1 THROUGH 4:**
- 1) Except as modified below, all conditions in the Original Special Permit shall apply to the Modified Special Permit.
  - 2) Any problems arising out of the operation of the WCF that interfere with reception at the Marlborough Fire Department's headquarters at 215 Maple Street or the City of Marlborough's public safety radio system shall be rectified by Applicant as soon as possible.
  - 3) Condition numbered 7 of the Original Special Permit is hereby deleted and replaced with the following: "Applicant shall make, within thirty (30) days after the City Clerk has certified that the twenty-day period for appealing this Modified Special Permit has elapsed with no appeal having been filed, a one-time contribution of \$5,000 to the City of Marlborough's Flag Account (#29024001 55851) as an appropriate means to honor the American flag in lieu of flying the American flag at the WCF located at the Site."



RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

*City of Marlborough*  
*Office of the Mayor*

2017 MAY 18 A 11: 29

140 Main Street  
Marlborough, Massachusetts 01752

Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610  
[www.marlborough-ma.gov](http://www.marlborough-ma.gov)

*Arthur G. Vigeant*  
MAYOR

*Nicholas J. Milano*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

May 18, 2017

City Council President Edward J. Clancy  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

**Re: Grant Acceptance – Marlborough Fire Department**

Honorable President Clancy and Councilors:

Please find enclosed for your acceptance a grant to the Marlborough Fire Department in the amount of \$2,515.00 from the Commonwealth of Massachusetts Executive Office of Health and Human Services Department of Public Health.

As the attached cover letter from Chief Breen indicates, the grant funds will be used to facilitate the field deployment, training, and operational readiness of the Mass Decontamination Unit.

Please do not hesitate to contact me or Chief Breen if you have any questions.

Thank you in advance for your consideration.

Sincerely,

Arthur G. Vigeant  
Mayor

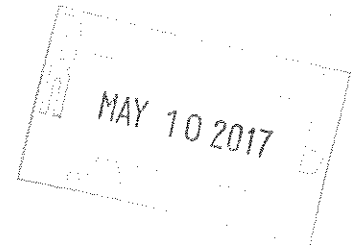
Enclosures



**CITY OF MARLBOROUGH  
FIRE DEPARTMENT**

215 Maple Street, Marlborough, MA 01752  
Business (508) 624-6986 Facsimile (508) 460-3795

May 9, 2017



The Honorable Arthur G. Vigeant, Mayor  
City of Marlborough  
140 Main Street  
Marlborough, Ma. 01752

Re: FY17 Mass Decontamination Unit

Dear Mayor Vigeant,

Attached please find documentation in support of the grant in the amount of \$2,515.00 which has been awarded to the Fire Department through the Commonwealth of Massachusetts Executive Office of Health and Human Services Department of Public Health. In accordance with Massachusetts General Laws, Chapter 44 Section 53A, this grant was applied for and accepted by the Fire Department.

The intent of the grant is to facilitate the field deployment, training and operational readiness of the MDU to enhance protection of local hospitals during any public health emergency situations.

I would ask that this information be placed on the next available agenda, and that you recommend and ask the City Council to approve the expenditure of these funds for the purposes of the grant by the Fire Department.

Sincerely,

Kevin J. Breen  
Fire Chief

CITY OF MARLBOROUGH  
NOTICE OF GRANT AWARD

DEPARTMENT: FIRE DATE: 5/9/2017

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Kevin J. Breen, Fire Chief

NAME OF GRANT: FY17 MASS DECONTAMINATION UNIT GRANT

GRANTOR: Commonwealth of Massachusetts

GRANT AMOUNT: \$2,515.00

GRANT PERIOD: 12 months

SCOPE OF GRANT/ To ensure effective deployment & implementation of Mass Decontamination Unit to an area hospital & elsewhere in a community in the event of an emergency

ITEMS FUNDED Maintenance, repair, restocking of equipment & joint exercises with hospital personnel throughout the year

IS A POSITION BEING CREATED: No

IF YES: CAN FRINGE BENEFITS BE PAID FROM GRANT? \_\_\_\_\_

ARE MATCHING CITY FUNDS REQUIRED? No

IF MATCHING IS NON-MONETARY (MAN HOURS, ETC.) PLEASE SPECIFY:  
\_\_\_\_\_  
\_\_\_\_\_

IF MATCHING IS MONETARY PLEASE GIVE ACCOUNT NUMBER AND DESCRIPTION OF CITY FUNDS TO BE USED:  
\_\_\_\_\_  
\_\_\_\_\_

ANY OTHER EXPOSURE TO CITY?  
No

IS THERE A DEADLINE FOR CITY COUNCIL APPROVAL: 6/30/2017

**DEPARTMENT HEAD MUST SUBMIT THIS FORM, A COPY OF THE GRANT APPROVAL, AND A COVER LETTER TO THE MAYOR'S OFFICE REQUESTING THAT THIS BE SUBMITTED TO CITY COUNCIL FOR APPROVAL OF DEPARTMENT TO EXPEND THE FUNDS RECEIVED FOR THE PURPOSE OF THE GRANT**

# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at [www.mass.gov/osc](http://www.mass.gov/osc) under Guidance For Vendors - Forms or [www.mass.gov/osd](http://www.mass.gov/osd) under OSD Forms.

<b>CONTRACTOR LEGAL NAME:</b> City Of Marlborough (and d/b/a):	<b>COMMONWEALTH DEPARTMENT NAME:</b> Department Of Public Health <b>MMARS Department Code:</b> DPH
<b>Legal Address: (W-9, W-4,T&amp;C):</b> 140 Main St, Marlborough, MA 01752-3812	<b>Business Mailing Address:</b> 250 Washington Street, Boston, MA 02108
<b>Contract Manager:</b> Kevin Breen	<b>Billing Address (if different):</b>
<b>E-Mail:</b> kbreen@marlborough-ma.gov	<b>Contract Manager:</b> Deb Dinkins
<b>Phone:</b> 508-624-6986 <b>Fax:</b> 508-624-6986	<b>E-Mail:</b> debra.dinkins@massmail.state.ma.us
<b>Contractor Vendor Code:</b> VC6000192111	<b>Phone:</b> 617-624-5617 <b>Fax:</b> 617-624-5017
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD001 (Note: The Address Id Must be set up for EFT payments.)	<b>MMARS Doc ID(s):</b> INTF6207P01W17013781 <b>RF/Procurement or Other ID Number:</b> W17013
<p style="text-align: center;"><b>X NEW CONTRACT</b></p> <b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input type="checkbox"/> <u>Department Procurement</u> (Includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach Employment Status Form, scope, budget) <input checked="" type="checkbox"/> <u>Legislative/Legal or Other</u> (Attach authorizing language/justification, scope and budget)	<p style="text-align: center;"><b>CONTRACT AMENDMENT</b></p> Enter Current Contract End Date <u>Prior</u> to Amendment: __, 20__ Enter Amendment Amount: \$ _____ (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)</b> <input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)
The following <b>COMMONWEALTH TERMS AND CONDITIONS (T&amp;C)</b> has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services	
<b>COMPENSATION: (Check ONE option):</b> The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> <u>Rate Contract</u> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or <u>new</u> Total if Contract is being amended). \$ <u>2,515.00</u>	
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days __ % PPD; Payment issued within 15 days __ % PPD; Payment issued within 20 days __ % PPD; Payment issued within 30 days __ % PPD. If PPD percentages are left blank, Identify reason: __ agree to standard 45 day cycle __ statutory/legal or Ready Payments (G.L. c. 29, § 23A); <input checked="" type="checkbox"/> <u>only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)</u>	
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Grants To Public Entities	
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 2. may be incurred as of __, 20__, a date <u>LATER</u> than the <u>Effective Date</u> below and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 3. were incurred as of __, 20__, a date <u>PRIOR</u> to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.	
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>06/30, 2017</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.	
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.	
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b> X: <u>Arthur Vigant</u> Date: <u>2/14/17</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Arthur Vigant</u> Print Title: <u>Mayor</u>	<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b> X: _____      Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Sharon Dyer</u> Print Title: <u>Director, Purchase of Service Office</u>

COPY

Issued May 2004

# COMMONWEALTH OF MASSACHUSETTS CONTRACTOR AUTHORIZED SIGNATORY LISTING



CONTRACTOR LEGAL NAME:  
CONTRACTOR VENDOR/CUSTOMER CODE:  
CONTRACT #:


**INSTRUCTIONS:** Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

**NOTICE:** *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
Arthur Vigeant	Mayor

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

  
Signature

Date: 2/14/17

Title: Mayor

Telephone: 508 460 3770

Fax: 508 460 3698

Email: Mayor@Marlborough-Ma.gov

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

# COMMONWEALTH OF MASSACHUSETTS CONTRACTOR AUTHORIZED SIGNATORY LISTING

Issued May  
2004



CONTRACTOR LEGAL NAME:  
CONTRACTOR VENDOR/CUSTOMER CODE:  
CONTRACT #:

## PROOF OF AUTHENTICATION OF SIGNATURE

It is required that Departments obtain authentication of signature for the signatory who submits the Contractor Authorized Listing.

This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.

Signatory's full legal name (print or type):

Title:

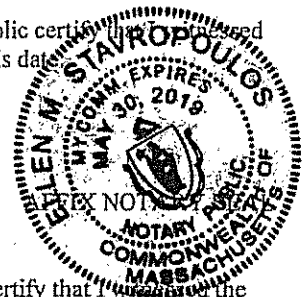
X *[Handwritten Signature]*  
Signature as it will appear on contract or other document (Complete only in presence of notary):

AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

I, *Ellen M. Stavropoulos* (NOTARY) as a notary public certify that I witnessed the signature of the aforementioned signatory above and I verified the individual's identity on this date:

*February 14*, 20 *17*.

My commission expires on: *May 30, 2019*



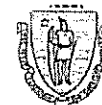
I, \_\_\_\_\_ (CORPORATE CLERK) certify that I witnessed the signature of the aforementioned signatory above, that I verified the individual's identity and confirm the individual's authority as an authorized signatory for the Contractor on this date:

\_\_\_\_\_, 20 \_\_\_\_.

AFFIX CORPORATE SEAL



**PAYMENT VOUCHER INPUT FORM**



Commonwealth of Massachusetts  
Office of the Comptroller

Department/Organization Name  
DPH/Office of Preparedness and Emergency Mgt.

**Vendor Name and Address**  
CITY OF MARLBOROUGH  
140 MAIN STREET  
MARLBOROUGH, MA 01752-3812  
AD001

Document ID  
Trans **PV** Dept DPH R/Org 6207 Number PV Date Acctg Prd Budget FY 2017

Action (E) (M) E Sch Pay Date Off Liab Act  
**VENDOR'S CERTIFICATION**  
I certify that the goods were shipped or the service rendered as set forth below.

*[Signature]*  
(Please Sign in Ink)

Ref Doc ID  
INTF6207P01W17013781

Document Total \$2,515.00 Payment Ref Number INTF6207P01W17013781-1 Vendor Code VC6000192111 Emp

Reference Order	LN	QTY	Description	Unit Price	Amount
			FOR FIRE DEPT. - MASS DECONTAMINATION UNIT (MDU) DEPLOYMENT AND TRAINING	\$2,515.00	\$2,515.00

Reference Doc ID													
LN	Trans	Dept	R/Org	Number	LN	Dept	Approp	Sub	Org	S/Org	Obj	Prog	TY
01	CT	DPH	6207	W17013	01	DPH	45100404	PP	6207		P01	4843	

Proj/CI/Grc Activ RPTG Fund BS Acct Payment Reference Number INTF6207P01W17013781-1 Description F45100404G

MSA# Line# Disc Dates of Services to 6/30/17 Quantity Line Amount \$2,000 I/D P/F

TO THE COMPTROLLER OF THE COMMONWEALTH OF MASSACHUSETTS:  
I hereby certify under penalties of perjury that all laws of the Commonwealth governing disbursements of public funds and the regulations thereof have been complied with and observed.

**INSTRUCTIONS TO VENDORS**  
-Fill in shaded area  
-Direct inquires to state organization

Prepared By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Entered By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

The undersigned authorized signatory approving this document certifies that this document and any attachments are accurate and complete and comply with all applicable general and special laws and regulations.

Page \_\_\_\_\_ of \_\_\_\_\_  
Phone # \_\_\_\_\_

Approved By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2017 MAY 18 AM 11:01

*City of Marlborough*  
*Office of the Mayor*

140 Main Street  
Marlborough, Massachusetts 01752  
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610  
[www.marlborough-ma.gov](http://www.marlborough-ma.gov)

*Arthur G. Vigeant*  
MAYOR

*Nicholas J. Milano*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

May 18, 2016

City Council President Edward J. Clancy  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

**Re: Revolving Funds Ordinance**

Honorable President Clancy and Councilors:

Please find enclosed for your review and approval a new ordinance creating the City of Marlborough's revolving funds. While in past years, it was acceptable to reauthorize revolving funds through a vote of the City Council, state law has set new parameters for municipal revolving accounts.

One of the changes in Governor Baker's Municipal Modernization Act of 2016 is a requirement that revolving accounts be created by ordinance with the legislative body setting a spending cap each year. In past years, the City Council would both approve the revolving fund for the upcoming fiscal year and set a spending cap simultaneously.

This year, two votes will be required:

- First, the City Council is required to approve the attached ordinance adding revolving funds to the City Code.
- Second, the City Council must set a spending cap for each fund.

In subsequent years, the City Council will only be required to set a spending cap prior to July 1 of each year; however, the creation of a new revolving fund, or the closure of an existing revolving fund will require an ordinance moving forward.

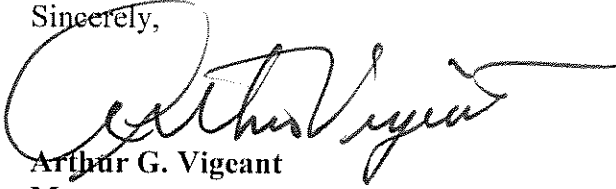
Auditor Diane Smith, my office, and Legal drafted and reviewed the attached ordinance. Much of the information in the ordinance is the same as the information contained in the orders we used in past years to authorize the revolving funds.

Please note that attached Bulletin 2017-01B from the Division of Local Service ("DLS") reports that DLS was working to delay the requirement that revolving funds be set up by ordinance by one calendar year. We have moved forward with the revolving fund ordinance because we would be required to do so next year.

I have also attached three orders setting a spending cap for each of the revolving funds at the same spending levels as was set last year.

We are available to discuss with you in further detail and answer any questions you may have about the new procedures regarding revolving funds, but in the meantime, if you have any questions or comments, please do not hesitate to contact me or Auditor Diane Smith.

Sincerely,

A handwritten signature in black ink, appearing to read "Arthur G. Vigeant", with a long horizontal flourish extending to the right.

**Arthur G. Vigeant**  
**Mayor**

Enclosures

ORDERED:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH THAT, UPON THE RECOMMENDATION OF THE MAYOR, THE CITY CODE OF THE CITY OF MARLBOROUGH, AS AMENDED, BE FURTHER AMENDED BY AMENDING CHAPTER 67 PURSUANT TO THE PROVISIONS OF § 53E½ OF CHAPTER 44 OF THE GENERAL LAWS OF THE COMMONWEALTH OF MASSACHUSETTS, AS AMENDED BY THE MUNICIPAL MODERNIZATION ACT ST. 2016, C. 218, SECTION 86, AS FOLLOWS:

1. Chapter 67 is further amended by inserting after § 67-26 a new section, entitled “Departmental Revolving Funds,” as follows:

§ 67-27. Departmental Revolving Funds.

- A. Purpose. This ordinance establishes and authorizes revolving funds for use by City departments, boards, committees, agencies and officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by § 53E½ of Chapter 44 of the Massachusetts General Laws, as amended.
- B. Expenditure Limitations. A department or agency head, board, committee or officer may incur liabilities against, and spend monies from, a revolving fund established and authorized by this ordinance without appropriation subject to the following limitations:
  1. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.
  2. No liability shall be incurred in excess of the available balance of the fund.
  3. The total amount spent during a fiscal year shall not exceed the amount authorized by the City Council on or before July 1 of said fiscal year, or any increased amount of said authorization which is later approved by the City Council and Mayor during that fiscal year.
- C. Interest. Interest earned on monies credited to a revolving fund established by this ordinance shall be credited to the General Fund.
- D. Procedures and Reports. Except as provided in § 53E½ of Chapter 44 of the Massachusetts General Laws, as amended, and this ordinance, the laws, charter provisions, ordinances, rules, regulations, policies or procedures governing the receipt and custody of City monies and the expenditure and payment of City funds shall apply to the use of a revolving fund established and authorized by this ordinance. The City Auditor shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the City Auditor provides the department, board, committee, agency or officer on appropriations made for its use.

E. Authorized Revolving Funds.

1. Parks and Recreation Revolving Fund.

- a. Fund Name. There shall be a separate fund called the Parks and Recreation Revolving Fund for the use of the Department of Public Works.
- b. Revenues. The City Auditor shall establish the Parks and Recreation Revolving Fund as a separate account and credit to the fund all payments, fees and/or rental income due the City from owners of antennae and related telecommunications equipment located or co-located at wireless communications facilities situated on property under the care, custody, management and control of the City of Marlborough.
- c. Purposes and Expenditures. During each fiscal year, the Commissioner of Public Works may incur liabilities against, and spend monies from, the Parks and Recreation Revolving Fund for the purposes of maintenance and improvement of municipal parks and municipal recreational facilities.
- d. Reports. The Commissioner of Public Works shall prepare a year-end report identifying funds received, funds expended, a description of expenditures, and the year-end balance.
- e. Fiscal Years. The Parks and Recreation Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2. Council on Aging Revolving Fund.

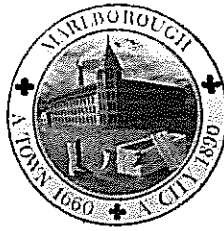
- a. Fund Name. There shall be a separate fund called the Council on Aging Revolving Fund for the use of the Council on Aging.
- b. Revenues. The City Auditor shall establish the Council on Aging Revolving Fund as a separate account and credit to the fund all donations received by the Council on Aging/Senior Center.
- c. Purposes and Expenditures. During each fiscal year, the Executive Director of the Council on Aging may incur liabilities against, and spend monies from, the Council on Aging Revolving Fund for the purposes of Council on Aging/Senior Center programming.
- d. Reports. The Executive Director of the Council on Aging shall prepare a year-end report identifying funds received, funds expended, a description of expenditures, and the year-end balance.

- e. Fiscal Years. The Council on Aging Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.
3. Public Safety Revolving Fund.
    - a. Fund Name. There shall be a separate fund called the Public Safety Revolving Fund for the use of the Mayor of the City.
    - b. Revenues. The City Auditor shall establish the Public Safety Revolving Fund as a separate account and credit to the fund all emergency dispatch fee due the City pursuant to its contract with Patriot Ambulance, unless otherwise directed by the Massachusetts General Laws.
    - c. Purposes and Expenditures. During each fiscal year, the Mayor may incur liabilities against, and spend monies from, the Public Safety Revolving Fund for the purposes of public safety training.
    - d. Reports. The Mayor shall prepare a year-end report identifying funds received, funds expended, a description of expenditures, and the year-end balance.
    - e. Fiscal Years. The Public Safety Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

ADOPTED  
In City Council  
Order No 17-  
Adopted

Approved by Mayor  
Arthur G. Vigeant  
Date:

A TRUE COPY  
ATTEST:



**CITY OF MARLBOROUGH**  
*Department of Public Works*  
**Office of the Commissioner**  
**135 Neil Street**  
**Marlborough, Massachusetts 01752**  
 (508) 624-6910 Ext. 33200  
 Facsimile (508) 624-7699 \* TDD (508) 460-3610

To: Arthur G. Vigeant  
Mayor

From: John L. Ghiloni *JLGH*  
Commissioner

Date: May 16, 2017

Re: Parks and Recreation Revolving Account: 26244401-52415

The Revenue and Expenditures for the Parks and Recreation Revolving Account are shown below:

Balance as of July 1, 2016	\$279,570.19
Funds received between July 1, 2016 and May 16, 2017	\$303,696.72
Funds expended between July 1, 2016 and May 16, 2017	\$177,207.76
Balance	<u>\$406,059.15</u>

**Expenditure Summary:**

Activitas Inc	\$ 33,559.31
Musco Lighting	\$137,132.00
Bentley Services	\$ 6,105.00
Kamco Supply	<u>\$ 411.45</u>

Total	\$177,207.76
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## CITY OF MARLBOROUGH

Office of the City Auditor

140 Main St.

Marlborough, MA 01752

May 15, 2017

### MEMORANDUM

**TO:** Mayor Arthur G. Vigeant  
**FROM:** Diane Smith, City Auditor  
**RE:** Public Safety Training Revolving Account

The income and expenditures of the Public Safety Training Revolving account are as follows:

Beginning balance as of July 1, 2016	\$35,827.10
Funds received to date	39,970.00
Expenditures to date-	
Trench Rescue Training	( 432.00)
Active Shooter Training	( 6,402.24)
Tech Rescue Team Training	( 1,674.06)
Student Officer Academy	( 3,000.00)
MDU Drill	( 1,066.85)
Public Risk Management	( 1,135.76)
SRR Traffic Safety	( 725.00)
Municipal Police Training	( 1,409.38)
Cellebrite Corp	( 3,850.00)
Municipal Police Institute	( 10,261.00)
Fire & Rescue Training	( 4,860.22)
Powerphone	( 369.00)
Hazmat Recertification	( 3,419.78)
Range, FTO, Rifle Training	( 8,112.74)
Defensive Tactics Training	( 5,511.54)
Taser Training	( 12,520.37)
Subtotal	( 64,749.94)
Encumbrances	( 3,518.00)
Balance as of May 11, 2017	<u>\$ 7,529.16</u>



**Marlborough  
Council on Aging**



# Memo

**To:** Mayor Arthur Vigeant  
**From:** Trish Pope  
**Date:** May 17, 2017  
**Re:** Council on Aging Revolving Account

Pursuant to the provisions of the Council Order #15-1006306, the revolving account established by this order had income and expenditures as shown below:

Balance as of 7/1/16	\$	24,107.81
Total revenue generated (7/16 – 5/17/17)	\$	45,053.20
Funds expended (7/1/16 – 5/17/17)	\$	27,596.41
Funds encumbered	\$	6,905.00
<b>Current Balance:</b>	\$	<b>34,659.60</b>

## EXPENDITURE SUMMARY

Since the authorization of this revolving account in October 2015 we have used the account for Program funding. The revenue generated represents the fees associated with programs and trips run through the Council on Aging. The expenditures represent payment for Exercise Teachers, Entertainment, Bus Trips, program supplies and associated food costs.

More detailed information is available upon request.

## ORDERED:

That no more than seventy-five thousand dollars (\$75,000.00) shall be expended from the Public Safety Revolving Fund during fiscal year 2018, unless otherwise authorized by City Council and Mayor.

ADOPTED  
In City Council  
Order No 17-  
Adopted

Approved by Mayor  
Arthur G. Vigeant  
Date:

A TRUE COPY  
ATTEST:

ORDERED:

That no more than forty thousand dollars (\$40,000.00) shall be expended from the Council on Aging Revolving Fund during Fiscal Year 2018, unless otherwise authorized by the City Council and Mayor;

ADOPTED  
In City Council  
Order No 17-  
Adopted

Approved by Mayor  
Arthur G. Vigeant  
Date:

A TRUE COPY  
ATTEST:

ORDERED:

That no more than one hundred thousand dollars (\$100,000.00) shall be expended from the Parks and Recreation Revolving Fund during fiscal year 2018, unless otherwise authorized by City Council and Mayor.

ADOPTED  
In City Council  
Order No 17-  
Adopted

Approved by Mayor  
Arthur G. Vigeant  
Date:

A TRUE COPY  
ATTEST:



Michael J. Heffernan  
Commissioner of Revenue

Sean R. Cronin  
Senior Deputy Commissioner

# Bulletin

2017-01B

## DEPARTMENTAL REVOLVING FUNDS

TO: Local Officials

FROM: Sean R. Cronin, Senior Deputy Commissioner of Local Services

DATE: January 2017

SUBJECT: Authorization of Departmental Revolving Funds and Model By-law/Ordinance

This *Bulletin* provides guidance to local officials regarding the authorization of departmental revolving funds for use in Fiscal Year 2018 and future years.

As you know, the departmental revolving fund statute, G.L. c. 44, § 53E½, was amended by the Municipal Modernization Act. St. 2016, c. 218, § 86. These amendments eliminated the caps on the amount that could be spent from the revolving funds authorized for a particular department and in total from all authorized revolving funds. In addition, the revolving funds are to be authorized by by-law or ordinance rather than an annual legislative body vote. The legislative body must still vote on or before July 1 on the amount that may be spent from each fund during the upcoming fiscal year.

These amendments took effect on November 7, 2016 and would apply to departmental revolving fund authorizations beginning in FY2018. We recognize, however, that a transition period is needed to enable cities and towns to draft and adopt the necessary by-laws or ordinances, and for towns, to obtain the Attorney General's review and approval of the by-laws. Therefore, the Division is recommending legislation to defer the requirement that the revolving funds be authorized by by-law or ordinance until FY2019, but would implement the elimination of the spending caps in FY2018 funds. We will keep you informed about developments in that regard.

### FY2018 AUTHORIZATIONS

In the meantime, however, we advise local officials to prepare to be able to authorize departmental revolving funds for FY2018 under the prior and current statutory procedure. In towns, selectboards preparing annual town meeting warrants should include articles that would allow the meeting to authorize or reauthorize the funds by (1) vote upon recommendation of the selectboard, and (2) adoption of a by-law to establish the funds and vote to set FY2018 spending caps for them. Similarly, in cities, officials should plan to be able to have the city council authorize the funds by (1) vote upon recommendation of the mayor or (2) adoption of an ordinance and vote to set spending caps, on or before July 1, 2017.

### MODEL BY-LAW/ORDINANCE

Attached to this Bulletin is a model or template for a by-law or ordinance authorizing departmental revolving funds under G.L. c. 44, § 53E½. We have also included examples of the use of the model in authorizing funds.

Local officials should not use the model without first consulting with municipal counsel to ensure consistency with the style, organization and format of the general by-laws or ordinances of the municipality, as well as consistency and compliance with applicable charter provisions and statutory requirements. The model must be tailored and edited accordingly.

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**MODEL**  
**DEPARTMENTAL REVOLVING FUND BY-LAW/ORDINANCE**  
**G.L. c. 44, § 53E½**

**Model should not be used without the advice of municipal counsel**  
**Footnotes are not part of Model and are informational only**

**ARTICLE/ORDER.** To see if the town/city will vote to amend the general by-laws/ordinances of the town/city by adding a new section to establish and authorize revolving funds for use by certain town/city departments, boards, committees, agencies or officers under Massachusetts General Laws Chapter 44, § 53E½, or take any other action relative thereto. **(Majority vote to adopt or amend general by-law/ordinance)**

**VOTED:** To amend the general by-laws/ordinances of the town/city by adding the following new section:

**[ALL]**

**DEPARTMENTAL REVOLVING FUNDS**

1. Purpose. This by-law/ordinance establishes and authorizes revolving funds for use by town/city departments, boards, committees, agencies or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, § 53E½.
2. Expenditure Limitations.<sup>1</sup> A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this by-law/ordinance without appropriation subject to the following limitations:
  - A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund [, except for those employed as school bus drivers<sup>2</sup>].
  - B. No liability shall be incurred in excess of the available balance of the fund.
  - C. The total amount spent during a fiscal year shall not exceed the amount authorized by town meeting/town/city council on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the selectboard and finance committee/mayor and city council.
3. Interest.<sup>3</sup> Interest earned on monies credited to a revolving fund established by this by-law/ordinance shall be credited to the general fund.

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<sup>1</sup> Expenditure limitations set by G.L. c. 44, § 53E½.

<sup>2</sup> Add exception set by G.L. c. 44, § 53E½ if authorizing a fund for non-mandated school bus service.

<sup>3</sup> Interest treatment set by G.L. c. 44, § 53E½.

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4. Procedures and Reports. Except as provided in General Laws Chapter 44, § 53E½ and this by-law/ordinance, the laws, charter provisions, by-laws/ordinances, rules, regulations, policies or procedures that govern the receipt and custody of town/city monies and the expenditure and payment of town/city funds shall apply to the use of a revolving fund established and authorized by this by-law/ordinance. The town accountant/city auditor shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the town accountant/city auditor provides the department, board, committee, agency or officer on appropriations made for its use.

5. Authorized Revolving Funds.

**[FORMAT 1 – Separate subsections establishing each fund]**

5.1 \_\_\_\_\_ Revolving Fund.

5.1.1 Fund Name. There shall be a separate fund called the \_\_\_\_\_ Revolving Fund authorized for use by the \_\_\_\_\_ Department/Board/Committee/Agency/Officer.

5.1.2 Revenues.<sup>4</sup> The town accountant/city auditor shall establish the \_\_\_\_\_ Revolving Fund as a separate account and credit to the fund all of the **(Insert list of specific fees, charges or other receipts to be credited to the fund)** charged and received by the Department/Board/Committee/Agency/Officer in connection with \_\_\_\_\_ **(Insert departmental program or activity generating the monies).**

5.1.3 Purposes and Expenditures.<sup>5</sup> During each fiscal year, the \_\_\_\_\_ Department Head/Board/Committee/Agency/Officer may incur liabilities against and spend monies from the \_\_\_\_\_ Revolving Fund for **(Insert list of types of program or activity expenses that may be charged to the fund)** in connection with \_\_\_\_\_ **(Insert departmental program or activity generating the monies).**

**(Insert any program or activity expenses that may not be charged to the fund, i.e., will be funded through a regular budget appropriation, require prior approval or are subject to some other limitation or condition).**

5.1.4 Other Requirements/Reports. **(Insert any specific reporting or other requirements the town/city wants to apply to this fund).**

5.1.5 Fiscal Years. The \_\_\_\_\_ Revolving Fund shall operate for fiscal years that begin on or after July 1, \_\_\_\_\_. **(Insert any sunset or termination provision that the town/city wants to apply to this fund).**

<sup>4</sup> G.L. c. 44, § 53E½ requires by-law/ordinance to specify fund revenues.

<sup>5</sup> G.L. c. 44, § 53E½ requires by-law/ordinance to specify who is authorized to spend from fund and the expenses of the program or activity for which fund monies may be spent.



**[FORMAT 2 – Table establishing each fund]**

The Table establishes:

- A. Each revolving fund authorized for use by a town/city department, board, committee, agency or officer,
- B. The department or agency head, board, committee or officer authorized to spend from each fund,<sup>6</sup>
- C. The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the town accountant/city auditor,<sup>7</sup>
- D. The expenses of the program or activity for which each fund may be used,<sup>8</sup>
- E. Any restrictions or conditions on expenditures from each fund;
- F. Any reporting or other requirements that apply to each fund, and
- G. The fiscal years each fund shall operate under this by-law/ordinance.

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
Revolving Fund	Department, Board, Committee, Agency or Officer Authorized to Spend from Fund	Fees, Charges or Other Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Restrictions or Conditions on Expenses Payable from Fund	Other Requirements/ Reports	Fiscal Years

<sup>6</sup> G.L. c. 44, § 53E½ requires by-law/ordinance to specify who is authorized to spend from fund.

<sup>7</sup> G.L. c. 44, § 53E½ requires by-law/ordinance to specify fund revenues.

<sup>8</sup> G.L. c. 44, § 53E½ requires by-law/ordinance to specify the expenses of the program or activity for which fund monies may be spent.

**EXAMPLE 1**  
**[Ordinance using Separate Subsection Format]**

DEPARTMENTAL REVOLVING FUNDS

1. Purpose. This ordinance establishes and authorizes revolving funds for use by city, departments, boards, committees, agencies and officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, § 53E½.
2. Expenditure Limitations. A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this ordinance without appropriation subject to the following limitations:
  - A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.
  - B. No liability shall be incurred in excess of the available balance of the fund.
  - C. The total amount spent during a fiscal year shall not exceed the amount authorized by the City Council on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the City Council and Mayor.
3. Interest. Interest earned on monies credited to a revolving fund established by this ordinance shall be credited to the general fund.
4. Procedures and Reports. Except as provided in General Laws Chapter 44, § 53E½ and this ordinance, the laws, charter provisions, ordinances, rules, regulations, policies or procedures that govern the receipt and custody of city monies and the expenditure and payment of city funds shall apply to the use of a revolving fund established and authorized by this ordinance. The City Auditor shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the City Auditor provides the department, board, committee, agency or officer on appropriations made for its use.
5. Authorized Revolving Funds.
  - 5.1 Anycity Historic House Revolving Fund.
    - 5.1.1 Fund Name. There shall be a separate fund called the Anycity Historic House Revolving Fund for the use of the Public Facilities Department.
    - 5.1.2 Revenues. The City Auditor shall establish the Anycity Historic House Revolving Fund as a separate account and credit to the fund all fees charged persons, organizations, or entities and received by the Public Facilities Department to rent or use the Anycity Historic House for conferences, programs, functions or other events.

-7-

5.1.3 Purposes and Expenditures. During each fiscal year, the Director of the Anycity Historic House within the Public Facilities Department may incur liabilities against and spend monies from the Anycity Historic House Revolving Fund for contractual services to operate and maintain the facility for use for conferences, programs, functions or other events.

Salaries or wages of employees shall be paid from the annual budget appropriation of the Public Facilities Department and shall not be paid from the fund.

5.1.4 Reports. Within 10 days of the end of each quarter of the fiscal year, the Director of the Anycity Historic must provide the Director of the Public Facilities Department with a report of the revenues and expenditures of the Health Services Revolving Fund during the month and fiscal year to date.

5.1.5 Fiscal Years. The Anycity Historic House Revolving Fund shall operate for fiscal years that begin on or after July 1, 2018.

## 5.2 Senior Citizen Bus Revolving Fund.

5.2.1 Fund Name. There shall be a separate fund called the Senior Citizen Bus Revolving Fund for the use of the Council on Aging.

5.2.2 Revenues. The City Auditor shall establish the Senior Citizen Bus Revolving Fund as a separate account and credit to the fund all fares, fees and other monies charged or received by the Council of Aging from operating a bus service for senior citizen housing developments.

5.2.3 Purposes and Expenditures. During each fiscal year, the Council on Aging may incur liabilities against and spend monies from the Senior Citizen Bus Revolving Fund for salaries or wages, expenses, lease payments and contractual services to operate a bus service to senior citizen housing developments.

Salaries and wages of not more than one full-time employee and the purchase of any equipment or capital item of \$1,000 or more shall not be paid from the fund.

5.2.4 Fiscal Years. The Senior Citizen Bus Revolving Fund shall operate for fiscal years that begin on or after July 1, 2018.

## 5.3 Health Services Revolving Fund.

5.3.1 Fund Name. There shall be a separate fund called the Health Services Revolving Fund for the use of the Board of Health.

5.3.2 Revenues. The City Auditor shall establish the Health Services Revolving Fund as a separate account and credit to the fund all fees charged by the Board of Health to provide vaccinations, flu shots or other health services and received by the Board from individuals receiving the services or their health insurance providers.

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5.3.3 Purposes and Expenditures. During each fiscal year, the Health Director may incur liabilities against and spend monies from the Health Services Revolving Fund for supplies and equipment used to provide the vaccinations, flu shots or other health services and for educational programs and materials regarding those services.

5.3.4 Fiscal Years. The Health Services Revolving Fund shall operate for fiscal years that begin on or after July 1, 2018.

**EXAMPLE 2**  
**[By-law using Table Format]**

DEPARTMENTAL REVOLVING FUNDS

1. Purpose. This by-law establishes and authorizes revolving funds for use by town, departments, boards, committees, agencies and officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, § 53E½.
2. Expenditure Limitations. A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this by-law without appropriation subject to the following limitations:
  - A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.
  - B. No liability shall be incurred in excess of the available balance of the fund.
  - C. The total amount spent during a fiscal year shall not exceed the amount authorized by Annual Town Meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Selectboard and Finance Committee.
3. Interest. Interest earned on monies credited to a revolving fund established by this by-law shall be credited to the general fund.
4. Procedures and Reports. Except as provided in General Laws Chapter 44, § 53E½ and this by-law, the laws, charter provisions, by-laws, rules, regulations, policies or procedures that govern the receipt and custody of town monies and the expenditure and payment of town funds shall apply to the use of a revolving fund established and authorized by this by-law. The Town Accountant shall include a statement on the collections credited to the fund, the encumbrances and expenditures charged to each fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, agency or officer on appropriations made for its use.
5. Authorized Revolving Funds. The Table establishes:
  - A. Each revolving fund authorized for use by a town department, board, committee, agency or officer,
  - B. The department or agency head, board, committee or officer authorized to spend from each fund,
  - C. The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Town Accountant,
  - D. The expenses of the program or activity for which each fund may be used,
  - E. Any restrictions or conditions on expenditures from each fund;
  - F. Any reporting or other requirements that apply to each fund, and
  - G. The fiscal years each fund shall operate under this by-law.

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<u>A</u> Revolving Fund	<u>B</u> Department, Board, Committee, Agency or Officer Authorized to Spend from Fund	<u>C</u> Fees, Charges or Other Receipts Credited to Fund	<u>D</u> Program or Activity Expenses Payable from Fund	<u>E</u> Restrictions or Conditions on Expenses Payable from Fund	<u>F</u> Other Requirements/ Reports	<u>G</u> Fiscal Years
Inspectional Services	Building Inspector	Fees charged and received by the Building Inspector for gas, electric and plumbing inspections	Salaries or wages of inspectors performing gas, electric and plumbing inspections and contractual services related to those inspections	Salaries or wages of full-time employees shall be paid from the annual budget appropriation of the Building Inspector and not from the Fund		Fiscal Year 2019 and subsequent years
Hazardous Materials	Fire Chief	Charges assessed to respond to incidents involving the spill or release of hazardous materials	Training, supplies and special equipment needed for fire department personnel to respond to hazardous materials incidents			Fiscal Year 2019 and subsequent years
Teen Center	Director of Teen Center within the Public Facilities Department	Teen center snack bar receipts, dance admission charges, center activity fees, charges and receipts	Expenses, supplies and contractual services to operate the Teen Center	Salary or wages of no more than one part-time employee shall be paid from the Fund  Salary or wages of full-time director shall be paid from the annual budget appropriation of the Public Facilities Department and not from the Fund	Within 10 days of the end of month, the Director must provide a report on Fund revenues and expenditures during the month and fiscal year to date to the Director of the Public Facilities Department	Fiscal Year 2019 and subsequent years



*City of Marlborough*  
*Office of the Mayor*

140 Main Street  
 Marlborough, Massachusetts 01752  
 Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610  
[www.marlborough-ma.gov](http://www.marlborough-ma.gov)

*Arthur G. Vigeant*  
 MAYOR

*Nicholas J. Milano*  
 EXECUTIVE AIDE

*Patricia Bernard*  
 EXECUTIVE SECRETARY

May 18, 2017

City Council President Edward J. Clancy  
 Marlborough City Council  
 140 Main Street  
 Marlborough, MA 01752

**Re: Appointment of Chief David Giorgi as the Keeper of the Lockup**

Honorable President Clancy and Councilors:

I am pleased to appoint Chief David Giorgi as the Keeper of the Lockup for the City of Marlborough in accordance with Massachusetts General Laws, Chapter 40, Section 35 for a term of one year.

Please do not hesitate to contact my office with any questions or concerns.

Sincerely,

**Arthur G. Vigeant**  
 Mayor

<b>Part I</b>	ADMINISTRATION OF THE GOVERNMENT
<b>Title VII</b>	CITIES, TOWNS AND DISTRICTS
<b>Chapter 40</b>	POWERS AND DUTIES OF CITIES AND TOWNS
<b>Section 35</b>	KEEPER; APPOINTMENT; OATH; PENALTY FOR FAILURE TO APPOINT KEEPER

Section 35. The mayor of each city, except Boston, and in Boston the police commissioner, and the selectmen of each town required to maintain a lockup shall annually, by a writing recorded with the town clerk, appoint a keeper of the lockup, who shall have the care and custody thereof and of persons committed thereto. He shall accept the appointment within three days after notice thereof, shall be sworn and shall hold office for one year unless sooner removed. If the selectmen neglect to appoint a keeper, each selectman shall forfeit ten dollars for each month during which such neglect continues; and if the mayor, except in Boston, or in Boston the police commissioner, neglects for three months to appoint a keeper, he shall forfeit thirty dollars and ten dollars additional for each subsequent month of such neglect.





RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2017 MAY 18 A 11: 29

*City of Marlborough*  
*Office of the Mayor*

140 Main Street  
Marlborough, Massachusetts 01752  
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610  
[www.marlborough-ma.gov](http://www.marlborough-ma.gov)

*Arthur G. Vigeant*  
MAYOR

*Nicholas J. Milano*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

May 18, 2017

City Council President Edward J. Clancy  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

**Re: Order of Taking by Eminent Domain Concerning Public Safety Improvements on West Hill Road**

Honorable President Clancy and Councilors:

Please find enclosed for your review and approval an Order of Taking By Eminent Domain concerning public safety improvements on West Hill Road.

These takings are necessary to facilitate the reconstruction of West Hill Road currently being performed by the Department of Public Works.

DPW Commissioner John Ghiloni and City Engineer Thomas DiPersio will be available to answer any questions related to this project.

Thank you in advance for your consideration.

Sincerely,

Arthur G. Vigeant  
Mayor

Enclosures



CITY OF MARLBOROUGH  
*Department of Public Works*  
 Office of the Commissioner  
 135 Neil Street  
 Marlborough, Massachusetts 01752  
 (508) 624-6910 Ext. 33100  
 Facsimile (508) 624-7699 TDD (508) 460-3610

May 18, 2017

Arthur G. Vigeant, Mayor  
 City Hall  
 140 Main Street  
 Marlborough, MA 01752

**RE: Order of Taking by Eminent Domain Regarding West Hill Road Project**

Dear Mayor Vigeant:

I request that you send to the City Council, for their action, the attached Order of Taking by Eminent Domain.

By the proposed Order of Taking, the City would acquire certain easement interests, and a fee interest, in private land located on West Hill Road. The purpose of the takings, more fully described in the order, is related to public safety improvements on West Hill Road.

I am available to answer any specific questions relative to the project.

Sincerely,

John L. Ghiloni  
 Commissioner of Public Works

Enclosures

cc: Thomas DiPersio, Jr., P.E., City Engineer  
 Cynthia Panagore Griffin, Assistant City Solicitor

**ORDERED:****Eminent Domain Order of Taking**

WHEREAS, the City Council of the City of Marlborough has determined that the public welfare, safety, and common convenience require that legal interests in certain portions of land located on West Hill Road, as more particularly described herein, be taken for the purpose of the reconstruction, construction, and maintenance of improvements to West Hill Road, and for other municipal purposes, and that the taking by eminent domain is reasonable and necessary to carry out the aforementioned purposes; and,

WHEREAS, in order to promote the public welfare, safety, common convenience, and necessity, it is necessary to take by Eminent Domain the easement interests in the land for the purposes and duration described herein; and,

WHEREAS, all preliminary requirements of Massachusetts General Laws Chapter 79 having been complied with;

NOW, THEREFORE, IT IS HEREBY ORDERED that the City Council of the City of Marlborough, acting in accordance with the power and authority conferred by the City Charter, Division 1, Section 30, Massachusetts General Laws, Chapter 79 and every power and authority thereto enabling, and in the exercise of the power and authority conferred by said laws, does hereby take by Eminent Domain the easement interests or fee simple interest in the following described land, including all trees and other vegetation thereon.

**DESCRIPTION OF LAND TAKEN**

- 1. Street address: 161 West Hill Road, Marlborough, MA 01752**

Permanent easement for roadway widening purposes: Being an approximately 687 S.F portion of the property located on 161 West Hill Road, Marlborough, MA, known and numbered as Map 41, Parcel 64 on the Assessors' Map of the City of Marlborough and shown on a sketch plan attached herewith as Exhibit "A" prepared by the City of Marlborough Department of Public Works, Engineering Division, 135 Neil Street, Marlborough, MA 01752.

OWNER: Ulman Chouinard  
161 West Hill Road  
Marlborough, MA 01752

- 2. Street Address: 151 West Hill Road, Marlborough, MA**

Permanent easement for roadway widening purposes: Being an approximately 960 S.F. portion of the property located at 151 West Hill Road, Marlborough, MA, known and numbered as Map 41, Parcel 65 on the Assessors' Map of the City of Marlborough, and shown on a sketch plan

attached herewith as Exhibit "B" prepared by the City of Marlborough Department of Public Works, Engineering Division, 135 Neil Street, Marlborough, MA 01752.

OWNERS: Ronald E. Jacques and MaryEllen Jacques  
151 West Hill Road  
Marlborough, MA 01752

The ownership of said parcels and each of them are supposed to be as stated herein, but said easements and each of them are hereby taken whether the ownership is as stated herein or otherwise. We determine that the damages, set forth in the Table of Awards below, have been sustained by the owners of said parcels upon which said easements, so taken, are located.

**TABLE OF AWARDS**

The City Council hereby makes the following awards for damages for the owner or owners of record:

<u>OWNERS</u>	<u>MARLBOROUGH ASSESSORS' MAP/PARCEL</u>	<u>AREA (OF TAKING OF EASEMENT)</u>	<u>AWARD</u>
Ulman Chouinard 161 West Hill Road Marlborough, MA 01752	41/64	±687 S.F.	\$1,718
Ronald E. Jacques & MaryEllen Jacques 151 West Hill Road Marlborough, MA 01752	41/65	±960 S.F.	\$2,400

ADOPTED  
In City Council  
Order No. 17-  
Adopted

Approved by Mayor  
Arthur G. Vigeant  
Date:

A TRUE COPY  
ATTEST



# City of Marlborough Legal Department

140 MAIN STREET  
MARLBOROUGH, MASSACHUSETTS 01752  
TEL. (508) 460-3771 FACSIMILE (508) 460-3698 TDD (508) 460-3610  
LEGAL@MARLBOROUGH-MA.GOV

DONALD V. RIDER, JR.  
CITY SOLICITOR

CYNTHIA M. PANAGORE GRIFFIN  
ASSISTANT CITY SOLICITOR

ELLEN M. STAVROPOULOS  
PARALEGAL

May 17, 2017

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2017 MAY 17 P 4:50

Edward Clancy  
President  
Marlborough City Council

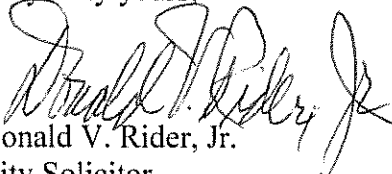
RE: Order No. 17-1006869A  
Application for Special Permit  
David C. Mauro, Mary Ann Mauro and Patrick Mauro, Trustees of Royce Road Museum Realty Trust  
91 Royce Road, Marlborough

Dear President Clancy and Members:

Pursuant to Chapter 650-59C(13) of the Marlborough Zoning Ordinance, I provide this letter as to the legal form of the City Council's proposed decision on the application submitted by David C. Mauro, Mary Ann Mauro and Patrick Mauro, Trustees of Royce Road Museum Realty Trust, seeking permission for a building addition to the existing single-family dwelling.

I have enclosed a copy of the proposed decision. I certify that the decision is in proper legal form.

Very truly yours,

  
Donald V. Rider, Jr.  
City Solicitor

Enclosure

cc: Peter Bemis, Engineering Design Consultants, Inc., Agent for Applicant

**DECISION ON AN APPLICATION FOR SPECIAL PERMIT****ROYCE ROAD MUSEUM REALTY TRUST  
91 Royce Road, Marlborough, MA****CITY OF MARLBOROUGH  
CITY COUNCIL ORDER No. 17-1006869B**

The City Council of the City of Marlborough hereby GRANTS the Application for Special Permit of Applicant (the “Application”), as provided in the Decision and SUBJECT TO THE FOLLOWING FINDINGS OF FACT AND CONDITIONS:

**EVIDENCE**

1. The Applicant, David C. Mauro, Mary Ann Mauro and Patrick Mauro, Trustees of Royce Road Museum Realty Trust, u/d/t dated May 24, 2001, is a duly organized and existing Massachusetts real estate trust with a principal mailing address of 379 South Street, Marlborough, MA 01752 (the “Applicant”).
2. The location of the proposed project is 91 Royce Road, Marlborough, MA and more particularly identified on the City of Marlborough Assessor’s Maps as Parcel 28 on Plate 72, and furthermore particularly described in deeds recorded with the Middlesex South District Registry of Deeds, Book 33194, Page 214 (the “Site”).
3. The owner of the Site is the Applicant.
4. The single-family dwelling located on the Site was constructed in 1955, when the Site was situated within a residential zoning district and thus satisfied the provisions of the then-applicable zoning ordinance as to use. The single-family dwelling later went out of compliance as to use when the zoning district in which it was situated was changed in 1985 from residential to Business, which does not allow any residential uses; see Marlborough City Council Order No. 85-451E. Thus, the use of 91 Royce Road as a

single-family dwelling became legally nonconforming in 1985. The existing dwelling itself conforms to the dimensional requirements of the Zoning Ordinance of the City of Marlborough.

5. The Applicant proposes a building addition to the existing single-family dwelling that will more than double the dwelling size, while remaining dimensionally conforming. The Building Commissioner has determined that the proposed increase or intensification of the legally nonconforming use of the Site requires a special permit from the City Council.
6. The Applicant has complied with all the Rules and Regulations promulgated by the Marlborough City Council as they pertain to the Application for permission to construct an addition to the existing single-family residence on the Site. Specifically, the Application filed on March 23, 2017 with the City Clerk's office consisted of an original and two copies of the following: (a) Application to the City Council for Issuance of Special Permit; (b) Special Permit-Summary Impact Statement; (c) filing fee check; (d) plan delivery certification; (e) tax payment certification; (f) abutters list; (g) the proposed site plan and architectural plans, further described hereinbelow; (h) and the certification of the Building Commissioner on behalf of the Planning Director as to the Application's having complied with the provisions of Section 650-59, C. (7) (a), (b) and (c) of the City's Zoning Ordinance.
7. A public hearing was held on May 8, 2017, in compliance with the requirements of the City's Zoning Ordinance and the provisions of MGL Chapter 40A, as amended. All necessary abutters were provided notice as required by law, as certified by the Office

of the Marlborough Assessors office. The time for the City Council to take final action on the Application is August 6, 2017.

8. The Applicant presented oral testimony and demonstrative evidence at the public hearing, and represented that the Project meets all applicable special permit criteria provided by MGL Chapter 40A, as amended, and the City's Zoning Ordinance.
9. The site plan submitted with the Application is entitled, "Proposed Site Plan in Marlborough, Massachusetts (Middlesex County); Prepared for Royce Road Museum Realty Trust, 91 Royce Road, Marlborough, MA;" Prepared by Engineering Design Consultants, Inc., 32 Turnpike Road, Southborough, MA 01772, scale 1" = 50', dated February 27, 2017 (the "Site Plan"), attached hereto as "Attachment A."
10. The architectural plans submitted with the Application are entitled "Mauro Residence, 91 Royce Road, Marlborough, MA," by Daniel J. Wezniak, Architect, dated February 28, 2017 and are attached hereto as "Attachment B."

**BASED ON THE ABOVE, THE MARLBOROUGH CITY COUNCIL MAKES THE FOLLOWING FINDINGS OF FACT AND TAKES THE FOLLOWING ACTIONS:**

- A. The City Council finds that it may grant a Special Permit (Special Permit) subject to such terms and conditions as it deems necessary and reasonable to protect the citizens of the City of Marlborough (also referenced herein as the "City").
- B. The City Council finds the Application for the Special Permit does not derogate from the intent or purpose of the Zoning Ordinance of the City of Marlborough, or MGL c. 40A.
- C. The City Council finds that the legally nonconforming residential use of the Site, as increased or intensified by the proposed expansion of the existing single-family dwelling, is an appropriate use, and is in harmony with the general purpose and intent of the Zoning Ordinance of the City of Marlborough. The construction of the addition will complement the nature of the abutting properties and the surrounding neighborhood.
- D. In particular, the proposed expansion of the existing single-family dwelling is not



substantially more detrimental to the neighborhood than the existing dwelling.

E. The Applicant has complied with all the procedural rules and regulations of the City Council of the City of Marlborough and Chapter 650 (Zoning Code) of the City of Marlborough and MGL Chapter 40A, Sections 9 and 11.

### **GRANT OF SPECIAL PERMIT WITH CONDITIONS**

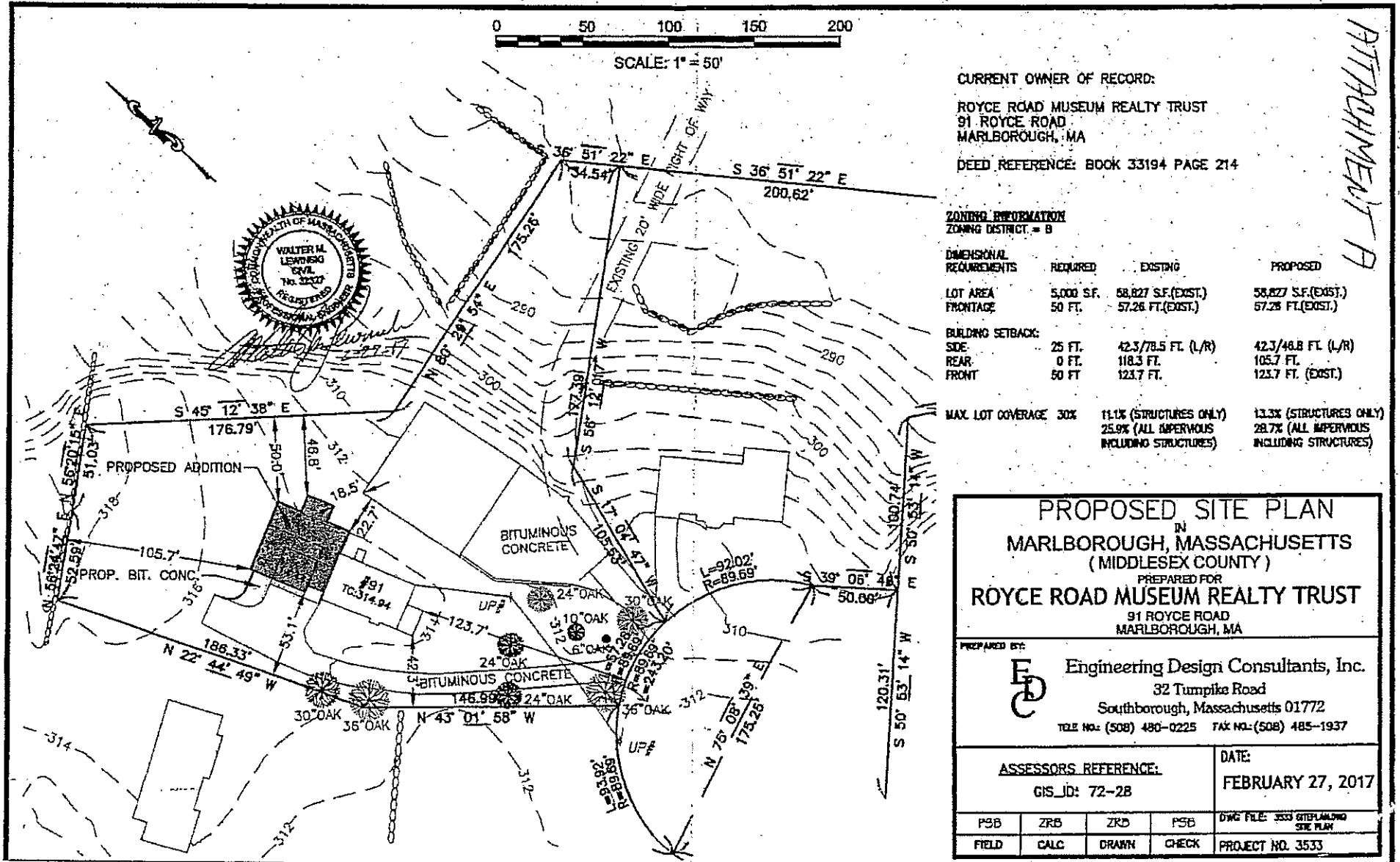
The City Council, pursuant to its authority under MGL Chapter 40A and the City of Marlborough Zoning Ordinance, Chapter 650, **GRANTS** the Applicant a Special Permit, **SUBJECT TO THE FOLLOWING CONDITIONS:**

- A. Construction of the building addition to the existing single-family residence is to be done in accordance with all applicable building codes in effect in the City of Marlborough as of the time when the building permit application is submitted to the Building Commissioner.
- B. All work performed at the Site shall be in compliance with this Special Permit decision.
- C. At no time shall the proposed addition be rented out as a separate unit, and the proposed addition must remain as an open floor plan integrated with the existing single-family dwelling.
- D. In accordance with the provisions of MGL c. 40A § 11, the Applicant at its expense shall record this Special Permit in the Middlesex South District Registry of Deeds after the City Clerk has certified that the twenty-day period for appealing this Special Permit has elapsed with no appeal having been filed, and before the Applicant shall apply to the Building Commissioner for a building permit concerning the proposed expansion. Applicant shall provide a copy of the recorded

Special Permit to the City Council's office, to the Building Department, and to the  
City Solicitor's office.

ADOPTED  
In City Council  
Order No. 17-1006869B  
Adopted

A TRUE COPY  
ATTEST:



# ATTACHMENT B

**FRONT ELEVATION**

**RIGHT SIDE ELEVATION**

**WINDOW SCHEDULE** (SIZES ARE NOT NECESSARILY THE SAME)

NO.	TYPE	SIZE	FINISH
1	DOUBLE HUNG	36" x 48"	WOOD
2	DOUBLE HUNG	36" x 48"	WOOD
3	DOUBLE HUNG	36" x 48"	WOOD
4	DOUBLE HUNG	36" x 48"	WOOD
5	DOUBLE HUNG	36" x 48"	WOOD
6	DOUBLE HUNG	36" x 48"	WOOD
7	DOUBLE HUNG	36" x 48"	WOOD
8	DOUBLE HUNG	36" x 48"	WOOD
9	DOUBLE HUNG	36" x 48"	WOOD
10	DOUBLE HUNG	36" x 48"	WOOD

**GENERAL NOTES**

- ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE.
- ALL MATERIALS SHALL BE OF THE HIGHEST QUALITY AND SHALL BE APPROVED BY THE ARCHITECT BEFORE INSTALLATION.
- THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
- PROTECT ALL EXISTING UTILITIES AND STRUCTURES TO REMAIN.
- ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR DISPOSING OF ALL DEBRIS AND WASTE MATERIALS.
- ALL WORK SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE ARCHITECT.
- THE CONTRACTOR SHALL MAINTAIN A NEAT AND ORDERLY WORK SITE AT ALL TIMES.
- ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH THE ARCHITECT'S INTENT.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE.
- ALL MATERIALS SHALL BE OF THE HIGHEST QUALITY AND SHALL BE APPROVED BY THE ARCHITECT BEFORE INSTALLATION.
- THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
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- THE CONTRACTOR SHALL MAINTAIN A NEAT AND ORDERLY WORK SITE AT ALL TIMES.
- ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH THE ARCHITECT'S INTENT.

**CLIENT:** MARYO RESIDENCE  
**PROJECT NO.:** 2024-001  
**DATE:** 10/26/2024

**ARCHITECT:** SILVER STREET ARCHITECTS LLC  
**ADDRESS:** 123 SILVER STREET, BOSTON, MA 02111  
**PHONE:** (617) 555-1234  
**WEBSITE:** www.silverstreetarchitects.com

*City of Marlborough*  
*Commonwealth of Massachusetts*

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 CITY OF MARLBOROUGH

2017 MAY 18 A 11: 26



**PLANNING BOARD**

**Barbara L. Fenby, Chair**  
**Colleen M. Hughes**  
**Philip J. Hodge**  
**Sean N. Fay**  
**Shawn McCarthy**  
**Brian DuPont**

**Krista Holmi - Administrator**  
**Phone: (508) 624-6910 x 33200**  
**Fax: (508) 624-7699**  
**Email: [planning\\_board@marlborough-ma.gov](mailto:planning_board@marlborough-ma.gov)**

May 9, 2017

Marlborough City Council  
 140 Main Street  
 Marlborough, MA 01752

RE: Proposed Zoning Amendment, Expansion and Modification of HRMUOD

At the regularly scheduled Planning Board meeting on May 8, 2017, the Board took the following action regarding the above referenced zoning amendment:

The Planning Board makes no recommendation on the proposed zoning amendment, and submits for the record a statement from Planning Board member Brian DuPont. The statement is attached hereto.

Sincerely,

Barbara L. Fenby  
 Chairperson

Enclosure

Reference: Proposed Zoning Amendment, Expansion and Modification of HRMUOD

Presented by Planning Board member, Brian DuPont, at the May 8, 2017 meeting.

I will not support this, or any other zoning bylaw or zoning map amendment, until the City commits to updating its Master Plan, now more than 30 years old. Required by MGL ch.41 §81D, a Master Plan is “designed to provide a basis for decision making regarding the long-term physical development of the [City]”. By passing a series of Zoning Bylaws that grant the City Council permitting and waiver authority, *without* the vision that a Master Plan would provide, the City is forced to conduct planning *one project at a time* --- a process that is constrained by statutory timelines, political whim, and a developer’s ambitions.

Preparation of the City’s 2011 Economic Development Plan “revealed an urgent need for the City to update its City-wide Master Plan and thereby address critical issues that are beyond [its] scope” (p.2). Updating the Master Plan should be a facilitated by the Mayor and City Council, with broad representation from their appointed Boards and technical staff. It should be a highly participatory process that employs a variety of methods to encourage two-way communication with the City’s residents.

Not that long ago, the City engaged in a similar inclusive planning process to encourage growth and development of specific land uses in the Downtown area. The resulting Marlborough Village District was universally praised as a step in the right direction for the City. Yet because of the small geographic scope of that planning effort, housing projects in the Downtown area are now caught up in a City-wide moratorium on Special Permits. As the City now scrambles to address the “critical issue” of housing, the Mayor and Council would be wise to adopt a more comprehensive approach, and examine land use, economic development, natural resources, recreation, transportation, *and* housing together.

# WALKER REALTY LLC

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CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2017 MAY -9 A 9 01

May 9, 2017

HAND DELIVERED

Councilor Edward Clancy, President  
Marlborough City Council  
City Hall  
Marlborough, MA 01752

**Re: Proposed Zoning Amendment – Expansion and Modification of HRMUOD**

Dear Councilor Clancy,

The undersigned represents Walker Realty, LLC, 11 Apex LLC and 110 Grill AC Marlboro LLC (collectively the “Applicant”). Please allow this letter, the attached proposed draft Order, and the attached signage plans (all attached hereto as Exhibit A) to serve as the Applicant’s formal request for a waiver pursuant to Section 650-35H.(8) to allow for three (3) building signs for the proposed 110 Grill restaurant to be located at 115 Apex Drive.

In addition, enclosed please find revised color renderings for the proposed office building to be constructed at 11 Apex Drive (attached hereto as Exhibit B). Although the Applicant believes that the attached rendering of the office building substantially conforms in all material respects with the details previously provided to the Council, the Applicant recognizes that there have been some changes that the Council may wish to review and discuss.

Accordingly, the Applicant kindly requests that the City Council place these matters on your next available agenda on May 22, 2017 for discussion and approval.

Thank you in advance for your attention and consideration to this matter.

Sincerely,



Kevin S. Eriksen  
General Counsel

**EXHIBIT A**



**ORDERED:**

Be it ordained by the City Council that in accordance with § 650-35, Hospitality And Recreation Mixed Use Overlay District (HRMUOD), of the City Code the City Council hereby grants the following waiver for Walker Realty LLC and 110 Grill AC Marlboro LLC (hereinafter collectively the "Applicant") in connection with the proposed 110 Grill restaurant to be located at 115 Apex Drive, Marlborough:

1. In accordance with § 650-35.H(8), a waiver of the requirement set forth in § 650-35.H(1) of the City Code that a maximum of two (2) wall signs be affixed to a building for each tenant, having found that based upon the proposed signage plans and other information submitted by the Applicant such waiver will enhance the overall design of the tenant space and will not derogate from the intent of the HRMUOD.

ADOPTED

In City Council

Order No. 17-

Adopted

Approved by Mayor

Arthur G. Vigeant

Date:

A TRUE COPY

ATTEST:

JOB#: \_\_\_\_\_



NORTH ELEVATION

**ITEM A** - SET OF EDGE GLOW ACRYLIC LETTERS WITH ALUMINUM BACKERS  
SCALE: 3/32"=1'-0"

**SITE SURVEY REQUIRED TO VERIFY MEASUREMENTS, MOUNTING & ELECTRICAL**

Colors - Fabrication	Colors - Copy
Face: WHITE	Face: 3630-22 BLACK
Returns: WHITE	Outline: MILK WHITE ACRYLIC
Trim/Mylar: N/A	
Backs: CLEAR SANDED	
Raceway: N/A	
Lighting: WHITE	
Backers: Alum, PTM MP 21957 RICH COPPER METALLIC	
Storefront: TBD	Trim: TBD
Scope of Work	
Face-lit LED Channel Letters - Cap 21" LC	Stroke 8-1/2" / 4-1/2"
Overall Length: 16'-9"	Overall Height: 24" Total Sq. Feet: 33.5
<b>MANUFACTURE &amp; INSTALL (1) SET OF EDGE GLOW EMBEDDED ACRYLIC LETTERS WITH OPAQUE VINYL FACE &amp; GLOWING OUTLINE. LETTERS WILL BE FASTENED TO 24" ALUMINUM BACKER PLATES WITH 1 1/2" SPACERS. BACKER PLATES ARE TO BE PAINTED FRONT &amp; BACK AND WILL BE SLIGHTLY STOOD OFF SIGN BAND. SEE SHEET 1.1 FOR MANUFACTURING SPECIFICATIONS.</b>	

GENERAL NOTES: to include all info to locate sign, statement of measurement locations or if no measurements are available

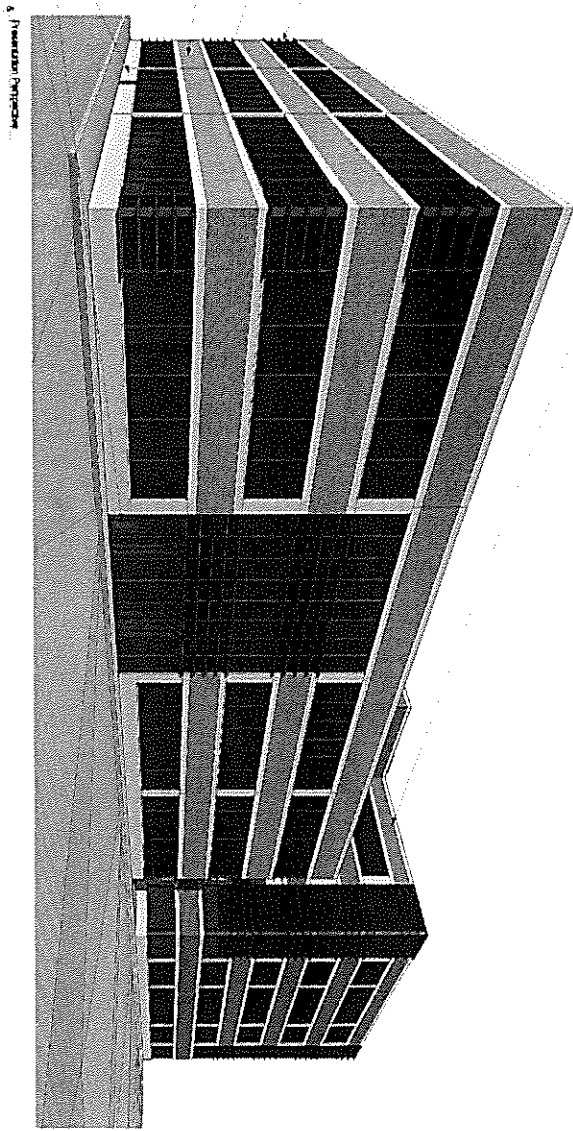


Job Name: 110 GRILL - MARLBOROUGH		<p>150 Country St., Boston, MA 02111 Tel: 617-252-8100 Fax: 617-252-7400 For Service: 800-277-5674</p>														
Location: 115 APEX DRIVE UNIT A MARLBOROUGH, MA 01752																
Design Specifications Accepted By:	Drawn By: LP															
Client:	Sales Rep: KELL															
Landlord:	PI: HL	Date: 04/14/17														
<table border="1"> <thead> <tr> <th colspan="2">PROJECT APPROVAL</th> </tr> </thead> <tbody> <tr> <td>Design:</td> <td>Date:</td> </tr> <tr> <td>Engineering:</td> <td>Date:</td> </tr> <tr> <td>Estimating:</td> <td>Date:</td> </tr> <tr> <td>Sales:</td> <td>Date:</td> </tr> <tr> <td>Production:</td> <td>Date:</td> </tr> <tr> <td>Installation:</td> <td>Date:</td> </tr> </tbody> </table>		PROJECT APPROVAL		Design:	Date:	Engineering:	Date:	Estimating:	Date:	Sales:	Date:	Production:	Date:	Installation:	Date:	<p>© COPYRIGHT 2017 THE BARLO GROUP THIS DESIGN CONCEPT IS THE PROPERTY OF THE BARLO GROUP. ALL PRODUCTION AND INSTALLATION RIGHTS ARE RESERVED BY THE BARLO GROUP. THIS DRAWING IS INTENDED FOR YOUR PERSONAL USE AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM.</p> <p> Barloworks Laboratory Inc.</p> <p>File Name: 110 Grill Marlborough 170402112 J</p> <p><b>B-17-04-02112</b> SHEET: 1.0</p>
PROJECT APPROVAL																
Design:	Date:															
Engineering:	Date:															
Estimating:	Date:															
Sales:	Date:															
Production:	Date:															
Installation:	Date:															

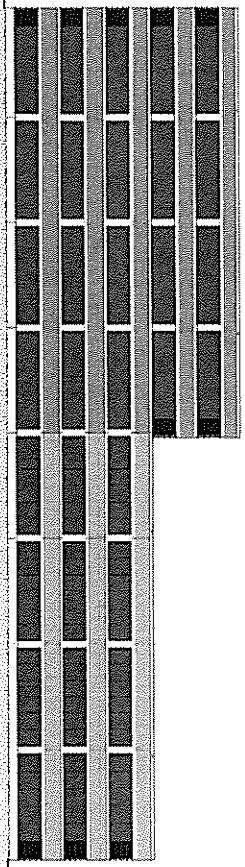
LAST REVISION: \_\_\_\_\_

**EXHIBIT B**

PRODUCT FINISH AS SHOWN ON SHEET 22-10  
 EXTERIOR FINISH MATERIALS  
 PER PRODUCT AT FINISH THICKNESS  
 PRODUCT SHALL BE SHOWN IN COLOR (1)  
 PER PRODUCT  
 COATING SHALL INCLUDE STAIN

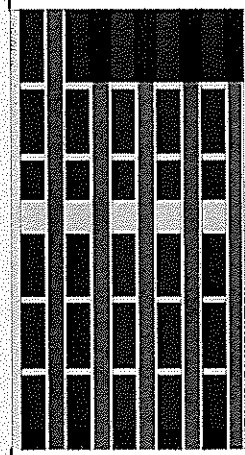


4. Perspective Perspective



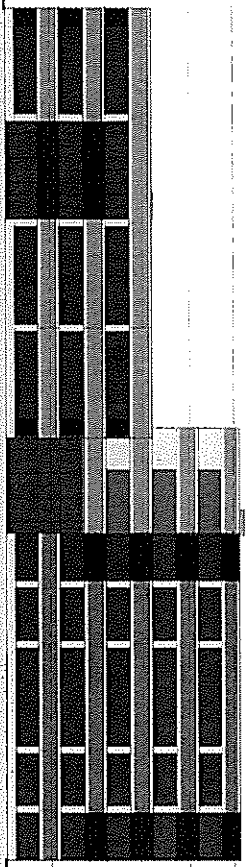
4. East Elevation  
 SHEET 22-10

TO STEEL  
 431'-0" 6"  
 5th FLOOR 428'-0" 6"  
 4th FLOOR 425'-0" 6"  
 3rd FLOOR 422'-0" 6"  
 2nd FLOOR 419'-0" 6"  
 1st FLOOR 416'-0" 6"  
 1st FLOOR 413'-0" 6"  
 1st FLOOR 410'-0" 6"  
 1st FLOOR 407'-0" 6"



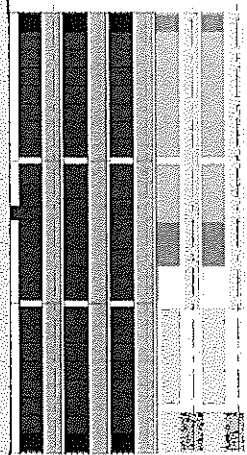
3. South Elevation  
 SHEET 22-10

TO STEEL  
 431'-0" 6"  
 5th FLOOR 428'-0" 6"  
 4th FLOOR 425'-0" 6"  
 3rd FLOOR 422'-0" 6"  
 2nd FLOOR 419'-0" 6"  
 1st FLOOR 416'-0" 6"  
 1st FLOOR 413'-0" 6"  
 1st FLOOR 410'-0" 6"  
 1st FLOOR 407'-0" 6"



2. West Elevation  
 SHEET 22-10

TO STEEL  
 431'-0" 6"  
 5th FLOOR 428'-0" 6"  
 4th FLOOR 425'-0" 6"  
 3rd FLOOR 422'-0" 6"  
 2nd FLOOR 419'-0" 6"  
 1st FLOOR 416'-0" 6"  
 1st FLOOR 413'-0" 6"  
 1st FLOOR 410'-0" 6"  
 1st FLOOR 407'-0" 6"



1. North Elevation  
 SHEET 22-10

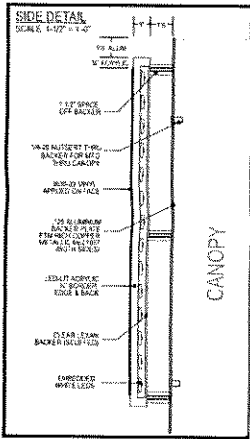
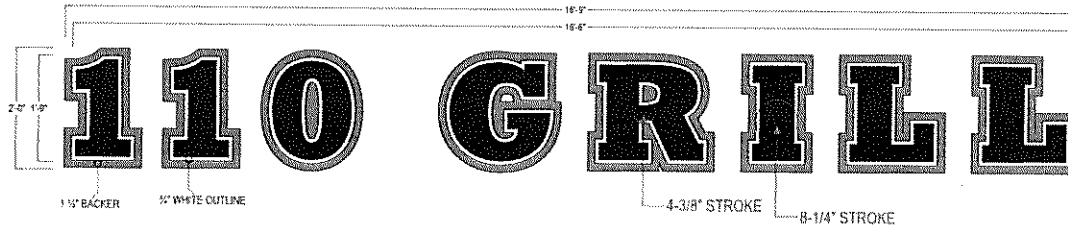
TO STEEL  
 431'-0" 6"  
 5th FLOOR 428'-0" 6"  
 4th FLOOR 425'-0" 6"  
 3rd FLOOR 422'-0" 6"  
 2nd FLOOR 419'-0" 6"  
 1st FLOOR 416'-0" 6"  
 1st FLOOR 413'-0" 6"  
 1st FLOOR 410'-0" 6"  
 1st FLOOR 407'-0" 6"

<p>1</p>	<p>Prepared by: 11 APEX LLC                  Drawn by: 4 LAM DINH, WESTPORT, MA                  DATE: 01/11/2017</p>	<p><b>APEX CENTER</b>                  11 APEX DRIVE                  Northborough, MA 01732</p>	<p><b>JD LaGrasse</b>                  &amp; Associates, Inc.                  140 Middlebury Street, Northborough, MA 01518                  One Elm Street, Andover, MA 01810                  T: 978-675-3473 F: 978-675-3474                  www.jdla-grasse.com Email: JD.LaGrasse@JDLaGrasse.com</p>
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JOB #: \_\_\_\_\_

**ITEM A - SET OF EDGE GLOW ACRYLIC LETTERS WITH ALUMINUM BACKERS**

SCALE: 1/2"=1'-0"



**\*ADDITIONAL NOTES\***

**JOB ENTRY BY DESIGN**

Access Behind Wall -	See Crew Noted for installation	* Final color #'s, Letter Sizes, Strokes, OAH, OAL
Describe Walkway behind wall-	site review	Corrections to Prints prior to release to Eng.
	Critical Survey Notes:	

LAST REVISION: APRIL 3RD 2017

Site Electrical:	<input type="checkbox"/> New	Circuits Req:	Amps:	Volts:
	<input type="checkbox"/> Existing	Circuits:	Circuits Req:	Amps: Volts:
U.L. Req:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location:	<input type="checkbox"/> Wet <input type="checkbox"/> Damp <input type="checkbox"/> Dry	<input type="checkbox"/> Time Clock Req. <input type="checkbox"/> Photo Eye Req.
Service Switch:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical Work by: <input type="checkbox"/> Barlo <input type="checkbox"/> Others		
<small>This sign is intended to be installed in accordance with the requirements of Article 610 of the National Electric Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.</small>				
<b>SPECIALTY/LONG LEAD TIME ITEMS - I.E. BRICK/BLOCK</b>				
<b>STANDARD ITEMS TO BE ORDERED</b>				
<input type="checkbox"/> Face-Lit <input type="checkbox"/> Back-Lit <input type="checkbox"/> Face-It/Back-It <input checked="" type="checkbox"/> Embedded Acrylic Location: <input type="checkbox"/> Interior <input checked="" type="checkbox"/> Exterior				
<b>Finished Colors by Design Dept:</b>		<b>Spec's By Engineering include Mfg, Material, size and Part #</b>		
Face:	3630-22 Black on 2447 Milk White	Material:	Thickness:	Depth/Size:
Laminate:				
Returns:	2447 Milk White			
Trim:				
Back:	Clear Sanded			
Backers:	PTM NP 21957 RICH COPPER METALLIC			
LED Location:		Location Elec. Out back:		
Whip Length:		Wire Size:		
Mounting:				
Raceway Mfg:		Color:		Size:
Lighting: Model:		Color:		Watts/Ft:
<b>Letters/Logo LED Calculations</b>				
Size:	Avg/Ft:	Qty:		Total Watts:
Size:	Avg/Ft:	Qty:		Total Watts:
Size:	Avg/Ft:	Qty:		Total Watts:
				Grand Total Watts:
Power Supplies: Model:				Watts:
Legs:				
Letters per Power Supply:				
Job Name:	110 GRILL - MARLBOROUGH			<p>158 Grayley St. Marlboro, NH 02051 (603) 882-0038 Fax (603) 882-7699 For Service: 800-277-6674</p>
Location:	115 APEX DRIVE UNIT A MARLBOROUGH, MA 01752			
Design Specifications Accepted By:	Drawn By:	LP		
Client:	Sales Rep:	KELL		
Landlord:	PM:	HL		
	Date:	04/14/17		
<b>PROJECT APPROVAL</b>		© COPYRIGHT 2017 THE BARLO GROUP		
Design:	Date:	THIS DESIGN CONCEPT IS THE PROPERTY OF THE BARLO GROUP. ALL PRODUCTION AND DUPLICATION RIGHTS ARE RESERVED BY THE BARLO GROUP. THIS PRINT IS DESIGNED FOR YOUR PERSONAL USE AND IS NOT TO BE USED OUTSIDE YOUR ORGANIZATION OR EXHIBITED IN ANY MANNER.		
Engineering:	Date:	Underwriters Laboratories Inc.		
Estimating:	Date:			
Sales:	Date:			
Production:	Date:	File Name: 110 Grill Marlborough 170402112 J		
Installation:	Date:	<b>B-17-04-02112</b> SHEET 1.1		

JOB #: \_\_\_\_\_



WEST ELEVATION



NORTH ELEVATION

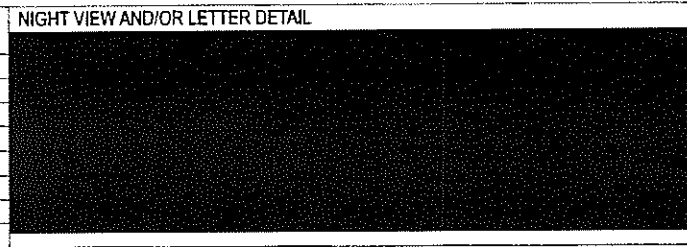
**ITEM B** - (2) S/F LED LIT WALL SIGNS WITH EDGE GLOW ACRYLIC LETTERS  
SCALE: 3/32"=1'-0"


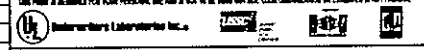
**SITE SURVEY REQUIRED TO VERIFY MEASUREMENTS, MOUNTING & ELECTRICAL**

Colors - Fabrication	Colors -Copy
Face: WHITE	Face: 3630-22 BLACK
Returns: WHITE	Outline: MILK WHITE ACRYLIC
Trim/Mylar: N/A	
Backs: CLEAR SANDED	
Raceway: N/A	
Lighting: WHITE	
Backer: CUSTOM CABINET- SEE SPECS	
Storefront: T&G WOOD SIDING - IPE Trim: TBD	
Scope of Work	
Face-lit LED Channel Letters - Cap 24/17-14' LC Stroke 7-1/4" / 4"	
Overall Length: 8'-0" Overall Height: 8'-0" Total Sq. Feet: 64 ea.	

**MANUFACTURE & INSTALL (2) S/F 8'X8' LED LIT WALL SIGN WITH CURVED TOP & 1 1/2" OCTAGON COPPER MYLAR SOLAR RAYS MOUNTED TO FACE OF WALL CABINET. THE CABINET WILL HAVE A 3" DEEP LED LIT CHANNEL TO LIGHT THE FACE OF THE SIGN. 110 GRILL COPY WILL BE 24" & 17" EDGE GLOW EMBEDDED ACRYLIC LETTERS WITH OPAQUE VINYL FACES. SEE SHEET 2.1 FOR MANUFACTURING SPECIFICATIONS.**

GENERAL NOTES: to include all info to locate sign, statement of measurement locations or if no measurements are available



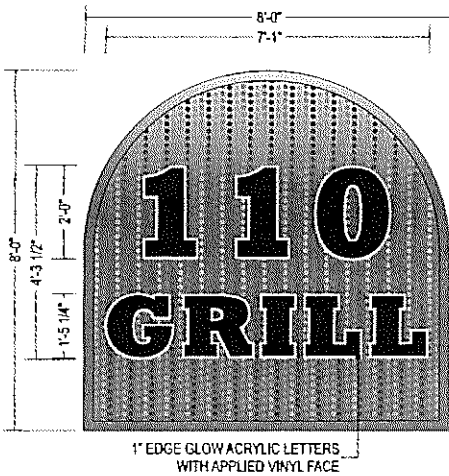
Job Name: 110 GRILL - MARLBOROUGH		 <p>154 Chandler St., Marlborough, MA 01752 Tel: 978-253-7400 Fax: 978-253-7499 For Service: 978-221-6674</p>
Location: 115 APEX DRIVE UNIT A MARLBOROUGH, MA 01752		
Design Specifications Accepted By:	Drawn By: LP	
Client:	Sales Rep: KELL PA: HL Date: 04/14/17	
Landlord:		
PROJECT APPROVAL:		© COPYRIGHT 2017 THE BARLO GROUP
Design:	Date:	THIS DESIGN CONCEPT IS THE PROPERTY OF THE BARLO GROUP. ALL PRODUCTIONS AND COPY RIGHTS RESERVED BY THE BARLO GROUP. THIS PRINT IS SCHEDULED FOR YOUR PERSONAL USE AND IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM.
Engineering:	Date:	
Estimating:	Date:	
Sales:	Date:	
Production:	Date:	
Installation:	Date:	
		
		File Name: 110 Grill Marlborough 170402112 J
		<b>B-17-04-02112</b> SHEET 2.0

LAST REVISION: \_\_\_\_\_

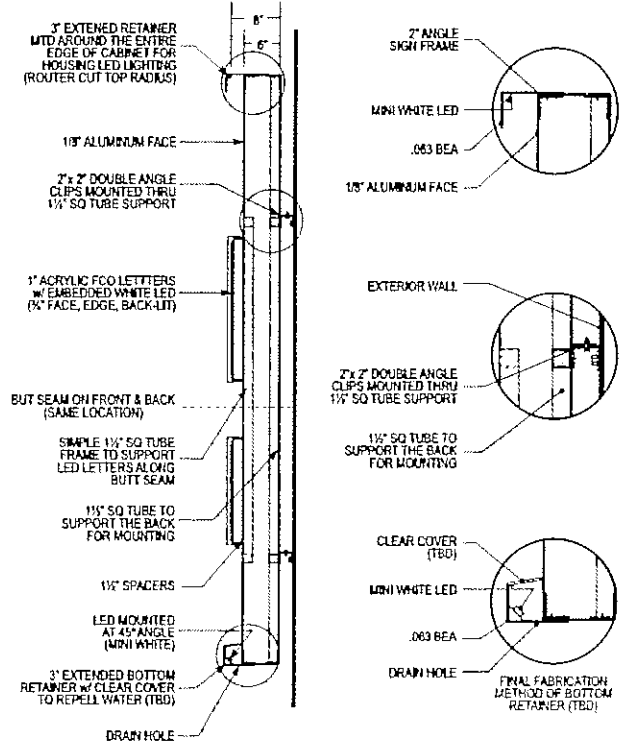
JOB#: \_\_\_\_\_

**ITEM B - (2) S/F LED LIT WALL SIGNS WITH EDGE GLOW ACRYLIC LETTERS**

SCALE: 3/8"=1'-0"



**SIGN CABINET DETAIL**  
APPROX. SCALE: 1/4" = 1'-0"



**\*ADDITIONAL NOTES\***

**JOB ENTRY BY DESIGN**

Access Behind Wall -	See Crew Noted for installation	* Final color #'s, Letter Sizes, Strokes, OAH, OAL
Describe Walkway behind wall-	site review	Corrections to Prints prior to release to Eng.
	Critical Survey Notes:	

LAST REVISION: APRIL 3RD 2017

Site Electrical:  New Circuits Req: \_\_\_\_\_ Amps: \_\_\_\_\_ Volts: \_\_\_\_\_  
 Existing Circuits: \_\_\_\_\_ Circuits Req: \_\_\_\_\_ Amps: \_\_\_\_\_ Volts: \_\_\_\_\_  
 U.L. Req:  Yes  No Location:  Wet  Damp  Dry  Time Clock Req:  Photo Eye Req: \_\_\_\_\_  
 Service Switch:  Yes  No Electrical Work by:  Barlo  Others \_\_\_\_\_  
This sign is intended to be installed in accordance with the requirements of Article 605 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

SPECIALTY/ONG LEAD TIME ITEMS - I.E. BRICK/BLOCK

STANDARD ITEMS TO BE ORDERED

Face-Lit  Back-Rt  Face-Rt/Back-Rt  Embedded Acrylic Location:  Interior  Exterior

Finished Colors by Design Dept: \_\_\_\_\_ Spec's By Engineering Include Mfg, Material, size and Part #

Color #	Material	Thickness	Depth/Size
Face: 110-22 Black on 2447 Milk White			
Laminate:			
Returns: 2447 Milk White			
Trim:			
Back: Clear Sanded			

LED Location: \_\_\_\_\_ Location Elec. Out back: \_\_\_\_\_  
 Whip Length: \_\_\_\_\_ Wire Size: \_\_\_\_\_  
 Mounting: \_\_\_\_\_  
 Raceway Mfg: \_\_\_\_\_ Color: \_\_\_\_\_ Size: \_\_\_\_\_  
 Lighting: Model: \_\_\_\_\_ Color: \_\_\_\_\_ Watts/Ft: \_\_\_\_\_

Letters/Logo LED Calculations

Size:	Avg/Ft:	Qty:	Total Watts:
Size:	Avg/Ft:	Qty:	Total Watts:
Size:	Avg/Ft:	Qty:	Total Watts:
Grand Total Watts:			

Power Supplies: Model: \_\_\_\_\_ Watts: \_\_\_\_\_  
 Legs: \_\_\_\_\_  
 Letters per Power Supply: \_\_\_\_\_

Job Name: 110 GRILL - MARLBOROUGH  
 Location: 115 APEX DRIVE UNIT A MARLBOROUGH, MA 01752  
 Design Specifications Accepted By: \_\_\_\_\_ Drawn By: J.P.  
 Client: \_\_\_\_\_ Sales Rep: KELL  
 Landlord: \_\_\_\_\_ P.M. HL  
 Date: 04/14/17



**PROJECT APPROVAL**

Design:	Date:	© COPYRIGHT 2017 THE BARLO GROUP THIS DESIGN CONCEPT IS THE PROPERTY OF THE BARLO GROUP. ALL PERMISSIONS AND REPRODUCTION RIGHTS ARE RESERVED BY THE BARLO GROUP. THIS PRINT IS RELEASED FOR YOUR PERSONAL USE AND IS NOT TO BE REPRODUCED, COPIED, OR OTHERWISE USED IN ANY MANNER. Barlo Signs Laboratories Inc.
Engineering:	Date:	
Estimating:	Date:	
Sales:	Date:	
Production:	Date:	
Installation:	Date:	File Name: 110 Grill Marlborough 170402112 J <b>B-17-04-02112</b>

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2017 MAY 18 A 11: 03



CITY OF MARLBOROUGH  
*Office of the City Council*  
140 Main Street  
Marlborough, Massachusetts 01752  
(508) 460-3711 TDD (508) 460-3610

**AGREEMENT TO EXTEND  
TIME LIMITATIONS**

Order No.16-1006735

Application for Special Permit by Tiger Cat Properties, LLC, 24 Union Avenue, Suite 28,  
Framingham, MA, for multi-family dwelling at 487 Lincoln Street (former Cozy Café),  
Marlborough, Massachusetts 01752

-REFER TO URBAN AFFAIRS COMMITTEE  
**PUBLIC HEARING: DECEMBER 5, 2016**

The decision of the special permit granting authority shall be made within ninety days following the date of such public hearing. The required time limits for a public hearing and said action may be extended by written agreement between the petitioner and the special permit granting authority. A copy of such agreement shall be filed in the office of the City Clerk.

Pursuant to Mass. General Laws, c.40A, s.9, as amended, the required time limits for action by the Marlborough City Council, as it is the special permit granting authority in the above referenced matter, is hereby extended, by agreement, until 10:00 p.m. on September 12, 2017

By: \_\_\_\_\_  
Edward J. Clancy, City Council President,  
acting on behalf of, and at the direction of,  
the special permit granting authority:  
**Marlborough City Council**

By: \_\_\_\_\_  
Aldo A. Cipriano, Esq.  
Acting on behalf of, and at the direction of,  
Petitioner:  
**Tiger Cat Properties, LLC**





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CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2017 MAY 11 P 3:30

CITY OF MARLBOROUGH  
**Office of the City Council**  
140 Main Street  
Marlborough, Massachusetts 01752  
(508) 460-3711 TDD (508) 460-3610

**AGREEMENT TO EXTEND  
TIME LIMITATIONS**


Order No.17-1006800

Application for Special Permit by Mina Property Group, LLC, AutoMax, to construct a commercial automotive facility on less than 1 acre of land at 408 Maple Street  
-REFER TO URBAN AFFAIRS COMMITTEE  
**PUBLIC HEARING: FEBRUARY 27, 2017**

The decision of the special permit granting authority shall be made within ninety days following the date of such public hearing. The required time limits for a public hearing and said action may be extended by written agreement between the petitioner and the special permit granting authority. A copy of such agreement shall be filed in the office of the City Clerk.

Pursuant to Mass. General Laws, c.40A, s.9, as amended, the required time limits for action by the Marlborough City Council, as it is the special permit granting authority in the above referenced matter, is hereby extended, by agreement, until 10:00 p.m. on **September 12, 2017**.

By: \_\_\_\_\_  
Edward J. Clancy, City Council President,  
acting on behalf of, and at the direction of,  
the special permit granting authority:  
**Marlborough City Council**

By:   
Pat Scorzelli  
Acting on behalf of, and at the direction of,  
Petitioner:  
**Mina Property Group, LLC**



RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

May 15, 2017

2017 MAY 15 P 1:32

Ref: 12970.00

Secretary Matthew A. Beaton  
Executive Office of Energy and Environmental Affairs  
Attn: MEPA Office  
100 Cambridge Street, Suite 900  
Boston, MA 02114

Re: Environmental Notification Form  
Sudbury-Hudson Transmission Reliability Project  
Sudbury, Stow, Marlborough, Hudson, Massachusetts

Dear Secretary Beaton,

On behalf of NSTAR d/b/a Eversource Energy, VHB is pleased to submit the enclosed Environmental Notification Form (ENF) for the Sudbury-Hudson Transmission Reliability Project (the "Project") located in the municipalities of Sudbury, Marlborough, Stow, and Hudson, Massachusetts. The Project involves the construction of a new 115-kV overhead transmission line approximately 9 miles in length, with 2.3 miles within roadways in the Town of Hudson and 7.7 miles within an existing unused right-of-way owned by the Massachusetts Bay Transportation Authority ("MBTA"). Construction of the Project will serve the public interest by increasing the reliability and capacity of the regional electric transmission system over the long term, while minimizing environmental impacts and costs.

We anticipate that the MEPA Office will notice the ENF for public review in the May 24, 2017, edition of the Environmental Monitor and that comments will be due June 13, 2017. Pursuant to 301 CMR 11.16(2), a copy of this ENF will be distributed to those agencies and individuals on the ENF Distribution List (see Attachment E) and additional copies are available upon request. Requests for copies of the ENF can be directed to me at 508.513.2703 or via e-mail at M Bergeron@VHB.com.

We look forward to working with you and your staff during the review of this Project.

Sincerely,

Marc Bergeron

Sr. Project Manager/Wetland Scientist  
CC: ENF Distribution List

Union Station, Suite 219

2 Washington Square

Worcester, Massachusetts 01604

P 508.752.1001

F 508.752.1276

Engineers | Scientists | Planners | Designers

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2017 MAY 16 P 4:15

**KEEGAN WERLIN LLP**

ATTORNEYS AT LAW  
265 FRANKLIN STREET  
BOSTON, MASSACHUSETTS 02110-3113  
-----  
(617) 951-1400

TELECOPIERS:  
(617) 951-1354  
(617) 951-0586

May 11, 2017

City of Marlborough  
City Council- Karen Boule  
140 Main Street  
Marlborough, MA 01752

Re: NSTAR Electric Company, d/b/a Eversource Energy EFSB 17-02/DPU 17-82/17-83

Dear Sir/Madam,

Enclosed please find a copy of a "Please Read" Notice and a Notice of Adjudication/Notice of Public Comment Hearings provided on behalf of NSTAR Electric Company, d/b/a Eversource Energy regarding the above-referenced proceeding before the Energy Facilities Siting Board.

Please feel free to contact me with any questions.

Sincerely,

  
Kristin Reynolds

Paralegal

Enclosure

**NOTICE OF PUBLIC COMMENT HEARING**  
**PLEASE READ**

NSTAR Electric Company d/b/a Eversource Energy (the “Company”) filed a petition (“Petition to Construct”) with the Energy Facilities Siting Board (“Siting Board”) requesting approval to construct and operate a new approximately 9-mile 115-kilovolt (“kV”) underground transmission line in Sudbury, Hudson, Stow and Marlborough, Massachusetts (the “New Line”). The Siting Board has designated this proceeding as EFSB 17-02/D.P.U. 17-82/17-83.

The Company’s petition includes two alternatives to the Company’s proposed Primary Route, the design of which is entirely underground construction. The first alternative is the Noticed Variation to the Primary Route, which would follow the same route as the Primary Route, but would be a combination overhead and underground transmission line design. The second alternative, known as the Noticed Alternative Route, consists of an underground line design within roadways for its entire length. Please see the map included in the attached legal notice for the location of each proposed route.

The attached legal notice describes the proposed transmission lines, their proposed location in more detail, and explains the opportunities for public participation in the review process. **Please read this notice carefully.** The Company also filed a petition seeking individual zoning exemptions and a comprehensive zoning exemption for the Project (“Zoning Petition”), and a petition to construct, operate, and maintain the transmission lines (“Section 72 Petition”). The hearings on the Zoning Petition and the Section 72 Petition have been consolidated with the hearings on the Petition to Construct.

The Siting Board is a state agency that will determine whether the transmission facilities can be constructed and whether the Zoning Petition and Section 72 Petition will be approved. There will be an opportunity for the public to comment at two Siting Board public comment hearings:

<b>Thursday, May 25, 2017 beginning at 7:00 p.m.</b>	<b>Lincoln-Sudbury Regional High School Auditorium, 390 Lincoln Road, Sudbury</b>
<b>Thursday, June 1, 2017 beginning at 7:00 p.m.</b>	<b>Hudson High School Auditorium 69 Brigham Street, Hudson</b>

At the public comment hearings, the Company will provide information on the proposed transmission facilities, and the Siting Board will present information on its review process and receive comments from members of the community. The public comment hearing is an important opportunity for the community to learn about the proposed transmission facilities and the Siting Board review process, and for the Siting Board to hear questions and concerns from the community. All comments are important to the Siting Board; anyone with an interest in the Project is encouraged to attend.

Individuals and groups affected by the Company’s petition who wish to be involved in the Siting Board review process may request to participate as either intervenors or limited participants. Such requests must meet the criteria outlined in the attached legal notice. **The deadline to make such a request is 5:00 p.m. on Thursday, June 15, 2017.** The process for making a request to participate is explained in the legal notice. Questions concerning participation also will be answered at the public comment hearing.

Copies of the Company’s petitions are available for public inspection at the locations listed on the enclosed notice. If you have any questions about the Siting Board’s review process, please feel free to call the Siting Board Presiding Officer, Stephen H. August, at (617) 305-3525. The Siting Board’s address is as follows: Energy Facilities Siting Board, One South Station, Boston, MA 02110.

COMMONWEALTH OF MASSACHUSETTS  
ENERGY FACILITIES SITING BOARD

NOTICE OF ADJUDICATION AND  
NOTICE OF PUBLIC COMMENT HEARING

EFSB 17-02/D.P.U. 17-82/17-83  
NSTAR Electric Company d/b/a Eversource Energy

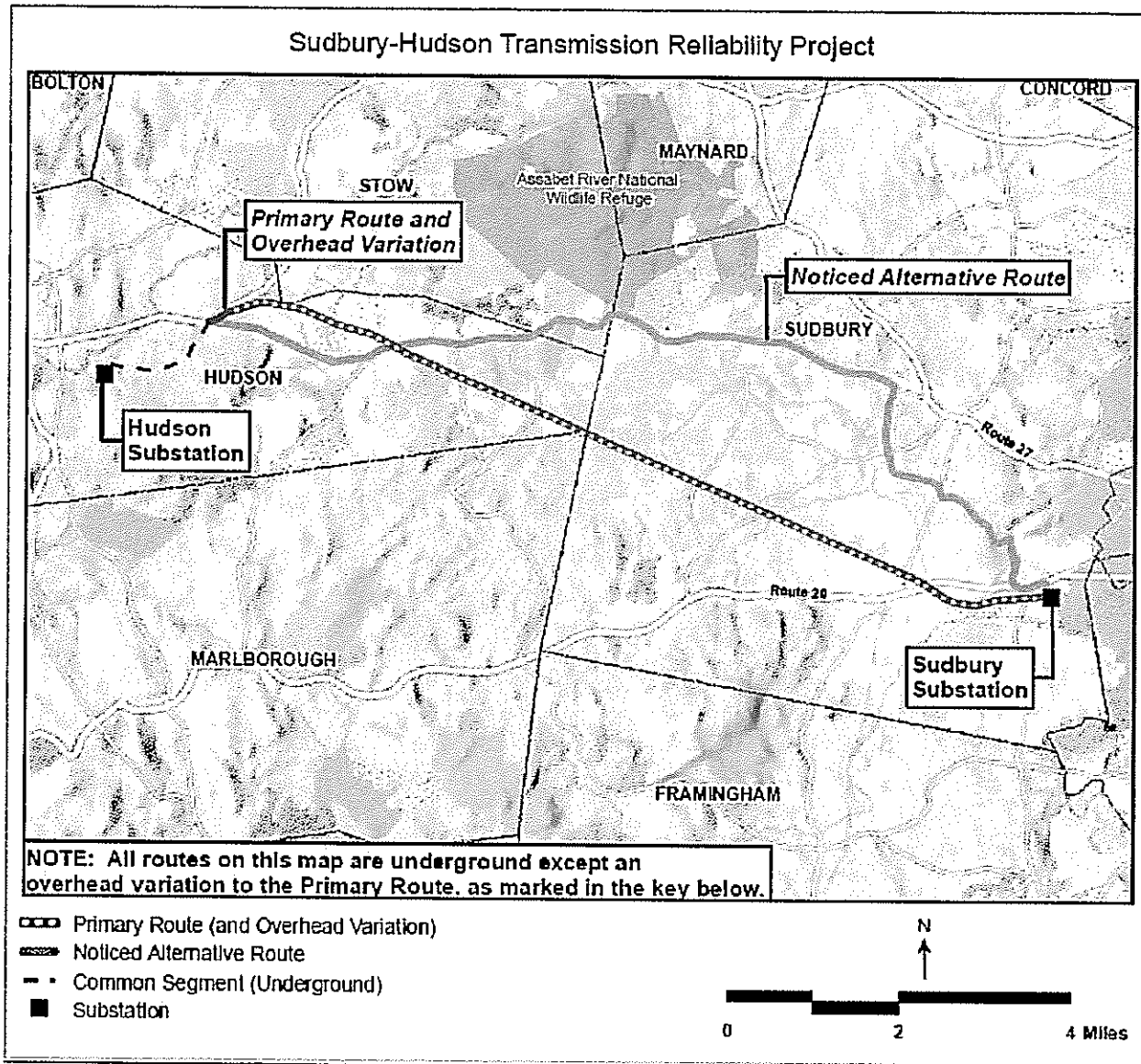
Notice is hereby given that, pursuant to G.L. c. 164, §§ 69J, 72, and G.L. c. 40A, § 3, NSTAR Electric Company d/b/a Eversource Energy (“Eversource” or “Company”), located at 247 Station Drive, Westwood, Massachusetts 02090, has filed three related petitions with the Energy Facilities Siting Board (“Siting Board”) and the Department of Public Utilities (“Department”) in connection with the Company’s proposal to construct, operate and maintain an approximately 9-mile, 115 kilovolt (“kV”) underground transmission line that would pass primarily through the Towns of Sudbury and Hudson and through short sections of the Town of Stow and the City of Marlborough (“New Line”). The New Line would interconnect two existing substations (Eversource’s Sudbury Substation on Boston Post Road (Route 20) in Sudbury and Hudson Light & Power Department’s substation at Forest Avenue in Hudson (“Hudson Substation”). The proposed New Line and related substation improvements at Sudbury Substation are herein referred to as the “Sudbury – Hudson Transmission Reliability Project,” or the “Project.” Eversource has proposed the Project in order to address electric reliability needs on the existing transmission system.

**The Siting Board will conduct two public comment hearings, each beginning at 7:00 p.m. to receive public comment on the Project: (1) Thursday, May 25, 2017, at the Lincoln-Sudbury Regional High School Auditorium, 390 Lincoln Road, Sudbury, MA 01776; and (2) Thursday, June 1, 2017, at the Hudson High School Auditorium, 69 Brigham Street, Hudson, MA 01749.**

At the public comment hearings, Eversource will present an overview of the proposed Project. Public officials and members of the public will then have an opportunity to provide comments about the proposed Project. The public comment hearing will be recorded by a court reporter. The public may also file written comments with the Presiding Officer, which will be given equal consideration to public comments made at the public comment hearings. To file written comments, please see the section entitled “Filing Instructions” toward the end of this Notice.

The Company’s three petitions relating to the Project have been consolidated for hearing before the Siting Board, under consolidated docket number EFSB 17-02/D.P.U. 17-82/17-83. Under G.L. c. 164, §§ 69H, 69J, the Siting Board will review the Company’s filing to determine whether the Project would provide a reliable energy supply with a minimum impact on the environment at the lowest possible cost. Under G.L. c. 164, § 72, the Siting Board will determine whether the proposed Project is necessary, serves the public convenience, and is consistent with the public interest. Under G.L. c. 40A, § 3, the Siting Board will determine whether zoning exemptions are required for the Project and whether the present or proposed use of the land or structures is reasonably necessary for the convenience or welfare of the public.

**Figure 1: Sudbury – Hudson Transmission Reliability Project**



The Company's filing identifies and compares three different project alternatives: (1) the Company's Primary Route; (2) a Noticed Variation to the Primary Route; and (3) a Noticed Alternative Route. The Company is specifically requesting approval to construct the Project along the Primary Route, as described below. The Company also presented a Noticed Variation which would follow the Primary Route, but consists of an overhead and underground design. The Noticed Alternative Route consists of an underground transmission line design within roadways for its entire length, as described below.

### The Company's Primary Route

The total length of the Company's proposed route for the New Line between the Sudbury Substation and the Hudson Substation is approximately 9 miles. The design of the Project is entirely underground construction. The Primary Route originates at Sudbury Substation and travels northwest for approximately 7.6 miles along an inactive railroad right-of-way ("ROW") owned by

the Massachusetts Bay Transportation Authority (“MBTA”), passing through short sections of Marlborough and Stow before entering Hudson. After exiting the MBTA ROW in Hudson, the route travels underground within public roadways for 1.3 miles, terminating at the Hudson Substation. This route includes 4.29 miles in Sudbury, 0.01 mile in Marlborough, 0.07 mile in Stow, and 4.64 miles in Hudson.

A more detailed description of the proposed route for the Project is provided below.

*Sudbury (4.29 miles)*

The Primary Route originates at the Sudbury Substation and travels in a westerly direction for 4.29 miles along the MBTA ROW. In Sudbury, the MBTA ROW intersects Landham Road, Boston Post Road (Route 20), Union Avenue, Horse Pond Road, Peakham Road, and Dutton Road.

*Marlborough (0.01 mile)*

The Primary Route crosses the northeastern-most corner of Marlborough as it continues in a westerly direction for 0.01 mile along the MBTA ROW before entering Hudson.

*Stow (0.07 mile)*

In Stow, the Primary Route travels in a westerly direction for 0.07 mile along the MBTA ROW through a small corner of Stow near Chestnut Street and High Street before reentering Hudson.

*Hudson (4.64 miles)*

In Hudson, the Primary Route travels in a westerly direction for 3.27 miles along the MBTA ROW. The MBTA ROW intersects White Pond Road, Parmenter Street, Main Street, and Chestnut Street. Beyond the MBTA ROW intersection with Wilkins Street (Route 62), the route travels within public roadways in a southwesterly direction for 1.37 miles before terminating at the Hudson Substation. The route follows Wilkins Street, passing Orchard Drive and crossing Main Street onto Forest Avenue. On Forest Avenue, this route passes Woodrow Street and Marlboro Street. The Primary Route turns south onto an access road owned by Intel for 0.11 mile before terminating at the Hudson Substation.

**The Noticed Variation**

The Company also has identified a potential variation to the Primary Route. The Noticed Variation would follow the same route as the Primary Route, but would be a combination overhead and underground transmission line design. The overhead portion of the Noticed Variation originates at the Sudbury Substation and travels along the MBTA ROW in a westerly direction for 7.6 miles to Wilkins Street in Hudson. The Noticed Variation then transitions to an underground transmission line design and travels for 1.3 miles within the same public roadways described above for the Primary Route before terminating at the Hudson Substation. The length of the New Line using the Noticed Variation would be identical to the Primary Route.

### **The Noticed Alternative Route**

The Company also identified a Noticed Alternative Route for the New Line. The total length of the Noticed Alternative Route is approximately 10.3 miles. The design of the Noticed Alternative Route is entirely underground within public roads in the Towns of Sudbury, Stow and Hudson. This route includes 5.46 miles in Sudbury, 0.75 miles in Stow, and 4.09 miles in Hudson.

#### *Sudbury (5.46 miles)*

The Noticed Alternative Route originates at the Sudbury Substation and travels in a westerly direction for 5.46 miles along public roadways before entering Stow. From the Sudbury Substation, this route travels north along the substation driveway and turns west onto Boston Post Road/Route 20, passes Landham Road, turns north onto Green Hill Road, then turns west onto Old Lancaster Road. At the intersection with Concord Road, the route turns north for a short distance before continuing west on Old Lancaster Road to reach Hudson Road. This route then turns west and follows Hudson Road, crossing Dutton Road, into Stow.

#### *Stow (0.75 miles)*

In Stow, Hudson Road becomes State Road and the Noticed Alternative Route continues west along State Road for 0.75 miles before entering Hudson.

#### *Hudson (4.09 miles)*

In Hudson, State Road becomes Main Street and the Noticed Alternative Route continues west along Main Street, crossing White Pond Road, Parmenter Street and Chestnut Street. At the intersection with Forest Avenue, this route turns southwest and passes Woodrow Street and Marlboro Street. The Noticed Alternative Route turns south onto an access road owned by Intel for 0.11 mile before terminating at the Hudson Substation.

### **Sudbury Substation Work**

All improvements to the Sudbury Substation would be installed within the existing fence line of the substation. An underground duct bank would be installed to route the New Line from Sudbury Substation to the MBTA ROW, for the Primary Route and Noticed Variation, or to Route 20, for the Noticed Alternative Route.

### **Public Review of the Company's Petitions**

The location, layout, dimensions and configuration of the Primary Route, the Noticed Variation, and Noticed Alternative Route are shown on maps and plans included in or as attachments to the Company's petitions. Copies of the Company's petitions and attachments are available for public inspection in hard-copy format at the following locations:

- Energy Facilities Siting Board, One South Station, 5<sup>th</sup> floor, Boston, MA 02110
- Sudbury Public Library, Goodnow Library, 21 Concord Road, Sudbury, MA 01776
- Sudbury Town Clerk, Town Hall, 322 Concord Road, Sudbury, MA 01776
- Hudson Public Library 3 Washington Street, Hudson, MA 01749
- Hudson Town Clerk, 78 Main Street, Hudson, MA 01749
- Marlborough Public Library, 35 West Main Street, Marlborough, MA 01752



- Marlborough City Clerk City Hall, 140 Main Street, Marlborough, MA 01752
- Stow Town Clerk, Stow Town Building, 380 Great Road, Stow, MA 01775
- Stow Public Library, Randall Library, 19 Crescent Street, Stow, MA 01775

In addition, the Company's petitions including all attachments are electronically available via the Department of Public Utilities' website at:

<http://web1.env.state.ma.us/DPU/FileRoom/dockets/bynumber>. Enter "EFSB17-02" (with no spaces) into the search box. To request materials in accessible formats for people with disabilities (Braille, large print, electronic files, or audio format) contact Theresa Kelly at [theresa.kelly@state.ma.us](mailto:theresa.kelly@state.ma.us) or (617) 305-3642.

### **Written Comments**

**The Siting Board requests that written comments regarding the proposed Project be filed with the Siting Board by June 15, 2017.** Any person wishing to submit written comments regarding the Project should send them by email or email attachment to: (1) [dpu.efiling@state.ma.us](mailto:dpu.efiling@state.ma.us) and (2) [Stephen.August@state.ma.us](mailto:Stephen.August@state.ma.us). Alternatively, written comments may be sent by U.S. mail to Stephen August, Esq., Energy Facilities Siting Board, One South Station, Boston, Massachusetts, 02110.

### **Intervention and Participation**

Persons or groups who wish to be involved in the Siting Board proceeding beyond providing comments at the public comment hearing or submitting written comments may seek either to intervene as a party or to participate as a limited participant. Intervention as a party allows the person or group to participate fully in the evidentiary phase of the proceeding, including the right to participate in evidentiary hearings in Boston, and to appeal a final decision. A limited participant would receive documents in the proceeding, would have the opportunity to present briefs, and participate in oral argument to the Siting Board after evidentiary hearings conclude.

Any person interested in intervening as a party or participating as a limited participant in this proceeding must file a written petition with the Presiding Officer. Petitions must satisfy the timing and substantive requirements of 980 C.M.R. § 1.05, the Siting Board's procedural rules, which can be found on the Siting Board's website at: <http://www.mass.gov/eea/energy-utilities-clean-tech/energy-facilities-siting-board/>.

A petition to intervene or participate as a limited participant must be filed in three places. First, the petition must be filed in hard copy by U.S. mail with the Presiding Officer, Stephen August, Esq., Energy Facilities Siting Board, One South Station, Boston, Massachusetts, 02110, and received **no later than the close of business (5:00 p.m.) on Thursday, June 15, 2017**. Second, the petition must be filed with the Siting Board in electronic format, by e-mail attachment to [dpu.efiling@state.ma.us](mailto:dpu.efiling@state.ma.us); and to [Stephen.August@state.ma.us](mailto:Stephen.August@state.ma.us). The text of the e-mail must specify: (1) the docket number of the proceeding (EFSB 17-02/D.P.U. 17-82/17-83); (2) the name of the person or entity submitting the filing; and (3) a brief description of the document. The electronic filing should also include the name, title, and telephone number of a person to contact in the event of questions about the filing. Third, the petition must be sent to counsel for the Company, Catherine J. Keuthen, Esq. and Cheryl A. Blaine Esq., Keegan Werlin LLP, 265 Franklin Street, Boston, MA 02110; or [ckeuthen@keeganwerlin.com](mailto:ckeuthen@keeganwerlin.com) and [cblaine@keeganwerlin.com](mailto:cblaine@keeganwerlin.com).

Reasonable accommodations at public or evidentiary hearings for people with disabilities are available upon request. Include a description of the accommodation you will need, including as much detail as you can. Also include a way we can contact you if we need more information. Please provide as much advance notice as possible. Last minute requests will be accepted, but may not be able to be accommodated. Contact Theresa Kelly at [theresa.kelly@state.ma.us](mailto:theresa.kelly@state.ma.us) or (617) 305-3642.

Any person desiring further information regarding this Notice, including information regarding intervention or participation in the adjudicatory proceeding, may contact the Presiding Officer at:

Stephen August, Esq., Presiding Officer  
Energy Facilities Siting Board  
One South Station  
Boston, MA 02110  
(617) 305-3525  
[Stephen.August@state.ma.us](mailto:Stephen.August@state.ma.us)



*Sudbury Companies of Militia and Minute*  
*Sudbury Massachusetts 01776*

2017 MAY -8 A 10:12

May 8, 2017

Hon. Lisa M. Thomas, City Clerk  
 Marlborough City Hall  
 140 Main Street  
 Marlborough, MA 01752

Re: Temporary Sign for the 2017 Colonial Faire

Dear Ms. Thomas,

By this letter, The Sudbury Companies of Militia and Minute respectfully request permission to place a temporary sign on city property at the corner of U.S. Rt. 20 and Hagar Road at the Wayside Inn turn from Saturday, September 23, 2017 to Sunday, October 1, 2017.

The Sudbury Companies' petition for placement of the sign is to advertise and give directions to the 2016 Colonial Faire and Muster to be held on Saturday, September 30, 2017. As in years past, the sign will ease traffic flow through this area by providing directions to the event to be held at the Wayside Inn.

The Colonial Faire and Muster celebrates and honors our colonial heritage and patriotic past with several Fyfe and Drum Companies, living history demonstrators, re-enactments, children's games and crafts. The members of the Sudbury Companies, many of whom live in this area, freely give their time and treasure to keep the importance of our first struggle for liberty always before the citizenry through demonstrations, encampments and re-enactments of the events surrounding April, 1775.

Your assistance is very much appreciated. Should you have any questions, please do not hesitate to contact me by phone (925-915-9400) or email (joe.p.t@live.com).

On behalf of The Sudbury Companies of Militia and Minute, I am

Your Obedient Servant,

Joe Tyrrell  
 Faire Committee  
 75 Harness Lane  
 Sudbury, MA 01776



*Sudbury Companies of Militia and Minute  
Sudbury Massachusetts 01776*

March 27, 2017

Hon. Lisa M. Thomas, City Clerk  
Marlborough City Hall  
140 Main Street  
Marlborough, MA 01752

Re: Temporary Sign for the 2017 Colonial Faire

Dear Ms. Thomas,

By this letter, The Sudbury Companies of Militia and Minute respectfully request permission to place a temporary sign on city property at the corner of U.S. Rt. 20 and Hagar Road at the Wayside Inn turn from Saturday, September 16, 2017 to Sunday, September 24, 2017.

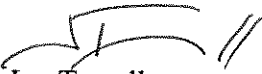
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On behalf of The Sudbury Companies of Militia and Minute, I am

Your Obedient Servant,

  
Joe Tyrrell  
Faire Committee  
75 Harness Lane  
Sudbury, MA 01776

*Superceded*

Enclosures: Picture of sign  
Aerial view of the proposed sign location



## IN CITY COUNCIL

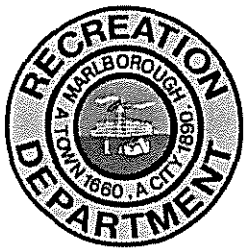
Marlborough, Mass., \_\_\_\_\_ APRIL 10, 2017

**ORDERED:**

That the Communication from Sudbury Companies of Minute and Militia re: request to place a temporary sign on City Property at the corner of US Rt. 20 and Hagar Road at the Wayside Inn turn from Saturday, September 16, 2017 to Saturday, September 24, 2017, be and is herewith **APPROVED**.

**ADOPTED**

**ORDER NO. 17-1006875**



**CITY OF MARLBOROUGH  
RECREATION DEPARTMENT**

239 Concord Road  
Marlborough, Massachusetts 01752  
Tel (508) 624-6925 FAX (508) 624-6940 TTY (508) 460-3610

RECEIVED  
CITY CLERK'S OFFICE

2017 MAY -5 A 11:46

**COMMISSIONERS**  
Brenda Calder  
Nancy Klein  
Robert Kays: Chairman  
Mark Vital

**DIRECTOR**  
Charles Thebado

**PROGRAM MANAGER**  
Zachary Lambert

**February 01, 2017**

Pursuant to notice duly filed with the City Clerk, a meeting of the Parks and Recreation Commission was held at 5:00p.m. at the Recreation Commission Office.

**Present were Commission Members:** Chairman Kays, Commissioner Calder, Commissioner Klein, and Commissioner Vital.

**Also attending** Recreation Director Charles Thebado, Recreation Program Manager Lambert, General Foreman Chris White, and City Councilor Ossing.

**Approval of minutes 11-09-16:**

On a motion duly made by Commissioner Klein and seconded by Commissioner Calder, it was unanimously:

**VOTED:** To accept the 11-09-16 minutes.

**Recreation Report:**

Mr. Thebado gave the following updated report:

- Our newly remodeled front office looks beautiful. Mr. Ghiloni and his staff did a great job. The next step is to repair the foundation before they begin the rest of the Recreation office remodeling process.
- Recreation Director met with the Mayor on January 6 and it was decided to forgo the administrative fee, as it was looked upon unfavorably by those who would be affected by the fee. We will be working with the Mayor's office to find other alternatives to offset the fee for this year.
- Counselor Ossing voiced his concerns from the city councilors prospective regarding the administration fee.
- Commissioner Calder stated the Commission felt the \$10.00 fee was necessary and voted to implement the administrative fee on November 9<sup>th</sup>. After a brief discussion regarding the fees, the Commission stated they would ask the city council to increase their budget for field maintenance. Commissioner Vital stated if their request is not approved by the city council the department should go back to the Mayor and ask to implement the \$10 fee.
- The Ward Park Pickleball Association will have 10 volunteers for the Labor Day Parade.
- Met with Senior Center Director Trish Pope regarding Horseshoe and Pickleball Teams/Leagues.
- Spoke with the IT Director, Mark Gibbs, and we are looking into seeing if it is possible to integrate the scheduling software the youth groups are currently using and possibly extrapolate their schedule to the software we are trying to create. We will advise everyone as soon as we have an answer.

The Commission thanked Councilor Ossing for his time.

The Commission thanked Mr. Thebado for his report.

Page 2

**Parks Report:**

Mr. White gave the following updated report:

- May 19<sup>th</sup> Relay for Life at Ward Park.
- Taking advantage of the 20% discount for turf.
- Parks and Receptions revolving funds for equipment.
- Middle school field –lights are out.

Commissioner Vital asked if any updated information regarding the Ghiloni Splash Park Project.

Mr. White stated that the grant request was filled, but is unsure if it was funded. He will check with John Ghiloni and will advise the Commission on the next Commission meeting.

- Ward Park is not officially released – problems with the irrigation system needs to be addressed.

The Commission thanked Mr. White for his report.

**OLD / NEW BUSINESS:**

There was a brief discussion regarding the need to fill the two missing Commission spots.

Motion to adjourn by Commissioner Klein, Second by Commissioner Calder.

**All in favor. Motion carried.**

Meeting adjourned at 6:20p.m.

Attest to:

Simela Perdikomatis  
Senior Clerk/Commission Secretary



RECEIVED  
CITY OF MARLBOROUGH OFFICE  
RECREATION DEPARTMENT

239 Concord Road 2017 MAY -5 P 1:21  
Marlborough, Massachusetts 01752  
Tel (508) 624-6925 FAX (508) 624-6940 TTY (508) 460-3610

**COMMISSIONERS**  
Brenda Calder  
Nancy Klein  
Robert Kays: Chair  
Mark Vital  
Dennis Zilembo

**DIRECTOR**  
Charles Thebado

**PROGRAM MANAGER**  
Zachary Lambert

March 08, 2017

Pursuant to notice duly filed with the City Clerk, a meeting of the Parks and Recreation Commission was held at 5:00pm., at the Recreation Commission Office.

**Present were Commission Members:** Chairman Kays, Commissioner Calder, Commissioner Klein, and Commissioner Vital.

**Also attending:** Recreation Director Charles Thebado, Recreation Program Manager Zachary Lambert, and Parks, Forestry and Cemetery General Foreman Chris White.

**Approval of minutes: 02-01-17**

On a motion duly made by Commissioner Klein and seconded by Commissioner Vital, it was unanimously:

**VOTED:** To accept 02-01-17 minutes.

**Parks Report:**

Mr. White gave the following updated report:

- Splash Park: we be open by June 1<sup>st</sup>.
- Ghiloni bathrooms are closed due to sewer blockage.
- Lock key process will start soon.
- Capital request for playground at Williams field .
- Capital request for a truck .
- Will purchase and receive all park supplies by the end of this month.
- We will start working on fields and parks as soon as the weather cooperates.

The Commission thanked Mr. White for his report.



Page 2

**Recreation Report:** Mr. Thebado gave the following Recreation Report:

- We revised the scholarship form.
- Parade meeting went well.
- Pickleball at Ward Park is working well – players are very happy.
- Project Spring Adventure is sold out.
- Project Summer Adventure is on our website.
- Spring programs are up and registration starting this week.
- Decision was made to go with the Rec Desk Software.
- Movie night is on June 23<sup>rd</sup> at Ward Park. Senior Center will assist with the event.
- Summer employees - most likely we will need to hire additional lifeguards.
- There was a brief discussion regarding the need of a field marshal for the turf field.
- Earth Day/Marlborough Project Clean Sweep is on Saturday, April 8<sup>th</sup>.

The Commission thank Mr. Thebado for his report.

Attest to:

Simela Perdikomatis  
Senior Clerk/Commission Secretary  
City of Marlborough Recreation Dept.

January 10, 2017 BOH Meeting Minutes



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CITY OF EARLBOROUGH

2017 MAY 10 A 10:12

## **BOH MEETING MINUTES – 03/07/17**

### Attending

Robin Williams, Chairwoman  
James Griffin, Vice Chair  
Joseph Tennyson, MD, Member

Also in attendance: Cathleen Liberty, Director of Public Health, and Tina Nolin, Senior Clerk

**Meeting called to order 6:30 pm**

### REVIEW OF MEETING MINUTES

#### **Meeting minutes of January 10, 2017**

Motion to accept January 10, 2017 minutes – member Tennyson

Second – Vice Chair Griffin

3-0 Vote to accept and place on file the minutes of January 10, 2017 Yes, Chairwoman Williams; Yes, Vice Chair Griffin, Yes, Member Tennyson.

### ADMINISTRATIVE

- Joy Asia Update - Director Liberty reported that their latest inspection was on 3/2/17, while they are still making improvements things appear to be on track, 3-bay sink and grease trap had been installed.

### BOARD BUSINESS

- Nothing to report this month

### PUBLIC HEALTH ISSUES

- Discussed vaccine clinic and ClearPath Organization and its work in hoarding.
- Director reported that she had hired an EP Consultant, Michael Borowiec through the department's PHEP Funds. He will be talking a full inventory of the Emergency Management supplies.

### MONTHLY REPORTS

- **Nurse's Report**  
Director Liberty presented the Public Health Nurse's report, which was accepted to be placed on file.
- **Sanitarians' Reports**  
Presented by Director Liberty - reports were submitted and accepted to be placed on file.

### ADJOURN

Motion -- to adjourn meeting – member Tennyson

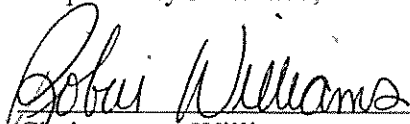
January 10, 2017 BOH Meeting Minutes

Second – Vice Chair Griffin

3-0 vote to adjourn Board of Health Meeting, Yes, Chairwoman Williams; Yes, Vice Chair Griffin. Yes, Member Tennyson

**Next Board of Health meeting will be on April 18, 2017**

Respectfully submitted,

  
\_\_\_\_\_  
Chairwoman Williams

5/9/17  
\_\_\_\_\_  
Dated

Cc: Board of Health Members  
City Council  
City Clerk  
City of Marlborough Website

Ordered: That the Mayor be requested to communicate with TransitX expressing interest in developing a TransitX Public Transportation network in the City of Marlborough; and, it is herewith further Ordered: that the Mayor be requested to forward communications to the Commonwealth's Department of Transportation and Department of Energy Resources, the Mass Clean Energy Center and the Metropolitan Area Planning Council, and others as deemed appropriate and necessary, to help the city evaluate the impact this technology would have on transportation in the city (i.e. traffic studies), allow access to the Route 495 Corridor for this transportation network, the projected transportation emission reduction in relation to achieving the goals of the Massachusetts Global Warming Solutions Act, and identify any state funds that can help fund rail path preparation for the initial network, including the cost for underground wiring of Route 20 west of Interstate 495.

Submitted by Councilors Doucette and Landers

For Agenda: May 22, 2017

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CITY OF MARLBOROUGH  
2017 MAY 16 P 3:09

# Marlborough, MA

20 miles • 60 stops  
45 mph nonstop

Pilot: 1.4 miles • 4 stops  
Phase 1: 6 miles • 12 stops

