

REGULAR MEETING
MAY 4, 2015

IN CITY COUNCIL
ABSENT:

CONVENED:
ADJOURNED:

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 APR 30 P 1:25

1. PUBLIC HEARING On the Petition of Mass Electric Company and Verizon New England Inc. to install new p22-50 to be set approximately 52' from existing p23 and 175' from existing p22; p22-p50 will be used to feed new 3ph xfmr bank and oh quadruplex service to construction trailer at 200 Forest St. where proposed p22-50 will later be used for permanent service to feed pad mount for new Hotel, Order No. 15-1006168.
2. PUBLIC HEARING On the Application for Fuel Storage License, Discount Gas, 50 Main St., to increase Fuel Storage capacity from 15,000 to 18,000 gallons, Order No. 15-1006164.
3. Communication from the Mayor re: FY2016 Budget Proposal. (You may view the 2016 Proposed Budget in the City Clerk's Office).
4. Communication from the Mayor re: Marlborough Economic Development Corporation transfer request in the amount of \$731,875.00 which moves funds from Economic Development to MEDC Funding.
5. Communication from Civil Engineer, Thomas DiPersio, re: Approval of Extension to the City's Sewer System for 412 South St.
6. Application for Special Permit from Attorney Gadbois on behalf of Ferris Development 325 DJL Boulevard, LLC to construct a mixed use building, which will contain restaurants with drive-thru facilities, retail and office space at 325 Donald Lynch Blvd.
7. Application for Renewal of Junk Dealers/Second Hand License, Gerald Dumais, d/b/a, Dumais and Sons Second Hand Store, 67 Mechanic St.
8. Minutes, Council on Aging, March 17, 2015.
9. Minutes, Planning Board, April 6, 2015.
10. Minutes, School Committee, April 14, 2015.
11. Minutes, Board of Assessors, April 1, 2015.
12. CLAIMS:
 - a. David Harding, 626 Concord Rd., residential mailbox claim 2(a).

REPORTS OF COMMITTEES:

UNFINISHED BUSINESS:

From Finance Committee

13. **Order No. 15-1006161 – Transfer \$112,488.00 to Fund Two Retirements in the Police Department.** The Finance Committee reviewed the Mayor's letter dated April 2, 2015 requesting the transfer of \$112,488.00 to fund two retirements in the Police Department. **The Finance Committee voted 4 - 0 to approve the transfers.**
14. **Order No. 15-1006162 – Transfer \$7,244.24 to Fund a Retirement in the Fire Department.** The Finance Committee reviewed the Mayor's letter dated April 2, 2015 requesting the transfer of \$7,244.24 to fund a retirement in the Fire Department. **The Finance Committee voted 4 - 0 to approve the transfer.**

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.

15. **Order No. 15-1006163 – Transfer \$5,610.25 to Fund a Retirement in the Mayor’s Staff.** The Finance Committee reviewed the Mayor’s letter dated April 2, 2015 requesting the transfer of \$5,610.25 to fund a retirement in the Mayor’s staff. **The Finance Committee voted 4 - 0 to approve the transfer.**

16. **Order No. 15-1006159 – OPEB Trustees Recommendation -** The Finance Committee reviewed the Mayor’s letter dated April 2, 2015 documenting the recommendation of the Other Post Employment Benefits (OPEB) Trustees recommendation regarding the initial investment policy according to City Council Order 13-1005335C Article 14. **The Finance Committee voted 4-0 to approve the OPEB Trust Policy Statement with the following change:**

Page 2 of 9 top of the page:
Replace the following sentence:
Mutual funds, exchange-traded funds, and closed-end funds, however, may engage in margin, leverage, and/or short sales.
The sentence will now read (changes in bold):
However, mutual funds, exchange-traded funds, and closed-end funds, selected by the Investment Manager, may engage in margin, leverage, and/or short sales.

17. **Order No. 15-1006160 – Transfer \$5,000,000.00 for Initial Deposit into OPEB Trust.** The fincom reviewed the Mayor’s letter dated April 2, 2015 requesting the transfer of \$5,000,000.00 from Stabilization OPEB account to the OPEB Trust account. **The Finance Committee voted 4- 0 to approve the transfer.**

From Public Services Committee

18. **Order No. 15-1006166 - Application for renewal of Junk Dealers/Second Hand License, ecoATM, Inc., 601 Donald Lynch Boulevard. Motion made by Councilor Clancy, seconded by Councilor Irish, to approve the application for renewal of a Junk Dealers/Second Hand License to ecoATM, Inc. The motion carries 3-0.**

19. **Order No. 15-1006167 - Application for renewal of Junk Dealers/Second Hand License, Jean Rabelo, d/b/a Post Road Used Auto Parts of Marlboro, Inc., 785 Boston Post Road. Motion made by Councilor Clancy, seconded by Councilor Irish, to approve the application for renewal of the Junk Dealers/Second Hand License to Jean Rabelo, d/b/a Post Road Used Auto Parts. The motion carries 3-0.**

From Open Space Committee

20. **Order No. 14-1006057 - A review of the “Panther Trail” Conceptual Plan that will create a loop around the city and connect many of the city’s open spaces, parks and schools with a city wide trail.** City of Marlborough Conservation Officer Priscilla Ryder reviewed the Panther Trail and indicated most of the trail is already on existing paths, trails or sidewalks. There are only a few sections where paths have to be built or sidewalks constructed. In her estimation, there are not too many gaps on the plan, maybe around four areas that require further connections. **Motion made by Councilor Delano, seconded by the Chair, to accept the concept of the Panther Trail that will create a loop around the city and connect many of the city’s open spaces, parks and schools with a city wide trail. The motion carries 2-0 (Elder absent).**

21. **Order No. 14-1006030 - A review of the "Boroughs Trail" Conceptual Plan that will create a regional trail that links existing and proposed trail systems in Marlborough, Northborough, Westborough and Southborough into one regional 30+ mile walking trail loop.** City of Marlborough Conservation Officer Priscilla Ryder reviewed the Boroughs Trail. At least half of the Boroughs Trail is comprised of the Panther Trail and indicated the portions not yet constructed (red) and those already constructed (red with yellow dots). The Boroughs Trail is a wonderful opportunity for the communities involved with this project. **Motion made by Councilor Delano, seconded by the Chair, to accept the concept of the "Boroughs Trail" plan that will create a regional trail that links existing and proposed trail systems in Marlborough, Northborough, Westborough and Southborough into one regional 30+ mile walking trail loop. The motion carries 2-0 (Elder absent).**



IN CITY COUNCIL

Marlborough, Mass., APRIL 6, 2015

ORDERED:

That there being no objection thereto set **MONDAY, MAY 4, 2015** as date for a **PUBLIC HEARING** On the Petition of Mass Electric Company and Verizon New England Inc. to install new p22-50 to be set approximately 52' from existing p23 and 175' from existing p22; p22-p50 will be used to feed new 3ph xfmr bank and oh quadruplex service to construction trailer at 200 Forest St. where proposed p22-50 will later be used for permanent service to feed pad mount for new Hotel, be and is herewith refer to **PUBLIC SERVICES COMMITTEE.**

ADOPTED

ORDER NO. 15-1006168



IN CITY COUNCIL

Marlborough, Mass., APRIL 6, 2015

ORDERED:

That there being no objection thereto set **MONDAY, MAY 4, 2015** as a date for a **PUBLIC HEARING** on the Application, Fuel Storage License, Discount Gas, 50 Main St., to increase Fuel Storage capacity from 15,000 to 18,000 gallons, be and is herewith refer to **PUBLIC SERVICES COMMITTEE, AND ADVERTISE.**

ADOPTED

ORDER NO. 15-1006164



RECEIVED
CITY CLERK'S OFFICE
OF MARLBOROUGH

APR 30 A 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

Michael C. Berry
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

April 30, 2015

City Council President Patricia Pope
Marlborough City Council
140 Main Street
Marlborough, MA 01752

Re: FY16 Budget Recommendation

Honorable President Pope and Councilors:

As Mayor of the City of Marlborough, it is my duty and privilege to present my budget recommendation for Fiscal Year 2016. As in every year of my administration, this budget proposal is the result of a collaborative, data driven process involving each of our department heads and serves as a reflection of our priorities as a community.

My FY16 budget totals \$143,287,762 and represents a 4.52% increase over last year's total operating appropriation. As in years past there are several factors influencing our bottom line, a few of which lie beyond our control yet impact our budget significantly. I have included below a breakdown of my proposal that highlights for you:

State Aid, Revenue & Expenses

With the arrival of the Baker-Polito Administration has come a renewed commitment to fostering a more collaborative relationship with cities and towns. To that end, under both Governor Charlie Baker's "House 1" budget proposal and the recent figures released by the House of Representatives, the City of Marlborough stands to receive a needed boost in our Chapter 70 education and unrestricted local aid funding. This current budget utilizes the recently passed figures by the House of Representatives, which represents more than a \$3.2 million increase over our FY15 Chapter 70 and unrestricted aid appropriation. I am grateful to our new Governor, Lieutenant Governor and legislative delegation for their hard work on our behalf.

While we are fortunate to receive good news from the state, there are several local factors which slightly dampen our fiscal outlook. The city's health insurance costs will see an 8% increase in FY16. By way of information, our municipal and school collective bargaining units were unanimous on their preference to see an 8% overall increase instead of a much smaller increase with slightly higher copays and deductibles. Although I would have preferred the much smaller increase to save money for the City of Marlborough as well as the majority of our employees, it would have taken significant negotiations with all 15 bargaining units to achieve that goal.

Regarding our regional school budget for Assabet Valley Regional Technical High School, our share is up by 7.3%. I also anticipate an additional increase of one million dollars in next year's FY17 budget due to their school construction bond coming online.

The city's cost for the Massachusetts Water Resources Authority (MWRA) water is also up 5%.

This year's budget also adds a small wrinkle in the form of one extra pay period due to where the calendar falls. This results in approximately a 0.4% increase on our total bottom line and impacts the individual line item salaries by 1.9%. These line items do not include cost of living adjustments.

Now that we have established the OPEB trust fund we now need to start the extended schedule of funding the trust. With the recommendation of bond council, I am including the first annual request for funding. Although it is a modest amount, it shows the financial world our commitment to fund our liability on an annual basis. I would like to thank Chairman Ossing for serving on the OPEB committee and Councilor Delano for his persistence to both establishing the trust and recognizing the obligation. This is also a discussion that will be taking place with all of our bargaining units in this year's contract negotiations.

Public Library

This year in the budget at the request of the Director, you will see both a reduction of two positions and an increase of two positions that will result in a savings of more than \$5,000.00. Director Margaret Cardello believes these positional changes will better serve our residents.

Public Safety and Emergency Management

In keeping with the recommendations outlined in our outside assessment of the Fire Department, I am including funding for the position of Assistant Chief Engineer in FY16. Although the titles of "Chief Engineer" and "Assistant Chief Engineer" have decreased in use over the years as departments have modernized, they function as the Fire Chief and Assistant Fire Chief. This nonunion position will be filled after the appointment of a new Fire Chief. In the coming weeks, I will seek your approval for a revised salary schedule and title change from Assistant Chief Engineer to "Assistant Fire Chief."

With the coming changes in the department, I also wish to ensure our new Chief and Assistant Chief have the necessary administrative support to hit the ground running. Therefore I am increasing the hours for the part time clerk position to 19 hours per week from its current funding. I would also see this position becoming full time with 2017 budget, based on the new administrative demands of our incoming Chief.

I have also built into my budget a \$1,200.00 increase in the stipend for Emergency Management Director Donald Cusson. With his persistent pursuit of grant funds and state and federal reimbursements thru FEMA and other government agencies, and his diligent handling of snow emergencies, I believe Mr. Cusson provides tremendous value to our city and is more than deserving of this increase.

Public Health and Inspectional Services

Our Building Department continues to work at a breakneck pace to meet the construction demands of our residential and commercial customers. This budget reflects a department that will carry three certified building inspectors (including the Commissioner). I anticipate the hiring of a new, temporary Local Inspector in the coming weeks and wish to thank you again for supporting this request.

One item that was much discussed in my budget conversations with Building Commissioner Robert Camacho was the need to upgrade the part-time Wiring Inspector to full-time. The city has operated with a full-time Plumbing Inspector for years and the demand for electrical inspections is not far behind. For now, Commissioner Camacho and I will continue to monitor the wiring permitting activity and will utilize our Alternate Wiring Inspector to the greatest extent possible. In a community our size, I believe that it is inevitable that this position will eventually need to become full-time.

With the addition of Cathleen Liberty as our Director of Public Health, our Health Department is operating at its highest level in years. Your support and funding of a second Assistant Sanitarian has been vital to this success and allowed the department to more completely address the health and code enforcement needs of our city.

Community Services and Recreation

After much discussion with President Pope, I am pleased to include funding in my budget proposal for a part-time Community Events Coordinator. Serving under the Recreation Director, this position has long been lobbied by Councilor Landers and will be responsible for supporting and, in some cases, leading the efforts of major events and programs throughout the city, including the Labor Day Parade. If approved, this position to be funded through a transfer request from the city's economic development account, which is funded through our local option hotels tax.

At the Council on Aging (COA), I am also seeking your support to fund the position of a part-time Program Coordinator to assist with the increased demand in services and programs already evident at our Senior Center. I believe it would be a disservice to allow this position to fall by the wayside.

I am also pleased to announce to you a partnership with Quinsigamond Community College to run their Food Service Program thru the Senior Center. As part of this partnership, I have agreed to fund a portion of a full-time food service manager in contract services for \$30,000.00. I am making this commitment for no more than three years. The commitment will be based on the breakfast and lunch sales as well as the student enrollment in the program. It has been a successful program in the Worcester senior center and I expect the same in Marlborough. I want to thank President Pope for bringing this program to light and look forward to the grand opening in September.

Marlborough Public Schools

The Marlborough Public Schools are being funded with a 5.1% overall increase, and a 4.5% increase in their operating budget over FY15. Since FY12 through today's proposed figures, our investment in our Marlborough public schools has been a 24% increase which is a clear testament to the education of our children.

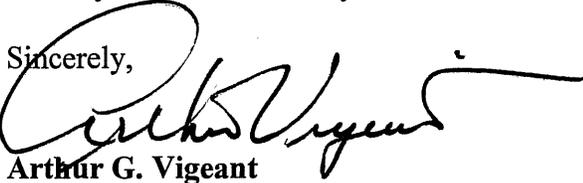
Other Budget Highlights

- With significant funding available through our cable trust monies, I have reduced our Information Technology budget by \$334,620 so as to allow us to put those funds to immediate use. However, I fully expect this line item to return to its current levels for the FY17 budget.
- The position of Director of Public Facilities will be reclassified as a General Foreman's position under the Department of Public Works (DPW) and result in a savings of in excess of \$20,000.00.
- Due to the opening of the new Senior Center, my budget calls for the addition of a part-time custodian to ensure constant and proper care of the facility.
- With our local elections upon us, the City Clerk's office will require additional funding for our election needs.
- Our salary reserve and fringe benefits line items have all been consolidated. This is in addition to the consolidation or elimination of several other line items throughout the budget.

Over the next several weeks, I look forward to working with you and answering any questions you may have on this proposal. Each and every department stands ready to appear before you and discuss their offices in greater depth.

Thank you in advance for your consideration.

Sincerely,



Arthur G. Vigeant
Mayor

Enclosures



RECEIVED
CLERK'S OFFICE
MARLBOROUGH

APR 30 A 11: 26

City of Marlborough

Office of the Mayor

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April 30, 2015

City Council President Patricia Pope
Marlborough City Council
140 Main Street
Marlborough, MA 01752

Re: Transfer Request – Marlborough Economic Development Corp.

Honorable President Pope and Councilors:

Respectfully submitted for your approval is a transfer request on behalf of the Marlborough Economic Development Corp (MEDC) to fully fund their Fiscal Year 2016 operations:

- 1) Transfer in the amount of \$731,875.00 from 27000099-42440 (Economic Development) to 11740006-53950 (MEDC Funding).

Since coming to office in 2012 I have seen firsthand how hard the MEDC staff has worked to build a reputation as an effective, reliable organization that not only builds new relationships with potential commercial tenants but strengthens the ones we have with many of our long term businesses. From GE Healthcare to IPG Photonics Corp, the MEDC has earned my trust and proven worthy of our investment.

From a revenue standpoint, the local option hotels tax is up 8.7% for the year ending March 31, 2015. I am very confident that we will continue to have a sustainable revenue stream to fund continued operations.

I have enclosed for your benefit a summary prepared by City Auditor Diane Smith that details the revenues taken since 2011, the pertinent transfer sheet and the detailed budget submittal prepared by MEDC Director Tim Cummings.

Thank you in advanced for your consideration.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures

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

Total Funding	<u>\$2,559,703.52</u>
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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

Total Transfers	<u>-\$1,640,014.00</u>
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Available for future transfers	\$919,689.52
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CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Mayor

FISCAL YEAR: 2015

FROM ACCOUNT:

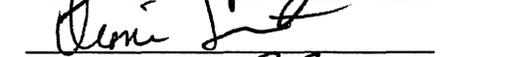
TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$919,689.52</u>	<u>\$631,875.00</u>	<u>27000099</u>	<u>42440</u>	<u>Economic Development</u>	<u>\$631,875.00</u>	<u>11740006</u>	<u>53950</u>	<u>MEDC Funding</u>	<u>\$0.00</u>
	Reason:	<u>To allow the MEDC to continue it's work in promoting the economic development of the City for FY16</u>							
<u>\$919,689.52</u>	<u>\$100,000.00</u>	<u>27000099</u>	<u>42440</u>	<u>Economic Development</u>	<u>\$100,000.00</u>	<u>11740006</u>	<u>53950</u>	<u>MEDC Funding</u>	<u>\$0.00</u>
	Reason:	<u>To capitalize a Revolving Loan Fund Program</u>							
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	Reason:	_____							
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	Reason:	_____							
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	Reason:	_____							
	\$731,875.00	Total			\$731,875.00	Total			

Department Head signature:

Auditor signature:

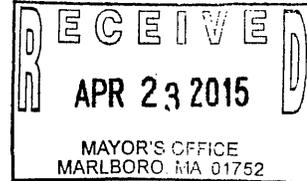
Comptroller signature:




April 21, 2015

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



RE: FY'16 Operating Budget Transfer Request & Capitalization of a Revolving Loan Fund Program

Dear Mayor Vigeant:

I am writing seeking a transfer request.

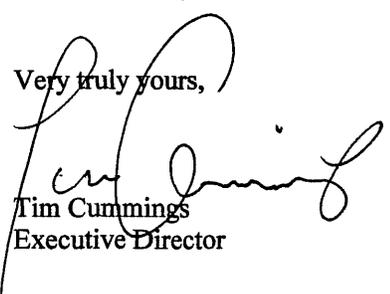
On behalf of the Marlborough Economic Development Corporation (MEDC), I am herewith submitting this letter requesting a transfer of funds to the Marlborough Economic Development Corporation in the amount of \$631,875.00 to fund operations and special projects for FY'16 as approved by the MEDC Board of Directors on March 11, 2015.

Additionally, the MEDC is requesting a separate appropriation from the City in the amount of \$100,000.00 to capitalize a Revolving Loan Fund Program which we have been working towards creating the past few months in conjunction with some committed local financial institutions. Their participation is contingent upon the City's participation. And we have developed a public/private partnership to promote this great community benefit and resource.

I would appreciate your approving this transfer request 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 addressing the Revolving Loan Fund Program in further detail.

Thank you for your kind attention to this matter.

Very truly yours,



Tim Cummings
Executive Director

Attachments

- A: FY'16 Operational Budget
- B: Revolving Loan Fund Backup

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

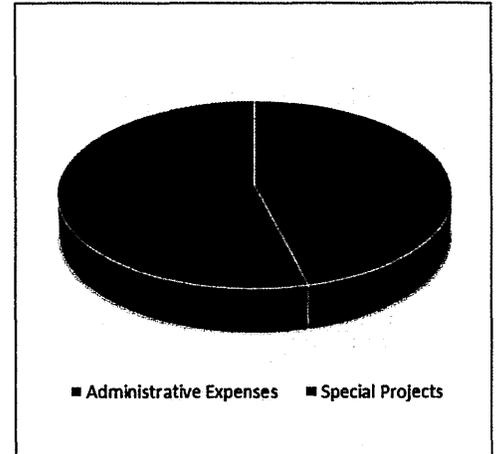
Attachment A

FY'16 Operational Budget

Mission: The Marlborough Economic Development Corporation (MEDC) is the state-chartered economic development arm of the City of Marlborough. It is our mission to stabilize the residential tax base by increasing the commercial tax revenue, in order to secure the future stability of our city and allow for higher quality of life for all its residents. We do this by working with municipal leaders and private investors to foster economic development, job growth, and community revitalization and expansion.

Overview: The Marlborough Economic Development Corporation (MEDC) requests a total budget of \$631,875 to fund its' operations and special projects. Administrative Expenses are allocated \$290,975 which represents 46% of the total budget while Special Projects represents 54% at an allocation of \$340,900.

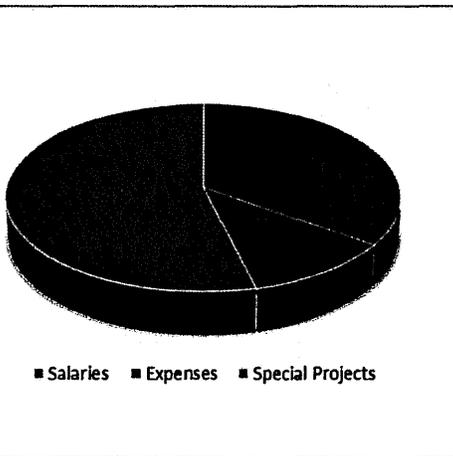
We are the sales and promotional arm for the City of Marlborough and this maintenance budget request will allow the MEDC to continue to advocate for infrastructure that supports economic development, promote and implement economic development policies and projects, to continue to promote and support hospitality and tourism and to maximize our efforts in business outreach, retention, expansion and attraction for the city.



Summary: The budget is divided into 3 categories which represent salaries, expenses and special projects. Salaries account for 35% of the budget and 11% accounts for the operations and administrative expenses of the office. Special projects represent 54% of the total budget with allocations spread over 4 specific areas. The following is a synopsis of budget line item allocations for the above listed categories.

Salaries and Benefits

\$219,650 in personnel, employer taxes and fringe benefits is allocated to 5 employees. The staffing schedule identifies 2 permanent full-time employees at \$151,100 including benefits, 2 permanent part-time employees at \$42,100 and 1 temporary summer part-time intern at \$3,200. Employer payroll taxes are allocated at \$23,250 based on the above staff schedule.



Expenses

\$71,325 is allocated to operating and administrative expenses. Materials and supplies 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 general marketing collateral, subscriptions, postage, repairs and office maintenance. Contracted services covers operating services obtained by contract with the outsourced vendor. For example, agreements with our accountant, marketing & communications manager and our payroll service provider. Occupancy covers office rent, insurance, utility expenses and capital outlay covers operating expenditures of significant amounts resulting in the acquisition or replacement for extending life of fixed assets such as computers, copiers, etc.

The FY'16 expenditure breakdown is as follows:

- Materials & Supplies 17,525
- Contracted Services 24,400
- Occupancy 28,900
- Capital Outlay 500
- Total Expenses \$71,325



Special Projects

\$340,900 is allocated to special projects in order for MEDC to carry out the goals and objectives of the organization. The following goals were approved by the MEDC Board of Directors on January 21, 2015 (for a complete listing of the objectives please see the *Goals & Objectives of MEDC for FY16 Attachment*).

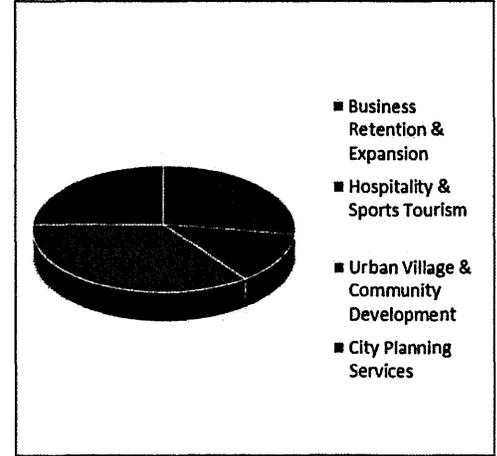
We believe these goals are important, achievable and reflect the values of our community and organization.

Goals:

- Renewed Commitment to the MEDC Mission Statement
- Continue to focus on the implementation of the Economic Development Master Plan
- Reduce Marlborough's vacancy rate

The FY'16 expenditure breakdown is as follows:
 Business Retention & Expansion 94,000
 Hospitality & Sports Tourism 42,500
 Urban Village & Community Development 119,400
 City Planning Services 85,000
 Total Special Projects \$340,900

(For a complete listing of the FY'16 Special Projects, please see the *Special Accounts Attachment*)



Conclusion: The FY'16 Budget Narrative was created with the main goal of making the budget process more transparent to all stakeholders – by outlining the detailed budget in the following pages.

Marlborough Economic Development Corporation

FY'16 Budget Overview

July 2015 through June 2016

Jul '15 - Jun 16

Ordinary Income/Expense

Expense

Insurance

5080 · Director's insurance	1,300.00
5085 · General Liability	600.00
5090 · Pocket Park Ins. - Main Street	0.00
5095 · Workers' Comp	600.00
5096 · Short Term Disability	400.00

Total Insurance	2,900.00
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Payroll Expenses

5145 · Bonus	10,000.00
5150 · Dental Insurance	400.00
5160 · ER Taxes	23,250.00
5165 · Health Insurance	3,300.00
5170 · Salaries	177,000.00
5253 · Temporary Help	3,200.00

Total Payroll Expenses	217,150.00
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5005 · Advertising/Marketing	1,500.00
5010 · Annual Report	15.00
5015 · Business Travel	500.00
5030 · Computer Services & Licenses	1,400.00
5035 · Conferences/Meetings	600.00
5060 · Dues and Subscriptions	9,200.00
5065 · Events	400.00
5070 · Gifts and Promotions	600.00
5100 · Internet service	720.00
5105 · Maintenance & Repair	600.00
5135 · Media Contractor	20,000.00
5140 · Office Supplies	2,000.00
5180 · Payroll Fees	2,000.00
5185 · Phone	2,900.00
5190 · Postage and Delivery	400.00
5195 · Printing and Reproduction	500.00
5200 · Professional Development	2,500.00
5205 · Professional Fees	1,500.00
5235 · Rent	21,500.00
5240 · Service Charges	10.00
5250 · Special Projects/Consultant	340,900.00
5260 · Utilities	1,600.00
5265 · Web design and maintenance	480.00

Total Expense	631,875.00
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Net Ordinary Income	-631,875.00
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Net Income	-631,875.00
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*FY' 16 Budget shown in QuickBooks Accountant 2013



FY16

	Expended & Encumbered	Expended & Encumbered as of 4/6/15	Original Appropriation	Expenditures	Request	Supervising Authority	City Council
Marlborough Economic Development Corporation	FY14	FY15	FY15	FY16	FY16	FY16	Approval
Salaries							
Fulltime (1)	\$159,966	\$128,064		\$174,350		\$174,350	
Executive Director			\$78,500		\$87,700		
Executive Administrative Assistant			\$45,800		\$47,200		
Employee Benefits	\$6,820	\$5,891	\$6,000		\$39,450		
Bonus	\$4,770	\$7,545					
Employer Taxes	\$18,861	\$14,190	\$25,000				
Parttime (2)	\$0	\$0		\$45,300		\$45,300	
Hospitality Sports Tourism Coordinator			\$19,500		\$19,800		
Temporary Help/Internship	\$3,221	\$1,157	\$2,500		\$3,200		
Business Outreach Coordinator			\$17,000		\$22,300		
Salaries Total (Lines 1-2)	\$190,416	\$156,847	\$194,300	\$219,650	\$219,650	\$219,650	\$0
Expenses							
Materials & Supplies (3)	\$0	\$0		\$17,525		\$17,525	
Advertising/Marketing	\$28,885	\$2,041	\$1,700		\$1,500		
Annual Report	\$15	\$15	\$15		\$15		
Business Travel	\$8,645	\$743			\$500		
Conferences/Meetings	\$13,188	\$3,812	\$1,500		\$600		
Contribution/Sponsorship	\$500						
Events	\$21,803	\$316			\$400		
Gifts & Promotions	\$2,391	\$1,777			\$600		
Grants Awarded							
Maintenance & Repair	\$7,842	\$395	\$600		\$600		
Media Contractor	\$19,776	\$23,025					
Membership Fees/Subscriptions	\$10,862	\$13,761	\$9,600		\$9,200		
Office Supplies	\$9,832	\$2,030	\$2,500		\$2,000		
Postage & Delivery	\$2,217	\$456	\$400		\$400		
Printing & Reproduction	\$6,226	\$1,106	\$400		\$500		
Reimbursable Expenses							
Service Charges	\$30	\$10			\$10		
Software	\$2,213	(\$140)					
Website/Internet	\$1,334	\$689	\$1,500		\$1,200		
Contracted Services (4)	\$45,242	\$0		\$24,400		\$24,400	
Accounting/Book Keeping			\$2,000		\$1,500		
Professional/Consultant Fees	\$25,860	\$8,162	\$22,000		\$20,000		
IT Maintenance Services			\$1,200		\$900		
ADP Payroll Services	\$2,074	\$1,551	\$2,000		\$2,000		
Occupancy (5)				\$28,900		\$28,900	
Lease Agreement	\$23,075	\$17,360	\$21,500		\$21,500		
Office Insurance	\$489	\$417	\$600		\$600		
Directors/Officers Liability Insurance	\$1,174	\$1,020	\$1,200		\$1,300		
Park Insurance - Main Street	\$1,007						
Workers' Comp	\$551				\$600		
Short Term Disability		\$150			\$400		
Utilities	\$4,571.00	\$4,404	\$3,400		\$4,500		
Capital Outlay (6)	\$0			\$500		\$500	
Computer Equip & Licenses	\$3,630	\$2,125	\$2,000		\$500		
Expenses Total (Lines 3-6)	\$243,429	\$85,224	\$74,115	\$71,325	\$71,325	\$71,325	\$0
Special Accounts							
Special Projects (7)	\$4,095			\$340,900		\$340,900	
Business Retention & Expansion		\$52,735	\$101,000		\$94,000		
Hospitality & Sports Tourism		\$36,944	\$44,500		\$42,500		
Urban Village & Community Development		\$3,211	\$15,000		\$119,400		
City Planning Services		\$18,342	\$85,000		\$85,000		
Special Accts. Total (Line 7)	\$4,095	\$111,232	\$245,500	\$340,900	\$340,900	\$340,900	\$0
THE GRAND TOTAL	\$437,940	\$353,303	\$513,915	\$631,875	\$631,875	\$631,875	\$0

Salaries Fulltime (1)											
PERMANENT FULL TIME											
CALCULATE 52 WEEKS OF PAY HERE - Annual Salary Increase of 3%											
FY 16 (July 2015 - June 2016)											
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
NAME	TITLE	WEEKLY SALARY BEFORE ANNIV.	ANNIV. DATE (for salary increases)	WEEKS TO ANNIV. DATE	LONGE- VITY AT % OR FLAT RATE	TOTAL SALARY TO ANNIV. DATE	WEEKLY SALARY AFTER ANNIV.	WEEKS LEFT IN BUDGET YEAR	LONGE- VITY AT % OR FLAT RATE	SALARY FROM ANNIV. TO END	TOTAL SALARY FOR BUDGET YEAR
Tim Cummings	Executive Director	1660.40	1/1/16	26	41.51	43,170.40	1,710.21	26	42.76	44,465.51	87,635.91
Linda Martins	Executive Administrative Assistant	900.07	4/11/16	40	22.50	36,002.62	927.07	12	23.18	11,124.81	47,127.43
Grand Total											134,763.34
Employee Benefits/Payroll Taxes											
	ITEMIZE AND JUSTIFY:										AMOUNT
	Employee Benefits										\$ 39,450
									Total		\$ 39,450
Salaries Fulltime (1)											\$134,763.34
Grand Total											174,213.34

Salaries Parttime (2)		PERMANENT PART TIME										
CALCULATE 52 WEEKS OF PAY HERE - Annual Rate Increase of 3%												
FY 16 (July 2015 - June 2016)												
(A) NAME	(B) TITLE	(C) Hours/ week	(D) Hourly rate before anniv.	(E) Anniv. Date	(F) Weeks to Anniv. Date	(G) Long- vity at % or flat rate	(H) Total Salary to Anniv.Date	(I) Hourly rate after Anniv.date	(J) Weeks left in Budget yr.	(K) Long- vity at % or flat rate	(L) Salary from Anniv to End	(M) Total Salary for Budget Yr
Deb Williams	Hospitality Sports Tourism Coordinator	20	18.84	3/20/2016	37	18.84	13,940.42	19.40	15	19.40	5,821.07	19,761.48
CALCULATE 52 WEEKS OF PAY HERE - Annual Rate Increase of 3%												
FY 16 (July 2015 - June 2016)												
(A) NAME	(B) TITLE	(C) Hours/ week	(D) Hourly rate before anniv.	(E) Anniv. Date	(F) Weeks to Anniv. Date	(G) Long- vity at % or flat rate	(H) Total Salary to Anniv.Date	(I) Hourly rate after Anniv.date	(J) Weeks left in Budget yr.	(K) Long- vity at % or flat rate	(L) Salary from Anniv to End	(M) Total Salary for Budget Yr
Michael McGuire	Business Outreach Coordinator	28	13.91	7/1/2015	40	13.91	15579.2	14.33	-	-	-	\$ 15,579.20
		40	13.91	7/1/2015	12	13.91	6676.8	14.33	-	-	-	\$ 6,676.80
												\$ 22,256.00
FY 15 (July 2014 - June 2015)												
(A) NAME	(B) TITLE	(C) Hours/ week	(D) Hourly rate	(E) Weeks	(F) Long- vity at % or flat rate	(G) Total Salary for Budget Yr						
Michael McGuire	Business Outreach Coordinator	28	13.50	40	13.50	\$ 10,260						
		40	13.50	12	13.50	\$ 6,480						
						\$ 16,740						
FY 16 (July 2015 - June 2016)												
Temp Part Time												
(A) NAME	(B) TITLE	(C) Hours/ week	(D) Hourly rate	(E) Weeks	(F) Total Salary for Budget Yr							
Temporary Help	Summer 2015	32	12.50	8	\$ 3,200							
						\$ 3,200						
Salaries Parttime (2)												
Grand Total FY16												\$ 45,217

Expenses (3-6)		SUMMARY OF NON-SALARIED EXPENDITURES				
Line	Account	Expended FY14	Expended FY15 as of 4/6/15	Appropriated FY15	Supervising Authority Request FY16	City Council Approval
3	M&S	\$ 135,759	\$ 50,036	\$ 18,215	\$ 17,525	
4	Cont.Serv.	\$ 73,176	\$ 9,713	\$ 27,200	\$ 24,400	
5	Occup.	\$ 30,867	\$ 23,351	\$ 26,700	\$ 28,900	
6	Cap.Outlay	\$ 3,630	\$ 2,125	\$ 2,000	\$ 500	
TOTALS		\$ 243,432	\$ 85,225	\$ 74,115	\$ 71,325	
7	Spec.Accts	\$ 4,095	\$ 111,232	\$ 245,500	\$ 340,900	
Expenses (3-7)						
GRAND TOTALS		\$ 247,527	\$ 196,457	\$ 319,615	\$ 412,225	

Expenses (4)	CONTRACTED SERVICES			
	Covers operating services obtained by contract with outsourced vendor. For example: accounting services, marketing & communications vendor, payroll services, etc.			
ITEMIZE AND JUSTIFY:				AMOUNT
Accounting/Book Keeping				\$1,500.00
- CPA on Retainer/Yearly Filings				
- A/P & Payroll Services				
- Fiscal End Process				
Professional/Consultant Fees				\$20,000.00
- Communications/Media Vendor				
IT Maintenance Services				\$900.00
- Tech on Retainer				
- Computer & Licensing Fees				
- Electronics: Maintenance & Repair				
ADP Payroll Services				\$2,000.00
- Processing Charges				
- Tax Services				
- Year End Processing				
TOTAL				\$24,400.00

Expenses (5)		OCCUPANCY			
Marlborough Economic Development Corporation (MEDC)				Requested Amount	
91 Main Street, Suite 203B / 204					
	Lease Agreement			\$	21,500
	Office Insurance			\$	600
	Directors & Officers Liability Insurance			\$	1,300
	Workers' Comp Insurance			\$	600
	Short Term Disability Insurance (FT Employees)			\$	400
	Utilities			\$	4,500
	- Phone Services & Voicemail System				
	- Electricity Supply				
	TOTAL			\$	28,900



The Goals and Objectives of MEDC for FY'16

Background

At our meeting of January 21, 2015, the Marlborough Economic Development Corporation (MEDC) Board of Directors approved to continue with the following three (3) goals and the following objectives for FY'16.

The board had also requested for MEDC to add a few more items as metrics to benchmark the success of the City of Marlborough. The metrics have been added and are laid before you for your final review. This document along with the proposed FY'16 Budget will be presented to the City Council for their approval by mid-April.

MEDC Goals

1. Renewed Commitment to the MEDC Mission Statement
2. Continue to focus on the implementation of the Economic Development Master Plan
3. Reduce Marlborough's vacancy rate

Objectives

- The organization shall continue to strengthen relationships with strategic partners for concrete progress in areas that improve the community's quality of life by pursuing issues of mutual benefit to Marlborough and the strategic partners
- Work with a planner (i.e. MAPC) to develop a conceptual plan to re-zone the City's South West Quadrant
- Develop a plan for Route 20E to enhance the assessments of the corridor and develop a Roadway Plan to include complete streets and sidewalks to make the area more pedestrian friendly (long-range plan)
- Market the newly re-zoned downtown to attract developers and prospective businesses
- Identify and pursue attraction of at least one (1) new restaurant to the city (as part of the overall attraction effort)
- Provide assistance towards the implementation of transportation shuttle program(s)
- Maintain the general awareness of Marlborough as a pro-business municipality in the Commonwealth of Massachusetts
- Continue to work toward assisting the City of Marlborough's Conservation & Department of Public Works to ensure the Lake Williams Trail project is completed with a fountain (multi-year objective)
- Continue to investigate options for working with owners/brokers of commercial/industrial space to reduce the commercial vacancy rate. This may include but is not limited to keeping an inventory of vacant space and tracking lease agreements for upcoming terminations
- Attract or absorb 100,000 net positive sq./ft. of commercial space in the City of Marlborough
- Expand the existing employment base by 200 net positive jobs in select areas of the city
- Collaborate with area hotels to improve the experience of company employees and visitors to Marlborough

- Continue to develop a specialized marketing campaign to attract business associations and sports tourism to Marlborough hotels
- Food Truck Outreach effort to see if there is interest as an amenity for our industrial parks
- Market the areas within the city identified for development or redevelopment (43D Expedited Permitting)
- Continue with outreach program to businesses within the city
- Provide a single point of contact for economic development a business ombudsman with clear authority from the city to coordinate all departments in business permitting
- Host 2 retention/targeted events (Annual Founders Reception, Commercial Brokers, etc...)
- Host 2-3 workshops for the business community to help improve and expand their business
- Sponsor 2-3 outreach events/trips (attraction of new development/tenants)
- Continue with job fair and/or workforce development workshops for the community
- Attend 4 trade shows (1 qtr.) in select industries/clusters Marlborough wants to further develop
- Continue with concierge desk at the New England Sports Center
- Continue with Media Buy Branding Campaign – “Think Marlborough”
- Continue with downtown beautification (lighting, landscaping, signs)
- Continue with the Restaurant Training Initiative
- Explore a Revolving Loan Program for small businesses – (separate appropriation from the city)
- Explore a Private Shuttle Bus – (separate appropriation from the city)
- Explore the possibility of creating a small business committee

Metrics to benchmark success

The City of Marlborough's:

- Vacancy Rate
- Local Option
- Meals Revenue
- Rooms Revenue
- Net New Revenue Certification
- Number of Building Permits Pulled
- Number of Permanent Jobs and/or Job Postings
- Number of Meetings with Local Businesses and Consultants

Attachment B

Revolving Loan Fund Backup



April 21, 2015

Madam President
City Council
Marlborough City Hall
140 Main Street
Marlborough, MA 01752

RE: Support Revolving Loan Fund (“RLF”) Program

Dear Madam President and Distinguished Councilors:

We are writing to express our interest and participation in the capitalization of the Revolving Loan Fund (“RLF”) program as outlined in the Marlborough Economic Development Corporation (“MEDC”) budget request dated April 21, 2015.

As you may know, a Revolving Loan Fund is a best practice in how public/private resources, which are scarce, can be used for economic development in a positive and beneficial manner.

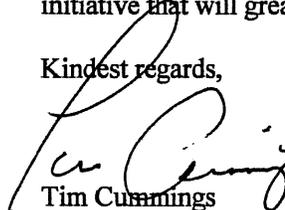
A revolving loan fund (RLF) is a gap financing measure primarily used for development and expansion of small businesses. It is a pool of money loaned with creative financing terms typically not accessible under more conventional lending.

Establishing a revolving loan fund provides access to a flexible source of capital that can be used in combination with more traditional sources. Often the RLF is a bridge between the amount the borrower can obtain on the private market and the amount needed to start or sustain a business. For example, a borrower may obtain 60 to 80 percent of project financing from other sources.

While the majority of RLFs support local businesses, some target specific areas such as healthcare, minority business development, and environmental cleanup. In this instance we will be looking to lend on projects that will increase jobs and enhance property values/assessments in the City of Marlborough. Attached you will find additional information for your review and consideration.

Thank you for your kind attention to this letter and should you have any questions please do not hesitate to contact anyone of us at your earliest convenience. We are looking forward to this new initiative that will greatly enhance an already amazing city!

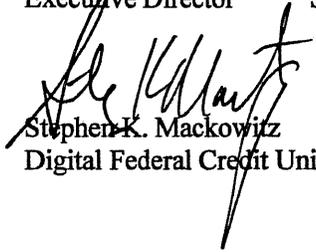
Kindest regards,

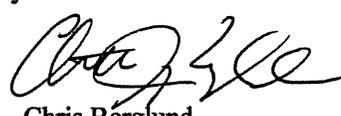

Tim Cummings
Executive Director


Nabil Farooq
St. Mary’s Credit Union


David Morticelli
Avidia Bank


Bill Pezzoni
MEDC Representative


Stephen K. Mackowitz
Digital Federal Credit Union


Chris Berglund
Marlborough Savings Bank

Memorandum

TO: City of Marlborough City Council
FROM: T. Cummings
DATE: April 21, 2015
SUBJECT: Revolving Loan Fund Program Information

Overview

A revolving loan fund (RLF) is a gap financing measure primarily used for development and expansion of small businesses. While the majority of RLFs support local businesses, some target specific areas such as healthcare, minority business development, and environmental cleanup.

Establishing a revolving loan fund provides access to a flexible source of capital that can be used in combination with more conventional sources. Often the RLF is a bridge between the amount the borrower can obtain on the private market and the amount needed to start or sustain a business. For example, a borrower may obtain 60 to 80 percent of project financing from other sources.

Quality RLFs issue loans at market or otherwise competitive and attractive rates. Many RLF studies have shown that access to capital and flexibility in collateral and terms is more important to borrowers over lower than market interest rates. With competitive rates and flexible terms, a RLF provides access to new financing sources for the borrower, while lowering overall risk for participating institutional lenders.

Eligible uses for RLF loans include:

- Operating capital
- Acquisition of land and buildings
- New construction
- Facade and building renovation
- Landscape and property improvements, and
- Machinery and equipment.
- Soft cost expenses related to Real Estate development

Capitalizing a Revolving Loan Fund

Most revolving loan funds have at least one local public source for capitalization combined with other sources. If capitalization is *exclusively* local, the RLF may have greater flexibility in lending, as state and federal involvement tend to include restrictions that may not fit local business needs.

State and local governments often use one or a combination of the following to capitalize an RLF: tax set-asides, general obligation bonds, direct appropriations from the state legislature, annual dues from participating counties or municipalities, and funds directed from the state lottery.

The federal government is another common source of capitalization. Communities may apply for funding from the United States Department of Agriculture (via the Rural Economic and Community Development Administration), Housing and Urban Development (via Community Development Block Grants), and the Department of Commerce (via the Economic Development Administration).



Standards and Results

While RLFs take on projects with above average risk, borrowers are held to standard financial requirements in loan security. Before a loan is issued, a business or prospective business usually supplies the following documentation:

- Business plan
- Business experience and management information
- Credit history and financial statements
- Sufficient collateral to repay bank and RLF funding
- Other personal or corporate guarantees on the project, and
- Cash flow projections.

As a public investment instrument, revolving loan funds are expected to result in public goods – namely projects contributing to economic growth and community revitalization. Borrowers therefore, must address performance measures established by the loan administrator such as:

- Number and type of jobs created or retained
- Increase in tax revenue
- Private funding relative to public investment, and
- Benefits to low and moderate-income citizens, from business ownership to job opportunities.

Administration

A Loan Review Committee or board of directors takes responsibility for reviewing loan proposals, designating an administrative body (can be public, nonprofit, or private), and contracting a local bank for the loan fund's portfolio management responsibilities. The committee or board is usually a combination of legal, private lending, business, community development, and local government professionals.

Staffing a revolving loan fund requires a team of financial specialists. In one approach – best for funds issuing a higher volume of loans – each team member is responsible for a different stage of the lending process. For instance, one staff specializes in loan packaging while another specializes in monitoring existing loans. An alternative approach assigns each loan to an individual who monitors it from beginning to end.

Next Steps

To date MEDC has commitments of \$50k each from the following 4 participating financial institutions (contingent upon public participation): Marlborough Savings Bank, Avidia Bank, DCU and St. Mary's Credit Union.

Additionally, MEDC along with the other financial institutions will be meeting regularly to further develop the program.



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 APR 29 A 11: 42

April 28, 2015

Mayor Arthur Vigeant
Patricia Pope, City Council President
City Council Members
City Hall, Main Street
Marlborough, MA 01752

RE: Al Brodeur's South Street Auto
412 South Street

Dear Mayor Vigeant, President Pope, and City Council members,

On behalf of the owners of the above referenced property, I am writing to request approval for the extension of the City Sewer System. The owners of this property are making significant improvements to the 3,500 square-foot building and the site, and need to connect to the municipal sewer system, as the existing on-site septic system is inadequate and out of date. The proposed daily sewer flow, on the order of 300 gallons per day, is below the threshold which would require State DEP approval. The connection to the municipal system would occur at an existing sewer manhole in Mill Street North. Approximately 265 feet of new 8-inch sewer main would be constructed within Mill Street North and South Street. The new main would be constructed in accordance with City Public Works Regulations.

The Brodeur's respectfully request that this matter be placed on the agenda for consideration at the next City Council meeting.

Thank you very much for your consideration and please contact this office with any questions.

Sincerely,

Thomas DiPersio, Jr.

Thomas DiPersio, Jr., P.E.
Civil Engineer

Copy: Owners Alan and Molly Brodeur
Engineering Department, Timothy Collins, Assistant City Engineer

David P. Gadbois
Attorney-at-Law
PO Box 773
Marlborough, Massachusetts 01752

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 APR 30 A 10: 26

Phone (508) 481-0101
Cell (508) 380-9558

E-mail David@attygadbois.com

Fax (508) 484-9435

April 30, 2015

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

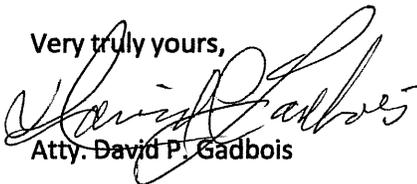
RE: Application of Ferris Development
For a Special Permit

Dear Ms. Thomas:

Enclosed herewith please find Application Package for a Special Permit from Ferris development 325 DJL Boulevard, LLC, owner of the property located at 325 Donald J. Lynch Boulevard. Please forward this matter to the City Council and place it on its agenda for the meeting of Monday May 4, 2015.

If you have any questions, please contact me at your convenience.

Very truly yours,


Atty. David P. Gadbois

Encl: Petition 15 sets

CITY OF MARLBOROUGH
OFFICE OF CITY CLERK

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 APR 30 A 10: 26

APPLICATION TO CITY COUNCIL FOR ISSUANCE OF SPECIAL PERMIT

1. Name and address of Petitioner or Applicant:
Ferris Development 325DJL Boulevard, LLC
325 Donald Lynch BLVD, Suite 200, Marlborough, MA 1752

2. Specific location of property Including Assessor's Plate & Parcel Number
325 Donald Lynch BLVD and North Bigelow Street
Map 26 Parcel 23 and Map 26 Parcel 24 (North Bigelow)

3. Name & address of owner of land, if other than petitioner or applicant:

4. Legal interest of Petitioner or Applicant (owner, lessee, prospective owner, etc.)
Owner

5. Specific Zoning Ordinance under which the Special Permit is sought:
Article V Section 650 Paragraph 17 Table of Uses Sub-Paragraphs
Notes (19), (31), (42) and 43

6. Zoning District in which property in question is located:
Limited Industrial

7. Specific reason(s) for seeking the Special Permit:

Applicant desires to construct and use an approximately twenty five (25,000) square foot mixed use building containing restaurants, office space and a workout facility to an accessory use the existing building on the site.

8. List of names and addresses of abutters. SEPARATE SHEET ATTACHED.

PETITION IS HEREBY MADE FOR THE ISSUANCE OF A SPECIAL PERMIT BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH AND IS BASED ON THE WITHIN PETITION OR APPLICATION AS FILED HERewith AND MADE PART OF SAID PETITION.



Signature of Petitioner or Applicant

ADDRESS: David P. Gadbois, Attorney for Petitioner
PO Box 773
Marlborough, MA 01752
TEL.NO. 508 481 0101

DATE: _____
City Clerk's Office

LIST OF NAMES AND ADDRESSES OF ABUTTERS
AS REQUIRED ON THE APPLICATION FOR SPECIAL PERMIT OF:

Ferris Development 325 DJL Boulevard, LLC

(Name of Petitioner).

FOR THE ISSUANCE OF A SPECIAL PERMIT BY THE CITY COUNCIL OF THE
CITY OF MARLBOROUGH UNDER CHAPTER 200, ZONING, OF THE CODE OF THE
CITY OF MARLBOROUGH.

(Abutters as defined in Section 4.H of the Rules and Regulations of Application/Petition for
Special Permit by the City Council under the Marlborough Zoning Ordinance.)

ABUTTERS LISTING for 325 Donald J Lynch Blvd (26-23, 26-24) 400 ft
MARLBOROUGH, MA

Map	Block	Lot	Unit	Owner-s Name	Co Owner-s Name	Address	City	ST	Zip	Parcel Location
13	5			KOROLATH OF NEW ENGLAND INC		ATTN ROBERT KEARIN	WOBURN	MA	01801	BIGELOW ST
13	6			NEW ENGLAND POWER COMPANY	PROPERTY TAX DEPT	40 SYLVAN RD	WALTHAM	MA	02451-2286	RIVER RD
13	7			INHABITANTS-TOWN OF HUDSON		MAIN STREET	HUDSON	MA	01749	DONALD J LYNCH BLVD
13	5A			CITY OF MARLBOROUGH		140 MAIN ST	MARLBOROUGH	MA	01752	RIVER RD
25	1			COMMONWEALTH OF MASS		DEPT ENV MGT-COMM OFFICE	BOSTON	MA	02202	BIGELOW ST
25	4			TARGET CORPORATION T 1516	ATTN PROP TAX DEPT TPN-0950	P O BOX 9456	MINNEAPOLIS	MN	55440-9456	423 DONALD J LYNCH BLVD
25	5			GELDART DOUGLAS C	CYNTHIA A GELDART	207 RIVER RD	BERLIN	MA	01503	BIGELOW ST
25	4A			LYNDE EMELINE M LI EST		780 NORTH BIGELOW ST	MARLBOROUGH	MA	01752	780 NORTH BIGELOW ST
26	1			CASACELI RIVER ROAD LLC		5 COOLIDGE ST	HUDSON	MA	01749	BIGELOW ST
26	22			PONDVIEW JV OWNER LLC		C/O NORDBLOM COMPANY	BURLINGTON	MA	01803	290 DONALD J LYNCH BLVD
26	23			FERRIS DEVELOPMENT 325 DJL BLVD LLC		C/O FERRIS DEVEL GROUP LL	MARLBOROUGH	MA	01752	325 DONALD J LYNCH BLVD
26	24			FERRIS DEVELOPMENT 325 DJL BLVD LLC		C/O FERRIS DEVEL GROUP LL	MARLBOROUGH	MA	01752	NORTH BIGELOW ST
26	25			LYNDE GARY H	KATHLEEN E LYNDE	276 BERLIN RD	MARLBOROUGH	MA	01752	763 NORTH BIGELOW ST
26	26			PONDVIEW JV OWNER LLC		C/O NORDBLOM COMPANY	BURLINGTON	MA	01803	295 DONALD J LYNCH BLVD
26	29			PONDVIEW JV OWNER LLC		C/O NORDBLOM COMPANY	BURLINGTON	MA	01803	400 DONALD J LYNCH BLVD
26	31			QUAD RINK LIMITED PARTNERSHIP		84 SOUTH ST	CARLISLE	MA	01741	DONALD J LYNCH BLVD
26	21A			NEW ENGLAND POWER COMPANY	PROPERTY TAX DEPT	40 SYLVAN RD	WALTHAM	MA	02451-2286	257 DONALD J LYNCH BLVD

MARLBOROUGH ASSESSORS
Anthony J. ...
David ...

SPECIAL PERMIT-SUMMARY IMPACT STATEMENT

FERRIS DEVELOPMENT

Applicant's Name: 325 DJL BOULEVARD LLC Address: 16 HILLSIDE AVE, SOUTH BORO

Project Name: 325 DONALD LYNCH BLVD. Address: 325 DONALD LYNCH BLVD.

1. PROPOSED USE: (describe) MIXED USE BUILDING WITH OFFICE SPACE, RESTAURANT, EXERCISE AREA, AND STORAGE.

2. EXPANSION OR NEW: NEW

3. SIZE: floor area sq. ft. _____ 1st floor 8,100 s.f. all floors 24,300 s.f.
buildings 1 PROPOSED # stories 2 plus cellar lot area (s.f.) 124,407 +/- s.f.

4. LOT COVERAGE: 15.8 % Landscaped area: 84.2 % 28.56 +/- acres

5. POPULATION ON SITE: Number of people expected on site at anytime: (FOR PROPOSED BUILDING)
Normal: 100 +/- Peak period: 200 +/-

6. TRAFFIC:

(A) Number of vehicles parked on site: (FOR PROPOSED BUILDING)

During regular hours: 50 +/- Peak period: 89

(B) How many service vehicles will service the development and on what schedule?

DELIVERIES - TYPICALLY DAILY IN AM / MAIL - DAILY

7. LIGHT: How will the development be lit at the exterior? How much light will leave the property and enter the abutting property? TYPICAL LIGHT POLES AND WALL PACKS.

LIGHTING SHALL BE SHEILDED AND DIRECTED AWAY FROM ABUTTING RESIDENTIAL USE.

8. NOISE:

(A) Compare the noise levels of the proposed development to those that exist in the area now.

SIMILAR TO EXISTING TRAFFIC NOISE OF DONALD LYNCH BLVD.

(B) Described any major sources of noise generation in the proposed development and include their usual times of operation. VEHICULAR TRAFFIC DURING NORMAL

HOURS OF OPERATION

9. AIR: What sources of potential air pollution will exist at the development? _____

VEHICULAR TRAFFIC

10. WATER AND SEWER: Describe any unusual generation of waste. NONE

11. HAZARDOUS MATERIAL: List any types of Hazardous Waste that will be on-site. How will this waste be stored? Where? How much will be in storage on a daily basis? How will it be disposed? NONE

*Attach additional sheets if necessary



**CITY OF MARLBOROUGH
MARLBOROUGH, MASSACHUSETTS 01752**

City Hall

140 Main St.

Marlborough, Massachusetts 01752

Voice (508) 460-3775 Facsimile (508) 460-3723 TTD (508) 460-3610

President and Members City Council

Date: APRIL 30, 2015

**SPECIAL PERMIT APPLICATION
CERTIFICATION BY PLANNING DEPARTMENT**

Project Name: 325 DONALD J. LYNCH BLVD MIXED USE DEVELOPMENT

Project Use Summary: RESTAURANT OFFICE

Project Street Address: 325 DONALD J. LYNCH BLVD

Plate: 26 Parcel: 23 AND 24

Applicant/Developer Name: FERRIS DEVELOPMENT 325 DJL BOULEVARD LLC

Plan Date: APRIL 15, 2015 Revision Date: N/A

Dear President and Members:

In accordance with the City Council's Rules for Special Permit Applications, I hereby certify that the Site Plan filed with the City Clerk has been reviewed by the Building Department within the limits of work shown on the plan, and that said plan meets all prior referenced informational requirements of Section 7; that the plan conforms in all aspects to City Code and to these Rules and Regulations, and that any necessary zoning variances have been already granted by the Marlborough Zoning Board of Appeals, and any applicable appeal period concerning said variances have run.

Very truly yours,

Robert Camacho/mac
Robert Camacho

Interim Building Commissioner

**Application Fee to submit to
City Clerk's office**

\$500.⁰⁰

**City of Marlborough, Massachusetts
CITY CLERK DEPARTMENT**



**Lisa M. Thomas
City Clerk**

Dear Applicant,

To ensure that each department listed below receives a copy of your completed Special Permit application, please hand-deliver to each department as instructions indicate below.

PLACE A CHECK-MARK AFTER HAND-DELIVERING THE APPLICATION TO THE FOLLOWING DEPARTMENTS AND SIGN YOUR NAME & DATE IT ACCORDINGLY. MAKE SURE THIS PAGE IS SIGNED AND RETURNED TO THE CITY CLERK'S OFFICE WITH THE COMPLETED APPLICATION. THE CITY CLERK'S OFFICE WILL NOT ACCEPT THE APPLICATION WITHOUT THE SIGNATURE OF THE APPLICANT OR PETITIONER AS INDICATED BELOW.

3 SETS	OFFICE OF THE CITY CLERK	✓
1 SET	POLICE CHIEF	✓
1 SET	FIRE CHIEF	✓
1 SET	CITY ENGINEER	✓
1 SET	CITY PLANNER	✓
1 SET	CONSERVATION OFFICER (IF WETLANDS AFFECTED)	✓
1 SET	BUILDING INSPECTOR	✓
12 SETS	OFFICE OF THE CITY COUNCIL	✓


Signature


Date

Thank you for your cooperation in this matter.

Sincerely,

Lisa M. Thomas
City Clerk



**City of Marlborough, Massachusetts
CITY CLERK DEPARTMENT**

**Lisa M. Thomas
City Clerk**

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all Municipal tax returns and paid all Municipal taxes required under law.

Company Name

FERRIS DEVELOPMENT 325 DJL BOULEVARD, LLC

Owner Name/Officer Name of LLC or Corporation

DAVID P. GADBOIS ATTORNEY FOR OWNER

Owner/Officer Complete Address and Telephone Number

PO BOX 773
MARLBOROUGH, MA 01752
508 481 0101

Signature of Applicant

Attorney on behalf of Applicant, if applicable

David P. Gadbois

The Special Permit Package will not be accepted unless this certification clause is signed by the applicant and the Tax Collector.

Tax Collector

Deborah J. Fox

\$25
ck # 124



**City of Marlborough, Massachusetts
CITY CLERK DEPARTMENT**

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 APR 24 P 2:49

**Lisa M. Thomas
City Clerk**

MARLBOROUGH, MA

DATE: April 24, 2015

To the City Council:

Owner Name: GERARD DUMAIS

Residential Address: 6 HICK ST

Telephone Number: ~~508-485-4864~~ 508-481-1579

Business Name: DUMAIS & SONS AND HAIRD STORE

Business Address: 67 MECHANIC ST

Business Telephone Number: 508-485-4864

Owner Signature: Gerald Dumais

The above signed GERARD DUMAIS respectfully requests that he/she be granted a TRUCK DEALER/SECOND HAND DEALER'S license.

In City Council

CITY OF MARLBOROUGH MEETING MINUTES

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Meeting: Council on Aging Board Meeting
Date: Tuesday, March 17, 2015
Time: 8:30 A.M.
Location: Senior Center, 40 New Street, Marlborough MA

2015 APR 24 P 3:37

ATTENDANCE: Leslie Biggar; Jennifer Claro; Jim Confrey; Rita Connors; Brenda Costa; Marie Elwoo; Jeanne McGeough; Barbara McGuire (Friend's Board)

Visitor: Richard Cygan, Pat Gallier

Excused: Sheila Brecken; Richard Collins

I. The March board meeting was called to order at 8:30 am by Chair, Jim Confrey.

II. The February board meeting minutes were approved. Introductions were made for the pending new board members: Pat Gallier and Richard Cygan

III. Directors update

Jennifer discussed the Open House scheduled for upcoming Sunday, from 10:00 am – 4:00 pm. A shuttle bus is being provided from the Bigelow School & the municipal parking garage on Newton Street. The open house will have tours, a job fair regarding programs & services available to seniors, musical entertainment and light refreshments are being contributed. The Marlboro Colonial Garden Club is providing flowers for the event.

The MySenior Center program is planned to be up and running by the 1st of Apr.

Jennifer is preparing the budget for end of month budget hearing. The new van is expected to arrive in June. Jennifer will address the funding for staffing a transportation coordinator and a dispatch position at the budget hearing.

IV. Board Updates

A. BayPath: Brenda, the BayPath Marlboro COA representative on the board, discussed highlights of the Feb. 25th BayPath Board Meeting (attached)

V. Old business

A. MySenior Center system update: (see directors update)

B. New Senior Center: Open House (see director's update)

C. Transportation Report: There were 56 rides in Jan and 51 rides in Feb. To date total: 663 rides Discussion ensued on the transportation program and on transportation issues in general for seniors.

D. Mayor's Senior of the Year Dinner: nomination forms have been distributed into the community; Leslie has distributed lists to board members for review for possible nominations.

The next Marlborough COA Board meeting is scheduled for **Tuesday, April 14th at 8:30 a.m. in the Conference Room at the Senior Center, 40 New Street, Marlborough.**

The board meeting adjourned at 9:30 am.

Respectfully submitted,

Brenda Costa, Secretary

**MARLBOROUGH PLANNING BOARD
MARLBOROUGH, MA 01752**

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Call to Order

April 16, 2015 9:53

The Meeting of the Marlborough Planning Board was called to order at 7:00pm in Memorial Hall, 3rd Floor City Hall 140 Main Street, Marlborough, MA. Members present included; Barbara Fenby, Brian DuPont, Shawn McCarthy & Edward Coveney.

Sean Fay, Colleen Hughes & Philip Hodge were absent.

Also in attendance were Board Secretary Melissa Irish & City Engineer Evan Pilachowski. Mr. DuPont was appointed "Acting Clerk".

1. Meeting Minutes:

A. Regular Meeting March 23, 2015

On a motion made by Mr. Coveney, seconded by Mr. McCarthy it was voted to approve the minutes of the March 23, 2015 regular meeting. Motion carried with Mr. DuPont abstaining.

2. Chair's Business:

A. MAPC Presentation Hazard Mitigation Plan

Mr. Paul Del'Aquila and Mr. Martin Pillsbury presented to the Board the Power Point Presentation explaining the necessary steps required from the Federal Government in updating the City of Marlborough's existing Hazard Mitigation Plan.

A Copy of the Electronic Presentation is available on the MAPC website

3. Approval Not Required:

A. 169 Boston Post Rd East/ 4 Phelps Street

Mr. Thomas DiPersio Jr. presented the requested Approval Not Required Plan to the Board. This is the same plan that had been presented prior with the exception of that the portion of the land that had been "Registered Land" has currently been removed by the family from the Registered Land status.

On a motion made by Mr. Coveney, seconded by Mr. McCarthy it was voted to refer the Pan to Engineering. Motion carried.

B. Decision Required Atlantic Marlborough ANR Forest St / Simarano Dr.

Mr. DuPont read the unfavorable recommendation from the Engineering Department into the record.

Mr. DuPont then read the request from attorney Gadbois to withdraw the Plan without prejudice in order to make the required corrections and gain the appropriate approvals prior to resubmitting the plan.

On a motion made by Mr. Coveney seconded by Mr. McCarthy it was voted to accept the correspondence and place it on file.

On a motion made by Mr. McCarthy, seconded by Mr. Coveney it was voted to accept the request to withdraw without prejudice. Motion carried.

4. Public Hearings: None

5. Pending Sub Division Plans: Updates and Discussion:

A. Engineers Report:

City Engineer Pilachowski reported out to the Board on several matters including: regarding the Cider Mill Estates subdivision 2 of the 3 missing street lights have been installed. There is a meeting on Wednesday to be attended by representatives from the Engineering department as well as the developer to discuss a full status report.

The Walker Brook Estates subdivision is showing signs of activity, it is to be noted that there is still no bond in place as of this report.

The appraiser for the LaCombe Street project is now able to visit the few properties left since the snow has abated from the sites, all is progressing on that front.

Regarding the Blackhorse Farms site the pile of debris that was visible prior to the heavy snowfalls is now again visible; the developer has agreed to remove it soon.

6. Preliminary/Open Space Submissions/Limited Development Subdivisions: None

7. Definitive Subdivision Submission:

A. Jelico Homes LLC, Stow Rd Subdivision

Mr. Timothy Butland agent for Jelico Homes presented to the Board the proposed 2 lot subdivision on Stow Rd. The proponent would like to remove the house at 626 Stow Road and subdivide the existing lot into 2 separate parcels. Neither parcel as proposed would meet current zoning regulations pertaining to frontage or lot shape. The proponent is requesting 2 waivers:

1. Lot Frontage for Lot 1 & 2
2. From the Zoning Board of Appeals Insufficient frontage and lot shape. Lots 1 & 2.

On a motion made by Mr. Coveney, seconded by Mr. McCarthy it was voted to refer the plan to the Engineering Department as well as set a public hearing for May 18, 2015. Motion carried.

8. Signs: None

9. Unfinished Business:

A. Blackhorse Farms Update

This item was covered earlier in the agenda under item 5A

It was noted to keep this on the next regularly scheduled meeting agenda for updates.

B. Mauro Farms Update

Attorney Catanzaro as well as Mr. William DiPietri were in attendance to discuss the status of the subdivision.

Mr. DuPont read the recommendation from the Engineering department regarding reduction of the bond into the record. The recommendation of the Engineering department was to reduce the current bond to \$279,000.00 and to acknowledge the intended completion date of March 22, 2016.

On a motion made by Mr. Coveney, seconded by Mr. McCarthy it was voted to accept the correspondence and place it on file. Motion carried.

Discussion ensued regarding the offer made to certain abutters regarding landscaping from 2007. Chairperson Fenby noted that the Board had received a complaint and it was investigating in good faith if there was any merit to the concern presented. Mr. Fay was absent from the meeting however he had forwarded comments to be read into the record. Acting Clerk DuPont read the comments as presented into the record:

Start of Mr. Fay's comments:

For the benefit of the new members of the Board who have heard me mention a conflict related to the Mauro Farm Subdivision, when the Subdivision was filed, I provided the Chair with a letter disclosing a conflict of interest pursuant to M.G.L. c. 268A, §19(b)(1) and M.G.L. c. 268A, §23(b)(3). The nature of my conflict is that my residence abuts a City-owned sewer line that abuts the Mauro Farm property. My appointing authority determined that my conflict is not so substantial so as to be deemed likely to affect the integrity of the services which the City of Marlborough may expect from a Board member and pursuant to M.G.L. c. 268A, §19(b)(1) my appointing authority determined that I could participate in the matter.

Unfortunately family commitments prevent me from being present at tonight's meeting. I am in favor of reducing the developer's bond in keeping with the recommendations of the City Engineer and would have made a motion to do so.

I do wish to have the following comments read into the record concerning developer's counsel's correspondence dated January 13, 2015. I understand that counsel's involvement in this subdivision is recent and that he did not have the benefit of attending the public hearings, or taking part in the discourse that the Board had with the developer's representatives.

My comments are mine alone, and I wish to acknowledge that there was significant dissent among Board members at our last meeting.

I have been quite pleased with the progress of this subdivision. In fact, over the past few years we have cited this subdivision as an example to follow in our dealings with other developers. All reports that we have received have indicated a willingness to be responsive to issues that will arise in any development. The developer has a great deal of credibility with the Board and has built up substantial good will.

This development was initially met with significant opposition from the public and the Board. Some of the opposition had nothing to do with the plans that were presented at public hearings, but was a holdover from residents' disappointment that the City did not exercise its rights to purchase the property. Some of the opposition was the direct result of representations made by the developer's representatives. One of the developer's representatives made unequivocal statements at a public hearing that were inconsistent with the detail presented on a subsequently filed Definitive Plan. This unfortunate inconsistency was not well-received by the Board nor the public speaking in opposition to the plan.

The developer, after learning of the discrepancy, and properly gauging public opposition, corrected the error, did commendable work to address abutters' concerns, and worked with the Planning Board to come up with a Definitive Plan that was acceptable to the Board, the

developer, and to abutters. These negotiations involved many factors, including requested waivers and concessions made to abutters. I have no doubt that the current configuration of the subdivision was the product of these productive negotiations between parties who earned the right to be taken at their word.

Those property owners who were most impacted by the development were given the option, in correspondence originating from the developer, of having the developer install landscape screening, *or* receiving a one-time payment of \$5,000.00. In my opinion, there were no conditions imposed on the option of electing to receive a direct payment, and there was no time limit put on making such election. Perhaps it was the intent of the Developer to place limitations on this either/or offer, but the plain language of the correspondence, drafted by the developer, does not include any such limitations.

Compensation to certain property owners was without question, an integral component of the negotiations that shaped the final details of the approved plan and the waivers that were granted. The Board, in good faith, took the developer at his word that he would see through with the promises that he made to abutters.

I find it surprising, given the developer's credibility with the board, that he earned, that years later we are hearing that there is an issue with an abutter based presumably on some theory of laches. Compensation to abutters is not covered in the covenant. I wouldn't think that with this particular developer, we would have to resort to that since we had the letters from him stating what he said he was going to do.

I am not seeking to solicit another lawyerly response, but am merely asking the developer to do the right thing. Given his relationship and credibility with the Board, and his prior dealings with the City related to this subdivision, I have every reason to believe that he has or will comply with the representations he made to the Board.

End of Mr. Fay's comments.

Mr. DiPietri noted that the offer as it was made still stands today. This was never intended to be hush money. The offer is for landscaping only and that does not include reconstruction of a driveway.

Chairperson Fenby thanked Mr. DiPietri for coming in front of the Board to clarify the matter.

On a motion made by Mr. Coveney, seconded by Mr. McCarthy it was voted to accept the recommendation of the Engineering department and reduce the current bond amount to \$279,000.00. Motion carried.

It was noted to keep this on the next regularly scheduled meeting agenda for updates.

10. Informal Discussions: None

11. Correspondence: None

12. Public Notices of other Cities and Towns:

A. Town of Framingham, Planning Board Notice(s) of Decision (3)

B. Town of Sudbury, Zoning Board of Appeals, Public Hearing April 13, 2005

C. Town of Hudson, Zoning Board of Appeals Notice of Decision, Public Hearing April 9, 2015

D. City of Marlborough, City Council, Public Hearing April 6, 2015

On a motion made by Mr. DuPont, seconded by Mr. McCarthy it was voted to accept the notices A-D and place on file. Motion carried.

Adjournment: On a motion made by Mr. Coveney, seconded by Mr. McCarthy it was voted to adjourn at 7:54pm. Motion carried.

Respectfully submitted,

Brian DuPont
Acting Clerk

/mai

**MARLBOROUGH SCHOOL COMMITTEE
MARLBOROUGH, MA 01752**

2015 APR 29 A 9 54

Call to Order

April 14, 2015

1. Vice Chair Bodin-Hettinger called the Regular Meeting of the Marlborough School Committee to order at 7:35 pm at the District Education Center, 17 Washington St., Marlborough, MA. Members present included, Mrs. Hennessy, Mrs. Ryan, Mrs. Matthews & Mr. Walter.

Also present were Superintendent Langlois, Finance Officer Michael Bergeron, Clerk Melissa Irish, MEA Representative Rupal Patel & Student Representative Ryan Wambolt.

Chairman Vigeant and Mr. Geary were absent.

This meeting is being recorded by local cable WMCT-tv, and is available for review.

2. **Pledge of Allegiance:** Was led by Vice Chair Bodin-Hettinger.

3. **Presentation:** None

4. **Committee Discussion/Directives:** None

5. **Communications:** None

6. Superintendents Report:

Mr. Langlois gave his report covering a range of topics including: FY'16 Budget, iPad Deployment, MSBA Statement of Interest (SOI), Marlborough High School Accreditation, Staff and Student Recognition Ms. Ruth Schade & Mr. Austin Turner, Music Department MICCA Results, Educator Performance Evaluation, MMSP Grant and Random Canine Search at the High School.

• **Secondary Education**

Mr. Langlois introduced Ms. Maureen Greulich to give an update on the status of Secondary Education. Topics included: EdCamp Grafton, RETELL SEI, Title IIB Science Course and Science Boost Camp.

• **Primary & Elementary Education**

Mr. Langlois introduced Ms. Gabrielle Abrams to give an update on the status of Primary and Elementary Education. Topics included: ELL Happenings, AIR Assessment Practices Process, Quarterly Administrative Dinner, Early Childhood Center March Madness Event, Jump Rope for Heart, All City Art Show and Richer Wellness Collaboration Fair.

7. Acceptance of Minutes:

A. Minutes of March 24, 2015 School Committee Meeting

Motion made by Mrs. Matthews, seconded by Vice Chair Bodin-Hettinger to accept the minutes of the March 24, 2015 School Committee Meeting as presented. Motion passed 5-0-0.

B. Minutes of March 31, School Committee Meeting

Motion made by Mrs. Matthews, seconded by Vice Chair Bodin-Hettinger to accept the minutes of the March 31, 2015 School Committee Meeting as amended. Motion passed 5-0-0.

8. **Public Participation:** None

9. Action Items/Reports:

A. New MHS Scholarship

Mr. Langlois presented to the Committee the details of the new Justin Clement Memorial Scholarship.

Motion made by Mrs. Hennessy, seconded by Vice Chair Bodin-Hettinger to accept the Justin Clement Memorial Scholarship with gratitude. Motion passed 5-0-0.

B. MPS Policy Approval

Policy #1.300 Bullying Prevention Policy

Policy #2.600 Policy Adoption

Policy #2.615 Policy Review

Policy #2.610 Policy Absence

Policy #7.200 School Calendar

Motion made by Mrs. Hennessy, seconded by Mr. Walter, to table policy 1.300 Bullying Prevention Policy to obtain additional information. Motion passed 5-0-0.

Motion made by Mrs. Hennessy, seconded by Vice Chair Bodin-Hettinger to move the recommendation of the Policy Subcommittee and approve policy 2.600 - Policy Adoption as presented. Motion passed 5-0-0.

Motion made by Mrs. Hennessy, seconded by Vice Chair Bodin-Hettinger to move the recommendation of the Policy Subcommittee and approve policy 2.615 - Policy Review as amended. Motion passed 5-0-0.

Motion made by Mrs. Hennessy, seconded by Vice Chair Bodin-Hettinger to move the recommendation of the Policy Subcommittee and approve policy 2.610 - Policy Absence as amended. Motion passed 5-0-0.

Motion made by Mrs. Hennessy, seconded by Vice Chair Bodin-Hettinger to move the recommendation of the Policy Subcommittee and approve policy 7.200 - School Calendar Policy as amended. Motion passed 5-0-0.

C. Policy Review

Policy # 8.320 Restraint

Motion made by Mrs. Hennessy, seconded by Vice Chair Bodin-Hettinger to suspend the rules to add an item to Item 9C. The item to be added is the Waiver that coincides with Policy 8.320 Restraint.

Motion made by Mrs. Hennessy, seconded by Vice Chair Bodin-Hettinger to move the recommendation of the Policy Subcommittee and approve policy 8.320 Restraint including the waiver as amended. Motion passed 5-0-0.

D. SY '16 School Calendar (tabled March 24, 2015)

Mr. Langlois presented to the Committee the amended SY '16 calendar.

Motion made by Mrs. Matthews, seconded by Vice Chair Bodin-Hettinger to approve the SY '16 calendar as presented. Motion passed 5-0-0.

E. SY '16 School Choice

Mr. Langlois presented his recommendation to the Committee that the District NOT participate in School Choice for SY '16.

Motion made by Mrs. Matthews, seconded by Vice Chair Bodin-Hettinger to approve the recommendation of the Superintendent, which is to NOT participate in school choice for SY '16. Motion passed 5-0-0.

F. FY '15 Operating Budget Transfers

Mr. Bergeron presented to the Committee the requested transfers from the FY '15 Operating Budget.

Motion made by Mrs. Matthews, seconded by Vice Chair Bodin-Hettinger to approve the transfers as presented. Motion passed 5-0-0.

G. FY '16 Transportation Contract

Mr. Bergeron presented the award of the FY '16 Transportation Contract to the Committee. The award goes to North Reading Transportation. Mr. Bergeron recommends acceptance of the bid and moving forward to the contract phase of the award.

Motion made by Mrs. Hennessy, seconded by Vice Chair Bodin-Hettinger to move the recommendation of the Finance director and award the FY '16 contract to North Reading Transportation. Motion passed 5-0-0.

H. Assabet Valley Collaborative Quarterly Report

Mr. Langlois presented the Assabet Valley Collaborative Quarterly Report to the Committee and he recommended approval of said report.

Motion made by Mrs. Hennessy seconded by Vice Chair Bodin-Hettinger to move the recommendation of the Superintendent and accept the Assabet Valley Collaborative Quarterly Report. Motion passed 5-0-0.

I. Before and After School Programs

Mr. Langlois presented Public Facilities Director Ghiloni's recommendation to renew the contract with Kidsborough for the Before and After School Programs.

Motion made by Mrs. Hennessy, seconded by Vice Chair Bodin-Hettinger to move the recommendation of the Public Facilities Director and renew the contract with Kidsborough for the Before and After School Programs. Motion passed 5-0-0.

J. Acceptance of Donations and Gifts

Adopt-A-Classroom has donated to the Kane School (Mrs. Benway's room) the amount of \$500.00.

Motion made by Mrs. Hennessy, seconded by Vice Chair Bodin-Hettinger to accept the donation of \$500.00 from Adopt-A-Classroom to the Kane School (Mrs. Benway's room). Motion passed 5-0-0.

BioRidge Pharma has donated Epi-Pens to the District with a value of \$5,740.00.

Motion made by Mrs. Ryan, seconded by Vice Chair Bodin-Hettinger to accept the donation of Epi-Pens from BioRidge Pharma with the value of \$5,740.00. Motion passed 5-0-0.

Tracker Systems has donated \$200.00 for use by the Special Olympics Athletes (T-shirts).

Motion made by Mrs. Ryan, seconded by Vice Chair Bodin-Hettinger to accept the donation of \$200.00 from Tracker Systems to the Special Olympics athletes. Motion passed 5-0-0.

Raytheon has donated to the STEM Program the amount of \$2,500.00.

Motion made by Mrs. Hennessy, seconded by Vice Chair Bodin-Hettinger to accept the donation of \$2,500.00 from Raytheon to the STEM Program. Motion carried 5-0-0.

Bose Corporation has donated 1,000 sets of headphones to the District with a value of \$149,900.00.

Motion made by Mrs. Ryan, seconded by Vice Chair Bodin-Hettinger to accept the donation of headphones from Bose Corporation with the value of \$149,900.00 with gratitude. Motion passed 5-0-0.

Richer Elementary School PTO has donated to the Richer School Classrooms 6 Document Cameras with a value of 3,660.00.

Motion made by Mrs. Hennessy, seconded by Vice Chair Bodin-Hettinger to accept the donation of 6 Document Cameras from Richer School PTO with the value of \$3,600.00 with gratitude. Motion passed 5-0-0.

10. Reports of School Committee Sub-Committees:

Mrs. Hennessy noted that the Policy subcommittee will be meeting soon. A date has not been set yet.

Mrs. Matthews wanted to thank the MEA, from the entire committee, for all who participated in the recent negotiation sessions.

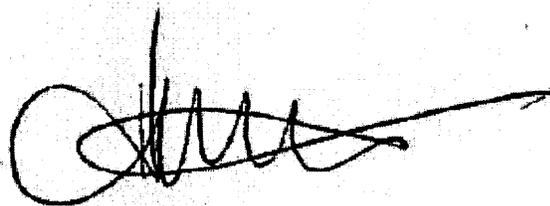
11. Members Forum:

Mrs. Hennessy noted that the final drafts of the Program of Studies and Handbook from the High School have been received. There are some omitted changes. Please look at these documents carefully there are revisions needed.

Mrs. Matthews wanted to commend the High School Drama "Club" on the production of Cinderella. Mrs. Hennessy stated it was incredible and amazing Mrs. Bodin-Hettinger also noted it was amazing. Congratulations to the cast crew, director and producer. A happy vacation week sentiment was echoed by all members.

12. Adjournment: Motion made by Mrs. Hennessy, seconded by Vice Chair Bodin-Hettinger to adjourn at 9:35 pm the motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Heidi Matthews', with a long horizontal flourish extending to the right.

Heidi Matthews
Marlborough School Committee

HM/mai

CITY OF MARLBOROUGH

BOARD OF ASSESSORS

MEETING MINUTES: April 1, 2015

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 APR 29 A 10:29

1. CALL TO ORDER: 9:04 am
MEMBERS PRESENT: Anthony Arruda, Ellen Silverstein
Also in attendance: Harald Scheid and David Manzello, Regional Assessors, Paula Murphy, Clerk
2. MOTION TO ACCEPT: minutes of the March 18, 2015 meeting : Mr. Arruda, second Ms. Silverstein
Vote: 2-0
3. DISCUSSION AND VOTE: State Tax Form 3ABC Filing
 - 555 Forest St
Motion to Approve: Mr. Arruda, second Ms. Silverstein
Vote: 2-0
4. DISCUSSION AND VOTE: Real Estate ATB Appeal settlement proposed by Mr. Scheid
 - 627 Donald J Lynch
Motion to Approve: Mr. Arruda, second Ms. Silverstein
Vote: 2-0
5. DISCUSSION AND VOTE: Real Estate Abatement Applications
 - 41 Ahern Rd, 344 Boston Post Rd East, 325 & 423 Donald J Lynch Blvd, 7 Lincoln St, 76 Mechanic St, 75 South Bolton St, 671 Sudbury St
Motion to Grant: Mr. Arruda, second Ms. Silverstein
Vote: 2-0
6. DISCUSSION AND VOTE: Real Estate Abatement Applications
 - 51 Barnard Rd, 82 & 400 Bolton St, 221, 928, 934 & 0 (62-2B) Boston Post Rd East, 201-293 Boston Post Rd West, 100 Crowley Dr, 573 Donald J Lynch Blvd, 62 Forest St, 265-A Lakeside Ave, 2, 4, & 5 Mt Royal Ave
Motion to Deny: Mr. Arruda, second Ms. Silverstein
Vote: 2-0
7. At 10:45 Mr. Arruda left meeting, David Manzello joined as Board Member after being sworn in in by City Clerk.
8. DISCUSSION AND VOTE: Real Estate Abatement Applications
 - 627 Donald J Lynch Blvd, 251 Locke Dr
Motion to Grant: Ms. Silverstein, second Mr. Manzello
Vote: 2-0
9. DISCUSSION AND VOTE: Real Estate Abatement Applications
 - 33 & 0(79-49A) Boston Post Rd West, 80 Broadmeadow St, 0 Williams St(90-83),
Motion to Deny: Ms. Silverstein, second Mr. Manzello
Vote:2-0
10. Mr. Scheid reported results for case on 34 St Martin Dr regarding payment for services program to inspect large apartment buildings
11. MOTION TO CONCLUDE - Mr. Manzello, second Ms. Silverstein
Meeting Adjourned – 11:14



