

REGULAR MEETING
DECEMBER 21, 2015

IN CITY COUNCIL
ABSENT:

CONVENED:
ADJOURNED:
RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2015 DEC 17 P 12: 28

1. Minutes, City Council Meeting, December 7, 2015.
2. Communication from the Mayor re: City Clerk transfer request in the amount of \$3,500.00 which moves funds to and from accounts within the Clerk's Office to cover the costs associated with the Annual Street Listing/Census and purchasing Dog Tags for 2016.
3. Communication from the Mayor re: Council on Aging Grant from the Brigham Family Trust in the amount of \$4,200.00 which will be utilized for a Nutrition Literacy Program.
4. Communication from the Public Employee Retirement Administration Commission (PERAC) re: Appropriation for Fiscal Year 2017.
5. Communication from Central MA Mosquito Control Project re: Notice of Public Meeting on Proposed Budget for Fiscal Year 2017.
6. Application to Modify Special Permit from Attorney Bergeron, on behalf of 110 Pleasant LLC, to allow for 18 residential units in place of 17 residential units and 1 office unit, X-Order No. 10-1002683B & 11-1002923F.
7. Minutes, Library Board of Trustees, October 6, 2015.
8. Minutes, Youth Commission, January 20, March 2, March 24, May 5, June 16, and September 15, 2015.
9. Minutes, Conservation Commission, October 1, 2015.
10. Minutes, Council on Aging, November 10, 2015.
11. CLAIMS:
 - a. Roxanne Vallejo Torres, 799 Farm Road, #12, pothole or other road defect.

REPORTS OF COMMITTEES:

UNFINISHED BUSINESS:

From Personnel Committee

12. **Order No. 15-1006324: The Reappointment of Priscilla Ryder as Conservation Officer for a term of three years to begin upon date of approval.** Recommendation of the Personnel Committee is to approve the reappointment of Priscilla Ryder as Conservation Officer for a term of three years. **Motion made by Councilor Delano, seconded by Chair, to approve the reappointment of Priscilla Ryder as Conservation Officer for a term of three years. The motion carried 3-0.**

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.



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

DECEMBER 7, 2015

Regular meeting of the City Council held on Monday, DECEMBER 7, 2015 at 8:00 PM in City Council Chambers, City Hall. City Councilors Present: Clancy, Oram, Ossing, Robey, Delano, Elder, Tunnera, Irish and Landers. Meeting adjourned at 9:40 PM.

Council President Clancy recognized Boy Scout Troop 41, who were in attendance.

ORDERED: That the Minutes of the City Council meeting NOVEMBER 16, 2015, **FILE**; adopted.

ORDERED: That the **JOINT TAX CLASSIFICATION PUBLIC HEARING** with the Board of Assessors on Monday, DECEMBER 07, 2015 at 8:00 p.m. in Council Chambers, 2nd Floor, City Hall, 140 Main Street, Marlborough, MA to determine the percentage of the local tax levy to be borne by each class of property for Fiscal Year 2016. Massachusetts General Laws Chapter 40, Section 56 sets forth the procedures and responsibilities under the law, all were heard who wish to be heard, hearing recessed at 9:01 p.m.

Councilors Present: Clancy, Oram, Ossing, Robey, Delano, Elder, Tunnera, Irish, & Landers.

ORDERED: That the transfer of \$45,675.00 (forty five thousand, six hundred seventy five dollars) from Sales of Graves to Offset the FY2016 Tax Levy, **APPROVED**; adopted.

FROM:	
Acct. # 27000-33020	\$45,675.00
Sale of Graves	
TO:	
To Offset 2016 Tax Levy	\$45,675.00

ORDERED: That the transfer of \$600,000.00 (six hundred thousand dollars) from Aquifer Protection to Offset the FY2016 Tax Levy, **APPROVED**; adopted.

FROM:	
Acct. # 61000-31200	\$600,000.00
Aquifer Protection	
TO:	
To Offset 2016 Tax Levy	\$600,000.00

ORDERED: That the transfer of \$1,398,945.46 (one million, three hundred ninety eight thousand, nine hundred forty five dollars and forty six cents) from Overlay Reserve to Offset the FY2016 Tax Levy, **APPROVED**; adopted.

FROM:
 Acct. # 10000-32200 \$1,398,945.46
 Overlay Reserve
 TO:
 To Offset 2016 Tax Levy \$1,398,945.46

ORDERED: That the residential factor of .818056 which results in a CIP shift factor of 1.37 and produces, based upon the fiscal year 2016 tax levy, a residential tax rate of \$15.34 and a commercial tax rate of \$25.69, **APPROVED**; adopted.

ORDERED: That the Building Department transfer request in the amount of \$6,000.00 which moves funds from Other Interest to Instate Travel for compensation of personal vehicle usage for building permits and inspections, **APPROVED**; adopted.

CITY OF MARLBOROUGH BUDGET TRANSFERS -									
DEPT: Building Department					FISCAL YEAR: 2016				
FROM ACCOUNT:					TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$40,000.00	\$6,000.00	17520006	59253	Other Interest	\$6,000.00	12410006	57100	Instate Travel	\$629.72
Reason: Funds available.					High volume of inspections. City vehicle not available				
Total \$6,000.00					Total \$6,000.00				

ORDERED: That the Board of Health transfer request in the amount of \$2,000.00 which moves funds from Contract Services to Office Supplies/Expenses to continue reimbursing sanitarians for mileage related to inspections, **APPROVED**; adopted.

CITY OF MARLBOROUGH BUDGET TRANSFERS -									
DEPT: Health and Licensing					FISCAL YEAR: 2016				
FROM ACCOUNT:					TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$7,301.10	\$2,000.00	15120004	53140	Contract Services	\$2,000.00	15120005	54220	Office Supplies/Expense	\$2,032.51
Reason: Funds available.					Additional funds needed for mileage reimbursements				
Total \$2,000.00					Total \$2,000.00				

ORDERED: Under authority of MGL Chapter 44, Section 53A, the City Council hereby **APPROVES** the Council on Aging Grant from the Commonwealth of MA, Executive Office of Elder Affairs in the amount of \$50,000.00 which will be utilized to purchase items for the Senior Center patio, including furnishings and equipment; adopted.

ORDERED: Under authority of MGL Chapter 44, Section 53A, the City Council hereby **APPROVES** the Board of Health Grant from the US Food and Drug Administration in the amount of \$2,500.00 which will be utilized to provide "Person in Charge" training by experienced, certified food instructor to staff from food establishments located in Marlborough; adopted.

ORDERED: That the Appointment of Judith Kane to the Council on Aging who will replace Rita Connors, refer to **PERSONNEL COMMITTEE**; adopted.

ORDERED: That Walker Building Feasibility Study, refer to **OPERATIONS AND OVERSIGHT COMMITTEE AND TO CARRY OVER TO NEW LEGISLATIVE YEAR**; adopted.

ORDERED: That Act on Alzheimer's Initiative, refer to **OPERATIONS AND OVERSIGHT COMMITTEE AND TO CARRY OVER TO NEW LEGISLATIVE YEAR**; adopted.

ORDERED: That the Minutes, School Committee, October 13, & 27, & November 10, 2015, **FILE**; adopted.

ORDERED: That the Minutes, Planning Board, November 2, 2015, **FILE**; adopted.

ORDERED: That the Minutes, Traffic Commission, October 27, 2015, **FILE**; adopted.

ORDERED: That the Minutes, Board of Assessors, September 2, 2015, **FILE**; adopted.

ORDERED: That the Minutes, Conservation Commission, November 5, 2015, **FILE**; adopted.

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

- a. Sheryl Taylor, 151 Stow Rd., pothole or other road defect
- b. John Gorman, 65 Brigham Ave.; pothole or other road defect
- c. Martha Cohen, 15 Garvey Rd., Framingham, pothole or other road defect
- d. Christine Monfalcone, 126 Maple St., other property damage

Reports of Committees:

Councilor Ossing reported the following Orders from the Finance Committee **BE CARRIED OVER TO THE 2016/2017 LEGISLATIVE SESSION-CARRIES**.

Order No. 15-1006349-Review of all gifts, grant, donations, and capital accounts for city and schools submitted by Councilor Robey.

Order No. 14/15-1006005A-Proposed Salary Ordinance submitted by Mayor Vigeant.

Order No. 14/15-1006005B-Proposed Amendment to the City Code amending Section 1265-27 entitled, "Use of sick Leave" by increasing the amount of unused sick leave and employee may buy back upon termination of employment from \$1,000.00 to \$5,000.00 submitted by Mayor Vigeant.

Reports of Committees cont'd:

Councilor Elder reported the following out of the Personnel Committee:

Meeting Name: City Council Personnel Committee

Date: December 1, 2015

Time: 5:00 PM

Location: City Council Chamber, 2nd Floor, City Hall, 140 Main Street

Convened: 5:00 PM

Adjourned: 5:10 PM

Present: Chairman Elder (Acting); Personnel Committee Members Councilors Irish and Delano (Vice-President, ex-officio member)

Absent: Councilor Tunnera

Order No. 15-1006324: The Reappointment of Priscilla Ryder as Conservation Officer for a term of three years to begin upon date of approval. Recommendation of the Personnel Committee is to approve the reappointment of Priscilla Ryder as Conservation Officer for a term of three years. **Motion made by Councilor Delano, seconded by Chair, to approve the reappointment of Priscilla Ryder as Conservation Officer for a term of three years. The motion carried 3-0.**

Motion made by Councilor Delano, seconded by Chair, to adjourn. The motion carried 3-0. The meeting adjourned at 5:10 PM.

Councilor Elder reported the following out of the Operations and Oversight Committee:

Meeting Name: City Council Operations & Oversight Committee

Date: December 1, 2015

Time: 5:30 PM

Location: City Council Chambers, 2nd Floor, City Hall, 140 Main Street

Convened: 5:32 PM

Adjourned: 6:00 PM

Present: Chairman Elder; Operations & Oversight Committee Members Councilors Delano and Landers; Councilor Clancy

Also Present: Mayor Arthur Vigeant; Beverly Sleeper, Chief Procurement Officer

Order No. 15-1006232: Communication from Mayor Vigeant informing councilors of the receipt of \$50,000.00 from Colonial Power as part of its negotiated municipal aggregation agreement with the City to fund energy efficiency improvements for the City of Marlborough and its residents. Additionally, the Mayor looks forward to working closely with the City Council on the best means to inform Marlborough residents of their options under the current municipal aggregation agreement. (Ossing abstained)

The Operations and Oversight Committee met with Mayor Arthur Vigeant and Chief Procurement Officer Beverly Sleeper for a discussion regarding the continuation of a municipal aggregation agreement with Colonial Power and the future installation of solar arrays within the City. The committee supported a seven-month contract extension for a rate beneficial to the residents and receipt of a \$25,000 payment for use towards energy savings purposes.

Reports of Committees cont'd:

Motion made by Councilor Delano, seconded by Councilor Landers, to recommend to the Mayor that he enter into negotiations to approve a 7-month rate, at the rate shown or better, and to receive a payment of \$25,000, in addition to the \$50,000 payment already received by the City, to be used at the discretion of City Council for energy saving purposes. The motion carried 3-0.

Motion made by Councilor Delano, seconded by Chair, to request a suspension of the rules to have this voted on at the next full City Council meeting on December 7, 2015. The motion carried 3-0.

Motion made by Councilor Delano, seconded by Chair, to adjourn. The motion carried 3-0. The meeting adjourned at 6:00 PM.

Suspension of the Rules requested - granted

ORDERED: That the Mayor be authorized to enter into negotiations to approve a 7-month rate, at the residential rate of 0.10006¢/kWh or better, and for the City to receive a payment from Colonial Power Group of \$25,000, in addition to the \$50,000 payment already received by the City from Colonial Power Group, to be used at the discretion of City Council for energy savings purposes, **APPROVED**; adopted.

ORDERED: That the City Council review with the Mayor and City Auditor the Year to Date Budget Report for all gifts, grants, donations and capital accounts for City and Schools for fiscal year 2015, **BE CARRIED OVER TO THE 2016/2017 LEGISLATIVE SESSION**; adopted.

ORDERED: Be it ordained by the City Council of the City of Marlborough, acting upon a recommendation of the Mayor, that the Code of the City of Marlborough (hereinafter, the "City Code"), as amended, be further amended by amending in Chapter 125, entitled "Personnel," Section 6, entitled "Compensation Schedule," as follows:

- A. Section 6 is hereby retitled "Salary Schedule"
- B. This salary schedule shall take effect July 1, 2015.
- C. Any new hires to the positions listed below who are appointed to their position will begin at Step 1.
- D. The Mayor shall have the authority and discretion to waive any two steps of the salary schedule for all positions, subject to available appropriation.
- E. The positions of City Solicitor, Chief of Staff to the Mayor, Executive Assistant to the Mayor and Executive Assistant to the City Council, as at-will employees, shall be compensated reasonably in any amount up to but not to exceed their Step 7 Maximum.
- F. As allowed under Massachusetts General Law Chapter 41, Section 108O, the positions of Police Chief and Fire Chief are eligible to receive employment contracts provided that their total compensation, including but not limited to salary, stipends and educational incentives does not exceed their Step 7 Maximum.
- G. Any changes to the salary of the Mayor and City Council shall not take effect until January 1, 2016.

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7 / Max
	<i>Start</i>	<i>6 months of service</i>	<i>1 year of service</i>	<i>2 yrs. of service</i>	<i>3 yrs. of service</i>	<i>4 yrs. of service</i>	<i>5 yrs. of service</i>
Comptroller - Treasurer	\$104,781.00	\$106,876.62	\$109,014.15	\$111,194.43	\$113,418.32	\$115,686.69	118,000.00
Fire Chief / Police Chief	-	-	-	-	-	-	\$160,000.00
Human Resources Director	\$84,357.00	\$86,044.14	\$87,765.02	\$89,520.32	\$91,310.73	\$93,136.94	\$95,000.00
City Auditor	\$86,133.00	\$87,855.66	\$89,612.77	\$91,405.02	\$93,233.12	\$95,097.77	\$97,000.00
Building Commissioner	\$87,021.00	\$88,761.42	\$90,536.65	\$92,347.38	\$94,194.33	\$96,078.21	98,000.00
City Solicitor	-	-	-	-	-	-	\$113,000.00
City Clerk	\$78,142.00	79,704.84	\$81,298.94	\$82,924.91	\$84,583.41	\$86,275.08	\$88,000.00
Chief of Staff to the Mayor / Executive Assistant to the City Council	-	-	-	-	-	-	\$66,000.00

Executive Assistant to the Mayor	-	-	-	-	-	-	\$50,951.00
Assistant City Solicitor	\$78,936.00	\$80,514.72	\$82,125.00	\$83,767.51	\$85,442.86	\$87,151.72	88,895.00
Chief Procurement Officer	\$73,702.00	\$75,176.04	\$76,679.56	\$78,213.15	\$79,777.41	\$81,372.96	\$83,000.00
Library Director	\$87,909.00	\$89,667.18	\$91,460.52	\$93,289.73	\$95,155.53	\$97,058.64	\$99,000.00
Paralegal	\$38,769.00	\$39,544.38	\$40,335.27	\$41,141.97	\$41,964.81	\$42,804.11	\$43,660.20
Assistant Recreation Director	\$55,054.22	\$56,155.31	\$57,278.41	\$58,423.98	\$59,592.46	\$60,784.31	\$62,000.00
Senior Clerk (nonunion)	\$39,769.00	\$39,544.38	\$40,335.27	\$41,141.97	\$41,964.81	\$42,804.11	\$43,660.19
Mayor							
City Council							

BE CARRIED OVER TO THE 2016/2017 LEGISLATIVE SESSION; adopted.

ORDERED: Be it ordained by the City Council of the City of Marlborough, acting upon a recommendation of the Mayor, that the Code of the City of Marlborough, as amended, be further amended as follows:

Section 125-27, entitled "Use of sick leave" is hereby amended by deleting paragraph C. in its entirety and inserting in place thereof the following new paragraph C.:

- C. Upon the termination of employment of a non-union employee, except where the termination is by the City for cause, or upon the death of a non-union employee, the City shall pay to said employee or said employee's beneficiary or estate, whichever is applicable, the value of the employee's accumulated and unused sick leave, not to exceed the amount of \$5,000.00.

BE CARRIED OVER TO THE 2016/2017 LEGISLATIVE SESSION; adopted.

ORDERED: That the City of Marlborough designate a specific parking space in front of the Police Station that will be reserved for- Marlborough residents to use so they can safely complete online sales and transactions. The parking space will be encouraged to be used during daylight hours for everyone's safety and monitoring purposes. The Marlborough Police Department will keep the area under video surveillance, refer to **OPERATIONS AND OVERSIGHT AND CARRY OVER TO NEW LEGISLATIVE YEAR**; adopted.

ORDERED: There being no further business, the regular meeting of the City Council is herewith adjourned at 9:40 PM.



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
RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2015 DEC 17 A 10:21
Michelle Milano
EXECUTIVE AIDE
Patricia Bernard
EXECUTIVE SECRETARY

December 17, 2015

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

Re: Transfer Request – City Clerk Department

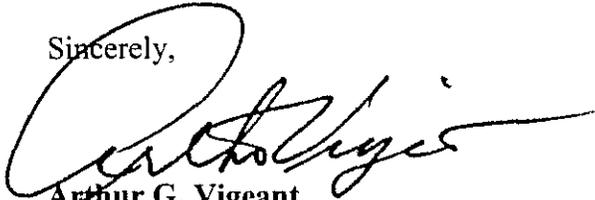
Honorable President Clancy and Councilors:

Enclosed for your approval is a transfer request in the amount of \$3,500.00 for the City Clerk Department. The transfers are intradepartmental transfers and will be taken from other accounts in the City Clerk Department's budget.

I have included with this transfer a letter from City Clerk Lisa Thomas which outlines that the transfers will be used to cover costs associated with the Annual Street List stuffing/ mailing and purchasing Dog Tags for the 2016 licensing year. Also enclosed is the letter that will be attached to the Street List mailing which explains party enrollments for the upcoming presidential primary on March 1, 2016.

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

Sincerely,


Arthur G. Vigeant
Mayor

Enclosures

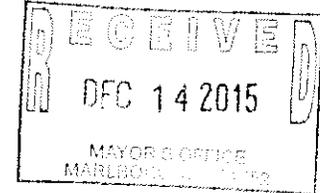


**City of Marlborough, Massachusetts
CITY CLERK DEPARTMENT**

**Lisa M. Thomas
City Clerk**

December 14, 2015

Mayor Arthur G. Vigeant
President Edward J. Clancy
140 Main St.
Marlborough, MA 01752



Dear Mayor and Council President:

I respectfully request Inter-departmental transfers to cover costs associated with the Annual Street List stuffing/ mailing and purchasing Dog Tags for the 2016 licensing year. Earlier this year we introduced and purchased new Vital Security paper to print certified copies of birth, marriage and death certificates which further solidified one's inability to create fraudulent documents.

The Street List stuffing will not only include a return envelope pre-addressed to the City Clerk's office but an additional insert which clearly defines the political parties and its implications for the 2016 March 1st Presidential Primary (attached for your records) . There will be approximately 20,000 pieces mailed. The approximate cost to the vendor will be \$2,100.00.

I request a \$2,000.00 transfer **from** Advertising line item, Account #11610004-53150 and \$1,500.00 transfer **from** Constables line item, Account #11620003-51460.

Monies will be allocated as follows:

\$500.00 to Printing line item, Account # 11610004-53930; to cover cost of dog tags,
\$1,000.00 to Clerk's Budget-Office Supply Expense line item, Account #11610005-54220; to cover cost of purchasing more Vital Security paper, and
\$2,000.00 to Elections Budget-Office Supply Expense line item, Account #11620005-54220; to cover cost of Street Listing Stuffing project.

If at all possible, I would appreciate approval in a timely manner so that we can proceed and schedule accordingly. Thank you.

Sincerely,


Lisa M. Thomas
City Clerk

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: City Clerk/Election

FISCAL YEAR: 2016

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$7,932.68</u>	<u>\$2,000.00</u>	<u>11610004</u>	<u>53150</u>	<u>Advertising</u>	<u>\$500.00</u>	<u>11610004</u>	<u>53930</u>	<u>Printing</u>	<u>\$175.99</u>
				Reason:				<u>cover cost of 2016 Dog Licensing tags</u>	
<u>\$7,638.13</u>	<u>\$1,500.00</u>	<u>11620003</u>	<u>51460</u>	<u>Constables</u>	<u>\$1,000.00</u>	<u>11610005</u>	<u>54220</u>	<u>Office Supply/Expenses</u>	<u>\$452.19</u>
				Reason:				<u>Purchase Vital Paper</u>	
					<u>\$2,000.00</u>	<u>11620005</u>	<u>54220</u>	<u>Office Supply/Expenses</u>	<u>\$1,050.55</u>
				Reason:				<u>Street List Stuffing Project</u>	
	<u>\$3,500.00</u>	Total			<u>\$3,500.00</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:

Jon M. Appas

Deane

Brian



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

**Lisa M. Thomas
City Clerk**

ATTENTION VOTERS:

Your enrollment as a voter will affect the party primary in which you can vote at the March 1, 2016 Presidential Primary.

There are four (4) political parties in Massachusetts. If you are enrolled in one of these political parties, you will find the following letter code next to your name in the column marked "**PARTY**":

D – Democratic Party
J – Green-Rainbow

R – Republican Party
CC – United Independent Party

When voting on March 1, 2016, voters who are enrolled in one of the above parties **CAN ONLY RECEIVE** the ballot for that party.

Voters who are **UNENROLLED** in a party (commonly known as "Independent") will be listed with the party code "**U**" in the PARTY column. Unenrolled Voters and voters who are members of a Political Designation (indicated by other letter codes) can choose which party's ballot they would like to receive.

If you want to change your party enrollment for the Presidential Primary, you **MUST** do so on or before February 10, 2016. You may change your party enrollment by completing a voter registration form in person, by mail or online at www.RegisterToVoteMA.com.

<u>2016 Election Dates</u>	<u>Election Type</u>	<u>Last Day to Register</u>
Tuesday, March 1, 2016	Presidential Primary	Wednesday, February 10, 2016
Thursday, September 8, 2016	State Primary	Friday, August 19, 2016
Tuesday, November 8, 2016	State/Presidential Election	Wednesday, October 19, 2016

If you would like further clarification of your party status or have any questions relative to the upcoming elections, please feel free to contact our office at (508) 460-3722.

Sincerely,

Lisa M. Thomas
City Clerk



City of Marlborough
Office of the Mayor

140 Main Street
Marlborough, Massachusetts 01752
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Arthur G. Vigeant
MAYOR
RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
Michael Milano
EXECUTIVE AIDE
2015 DEC 17 A 10: 21
Patricia Bernard
EXECUTIVE SECRETARY

December 17, 2015

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

Re: Grant Acceptance – Council on Aging

Honorable President Clancy and Councilors:

Enclosed for your acceptance is a grant for the Council on Aging in the amount of \$4,200.00 from the Brigham Family Trust.

As the attached letter from Council on Aging Executive Director Trish Pope notes, the funds from this grant will be used for a Nutrition Literacy Program. The Brigham Family Trust continues to provide funding to local initiatives across Marlborough.

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

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures



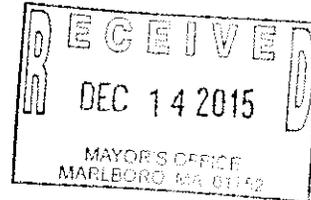
City of Marlborough
Council on Aging and Senior Center

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

Patricia A. Pope
EXECUTIVE DIRECTOR

December 10, 2015

Mayor Arthur Vigeant
140 Main Street
Marlborough, MA 01752



Re: Brigham Family Trust

Dear Mayor Vigeant:

I am submitting to you a grant award of \$4200.00 from the Brigham Family Trust. The grant money will be used for a Nutrition Literacy program. I ask that you forward this grant to the City Council for their action.

I would like to take this opportunity to thank Brigham Family for their vision of providing funding to local initiatives that help to provide new and innovative programs to our residents.

We look forward to utilizing this grant to continue to enhance the quality of life of our senior population here in Marlborough. I am available should you or the Council have any questions.

Sincerely,

Patricia A. Pope
Executive Director

CITY OF MARLBOROUGH
NOTICE OF GRANT AWARD

DEPARTMENT: COA DATE: 12/11/15

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Trish Pope

NAME OF GRANT: Marlborough Brigham Family Trust

GRANTOR: Marlborough Brigham Family Trust

GRANT AMOUNT: \$4,200.00

GRANT PERIOD: 2016

SCOPE OF GRANT/
ITEMS FUNDED
Nutrition Literacy Program
Stipend for Instructor
Class Supplies

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: As soon as possible

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

Marlborough Brigham Family Trust

P.O. Box 221, Marlborough, MA 01752

December 2, 2015

Patricia Pope
Executive Director, Marlborough Council on Aging and Senior Center
40 New Street
Marlborough, MA 01752

Dear Ms. Pope,

The trustees of the Marlborough Brigham Family Trust are pleased to inform you that after careful consideration of this year's grant applications, we are awarding the Friends of the Marlborough Senior Center \$4,200 toward your request for funding for a nutrition literacy program.

In total, applicants requested more than \$100,000 in grants for this, our third year of grant awards. We continue to be very encouraged by the quality and diversity of the programs these grant applications detail. Fully funding all requests is not feasible, but we believe the funds we *are* able to award will many of help these organizations be well on their way to implementing and/or sustaining some exceptional programs and services.

We would like to be able to present you with your grant award at a reception and brief ceremony at the Marlborough Senior Center, located at 40 New Street, on **Tuesday, December 15**. The reception will begin at 5:00 p.m., with the program to follow at 5:45 p.m. If you personally will be unable to attend, please feel free to send a member of your organization in your place to accept the check on your behalf. Please RSVP accept/regrets to Brigham Trustee Beth Wagner at bwagner@mps-edu.org or (508) 460-3541 no later than noon on Monday, December 14, so we can plan accordingly.

Please be advised that as a condition of your acceptance of this grant, we will require a follow-up letter submitted to the trustees once the grant dollars are spent, documenting how they were used. This will help us ensure that the spirit of the trust as envisioned by Mr. Brigham is honored.

Thank you, and we look forward to hearing from you.

Sincerely,
The Trustees of the Marlborough Brigham Family Trust
Beth Wagner, Secretary

PERAC

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 DEC -9 A 10: 22

COMMONWEALTH OF MASSACHUSETTS | PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION

PHILIP Y. BROWN, ESQ., *Chairman*

JOSEPH E. CONNARTON, *Executive Director*

Auditor SUZANNE M. BUMP | KATE FITZPATRICK | ELIZABETH FONTAINE | JOHN B. LANGAN | JAMES M. MACHADO | ROBERT B. McCARTHY

MEMORANDUM

TO: Marlborough Retirement Board
FROM: *Joseph E. Connarton*
Joseph E. Connarton, Executive Director
RE: Appropriation for Fiscal Year 2017
DATE: December 4, 2015

Required Fiscal Year 2017 Appropriation: **\$8,114,308**

This Commission is hereby furnishing you with the amount to be appropriated for your retirement system for Fiscal Year 2017 which commences July 1, 2016.

Attached please find summary information based on the present funding schedule for your system and the portion of the Fiscal Year 2017 appropriation to be paid by each of the governmental units within your system.

The current schedule is/was due to be updated by Fiscal Year 2018.

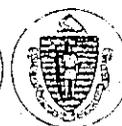
The amounts shown in this letter reflect an assumed payment date of July 1. The Housing Authority typically makes its payments in October, November and December (on average, assumed November 15). The adjusted payment for the Housing Authority is \$96,714.

If you have any questions, please contact PERAC's Actuary, Jim Lamenzo, at (617) 666-4446 Extension 921.

JEC/jrl
Attachments

cc: Office of the Mayor
City Council
c/o City Clerk

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Marlborough Retirement Board

Projected Appropriations

Fiscal Year 2017 - July 1, 2016 to June 30, 2017

Aggregate amount of appropriation: **\$8,114,308**

Fiscal Year	Estimated Cost of Benefits	Funding Schedule (Excluding ERI)	ERI	Total Appropriation	Pension Fund Allocation	Pension Reserve Fund Allocation	Transfer From PRF to PF
FY 2017	\$9,142,904	\$8,114,308	\$0	\$8,114,308	\$8,114,308	\$0	\$1,028,596
FY 2018	\$9,541,706	\$8,446,002	\$0	\$8,446,002	\$8,446,002	\$0	\$1,095,704
FY 2019	\$9,957,952	\$8,820,051	\$0	\$8,820,051	\$8,820,051	\$0	\$1,137,901
FY 2020	\$10,392,407	\$9,210,710	\$0	\$9,210,710	\$9,210,710	\$0	\$1,181,697
FY 2021	\$10,845,867	\$9,618,719	\$0	\$9,618,719	\$9,618,719	\$0	\$1,227,148

The Total Appropriation column shown above is in accordance with your current funding schedule and the scheduled payment date(s) in that schedule. Whenever payments are made after the scheduled date(s), the total appropriation should be revised to reflect interest at the rate assumed in the most recent actuarial valuation. Payments should be made before the end of the fiscal year.

For illustration, we have shown the amount to be transferred from the Pension Reserve Fund to the Pension Fund to meet the estimated Cost of Benefits for each year. If there are sufficient assets in the Pension Fund to meet the Cost of Benefits, this transfer is optional.

Marlborough Retirement Board
Appropriation by Governmental Unit

Fiscal Year 2017 - July 1, 2016 to June 30, 2017

Aggregate amount of appropriation: **\$8,114,308**

UNIT	Percent of Aggregate Amount	Funding Schedule (excluding ERI)	ERI	Total Appropriation
City of Marlborough	69.28%	\$5,621,593	\$0	\$5,621,593
School Department	29.56%	\$2,398,589	\$0	\$2,398,589
Housing & Community Devel. Authority	1.16%	\$94,126	\$0	\$94,126
UNIT TOTAL	100%	\$8,114,308	\$ 0	\$8,114,308

The Total Appropriation column shown above is in accordance with your current funding schedule and the scheduled payment date(s) in that schedule. Whenever payments are made after the scheduled date(s), the total appropriation should be revised to reflect interest at the rate assumed in the most recent actuarial valuation. Payments should be made before the end of the fiscal year.

2015 DEC 17 A 9:51

Form SRB-1

Page 1 of 3

District Name: CENTRAL MASS. MOSQUITO CONTROL PROJECT

***NOTICE OF PUBLIC MEETING TO PRESENT AND DISCUSS
ITS PRELIMINARY PROPOSED BUDGET FOR FY2017***

Notice is hereby given that the Central Mass. Mosquito Control Project (the "District") will hold an informational public meeting at the time and place indicated below in order to present and discuss the District's preliminary proposed budget for **FY2017**, and to receive comments and answer questions from the public and local public officials in connection therewith.

1. Date: January 13, 2016 [not later than March 1st]
2. Time: 11:00am
3. Location: Northboro Free Library, 34 Main St. Northboro, MA 01532. Parking is off Patty Lane. Snow date: January 14, 2016; same time & location.
4. A copy of the District's preliminary proposed budget is available for inspection during regular business hours at the following location(s):
111 Otis Street, Northboro, MA 01532 and online at <http://www.cmmcp.org/fy17mtg.htm>
5. The total preliminary dollar amount that the District is proposing for FY2017 is **\$2,171,306**. The chart found below highlights the preliminary budget request by the district for the coming year with pertinent budget information that fully describes the "total trust fund account" budget amount available for the District to expend in FY2017.

A.	B.	C.	D.	E.	F.	G.	H.	I.
District Name	Number of Employees	FY2017 Preliminary Proposed Budget Amount	FY2016 % Increase towards Operating Budget	FY2016 % Increase towards Capital Budget	FY2016 Total % Increase Over Certified FY2015 Budget (Add D + E)	FY2016 Estimated Balance Forward /Rollover Amount	FY2016 Actual Budget Revenues	FY2016 Total Funding Available in Trust Account (Add C + G)
Central Mass. MCP	23	\$2,171,306	4.4%	0.0%	4.4%	\$75,000	\$2,079,795	\$2,246,306

6. The member municipalities within the District together with each municipality's estimated proportionate share thereof expressed both as a percentage and as a dollar amount, are as set forth on Form SRB-1, Page 2. **As of the date of this notice, the District is comprised of 41 municipalities as listed on Form SRB-1, Page 2.**

If the composition of the District changes because one or more municipalities join or withdraw from the District, the total preliminary budget will be adjusted pro rata.

7. Copies of the preliminary proposed budget will be available for inspection at the meeting, at which reasonable time will be accorded to those in attendance to ask questions and to offer comments. *Comments may also be sent directly to the Board via the Executive Director by April 15th.*

8. A copy of this Notice, together with a copy of the preliminary budget proposed, has been delivered or mailed to the Chief Administrative Officer, Chief Executive Officer, to the Finance Committee of each member municipality having a finance committee, and to the State Reclamation and Mosquito Control Board.

District Name: CENTRAL MASS. MOSQUITO CONTROL PROJECT
FY2017 Proposed Cherry Sheet Assessments Estimates
Based on the preliminary proposed District budget
(2014 Equalized Valuations)

Name of Municipality	% of Total Budget	District Share Amount*	State Reclamation & Mosquito Control Board Share Amount*	Total Assessment Estimate*
ACTON	3.05%	\$66,229	\$2,224	\$68,454
ASHLAND	1.86%	\$40,491	\$1,360	\$41,851
AUBURN	2.09%	\$45,305	\$1,522	\$46,827
AYER	1.19%	\$25,894	\$870	\$26,763
BERLIN	1.48%	\$32,093	\$1,078	\$33,170
BILLERICA	4.09%	\$88,907	\$2,986	\$91,893
BLACKSTONE	1.35%	\$29,214	\$981	\$30,195
BOXBOROUGH	1.33%	\$28,840	\$969	\$29,808
BOYLSTON	1.82%	\$39,587	\$1,330	\$40,917
CHELMSFORD	3.55%	\$77,034	\$2,587	\$79,622
CLINTON	0.86%	\$18,760	\$630	\$19,390
DRACUT	2.91%	\$63,150	\$2,121	\$65,271
FITCHBURG	3.44%	\$74,663	\$2,508	\$77,171
GARDNER	2.61%	\$56,614	\$1,901	\$58,515
HOLLISTON	2.47%	\$53,701	\$1,804	\$55,505
HOPEDALE	0.70%	\$15,165	\$509	\$15,675
HOPKINTON	3.54%	\$76,876	\$2,582	\$79,458
HUDSON	1.76%	\$38,150	\$1,281	\$39,432
LANCASTER	3.09%	\$67,090	\$2,253	\$69,344
LEOMINSTER	3.82%	\$83,016	\$2,788	\$85,804
LITTLETON	2.11%	\$45,857	\$1,540	\$47,398
LOWELL	3.08%	\$66,970	\$2,249	\$69,219
LUNENBURG	3.04%	\$66,087	\$2,220	\$68,307
MARLBOROUGH	3.37%	\$73,115	\$2,456	\$75,571
MILFORD	2.25%	\$48,873	\$1,641	\$50,514
MILLBURY	1.98%	\$42,977	\$1,443	\$44,420
MILLVILLE	0.58%	\$12,505	\$420	\$12,925
NATICK	3.32%	\$72,166	\$2,424	\$74,590
NORTHBOROUGH	2.60%	\$56,435	\$1,895	\$58,331
NORTHBRIDGE	2.16%	\$46,843	\$1,573	\$48,417
SHERBORN	1.95%	\$42,326	\$1,422	\$43,748
SHREWSBURY	3.41%	\$74,024	\$2,486	\$76,511
SOUTHBOROUGH	2.04%	\$44,392	\$1,491	\$45,883
STOW	2.14%	\$46,451	\$1,560	\$48,012
STURBRIDGE	4.17%	\$90,631	\$3,044	\$93,675
TEWKSBURY	3.16%	\$68,549	\$2,302	\$70,851
WEBSTER	1.66%	\$36,031	\$1,210	\$37,241
WESTBOROUGH	3.01%	\$65,398	\$2,197	\$67,595
WESTFORD	4.22%	\$91,584	\$3,076	\$94,660
WILMINGTON	2.73%	\$59,312	\$1,992	\$61,304
TOTALS	100.00%	\$2,171,306	\$72,927	\$2,244,233

MIRICK O'CONNELL

ATTORNEYS AT LAW

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 DEC 17 A 11: 17

Arthur P. Bergeron
Mirick O'Connell
1800 West Park Dr., Ste. 400
Westborough, MA 01581-3926
abergeron@mirickoconnell.com
t 508.860.1470
f 508.463.1385

December 17, 2015

VIA HAND DELIVERY

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

Re: Application to Modify Special Permit;
Howe Shoe Factory Condominium, 110-118 Pleasant Street

Dear Councilor Clancy:

Enclosed please find an application to amend the Special Permit for the Howe Shoe Factory Condominium located at 110-118 Pleasant Street, submitted on behalf of my client 110 Pleasant LLC.

The applicant is seeking to modify the existing Special Permit to allow 18 residential units at the property, in place of 17 residential units and 1 office unit. The new residential unit would replace the ground floor office unit. No other changes are proposed to the project. We look forward to a hearing on this matter once the newly constituted City Council takes office in January.

Pursuant to City Council Order No. 91-3822A, I am providing notice that Mirick O'Connell, a firm which provides Outside Legal Counsel services to the City of Marlborough's Department of Public Works, is representing 110 Pleasant LLC on this matter before the City Council.

Very truly yours,



Arthur P. Bergeron

APB/

cc: Stas Burdan
Brian R. Falk, Esq.

CITY OF MARLBOROUGH
OFFICE OF THE CITY CLERK

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

APPLICATION TO CITY COUNCIL FOR ISSUANCE OF SPECIAL PERMIT

DEC 11 A 11:17

1. Name and address of Petitioner or Applicant:

110 Pleasant LLC; 26 Elderwood Drive, Stoughton, MA 02072 (Howe Shoe Factory Condominium)

2. Specific Location of property including Assessor's Plate and Parcel Number.

110-118 Pleasant Street; Map 68, Parcel 462

3. Name and address of owner of land if other than Petitioner or Applicant:

Same

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

5. Specific Zoning Ordinance under which the Special Permit is sought:

IV 650-12 B
Article VI Section 650-59 Paragraph C Sub-paragraph 20

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

Residence B

7. Specific reason(s) for seeking Special Permit

The applicant is seeking to modify an existing Special Permit to allow 18 residential units at the property in place of 17 residential units and 1 office unit. The existing Special Permit, attached, is recorded at Book 55633, Page 471, Order No. 10-1002683B, as amended by the decision recorded at Book 58300, Page 306, Order No. 11-1002923F.

8. List of names and addresses of abutter. 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

Arthur P. Bergeron, Esq. and Brian R. Falk, Esq.

Address: Mirick, O'Connell, DeMallie & Lougee, LLP

1800 West Park Drive, Suite 400

Westborough, MA 01581

(508) 860-1460

Telephone No. (508) 929-1678

(Attorneys for the Applicant)

Date: _____

City Clerk's Office

LIST OF NAMES AND ADDRESS OF ABUTTERS
AS REQUESTED ON THE APPLICATION FOR SPECIAL PERMIT OF:

110 Pleasant LLC

(Name of Petitioner)

FOR THE ISSUANCE OF SPECIAL PERMIT BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH UNDER CHAPTER 650, ZONING, OF THE CODE OF THE CITY OF MARLBOROUGH.

(Abutters as defined in §650-59, Section 4H, **Powers and Procedure of Special-Permit Granting Authorities**)

SPECIAL PERMIT-SUMMARY IMPACT STATEMENT

Applicant's Name: 110 Pleasant LLC Address: 26 Elderwood Drive, Stoughton, MA 02072

Project Name: Howe Shoe Factory Condominium Address: 110-118 Pleasant Street

1. PROPOSED USE: (describe) Residential

2. EXPANSION OR NEW: Expansion

3. SIZE: floor area sq. ft. 7,630 s.f. 1st floor 7,630 s.f. all floors 30,470 s.f.

buildings 1 # stories 4 lot area (s.f.) 34,790 +/-

4. LOT COVERAGE: 73.6 %Landscaped area: 26.4 %

5. POPULATION ON SITE: Number of people expected on site at anytime:
Normal: 25 Peak period: 40

6. TRAFFIC:
(A) Number of vehicles parked on site:
During regular hours: 25 Peak period: 38

(B) How many service vehicles will service the development and on what schedule?
1 trash pick up per week.

7. LIGHT: How will the development be lit at the exterior? How much light will leave the property and enter the abutting property? Lighting will comply with the requirements of the approved Site Plan.

8. NOISE:
(A) Compare the noise levels of the proposed development to those that exist in the area now.
Same or less than the noise levels that exist in the neighborhood now.

(B) Described any major sources of noise generation in the proposed development and include their usual times of operation. None.

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

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: December 14, 2015

**SPECIAL PERMIT APPLICATION
CERTIFICATION BY PLANNING DEPARTMENT**

Project Name: Howe Shoe Factory Condominium

Project Use Summary: Residential

Project Street Address: 110-118 Pleasant Street

Plate: 68 Parcel: 462

Applicant/Developer Name: 110 Pleasant LLC

Plan Date: 1/14/2011 Revision Date: 3/31/2011

*Approved by Site Plan Review Committee on June 14, 2011

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

~~Assistant~~ Building Commissioner

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

\$ 338.00

**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	<input checked="" type="checkbox"/>
1 SET	POLICE CHIEF	<input checked="" type="checkbox"/>
1 SET	FIRE CHIEF	<input type="checkbox"/>
1 SET	CITY ENGINEER	<input checked="" type="checkbox"/>
1 SET	CITY PLANNER	<input checked="" type="checkbox"/>
1 SET	CONSERVATION OFFICER (IF WETLANDS AFFECTED)	<input checked="" type="checkbox"/>
1 SET	BUILDING INSPECTOR	<input checked="" type="checkbox"/>
12 SETS	OFFICE OF THE CITY COUNCIL	<input checked="" type="checkbox"/>



Signature

12/17/15
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

110 Pleasant LLC

Owner Name/Officer Name of LLC or Corporation

Stanislav Burdan

Owner/Officer Complete Address and Telephone Number

26 Elderwood Drive

Stoughton, MA 02072

Signature of Applicant

Attorney on behalf of Applicant, if applicable

Brian R. Falk, Esq., Attorney For Applicant

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

Tax Collector

PERMITSITE PLAN

HOWE SHOE FACTORY CONDOMINIUM

110 Pleasant Street
Marlborough, MA

Prepared for:

110
PLEASANT,
LLC

P.O. BOX 650056
West Newton, MA 02465

Permit
Site Plan

for
A 17 Unit Condominium
Development

Howe Shoe Factory Condominium
110 Pleasant Street
Marlborough, Massachusetts

Assessors:

Map 68 Lots 462 & 463

**HANCOCK
ASSOCIATES**

Civil Engineers

Land Surveyors

Wetland Scientists

315 Elm Street, Marlborough, MA 01752
Voice (508) 460-1111, Fax (508) 460-1121
www.hancockassociates.com

GENERAL NOTES

- LOCATIONS OF EXISTING UNDERGROUND UTILITIES/OBSTRUCTIONS/SYSTEMS SHOWN HEREON ARE APPROXIMATE ONLY. ALL UTILITIES/OBSTRUCTIONS/SYSTEMS MAY NOT BE SHOWN. CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING AND PROTECTING ALL UNDERGROUND UTILITIES/OBSTRUCTIONS/SYSTEMS, WHETHER OR NOT SHOWN HEREON.
- UNLESS OTHERWISE SHOWN, ALL NEW UTILITIES SHALL BE UNDERGROUND.
- CONTRACTOR SHALL FURNISH CONSTRUCTION LAYOUT OF BUILDING AND SITE IMPROVEMENTS. THIS WORK SHALL BE PERFORMED BY A PROFESSIONAL LAND SURVEYOR.
- SAFETY MEASURES, CONSTRUCTION METHODS AND CONTROL OF WORK SHALL BE RESPONSIBILITY OF CONTRACTOR.
- CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIR AND/OR REPLACEMENT OF ANY EXISTING IMPROVEMENTS DAMAGED DURING CONSTRUCTION THAT ARE NOT DESIGNATED FOR DEMOLITION AND / OR REMOVAL HEREON. DAMAGED IMPROVEMENTS SHALL BE REPAIRED TO THE SATISFACTION OF THEIR RESPECTIVE OWNERS.
- THIS PLAN IS NOT INTENDED TO SHOW AN ENGINEERED BUILDING FOUNDATION DESIGN, WHICH WOULD INCLUDE DETAILS AND FINAL ELEVATIONS OF FOOTINGS, WALLS AND SUBSURFACE DRAINAGE TO PREVENT INTERIOR FLOODING. SEE ARCHITECTURAL AND/OR STRUCTURAL DRAWINGS.
- ANY INTENDED REVISION OF THE HORIZONTAL AND/OR VERTICAL LOCATION OF IMPROVEMENTS TO BE CONSTRUCTED AS SHOWN HEREON SHALL BE REVIEWED AND APPROVED BY ENGINEER PRIOR TO IMPLEMENTATION.
- WHERE EXISTING UTILITY LINES/STRUCTURES ARE TO BE CUT, BROKEN DOWN, ABANDONED, LINES/STRUCTURES SHALL BE PLUGGED/CAPPED/FILLED OR CUT BACK TO MAIN AS DIRECTED BY MARLBOROUGH DEPARTMENT OF PUBLIC WORKS OR PRIVATE UTILITY DIRECTION. THE CONTRACTOR RESPONSIBLE FOR COORDINATING WITH APPLICABLE ENTITY.
- THE CONTRACTOR SHALL VERIFY THE LOCATION AND RELATIVE ELEVATION OF BENCH MARKS PRIOR TO COMMENCEMENT OF CONSTRUCTION. ANY DISCREPANCY SHALL BE REPORTED TO THE ENGINEER.

ACCESSIBILITY NOTES

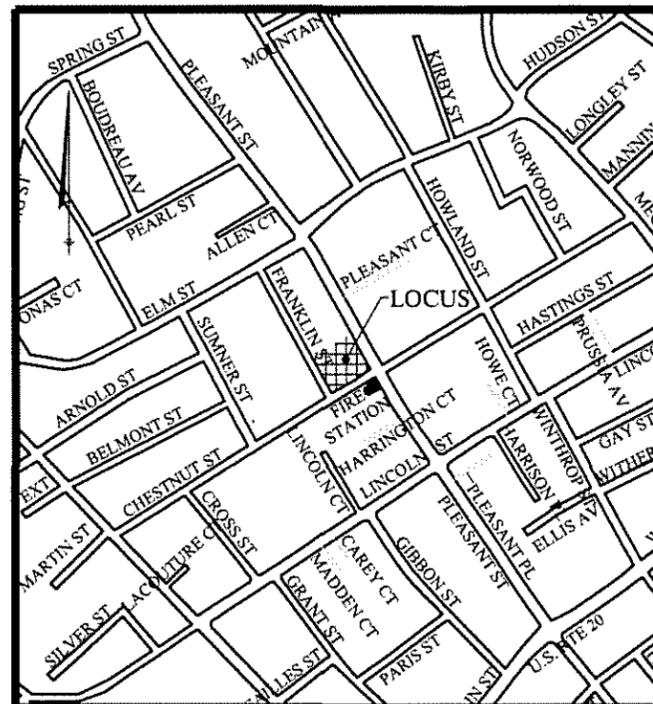
ALL SIDEWALKS, WALKWAYS, LANDINGS, ACCESSIBLE PARKING SPACES AND ALL OTHER SITE ELEMENTS REQUIRED TO BE ACCESSIBLE BY ADA, MAAB AND LOCAL CODE ENFORCER REQUIREMENTS SHALL BE INSTALLED IN CONFORMANCE WITH THE APPLICABLE LOCAL, STATE AND FEDERAL STANDARDS. IF THERE IS A CONFLICT OF STANDARDS THE MORE STRINGENT SHALL APPLY. ALL SIDEWALKS/WALKWAYS AND LANDINGS SHALL BE INSTALLED WITH CROSS PITCH NOT EXCEEDING 1.5%. THE PITCH OF SIDEWALKS AND WALKWAYS SHALL BE DIRECTED AWAY FROM THE BUILDING. SIDEWALKS/WALKWAYS SHALL NOT EXCEED 4.5% SLOPE ALONG THE PATH OF TRAVEL. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPORTING DISCREPANCIES AND/OR OMISSIONS ON THE PLANS THAT WOULD RESULT IN A VIOLATION OF ACCESSIBILITY REQUIREMENTS TO THE ENGINEER FOR RESOLUTION PRIOR TO INSTALLATION. NOTE THAT THE STANDARDS REQUIRED BY APPLICABLE LOCAL, STATE AND FEDERAL REGULATIONS THAT IMPOSE A MAXIMUM MINIMUM SLOPE, LENGTH OR OTHER DIMENSIONAL REQUIREMENT SHALL BE MEASURED WITHOUT ALLOWANCE FOR STANDARD CONSTRUCTION TOLERANCES. THESE STANDARD TOLERANCE SHALL BE ACCOUNTED FOR AND INSTALLATION CONSTRUCTION SHALL RESULT IN A FINISH PRODUCT THAT MEASURES TO BE IN COMPLIANCE WITH REGULATION REQUIREMENTS.

REGULATORY NOTES

- CONTRACTOR SHALL CONTACT DIG-SAFE FOR UNDERGROUND UTILITY MARKING AT 1-888-344-7233 AT LEAST 72 HOURS PRIOR TO COMMENCEMENT OF ANY WORK.
- CONTRACTOR SHALL MAKE HIMSELF AWARE OF ALL CONSTRUCTION REQUIREMENTS, CONDITIONS, AND LIMITATIONS IMPOSED BY PERMITS AND APPROVALS ISSUED BY REGULATORY AUTHORITIES PRIOR TO COMMENCEMENT OF ANY WORK. CONTRACTOR SHALL COORDINATE AND OBTAIN ALL CONSTRUCTION PERMITS REQUIRED BY REGULATORY AUTHORITIES.
- ALL WORK OUTSIDE OF BUILDING THAT IS LESS THAN 10 FEET FROM THE INSIDE FACE OF BUILDING FOUNDATIONS SHALL CONFORM WITH THE UNIFORM STATE PLUMBING CODE OF MASSACHUSETTS, 248 CMR 2.00.
- THE CONTRACTOR SHALL GIVE TWENTY-FOUR (24) HOUR NOTICE TO PERTINENT CITY DEPARTMENTS BEFORE COMMENCING ANY WORK IN THE FIELD.
- ALL EXISTING UTILITIES WHICH ARE NOT BEING UTILIZED FOR THE PROJECT SHALL BE REMOVED IF IN CONFLICT WITH THE HORIZONTAL CLEARANCE REQUIREMENT OF TEN FEET FROM OTHER UTILITY LINES (EXISTING OR PROPOSED). OTHERWISE UNUSED UTILITIES WILL BE PROPERLY ABANDONED IN PLACE IN ACCORDANCE WITH CITY OF MARLBOROUGH ENGINEERING DEPARTMENT DIRECTION. ALL UTILITIES NOT PREVIOUSLY FIELD LOCATED THAT MAY BE IN CONFLICT WITH CLEARANCES WILL BE UNCOVERED DURING CONSTRUCTION AND FIELD LOCATED.

ZONING NOTES

- SPECIAL PERMIT GRANTED BY MARLBOROUGH CITY COUNCIL UNDER CITY OF MARLBOROUGH ZONING ORDINANCE ARTICLE IV 20-12.B.
- RECORD OWNER IS SHOWN PER CURRENT ASSESSORS RECORD. NO REVIEW OF CONVEYANCES, TRUSTS, OR OTHER TITLE CHAIN ELEMENTS IS INCLUDED.



LOCUS MAP
SCALE: 1" = APPROX. 350'

PROJECT TEAM

DEVELOPER
110 PLEASANT LLC
P.O. BOX 650056
WEST NEWTON, MA 02465

OWNER
110 PLEASANT LLC
26 ELDERWOOD DRIVE
STOUGHTON, MA 02072

CIVIL ENGINEER/SURVEYOR
HANCOCK ASSOCIATES
315 ELM STREET
MARLBOROUGH, MA 01752

LANDSCAPE ARCHITECT
JAMES K. EMMANUEL ASSOCIATES
22 CARLTON ROAD
MARLBOROUGH, MA 01945

DIRECTOR OF PLANNING

POLICE CHIEF

ZONING ENFORCEMENT OFFICER

BOARD OF HEALTH AGENT

FIRE CHIEF

CITY ENGINEER

CONSERVATION OFFICER

SPECIAL PERMIT #10-1002683B

SITE PLAN APPROVAL #SC-2011-0001

SHEET INDEX

SHEET	DESCRIPTION	DATE	BY
SHEET 1	COVER SHEET	3-8-11	3-31-11
SHEET 2	EXISTING CONDITIONS	3-8-11	3-31-11
SHEET 3	LAYOUT AND MATERIALS PLAN	3-8-11	3-31-11
SHEET 4	GRADING, DRAINAGE AND UTILITY PLAN	3-8-11	3-31-11
SHEET 5	LANDSCAPE AND LIGHTING PLAN	3-8-11	3-31-11
SHEET 6	EROSION AND SEDIMENTATION CONTROL PLAN	3-8-11	3-31-11
SHEET 7	SITE DETAILS 1 OF 2	3-8-11	3-31-11
SHEET 8	SITE DETAILS 2 OF 2	3-31-11	

REVISION DATES

ASSESSORS:

MAP 68, LOTS 462 & 463 (NEW COMBINED PARCEL 462)

REFERENCES:

DEED BOOK 55633, PAGE 468

ZONING REQUIREMENTS TABLE

REGULATION	REQUIRED	EXISTING	PROPOSED
MIN. LOT AREA	72,000 SF	34,790 SF (LNC)	34,790 SF (LNC)
MIN. FRONTAGE	100 FT	178 FT	178 FT
MIN. FRONT SETBACK	20 FT	1.7 FT (LNC)	1.7 FT (LNC)
MIN. SIDE SETBACK	15 FT	N/A	N/A
MIN. REAR SETBACK	30 FT	46.8 FT	35.2 FT
MAX. LOT COVERAGE	30%	97.5% (LNC)	73.6% (LNC)
MAX. NUMBER OF STORIES	2-1/2	4 (LNC)	4 (LNC)
BUILDING FOOTPRINT	-	7,174 SF	7,630 SF
TOTAL BUILDING AREA	-	24,376 SF	30,470
BUILDING AREA PERCENT INCREASE	-	-	25%
MAX. DRIVEWAY GRADE FOR 15 FT	3%	<3%	<3%

LNC=LEGAL NON-CONFORMING

PARKING REQUIREMENTS TABLE

REGULATION	REQUIRED	EXISTING	PROPOSED
ARTICLE VII, SECTION 650-48 Multifamily dwellings, one (1) off-street parking space per dwelling unit, plus one (1) off-street parking space per bedroom (for townhouses). Two (2) per unit for "garden style" units in existing buildings. 2 X 17 = 34 Office spaces = 1 per 250 sq ft 1,247/250 = 5	39 SPACES, 2 HANDICAP	UNKNOWN	34 FULL-SIZED CARS 3 COMPACT (8%) 2 HANDICAP
PARKING SETBACK	20 FT	0 FT (LNC)	12 FT (LNC)
PARKING LOT PERIMETER PLANTING	5 FT	-	6 FT
PARKING LOT INTERIOR PLANTING	CURBED ISLANDS	NO CURB	CURB ISLANDS

LANDSCAPE REQUIREMENTS TABLE

REGULATION	REQUIRED	EXISTING	PROPOSED
STREET FRONTAGE PLANTING AREA	20 FT	0 FT (LNC)	12 FT (LNC)
PLANTING REQUIREMENTS			
SHRUB	1 PER 5 LINEAR FT.	-	50 SHRUBS
TREES ON FRONTAGE	1 PER 30 LINEAR FT.	-	9 TREES
SIDE LINE PLANTING AREA	5 FT	-	5 FT

COVER
SHEET

PLT 04 05 Apr 05 07 07 08
Scale: 1"=100' (1/4"=1')

DWG: 110-0000.dwg

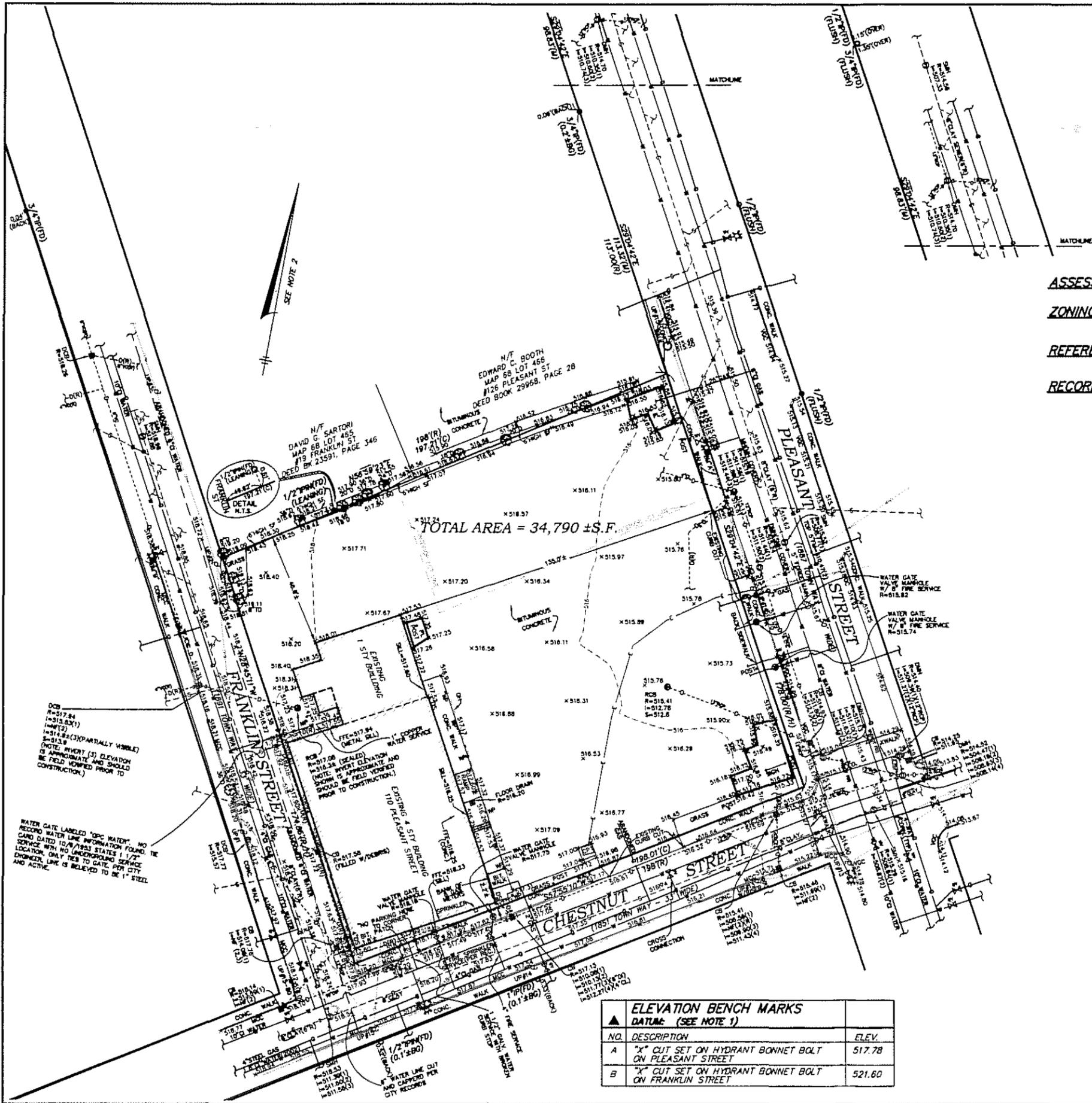
LAYOUT: cs

SHEET: 1 OF 8

PROJECT NO.:

1

16055



LEGEND

- SURFACE CONTOUR
- EDGE OF PAVEMENT
- CHAIN LINK FENCE
- WOOD FENCE
- CURB WITH TOP AND BOTTOM CURB ELEVATION
- SEWERLINE & MANHOLE WITH PIPE SIZE, MATERIAL & FLOW DIRECTION
- DRAINLINE WITH PIPE SIZE, MATERIAL & FLOW DIRECTION, CATCHBASIN, MANHOLE & ROUND CATCHBASIN
- WATER MANHOLE, WATER MAIN WITH SIZE, TEE, GATE VALVE & FIRE HYDRANT
- GAS MAIN WITH SIZE & GATE VALVE
- EXISTING UTILITY POLE WITH DESIGNATION OVERHEAD WARES AND CUY POLE
- E ELECTRIC MANHOLE & UNDERGROUND ELECTRIC LINES
- T TELEPHONE MANHOLE & UNDERGROUND TELEPHONE LINES
- RETAINING WALL
- SPOT ELEVATION
- PROMINENT DECIDUOUS TREE WITH ELEVATION AND SIZE
- D GRATE CATCHBASIN
- SIGN
- MANHOLE (UNKNOWN UTILITY)
- BM BENCHMARK
- CB CATCH BASIN
- DMH DRAIN MANHOLE
- I PIPE IRON PIPE
- IPIN IRON PIN
- RCB ROUND CATCH BASIN
- SMH SEWER MANHOLE
- WMH WATER MANHOLE
- BB BITUMINOUS BERM
- BG BELOW GRADE
- BIT BITUMINOUS
- (C) CALCULATED
- CPT CONCRETE PAD WITH TRANSFORMER
- CONC. CONCRETE
- DS DOWNSPOUT
- FD FOUND
- FDN FOUNDATION
- FFE FIRST FLOOR ELEVATION
- (M) FIELD MEASURED
- MCC MONOLITHIC CONCRETE CURB
- MP METAL POST
- NF NOT FOUND
- PL RAILROAD TIE PLANTER
- PVC POLYVINYL CHLORIDE
- (R) RECORD
- (R/H) RECORD AND HELD
- RCP REINFORCED CONCRETE PIPE
- REC RECORDS
- SF STOCKADE FENCE
- SRF SPLIT RAIL FENCE
- STY STORY
- TD TOWN DECIDUOUS
- VC VITRIFIED CLAY
- VGC VERTICAL GRANITE CURB
- WP WOOD POST
- XWALK CROSS WALK

ASSESSORS:

MAP 88, LOTS 462 & 463

ZONING:

RESIDENCE B

REFERENCES:

DEED BOOK 52096, PAGE 181

RECORD OWNER:

SA PLEASANT, LLC
P.O. BOX 650056
WEST NEWTON, MA 02485

TOTAL AREA = 34,790 ± S.F.

NOTES:

- 1) PROJECT SOURCE BENCHMARK IS BASED ON A SEWER INVERT AS SHOWN ON CHESTNUT STREET AS-BUILT PLAN ENTITLED "CHESTNUT STREET CONSTRUCTION LAYOUT PLAN" PREPARED FOR THE CITY OF MARLBOROUGH DATED JUNE 26, 2002, SHEET 3 OF 13. AS-BUILT VALUES CERTIFIED BY RICHARD J. LESLIE, PLS 538384. SAID SEWER MANHOLE IS REFERENCED AS SMH #8 WITH AN AS-BUILT INVERT OF 511.39.
- 2) THE HORIZONTAL DATUM IS BASED ON TOWN OF MARLBOROUGH MAPPING WHICH IS PURPORTED TO BE NORTH AMERICAN DATUM OF 1983 (NAD '83).
- 3) UNDERGROUND UTILITIES SHOWN HEREON ARE COMPILED FROM FIELD LOCATIONS OF STRUCTURES AND FROM AVAILABLE RECORD INFORMATION ON FILE AT THE TOWN ENGINEERING OFFICES, TOWN OF MARLBOROUGH HIGHWAY DEPT. AND UTILITY COMPANIES. OTHER UNDERGROUND UTILITIES MAY EXIST. IT SHALL BE THE RESPONSIBILITY OF THE DESIGN ENGINEER AND THE CONTRACTOR TO VERIFY THE LOCATION, SIZE & ELEVATION OF ALL UTILITIES WITHIN THE AREA OF PROPOSED WORK AND TO CONTACT "DIG-SAFE" AT 1-888-344-7233 AT LEAST 72 HOURS PRIOR TO ANY EXCAVATION, DEMOLITION OR CONSTRUCTION.
- 4) THE LOCATION OF UNDERGROUND STORAGE TANKS, IF ANY, ARE UNKNOWN.
- 5) THIS TOPOGRAPHIC SURVEY WAS PREPARED TO MEET NATIONAL MAP ACCURACY STANDARDS AT A SCALE OF 1"=20' HORIZONTALLY AND A 2 FOOT CONTOUR INTERVAL VERTICALLY. ANY REPRODUCTIONS OR RE-SCALING MAY EFFECT THE MAP ACCURACY.
- 6) OTHER BUILDINGS AND ADDITIONAL UTILITY SERVICES HAVE EXISTING ON-SITE. STUBS MAY EXIST. SEE NOTE 3.
- 7) SITE FEATURES SHOWN HEREON WERE OBTAINED FROM AVAILABLE PLAN OF RECORD AND AN ON THE GROUND SURVEY PERFORMED BY HANCOCK ASSOCIATES ON OR BEFORE DECEMBER 2010.

ELEVATION BENCH MARKS		
DATUM: (SEE NOTE 1)		
NO.	DESCRIPTION	ELEV.
A	"X" CUT SET ON HYDRANT BONNET BOLT ON PLEASANT STREET	517.78
B	"X" CUT SET ON HYDRANT BONNET BOLT ON FRANKLIN STREET	521.60

110
PLEASANT
STREET
Marlborough, Massachusetts

PREPARED FOR
SA PLEASANT, LLC
P.O. Box 650056
West Newton, MA 02465

HANCOCK ASSOCIATES

Civil Engineers

Land Surveyors

Environmental Consultants

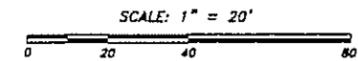
315 Elm Street, Marlborough, MA 01752
Voice (508) 460-1111, Fax (508) 460-1121
www.hancockassociates.com

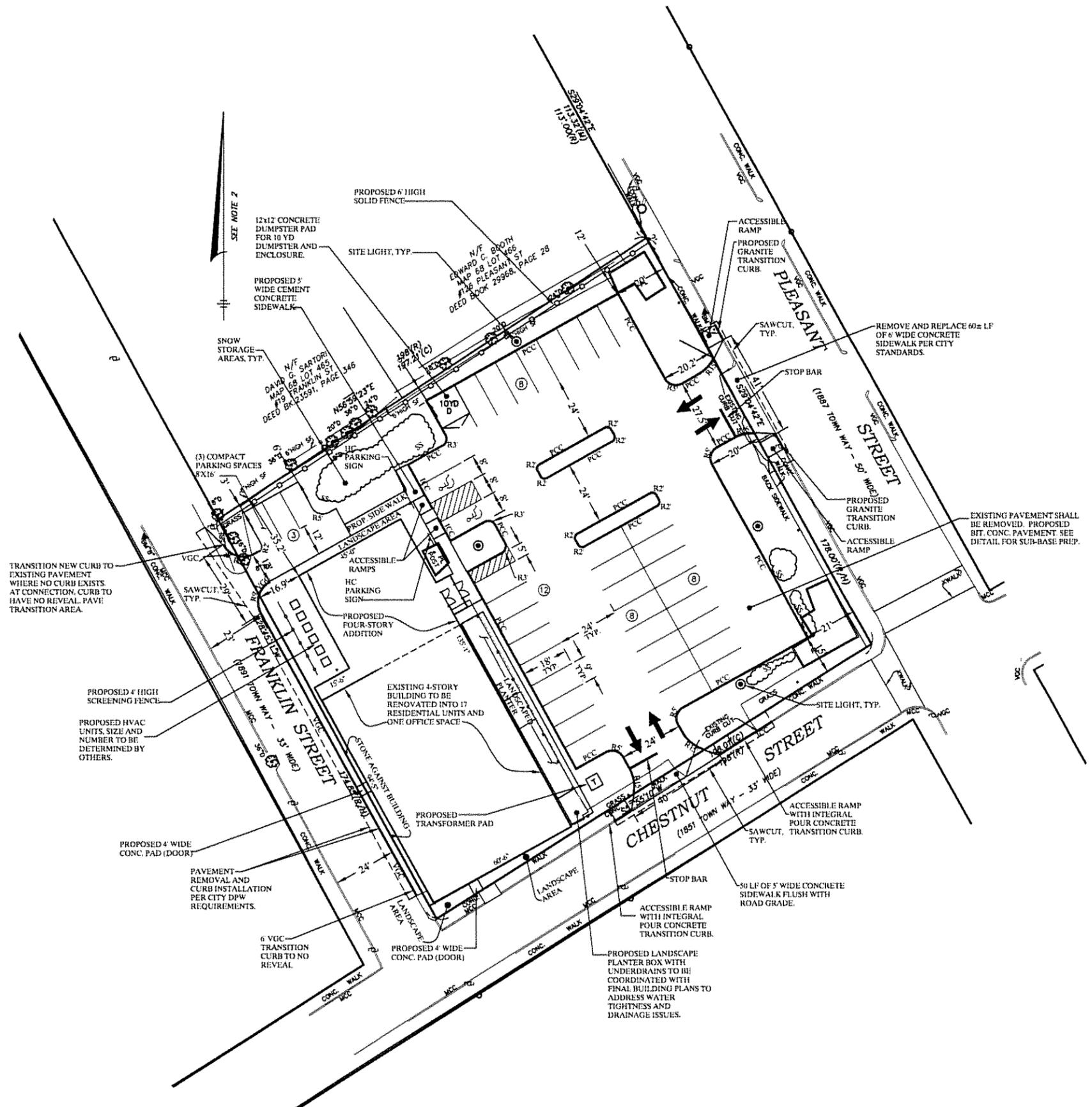
NO.	BY	APP	DATE	ISSUE/REVISION DESCRIPTION
2	JOB	J.P.	3/31/11	WATER LINE EDITS/NOTES
1	KAK	JOB	3/8/11	CITY ENG. COMMENTS

DATE: 12/1/10 DRAWN BY: KAK
SCALE: 1" = 20' CHECK BY: JOB

EXISTING CONDITIONS PLAN

DWG: 16055ev.dwg
LAYOUT: EC
SHEET: 2 OF 7
PROJECT NO.: 16055





CONSTRUCTION NOTES

1. ANY MINOR MODIFICATIONS (AS DETERMINED BY THE CITY ENGINEER) TO THE INFORMATION SHOWN ON THE APPROVED SITE PLAN SHALL BE SUBMITTED TO THE CITY ENGINEER AS A MINOR SITE PLAN REVISION FOR APPROVAL PRIOR TO THE WORK BEING PERFORMED.
2. ANY WORK AND MATERIAL WITHIN THE CITY RIGHT-OF-WAY SHALL CONFORM TO THE CITY OF MARLBOROUGH REQUIREMENTS.
3. ALL HANDICAPPED PARKING, RAMPS, AND ACCESS SHALL CONFORM TO AAB REQUIREMENTS.
4. ALL EROSION MEASURES SHALL BE IN PLACE PRIOR TO CONSTRUCTION. EROSION CONTROL SHALL CONFORM TO THE CITY OF MARLBOROUGH CONSERVATION COMMISSION REQUIREMENTS AS STATED IN THE ORDER OF CONDITIONS. REFER TO SEDIMENTATION AND EROSION CONTROL PLAN.
5. ALL PAVEMENT MARKINGS AND SIGNS SHALL CONFORM TO MUTCD REQUIREMENTS.
6. THE CONTRACTOR SHALL OBTAIN A STREET OPENING PERMIT PRIOR TO ANY CONSTRUCTION WITHIN THE RIGHT-OF-WAY.
7. ALL WATER AND SEWER MATERIAL AND CONSTRUCTION SHALL CONFORM TO THE CITY OF MARLBOROUGH BEFORE BEING BACKFILLED.
8. THE CITY SHALL BE NOTIFIED AT LEAST 24 HOURS PRIOR TO THE REQUIRED INSPECTIONS.
9. SNOW STORAGE SHALL ONLY BE ALLOWED IN DESIGNATED SPACES. IF SNOW EXCEEDS STORAGE AREA CAPACITY, CONDOMINIUM ASSOCIATION SHALL BE RESPONSIBLE TO REMOVE SNOW FROM SITE.

Prepared for:
110 PLEASANT, LLC
 P.O. BOX 650056
 West Newton, MA 02465

Permit Site Plan
 for
A 17 Unit Condominium Development
 Howe Shoe Factory Condominium
 110 Pleasant Street
 Marlborough, Massachusetts

Assessors:
 Map 68 Lots 462 & 463

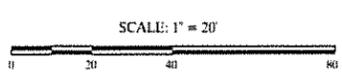
HANCOCK ASSOCIATES
 Civil Engineers
 Land Surveyors
 Wetland Scientists
 315 Elm Street, Marlborough, MA 01752
 Voice (508) 460-1111, Fax (508) 460-1121
 www.hancockassociates.com

NO.	BY	APP.	DATE	ISSUE/REV.	DESCRIPTION
2	JP	JP	3/31/11		CITY ENG. COMMENTS
1	KK	JP	3/29/11		CITY ENG. COMMENTS

DATE: 1/14/11 DRAWN BY: FWB
 SCALE: 1"=20' CHECK BY: JDP

CURB LEGEND

PCC	PRECAST CONCRETE CURB
ICC	INTEGRAL CONCRETE CURB
SGC	SLOPED GRANITE CURB
WCR	WHEEL CHAIR RAMP
VGC	VERTICAL GRANITE CURB



LAYOUT AND MATERIALS PLAN

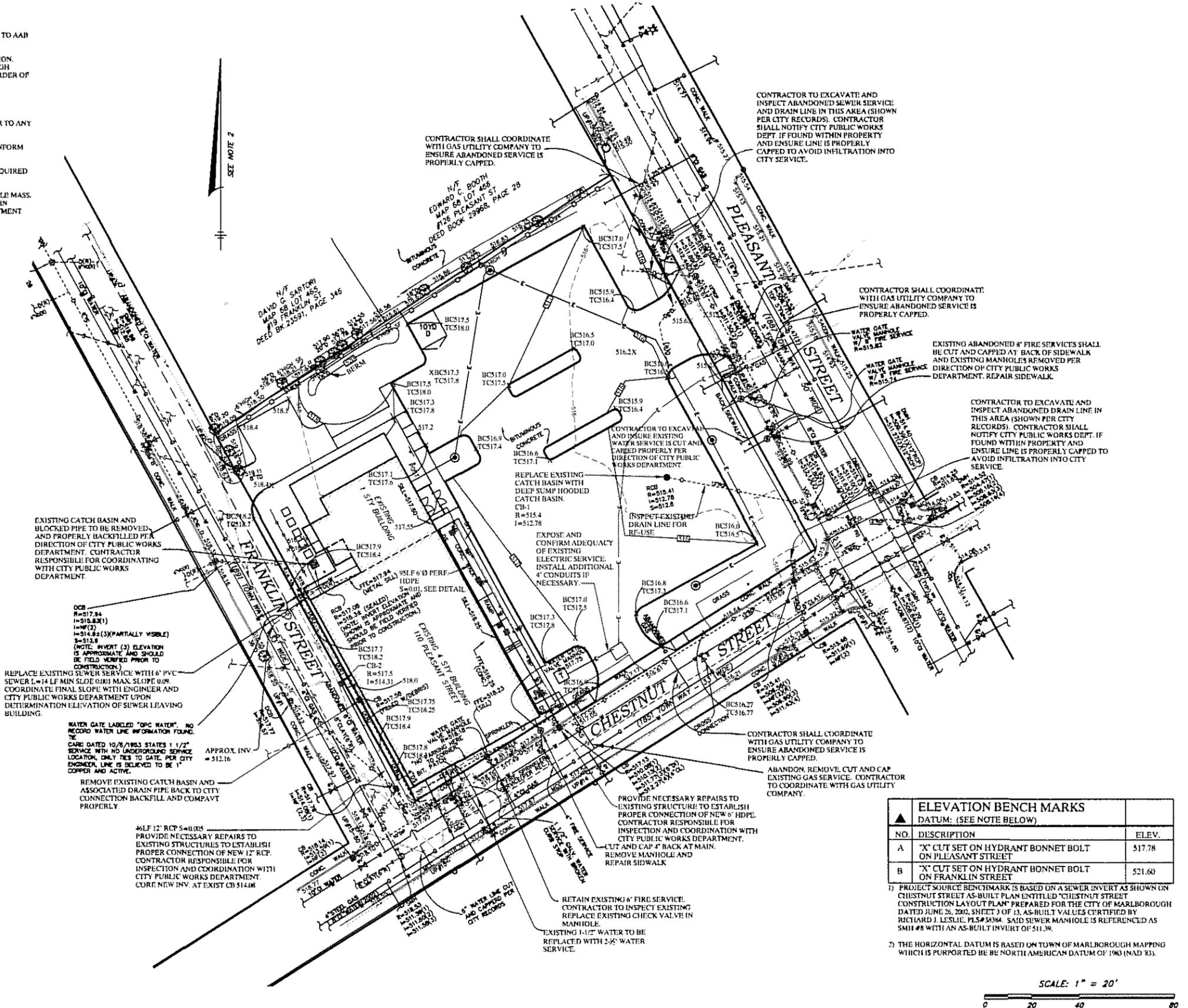
DATE: 1/14/11
 SCALE: 1"=20'

DWG: 110P-01.dwg
 LAYOUT: LM
 SHEET: 3 OF 8
 PROJECT NO.: 16055

3

CONSTRUCTION NOTES

1. ANY MINOR MODIFICATIONS (AS DETERMINED BY THE CITY ENGINEER) TO THE INFORMATION SHOWN ON THE APPROVED SITE PLAN SHALL BE SUBMITTED TO THE CITY ENGINEER AS A MINOR SITE PLAN REVISION FOR APPROVAL PRIOR TO THE WORK BEING PERFORMED.
2. ANY WORK AND MATERIAL WITHIN THE CITY RIGHT-OF-WAY SHALL CONFORM TO THE CITY OF MARLBOROUGH REQUIREMENTS.
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5. ALL PAVEMENT MARKINGS AND SIGNS SHALL CONFORM TO MUTCD REQUIREMENTS.
6. THE CONTRACTOR SHALL OBTAIN A STREET OPENING PERMIT PRIOR TO ANY CONSTRUCTION WITHIN THE RIGHT-OF-WAY.
7. ALL WATER AND SEWER MATERIAL AND CONSTRUCTION SHALL CONFORM TO THE CITY OF MARLBOROUGH BEFORE BEING BACKFILLED.
8. THE CITY SHALL BE NOTIFIED AT LEAST 24 HOURS PRIOR TO THE REQUIRED INSPECTIONS.
9. ALL UTILITY TRENCHING SHALL BE IN COMPLIANCE WITH APPLICABLE MASS. GENERAL LAWS BOTH ON AND OFF SITE. CONTRACTOR SHALL OBTAIN NECESSARY PERMITS FROM MARLBOROUGH ENGINEERING DEPARTMENT PRIOR TO COMMENCING WORK.



Prepared for:
110 PLEASANT, LLC
 P.O. BOX 650056
 West Newton, MA 02465

Permit Site Plan
 for
 A 17 Unit Condominium Development
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Assessors:
 Map 68 Lots 462 & 463

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ELEVATION BENCH MARKS		
DATUM: (SEE NOTE BELOW)		
NO.	DESCRIPTION	ELEV.
A	"X" CUT SET ON HYDRANT BONNET BOLT ON PLEASANT STREET	517.78
B	"X" CUT SET ON HYDRANT BONNET BOLT ON FRANKLIN STREET	521.60

- 1) PROJECT SOURCE BENCHMARK IS BASED ON A SEWER INVERT AS SHOWN ON CHESTNUT STREET AS-BUILT PLAN ENTITLED "CHESTNUT STREET CONSTRUCTION LAYOUT PLAN" PREPARED FOR THE CITY OF MARLBOROUGH DATED JUNE 26, 2002, SHEET 3 OF 13. AS-BUILT VALUES CERTIFIED BY RICHARD J. LESLIE, PLS# 30384. SAID SEWER MANHOLE IS REFERENCED AS SM11-08 WITH AN AS-BUILT INVERT OF 511.39.
- 2) THE HORIZONTAL DATUM IS BASED ON TOWN OF MARLBOROUGH MAPPING WHICH IS PURPORTED TO BE NORTH AMERICAN DATUM OF 1983 (NAD 83).

DATE: 1/14/11 DRAWN BY: FWH
 SCALE: 1"=20' CHECK BY: JDP

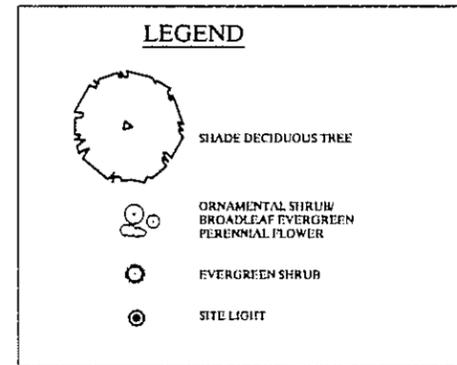
GRADING, DRAINAGE AND UTILITY PLAN

DWG: 16055-000-000
 LAYOUT: gdu
 SHEET: 4 OF 8
 PROJECT NO.: 16055

CONSTRUCTION NOTES

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2. ANY WORK AND MATERIAL WITHIN THE CITY RIGHT-OF-WAY SHALL CONFORM TO THE CITY OF MARLBOROUGH REQUIREMENTS.
3. ALL HANDICAPPED PARKING, RAMPS, AND ACCESS SHALL CONFORM TO AAD REQUIREMENTS.
4. ALL EROSION MEASURES SHALL BE IN PLACE PRIOR TO CONSTRUCTION. EROSION CONTROL SHALL CONFORM TO THE CITY OF MARLBOROUGH CONSERVATION COMMISSION REQUIREMENTS AS STATED IN THE ORDER OF CONDITIONS.
5. ALL PAVEMENT MARKINGS AND SIGNS SHALL CONFORM TO MUTCD REQUIREMENTS.
6. THE CONTRACTOR SHALL OBTAIN A STREET OPENING PERMIT PRIOR TO ANY CONSTRUCTION WITHIN THE RIGHT-OF-WAY.
7. ALL WATER AND SEWER MATERIAL AND CONSTRUCTION SHALL CONFORM TO THE CITY OF MARLBOROUGH BEFORE BEING BACKFILLED.
8. THE CITY SHALL BE NOTIFIED AT LEAST 24 HOURS PRIOR TO THE REQUIRED INSPECTIONS.
9. EXISTING WATER AND SEWER STUBS TO THE STRUCTURES AT 81 GRANGER BLVD. AND 51 HOWE STREET SHALL BE REMOVED AND CAPPED AT THE RESPECTIVE MAINS PER CITY ENGINEERING REQUIREMENTS.
10. ALL UTILITY TRENCHING SHALL BE IN COMPLIANCE WITH APPLICABLE MASS. GENERAL LAWS BOTH ON AND OFF SITE. CONTRACTOR SHALL OBTAIN NECESSARY PERMITS FROM MARLBOROUGH ENGINEERING DEPARTMENT PRIOR TO COMMENCING WORK.

Qty	Key	Botanical Name	Common Name	Size
TREES:				
3	CFP	<i>Pyrus calleryana</i> 'Chanticleer'	Chanticleer Flowering Pear	2.5-3' cal
2	HL	<i>Gleditsia triacanthos</i> 'Skyline'	Honeylocust	2.5-3' cal
2	RM	<i>Acer rubrum</i> 'Red Sunset'	Red Sunset Maple	2.5-3' cal
2	ZEL	<i>Zelkova serrata</i> 'Green Vase'	Green Vase Zelkova	2.5-3' cal
SHRUBS/PERENNIALS:				
6	DMP	<i>Pinus mugo</i> 'Pumilio'	Dwarf Mugo Pine	18-24"
12	EG	<i>Thuja occidentalis</i> 'Smaragd'	Emerald Green Arborvitae	5-6'
21	FOTH	<i>Fothergilla gardenii</i>	Dwarf Fothergilla	18-24"
17	IG	<i>Ilex glabra</i> 'Shamrock'	Shamrock Inkberry	2-3.5'
17	LPS	<i>Spiraea japonica</i> 'Little Princess'	Little Princess Spirea	18-24"
6	SGJ	<i>Juniperus chinensis</i> 'Sea Green'	Sea Green Juniper	2-2.5'
12	STE	<i>Stephanandra incisa</i>	Cutleaf Stephanandra	18-24"
10	WCO	<i>Cotoneaster salicifolius</i> 'Repandens'	Willowleaf Cotoneaster	18-24"
5	SDY	<i>Hemerocallis</i> 'Stella Doro'	Stella Doro Daylily	1gal



Prepared for:
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P.O. BOX 650056
West Newton, MA 02465

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Assessors:
Map 68 Lots 462 & 463

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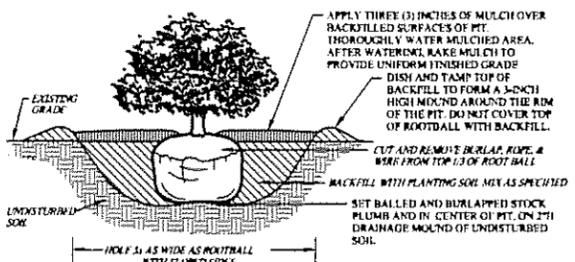
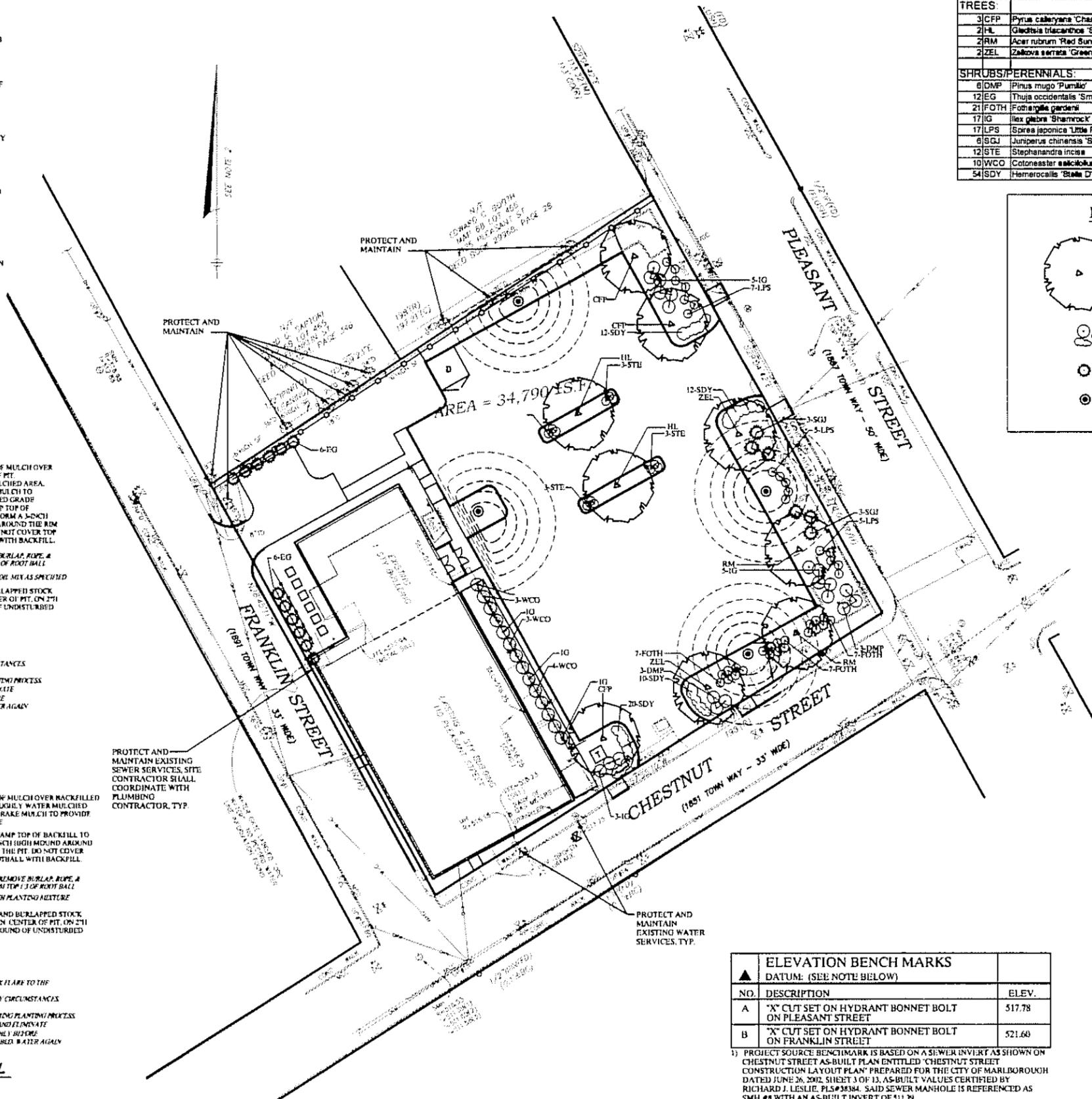
315 Elm Street, Marlborough, MA 01752
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NO.	DATE	ISSUE/REV.	DESCRIPTION
3	FB JP 1/14/11		FOR SPRC
2	FB JP 9/22/10		DUMPSTER LAYOUT
1	FB JP 8/16/10		DUMPSTER LAYOUT

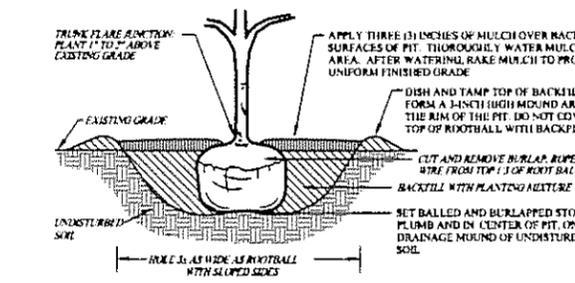
DATE: _____ DRAWN BY: FWB
SCALE: 1" = 20' CHECK BY: JDF

LANDSCAPE AND LIGHTING PLAN

PLS# 0420 PLS# 04 08/11 0:20 PM
DWG: _____
LAYOUT: 8
SHEET: 5 OF 7
PROJECT NO.: 16055



- TYPICAL SHRUB PLANTING DETAIL NOTES**
1. PLANT SO THAT TOP OF ROOTBALL IS 1" ABOVE SURROUNDING GRADE.
 2. MULCH SHALL NOT BE PILED AGAINST THE TRUNK OR STEMS OF SHRUB UNDER ANY CIRCUMSTANCES. MULCH LAYER SHOULD TAPER DOWN TOWARD TRUNK, AS INDICATED.
 3. DO NOT USE PLANTING STICK IF ROOTBALL IS CRACKED OR BROKEN BEFORE OR DURING PLANTING PROCESS.
 4. PLACE BACKFILL AROUND ROOTBALL IN LAYERS, TAMPING TO SETTLE BACKFILL AND ELIMINATE TRUNK AND AIR POCKETS. WHEN PIT IS APPROX. 1/2 BACKFILLED, WATER THOROUGHLY BEFORE PLACING REMAINDER OF BACKFILL. REPEAT WATERING UNTIL NO MORE IS ABSORBED. WATER AGAIN AFTER PLACING AND TAMING FINAL LAYER OF BACKFILL.

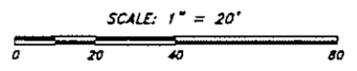


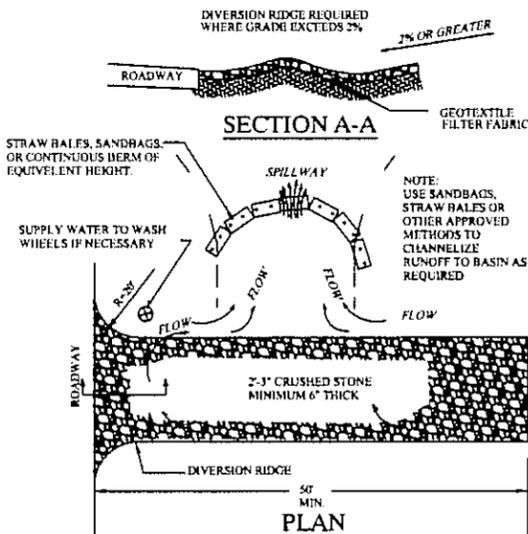
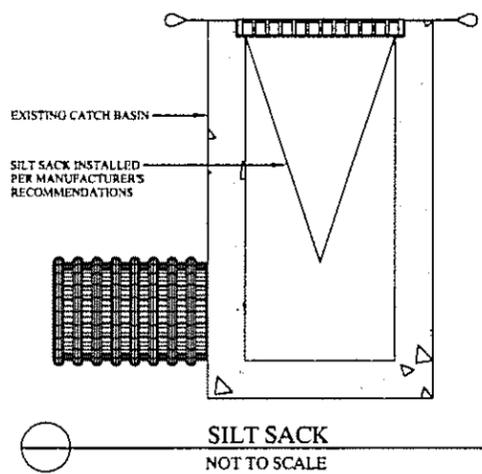
- TYPICAL TREE PLANTING DETAIL NOTES**
1. HOLE TO BE 1/2" DEEPER THAN THE ROOTBALL AS MEASURED FROM THE TRUNK FLARE TO THE BOTTOM OF THE ROOTBALL.
 2. MULCH SHALL NOT BE PILED AGAINST THE TRUNK OR STEMS OF SHRUB UNDER ANY CIRCUMSTANCES. MULCH LAYER SHOULD TAPER DOWN TOWARD TRUNK, AS INDICATED.
 3. DO NOT USE PLANTING STICK IF ROOTBALL IS CRACKED OR BROKEN BEFORE OR DURING PLANTING PROCESS.
 4. PLACE BACKFILL AROUND ROOTBALL IN LAYERS, TAMPING TO SETTLE BACKFILL AND ELIMINATE TRUNK AND AIR POCKETS. WHEN PIT IS APPROX. 1/2 BACKFILLED, WATER THOROUGHLY BEFORE PLACING REMAINDER OF BACKFILL. REPEAT WATERING UNTIL NO MORE IS ABSORBED. WATER AGAIN AFTER PLACING AND TAMING FINAL LAYER OF BACKFILL.

ELEVATION BENCH MARKS
DATUM: (SEE NOTE BELOW)

NO.	DESCRIPTION	ELEV.
A	"X" CUT SET ON HYDRANT BONNET BOLT ON PLEASANT STREET	517.78
B	"X" CUT SET ON HYDRANT BONNET BOLT ON FRANKLIN STREET	521.60

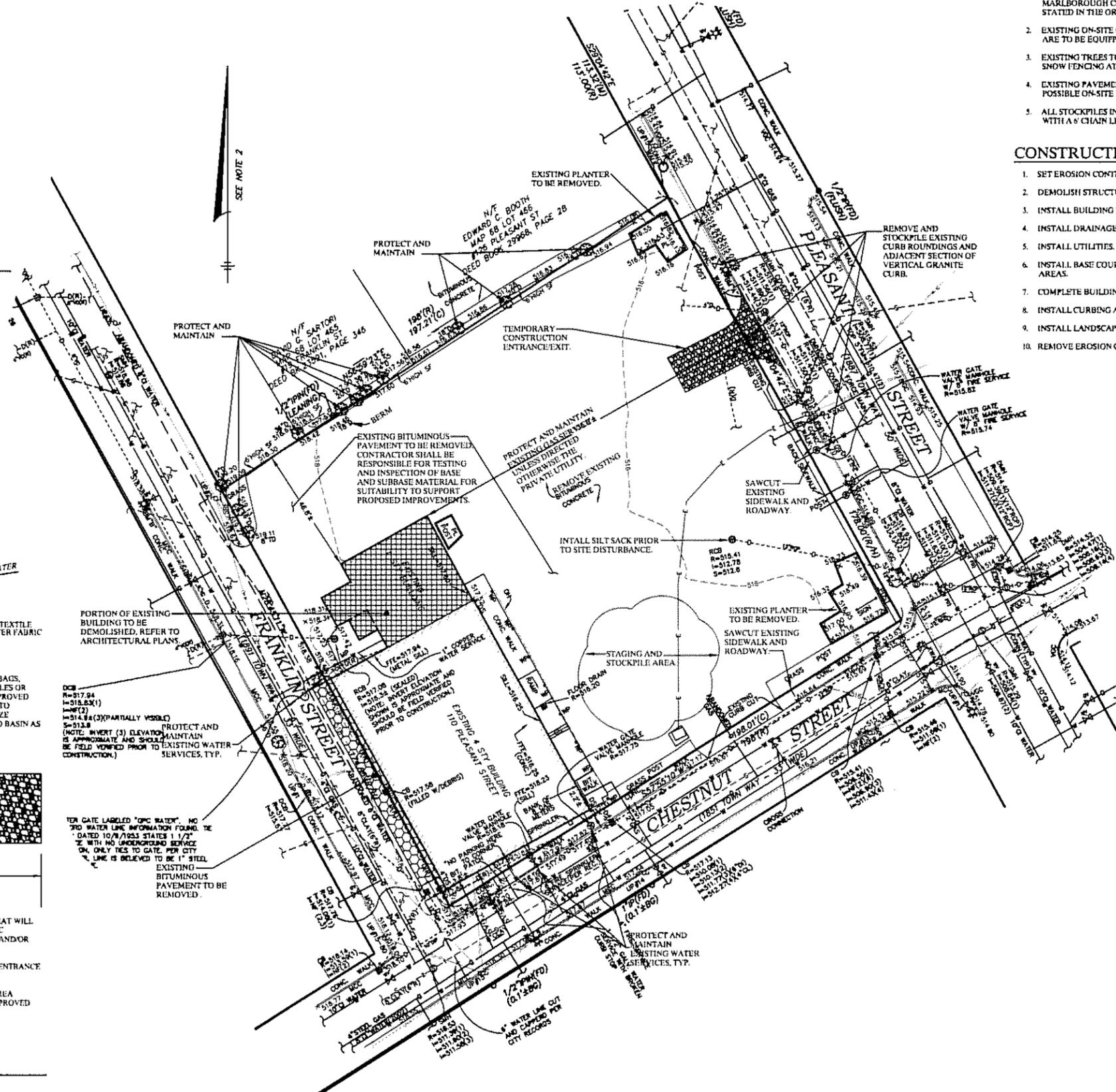
- 1) PROJECT SOURCE BENCHMARK IS BASED ON A SEWER INVERT AS SHOWN ON CHESTNUT STREET AS-BUILT PLAN ENTITLED 'CHESTNUT STREET CONSTRUCTION LAYOUT PLAN' PREPARED FOR THE CITY OF MARLBOROUGH DATED JUNE 26, 2002. SHEET 3 OF 13. AS-BUILT VALUES CERTIFIED BY RICHARD J. LESLIE, PLS# 38384. SAID SEWER MANHOLE IS REFERENCED AS SMH #9 WITH AN AS-BUILT INVERT OF 511.39.
- 2) THE HORIZONTAL DATUM IS BASED ON TOWN OF MARLBOROUGH MAPPING WHICH IS PURPORTED TO BE NORTH AMERICAN DATUM OF 1983 (NAD 83).





NOTES:
 1. THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION THAT WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHT-OF-WAYS. THIS MAY REQUIRE TOP DRESSING, REPAIR AND/OR CLEANOUT OF ANY MEASURES USED TO TRAP SEDIMENT.
 2. WHEN NECESSARY WHEELS SHALL BE CLEANED PRIOR TO ENTRANCE ONTO PUBLIC RIGHT-OF-WAY.
 3. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH CRUSHED STONE THAT DRAINS INTO AN APPROVED SEDIMENT TRAP OR SEDIMENT BASIN.

TEMPORARY GRAVEL CONSTRUCTION ENTRANCE/EXIT
 NOT TO SCALE



NOTES

1. ALL EROSION CONTROL MEASURES SHALL BE IN PLACE PRIOR TO CONSTRUCTION. EROSION CONTROL SHALL CONFORM TO THE MARLBOROUGH CONSERVATION COMMISSION REQUIREMENTS AS STATED IN THE ORDER OF CONDITIONS, IF APPLICABLE.
2. EXISTING ON-SITE CATCH BASINS AND HOWE STREET CATCH BASINS ARE TO BE EQUIPPED WITH SILT SACKS DURING CONSTRUCTION.
3. EXISTING TREES TO BE RETAINED ARE TO BE PROTECTED WITH SNOW FENCING AT DRIP LINE.
4. EXISTING PAVEMENT TO BE PULVERIZED AND STOCKPILED FOR POSSIBLE ON-SITE REUSE.
5. ALL STOCKPILES IN EXCESS OF 10' IN HEIGHT SHALL BE SECURED WITH A 6" CHAIN LINK TEMPORARY FENCE.

CONSTRUCTION SEQUENCE

1. SET EROSION CONTROL AND CONSTRUCTION FENCE.
2. DEMOLISH STRUCTURE AND REMOVE PAVEMENT.
3. INSTALL BUILDING FOUNDATION.
4. INSTALL DRAINAGE.
5. INSTALL UTILITIES.
6. INSTALL BASE COURSE OF PAVEMENT AND STABILIZE LANDSCAPE AREAS.
7. COMPLETE BUILDING CONSTRUCTION.
8. INSTALL CURBING AND FINAL COURSE PAVEMENT.
9. INSTALL LANDSCAPING.
10. REMOVE EROSION CONTROL MEASURES UPON STABILIZATION.

Prepared for:
110 PLEASANT, LLC
 P.O. BOX 650056
 West Newton, MA 02465

Permit Site Plan
 for
A 17 Unit Condominium Development
Howe Shoe Factory Condominium
 110 Pleasant Street
 Marlborough, Massachusetts

Assessors:
 Map 68 Lots 462 & 463

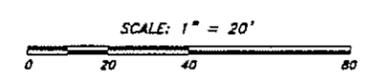
HANCOCK ASSOCIATES
 Civil Engineers
 Land Surveyors
 Wetland Scientists

315 Elm Street, Marlborough, MA 01752
 Voice (508) 460-1111, Fax (508) 460-1121
 www.hancockassociates.com

2	JP	JP	3/3/11	CITY ENG. COMMENTS
1	KK	JP	3/8/11	CITY ENG. COMMENTS
NO.	BY	APP.	DATE	ISSUE/REV. DESCRIPTION
DATE:	3/14/11	DRAWN BY:	FRB	
SCALE:	1"=20'	CHECK BY:	JOP	

EROSION AND SEDIMENTATION CONTROL PLAN

DWG: 110P-01.dwg
 LAYOUT: 02
 SHEET: 6 OF 8
 PROJECT NO.: 16055



Prepared for:
110 PLEASANT, LLC
 P.O. BOX 650056
 West Newton, MA 02465

Permit Site Plan
 for
 A 17 Unit Condominium Development
 Howe Shoe Factory Condominium
 110 Pleasant Street
 Marlborough, Massachusetts

Assessors:
 Map 68 Lots 462 & 463

HANCOCK ASSOCIATES
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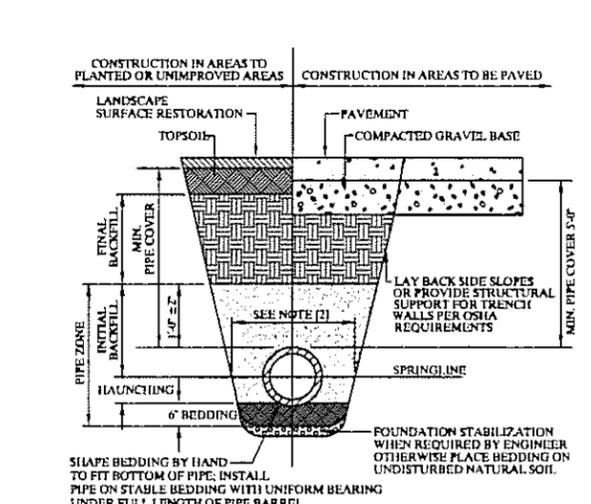
315 Elm Street, Marlborough, MA 01752
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NO.	BY	APP.	DATE	ISSUE/REV.	DESCRIPTION
1	JP	JP	3/31/11		CITY ENG. COMMENTS
1	RK	JP	3/30/11		CITY ENG. COMMENTS

DATE: 1/14/11 DRAWN BY: FWB
 SCALE: AS NOTED CHECK BY: JDP

SITE DETAILS
 1 of 2

DWG: 110P-01-01
 LAYOUT: dtf
 SHEET: 7 OF 8
 PROJECT NO.: 16055

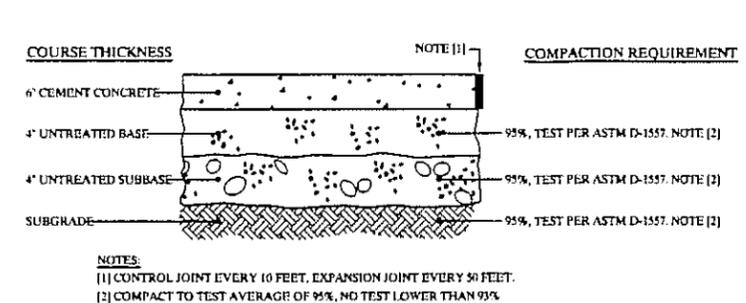


FOUNDATION, BEDDING, & BACKFILL MATERIALS

PIPE MATERIAL	SEWER PVC	DRAIN RCP	WATER D.I.
FOUNDATION STABILIZATION	[5]	[5]	[5]
BEDDING	1/2" MINUS GRAVEL	SAND	[1]
HAUNCHING	1/2" MINUS GRAVEL	SAND	[1]
INITIAL BACKFILL	1/2" MINUS GRAVEL	SAND	[1]
FINAL BACKFILL	[4]	[4]	[4]
MIN. PIPE COVER	5'	5'	5'

NOTES:
 [1] PLACE 3/4" ± GRADED GRANULAR BACKFILL AT OPTIMUM MOISTURE IN HORIZONTAL, 8"-DEEP, LOOSE LAYERS, COMPACT TO 95% PER ASTM D-1557.
 [2] MINIMUM WIDTH OF TRENCH MEASURED AT THE SPRINGLINE OF THE PIPE, INCLUDING ANY NECESSARY SHEATHING.
 [3] INSTALL PIPE IN CENTER OF TRENCH.
 [4] IN PLANTED OR UNIMPROVED AREAS, USE ON-SITE EXCAVATED MATERIAL FOR FINAL BACKFILL. COMPACT TO 95% PER ASTM D-1557. IN PAVED AREAS, OBTAIN ENGINEER APPROVAL OF ON-SITE EXCAVATED MATERIALS FOR USE AS FINAL BACKFILL.
 [5] FOR FOUNDATION STABILIZATION, USE 2" ± CRUSHED STONE.
 [6] ALL UNDERGROUND UTILITY WORK LOCATED WITHIN THE CITY'S R.O.W. WILL BE BACKFILLED WITH CONTROLLED DENSITY FILL.

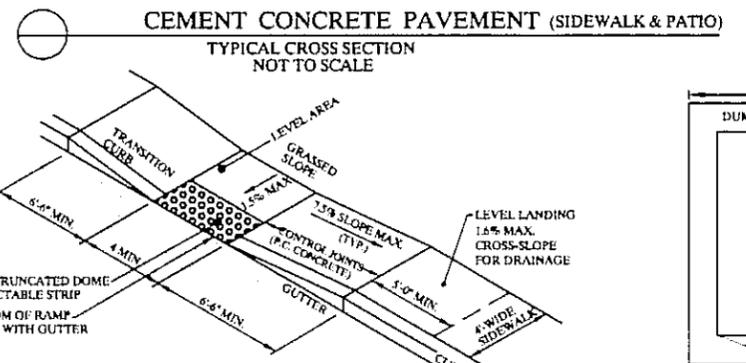
PIPE TRENCH
 TYPICAL CROSS SECTION
 NOT TO SCALE



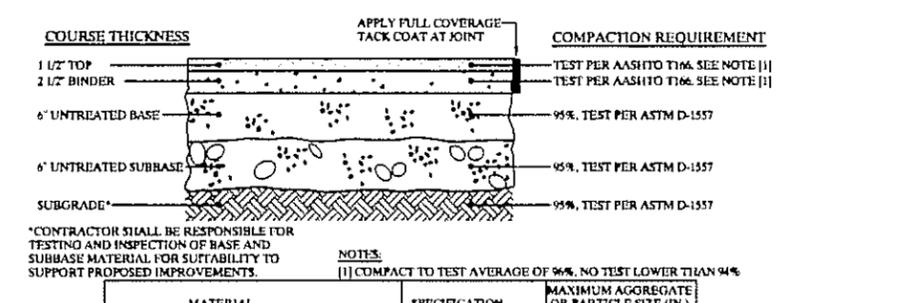
COURSE THICKNESS

MATERIAL	SPECIFICATION	MAXIMUM AGGREGATE OR PARTICLE SIZE (IN.)
TOP - CEMENT CONCRETE	MHD M4.02.00 3000 PSI AT 28 DAYS	3/4
BASE - SAND BORROW	MHD M1.04.00 TYPE b	3/8
SUBBASE - GRAVEL BORROW	MHD M1.03.00 TYPE c	2
UNSUITABLE SUBGRADE - ORDINARY BORROW	MHD M1.01.0	1/2

COMPACTION REQUIREMENT
 95%, TEST PER ASTM D-1557, NOTE [2]



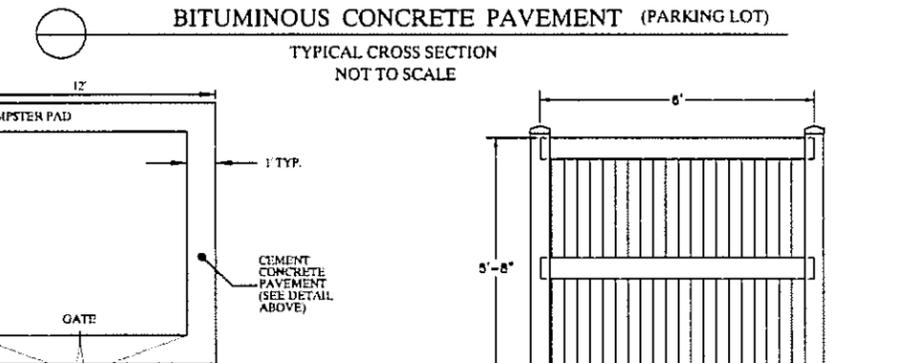
CEMENT CONCRETE PAVEMENT (SIDEWALK & PATIO)
 TYPICAL CROSS SECTION
 NOT TO SCALE



COURSE THICKNESS

MATERIAL	SPECIFICATION	MAXIMUM AGGREGATE OR PARTICLE SIZE (IN.)
TOP - BITUMINOUS CONCRETE	MHD M3.11.03 CLASS I, TYPE I-1	1/2
BINDER - BITUMINOUS CONCRETE	MHD M3.11.03 CLASS I, TYPE I-1	1
BASE - GRAVEL BORROW	MHD M1.03.00 TYPE C	2
SUBBASE - GRAVEL BORROW	MHD M1.03.00 TYPE C	2
UNSUITABLE SUBGRADE - ORDINARY BORROW	MHD M1.01.0	1/2

COMPACTION REQUIREMENT
 95%, TEST PER ASTM D-1557



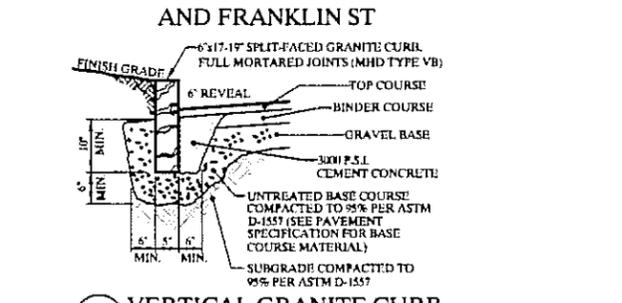
BITUMINOUS CONCRETE PAVEMENT (PARKING LOT)
 TYPICAL CROSS SECTION
 NOT TO SCALE



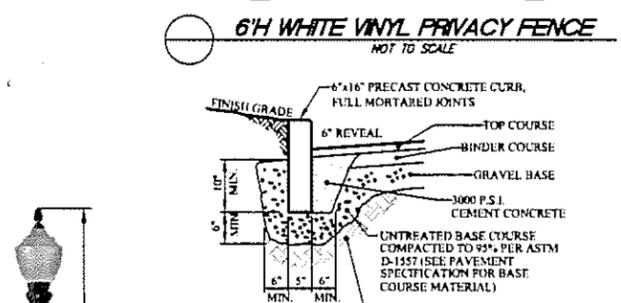
CATCH BASIN WITH HOOD
 TYPICAL CROSS SECTION - NOT TO SCALE



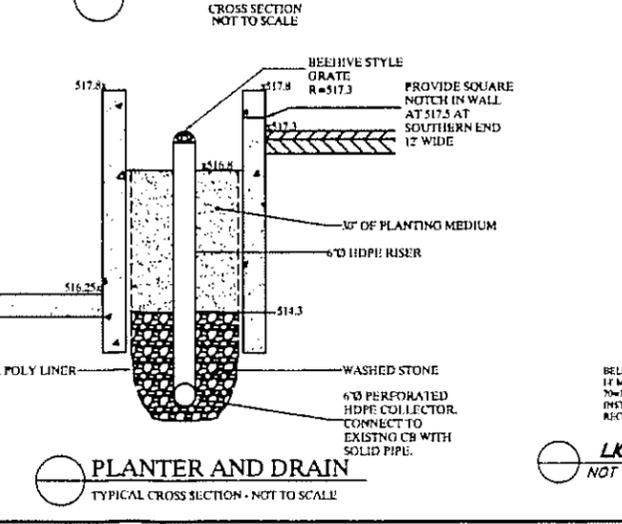
CATCH BASIN WITH HOOD (CB-2)
 TYPICAL CROSS SECTION - NOT TO SCALE



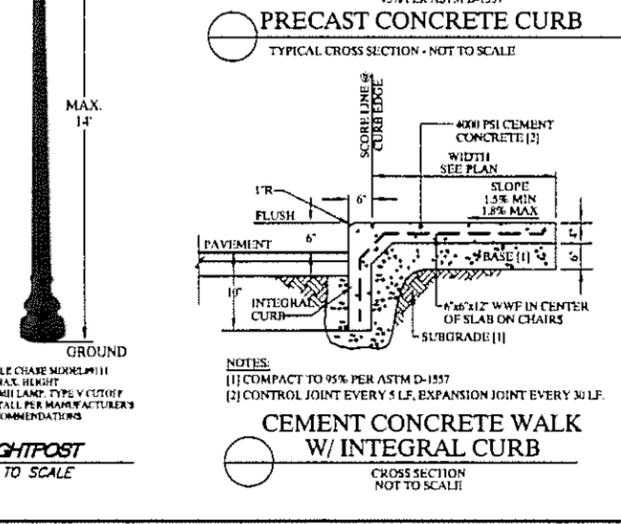
VERTICAL GRANITE CURB
 CROSS SECTION
 NOT TO SCALE



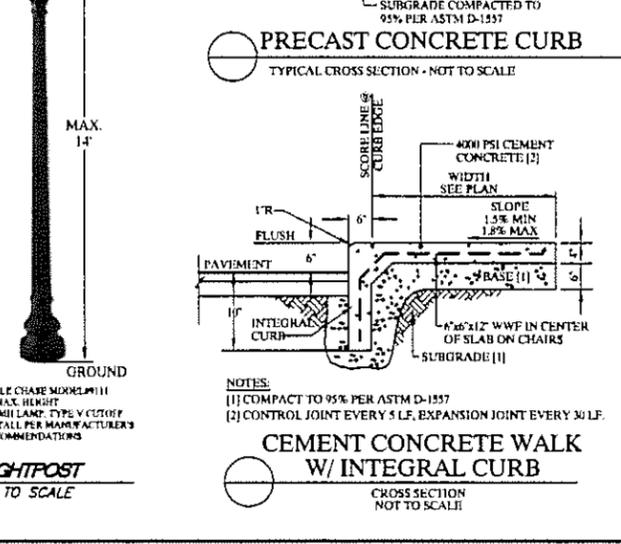
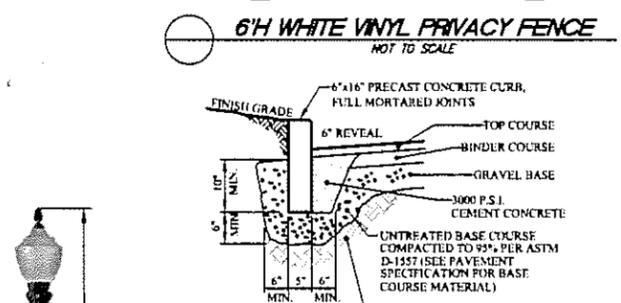
PRECAST CONCRETE CURB
 TYPICAL CROSS SECTION - NOT TO SCALE



PLANTER AND DRAIN
 TYPICAL CROSS SECTION - NOT TO SCALE



CEMENT CONCRETE WALK W/ INTEGRAL CURB
 CROSS SECTION
 NOT TO SCALE



LIGHTPOST
 NOT TO SCALE

Marlborough Public Library Board of Trustees
Meeting Minutes

October 6, 2015
Bigelow Auditorium, Marlborough Public Library

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2015 NOV 12 P 2:44

Meeting called to order by Rustin Kyle, Chair at 7:10pm

Board Members Present: Tom Abel, Nena Bloomquist, Raymond Johnson, Raymond Hale, Rustin Kyle, Susan Laufer, and Janice Merk.

Also Present: Margaret Cardello, Library Director; John Irish, City Councilor; and Jason Homer, Assistant Library Director

Absent: William Brewin, Robyn Ripley

Proceedings:

1. **Minutes:** A motion to approve the meeting minutes from the September 1, 2015 meeting was passed. (Johnson/Abel)
2. **Trust Fund Reports:** Margaret noted that some items damaged by water in the July 31st flood (pipe burst) have had to be replaced in advance of the city receiving the insurance settlement. She is using State Aid funds to make those purchases and will replace the funds when the insurance money is received. A motion to approve the Trust Fund Reports for September was passed. (Hale/Johnson)
3. **Presentation by Jason Homer:** Jason recently toured the Boston Public Library's new addition and presented a slide presentation of that visit to the Trustees. The tour provided Jason with some great insights and tips on the creative use of space and building materials, and new trends in serving a diverse community. This information will be useful as the library plans for the future needs of Marlborough residents.
4. **Director's Report:** (see attached for more details)
 - Painting, staff room repairs, and other renovations related to the damage from the burst pipe are proceeding. The Children's Department will be closed the morning of Oct 13, 2015 so new concrete floors can be poured. Margaret also noted that additional air purifiers were installed in the lower level and two recent air tests indicate there is no cause for concern with air quality.
 - Rosemary Waltos from the MLBC reviewed our Building Plan and informed Margaret that it has been completed satisfactorily. The next step is to form a Building Committee which will review the plan and issue a Request for Qualifications for Project Management Services. Margaret recommended that the Committee be comprised of 6 to 8 people, including 1 -2 Trustees, 1 mayoral appointment, 1 member from the MPL Foundation, the Owner's Project Manager, and representatives from the community, particularly the business sector.

Margaret and Trustees will be reaching out to individuals in the community over the next few weeks to gauge their interest in participating.

- Cost estimates on the initial plan to transform the reference room into a flexible space have come in higher than expected. Margaret is investigating other options.
- Jason has been actively working on improving the technology in the library. New routers have been installed, greatly improving WiFi strength. Jason, Margaret, the city's IT staff and CW MARS will meet on November 4 to discuss how the city can best access CW MARS functionality without compromising security. Other cities and towns that also face this challenge will be attending as well.
- Jess Bacon and Margaret met with MHS students from the STEM program, and several students expressed interest in doing a project related to the library. Jess will be a resource for the students, providing information as needed.
- The "Marlborough Reads..One City One Book" project with the school system launched on Monday, Oct 5. Interest is very high and the library has nearly 600 copies of the book available, purchased with funds from the Brigham Family Trust. Local businesses are also participating in various ways, making this a true community project.
- The library will be supporting the Rotary's planned 3-year project to educate the community on a range of mental health issues by providing information and serving as a site for programs.

5. **Foundation Meeting:** The Trustees meeting was adjourned at 8:05pm so the Marlborough Public Library Foundation's quarterly meeting could be held. A motion was approved at 8:32pm to resume the Trustees meeting upon the adjournment of the Foundation meeting. (Johnson, Bloomquist)

6. **Committee Reports:**

- Friends:
 - See Attached
 - Friends President Raymond Johnson requested a \$50 donation from the Trustees to sponsor the "Third Honorable Mention Trust Award" for The Friends 44th Annual Regional Juried Art Show which will take place November 9 – 15, 2015. A motion to make the donation from the O'Connell Trust Fund was approved. (Bloomquist/Kyle)

7. **Old Business:**

- Collection Development Policy (See attached.)
 - Margaret and the staff have reviewed and updated the library's collection policy. The new policy was reviewed by Trustees and approved. (Bloomquist/Johnson)

8. **New Business:**

- 2016 Calendar (See attached)

- Margaret presented the library's 2016 calendar, which outlines days and hours of operation, as well as the Amnesty/No Fines periods. The calendar was approved. (Kyle/Laufer)
-
- Artwork for Children's Department
 - The library received a donation of 5 large photographs from The Friends for the Children's Department. Margaret requested \$846.10 to cover the cost of professional framing. A motion to use State Aid funds to cover this cost was approved. (Hale/Laufer)
- People Counters
 - The library requires a more accurate method to count the number of people who come into the library. This information is a requirement of the State Aid program. Margaret requested \$1947 for wireless people counters to be installed at all three entrances to the building. A motion to use State Aid funds to cover this cost was approved. (Johnson/Bloomquist)
- iPad for Reference Room
 - Jason has requested an iPad be purchased to improve the library's Reference services. The iPad will allow for better communication with non-English speaking patrons and be used for technology education. It also enables the staff to provide "roving reference" services, providing information to patrons more quickly, anywhere in the library. A motion to use \$500 in State Aid funds to purchase an iPad was approved. (Johnson/Hale)
- Piano Tuning
 - The piano in the lower level suffered significant damage during the July 31st flood. Piano Tuner Tom Driscoll responded quickly and was able to restore the piano. He has submitted a bill for \$4200. Margaret requested that we pay Mr. Driscoll from State Aid, and reimburse that account when the insurance settlement is received. A motion in support of that request passed. (Laufer/Merk)

9. **Adjournment:** A motion to adjourn passed at 9:05pm (Bloomquist/Hale).

Minutes submitted by Trustee Janice Merk.



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CITY OF MARLBOROUGH
YOUTH COMMISSION MEETING

2015 DEC -4 A 9 24

MEETING MINUTES: 20 JANUARY 2015

ROLL CALL OF YOUTH COMMISSIONERS:

Kelley French (Chair) – Present
Michael Gibson (Secretary) – Present
Steve Zepf – Present
Ryan Wambolt – Present
Santiago Vargas - Present
Connie Mish- Absent

INVITED GUESTS:

Mike Berry – (Executive Aide to the Mayor) -Present
Sharon Buckley - Present
Officer Louie Turieu, Marlborough Police Department –Present
George Larassa - Present
Mark Vital – Present

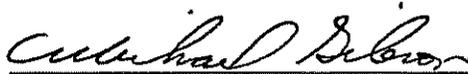
-Meeting called to order: 6:00pm - Meeting adjourned: 7:05pm

-Location: Marlborough City Hall, Mayor's Conference Room

-Motion made to approve the 16 December 2014 Meeting Minutes. Minutes approved as read. Motion carried.

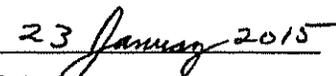
MINUTES:

- Discussed the Logo Contest:
 - Received 4 submissions from Mrs. Bakers class (deadline for submission 31 Jan 2015).
- Discussed the Parent Resource Guide and List:
 - Discussed the Youth Commissioners lists of 5 places each to place the guides.
 - The list will be combined and drilled down at the next meeting.
- Discussed the 2015 Service Awards:
 - We are looking for more “community-based” service, “outside of school” for the awards.
 - We added “Beyond school-based activities” to the application form.
- Discussed the possibility of creating a Marlborough Youth Commission Facebook page. Details to follow.
- Discussed the creation of a specific Marlborough Youth Commission Logo- (not part of the logo contest).
- Discussed the timing of the awards, how to announce/advertise.
- Invited guest, George Larassa, shared how he and his local business are involved in the community and how he can provide assistance to the youth within Marlborough.
- Invited guest, Mark Vital, discussed his plans for “celebrating diversity” and creating a leadership institute for 10 sophomores from each of the 3 high schools. Mark wanted input from the Youth Commission.
- Next meeting scheduled for: February 17th 2015, at 6:00pm (Mayor's Conference Room).



Michael Gibson

Secretary/Marlborough Youth Commissioner


Date



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CITY OF MARLBOROUGH
YOUTH COMMISSION MEETING

2015 DEC -4 A 9:24

MEETING MINUTES: 2 MARCH 2015

ROLL CALL OF YOUTH COMMISSIONERS:

Kelley French (Chair) – Present
Michael Gibson (Secretary) – Present
Steve Zepf – Present
Ryan Wambolt – Absent
Santiago Vargas – Absent
Sharon Buckley - Present
Connie Mish- Present

INVITED GUESTS:

Mike Berry – (Executive Aide to the Mayor) –Not present
Officer Louie Turieu, Marlborough Police Department –Not present
George Larassa - Present

-Meeting called to order: 6:15pm - Meeting adjourned: 7:01pm
-Location: Marlborough City Hall, Mayor's Conference Room
-Approval of the 20 January 2015 Meeting Minutes: (*Minutes will be approved at the March 24th meeting*).

MINUTES:

- Discussed the Logo Contest:
 - Reviewed the logo's submitted
 - Voted on best logo: #1 Kate Greenlaw #2 runner up Maegan Moyanhan
- Discussed the Resource Guide:
 - Cards being placed throughout the city at various locations
- Discussed the new Youth Commission Facebook page:
 - Briefly reviewed the contents and its path forward
- Discussed the 2015 Service Awards:
 - Press Release went out on Friday regarding the Service Awards
 - Deadline to send in is April 10th
 - Will be sent to The Patch and Community Advocate
 - A May 18th ceremony is planned – Time is TBD.
- New Business – Connie to e-mail info to the Youth Commission about our logo for the Youth Commission
- Next meeting scheduled for: March 24th 2015, at 6:00pm (Mayor's Conference Room).

Michael Gibson

Secretary/Marlborough Youth Commissioner

9 MARCH 2015

Date



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2015 DEC -4 A 9 24

**CITY OF MARLBOROUGH
YOUTH COMMISSION MEETING**

MEETING MINUTES: 24 MARCH 2015

ROLL CALL OF YOUTH COMMISSIONERS:

Kelley French (Chair) – Present
Michael Gibson (Secretary) – Present
Steve Zepf – Present
Ryan Wambolt – Present
Santiago Vargas – Present
Sharon Buckley - Present
Connie Mish- Present

INVITED GUESTS:

Mike Berry – (Executive Aide to the Mayor) –Not present
Officer Louie Turieu, Marlborough Police Department –Present

-Meeting called to order: 6:01pm - Meeting adjourned: 7:01pm

-Location: Marlborough City Hall, Mayor's Conference Room

-Approval of the 20 January 2015 Meeting Minutes, and 2 March 2015 Minutes – Approved as read

MINUTES:

- Discussed the Logo Contest:
 - Logo presentation date to be separate from Service Award presentation
- Discussed the 2015 Service Awards:
 - No nominee applications submitted to date
 - Deadline to send in is April 10th
 - Kelley to forward out applications again
 - Mike Berry adding it to Facebook Page
 - All YC Members to Share/Like it on Facebook to help spread the word
- Discussed the proposal of the Youth Commission Logo
 - Connie Mish led the discussion
 - Discussed the various parts and breakdown of the process to create a logo
 - Discussed meaning of the logo: empowerment, leadership, giving back, collaboration, community
 - Vision and Mission are key attributes for creating a logo, followed by a strategic plan
- Future project discussed
 - Possible version of a "National Night Out", as Marlborough previously had
 - Sub-committees would need to be created
- Next meeting scheduled for: 14 April 2015, at 6:00pm (Mayor's Conference Room).

Michael Gibson

Secretary/Marlborough Youth Commissioner

20 MARCH 2015

Date



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**CITY OF MARLBOROUGH
YOUTH COMMISSION MEETING**

2015 DEC -4 A 9:24

MEETING MINUTES: 5 MAY 2015

ROLL CALL OF YOUTH COMMISSIONERS:

Kelley French (Chair) - Present
Michael Gibson (Secretary) - Present
Steve Zepf - Present
Ryan Wambolt (student YC) - Absent
Santiago Vargas (student YC) - Present
Sharon Buckley - Present
Connie Mish - Present

INVITED GUESTS:

Nick Milano – (New Executive Aide to the Mayor) –Not present
Officer Louie Turieu, Marlborough Police Department –Not Present

-Meeting called to order: 6:00pm - Meeting adjourned: 6:55pm
-Location: Marlborough City Hall, Mayor's Conference Room
-Approval of the 24 March 2015 Meeting Minutes – Approved as read

MINUTES:

- Discussed the Logo Contest which took place last month:
 - Press Release to go out soon
- Discussed the 2015 Service Awards:
 - 9 nominations, 6 awards
 - Will present a Group Award to the nominees at Touchstone Furniture
 - The remaining nominees will receive awards
 - Awards to be on 1 June 2015, at City Hall. Time 7:30pm
- Future project discussed
 - Discussed our strategic plan outlook 3+ years for the future of the Youth Commission
 - What our own Logo will mean
 - Sub-committees would need to be created
 - Demographics to be further defined
- Future Student Youth Commissioners
 - Discussed the future student Youth Commissioners (how to select, what grade level, etc...)

- Next meeting scheduled for: 16 June 2015, at 6:00pm (Mayor's Conference Room).



Michael Gibson
Secretary/Marlborough Youth Commissioner

12 MAY 2015
Date



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**CITY OF MARLBOROUGH
YOUTH COMMISSION MEETING**

2015 DEC -4 A 9:24

MEETING MINUTES: 16 JUNE 2015

ROLL CALL OF YOUTH COMMISSIONERS:

- Kelley French (Chair) - Present
- Michael Gibson (Secretary) - Present
- Steve Zepf - Present
- Ryan Wambolt (student YC) - Absent
- Santiago Vargas (student YC) - Absent
- Sharon Buckley - Absent
- Connie Mish - Present

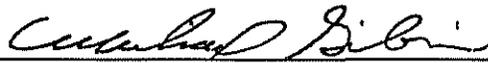
INVITED GUESTS:

- Nick Milano – (Executive Aide to the Mayor) –Present
- Officer Louie Turieu, Marlborough Police Department –Absent

- Meeting called to order: 6:00pm - Meeting adjourned: 6:30pm
- Location: Marlborough City Hall, Mayor's Conference Room
- Approval of the Meeting Minutes from 5 May 2015 and 8 June 2015 – Approved as Read.

MINUTES:

- Discussion began with final ideas presented for how to allocate the funds for Drug and Alcohol Awareness.
- Discussion changed after the official budget was presented which was part of the original funding paperwork.
- Funds from the Supplies line item will be used for the decals and banners for the schools.
- Next regular meeting scheduled for: TBD- will be announced



 Michael Gibson
 Secretary/Marlborough Youth Commissioner



 Date



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CITY OF MARLBOROUGH
YOUTH COMMISSION MEETING

2015 DEC -4 A 9 24

MEETING MINUTES: 15 SEPTEMBER 2015

ROLL CALL OF YOUTH COMMISSIONERS:

Kelley French (Chair) - Present
Michael Gibson (Secretary) - Present
Steve Zepf - Present
Sharon Buckley - Absent
Connie Mish - Present

INVITED GUESTS:

Nick Milano – (Executive Aide to the Mayor) –Absent
Officer Louie Turieu, Marlborough Police Department –Absent

-Meeting called to order: 6:00pm - Meeting adjourned: 7:01pm
-Location: Marlborough City Hall, Mayor's Conference Room
-Approval of the Meeting Minutes from 8 June 2015 and 16 June 2015 – Approved as Read.

MINUTES:

- Discussed the Youth Commission's strategy and future agenda
- Discussed various task forces which could be established for various age groups
- Discussed the possible collaboration with the Substance Abuse Coalition of Marlborough
- Working on establishing a forum for grades 5-7 for parents/students
- Inviting to October meeting, or speaking ahead of time with the Health/Wellness contact for K-12
- Speak with the Mayor about his vision and potential funding for MYC
- Next regular meeting scheduled for: 20 October 2015

Michael Gibson
Secretary/Marlborough Youth Commissioner

Date

CITY OF MARLBOROUGH
CONSERVATION COMMISSION

Minutes

October 1, 2015 (Thursday)

Marlborough City Hall – 3rd Floor, Memorial Hall

7:00 PM

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CITY OF MARLBOROUGH

2015 DEC -7 A 8:05

Present: Edward Clancy, Chairman, John Skarin, Dennis Demers, Allan White, Larry Roy, and Priscilla Ryder Conservation Officer.

Absent: Karin Paquin and Dave Williams

Minutes: The minutes of September 17, 2015 were reviewed and unanimously approved.

Discussion

- Ft. Meadow – Fall/winter drawdown – October 2015

Lee Thomson Chairman of the Ft. Meadow Commission was present and requested that the Conservation Commission approve a drawdown for this winter to help control the weeds. He had consulted with the Aquatic Control Technology consultants who were hired to manage the weeds on the lake. They recommended the drawdown to help freeze out the plants in the 4' drawdown zone which will help with weed management. He also noted that there was a drain pipe the city wanted to repair. Mr. Clancy asked City Engineer Evan Pilachowski what work needed to be done downstream of the spillway and if it could be accomplished before October 15th. Mr. Pilachowski indicated that yes they could accomplish some of the work in the next two weeks and then would do the remaining work next spring. Mr. Clancy wanted to be sure that the drawdown could occur on or before October 15th to ensure that the frogs and turtles don't start hibernating before the drawdown and get frozen out. All were in agreement. The Commission voted unanimously 5-0 to allow the drawdown of 4 feet to begin October 15th per the drawdown Order of Conditions. Mr. Thomson will go to Hudson Conservation Commission and request the same.

Public Hearings:

Request for Determination of Applicability

811 Pleasant St. - Scott King

Mr. King was present. Mr. Clancy noted that Mr. King had started the garage which is within the 100' buffer zone to a brook without a permit. Mr. King was present to correct this. He had put a large pile of dirt next to the stream, but there is a rock swale in between, so no silt washed into the brook. He has since moved the pile and stabilized the emergency access road. He asked if he got permission from Mr. Deli Prescoli if he could add stone to the driveway. The Commission had no objections. The Commission voted unanimously 5-0 to issue a Negative Determination of Applicability and to allow Mr. King to finish the garage.

Request for Determination of Applicability

25 Union St. – Marlborough Whitcomb Middle School

Johnathan Charwick from Activitas Inc., and Evan Pilachowski, City Engineer were both present. Mr. Charwick presented a plan showing a new turf field at the Whitcomb Middle School. The Commission asked questions about the benefits of artificial turf vs. natural grass fields and the safety of the fields and whether the materials used will mold (i.e. coconut husk items) or have excessive heat issues or fumes from the turf. After much discussion Mr. Charwick explained that the new fields are more reflective and less “hot”, once the materials settles it doesn’t move and the fields are designed to drain well. The field is placed upon a sand and rubber surface and is porous and creates a bit of a reservoir which will slow down runoff. The construction and subgrade materials were discussed. They did testing and the groundwater is 8’ deep so, should not be an issue. The track will be a rubberized track. The drainage between the football field and softball field were discussed. This has been a problem over the years. They will look at this and plan to address it through the site plan review process. They discussed the slight change to the track configuration. The track will be a training track and not an official track. Life span of the turf field is 10-12 years. There will be improved drainage to the field and new paved surfaces. There is a subsurface cultec system and storm-septors and chambers which will help to collect and slow down the water from the site, which will improve the downstream flows. The drains under the field are perforated pipes wrapped in fabric to keep them clean. The project will include erosion controls and a phasing plan. They are planning to start next spring and have it completed by the school year in fall of 2016. Only a small portion of the project falls within the 100’ buffer zone.

After some discussion the Commission voted 5-0 to issue a Negative Determination with Conditions as follows: 1. Repair eroded drainage slope between football and softball field and add riprap to control future drainage; 2. Provide an Operation and Maintenance Plan for the field and paved area to ensure it is properly maintained to optimize performance; 3. Standard conditions about notifying conservation officer before and after project is completed for a site inspection; 4. Contractor is responsible to controlling all runoff from the site and keeping dust under control at all times until the site is stabilized; and 5. When the cultec recharge system is being installed the conservation officer shall inspect the hole before it is installed to ensure the soils are suitable.

Correspondence/Other Business:

Project Updates:

- 329 Maple St. - All Star Auto – Ms. Ryder indicated that Attorney Bergeron has submitted a letter on behalf of Mr. Donnarumma regarding the bins across the brook. They are to be removed by tomorrow. Ms. Ryder will check on compliance with the letter.

- Millham Reservoir Dam – The DPW has requested permission to put top soil on top of the stone on the downstream side of the dam face that is now rock. This will allow for this area to be mowed which will better protect the integrity of the dam slope face. The Commission noted an NOI should be filed for such work.
- Lizotte Dr. and Williams St. – the property at the corner of these two streets is slated for an office building. They have requested to dig some test holes under the minor activity provision at 310 CMR 10.02 2(b) 2(g). They are permitted to do this preliminary work as a matter of right, and will be filing with the Commission soon if the project goes forward.
- Williamsburg Heights (behind Home Depot) will be doing repaving of all their roadways this fall. Ms. Ryder checked and all work is outside of the 100' buffer zone. They will provide protection to drainage systems.

Violations - Over the last heavy rain event there were washouts at Avalon Bay, the Hotel site and the GE site. However, the contractors on each site were making repairs before I got there and had the sites stabilized by the afternoon. The Commission agreed that no fines were necessary since they were on top of the issues and corrected them quickly.

Meetings – Next Conservation meetings – October 15th and November 5th, 2015 (Thursdays)

Adjournment

There being no further business, the meeting was adjourned at 8:29 PM.

Respectfully submitted,


Priscilla Ryder
Conservation Officer

CITY OF MARLBOROUGH MEETING MINUTES

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Meeting: Council on Aging Board of Directors Meeting
Date: Tuesday, November 10, 2015
Time: 8:30 AM
Location: Senior Center, 40 New Street, Conference Room

2015 DEC 10 A 11: 21

ATTENDANCE: Jeanne McGeough, Judy Kane, Marie Elwood, Sheila Brecken, Leslie Biggar, Richard Cygan, Jim Confrey, Richard Collins, Trish Pope

Excused Absence: Pat Gallier, Brenda Costa

I CALL TO ORDER – 8:31 AM

II APPROVAL OF OCTOBER MINUTES

Prior to commencement of the meeting proper the death of a Board member, Rita Connors, was discussed and a decision was made to give a donation of \$50.00 to the Friends of the Marlborough Library in Rita's honor. Also discussed was the cancellation of the Men's Group trip on Thursday due to the fact that many of the participants cancelled in order to attend Rita's funeral.

III EXECUTIVE SESSION COMMENCES – 8:50 AM and ended 9:30 AM

IV DIRECTOR'S UPDATE

A Bus training occurred on Saturday. 15 people signed up for the session, 14 showed up. We have 5 or 6 good prospects for driving the van. There is one more 4 hour class before attendees are officially sanctioned by Mass DOT. We do have some participants who are able to drive right away. Trish looks forward to having the van going 5 days per week starting on a limited basis and working up to the full 5 days. We will gradually phase out Employment Options or use them on a "as necessary" basis.

B Trish cleaned out all expired food from the kitchen; Board of Health is coming in to certify kitchen this week.

C Center Grille is open on Tuesday, Thursday and Friday from 8:15 AM to 1:00 PM. One person, Mark, will be running the entire operation.

D City has signed an agreement with Quinsigamond to take over the kitchen starting on January 20 and they will open the kitchen in February. Mark will fill in until Quinsigamond takes over.

E Blue Plate Specials will return on Mondays in December. Price for meals will be \$7.00. Mark will run this event.

Trish commented that Lisa was spending all day on Mondays setting up, helping serve, cleaning up. Leslie B. remarked that 3 or 4 volunteers were always present to assist in the set up and cleaning.

F Parties were discussed. Trish said Lisa requested to run all the parties. Jeanne noted that a part of the COA Board of Directors By-Laws requires one member of the Board run one of the 5 large parties each year. Trish suggested the By-Laws be changed to reflect the Program Coordinator would run all parties. Question of assistance by a Board member raised. Jim announced he plans to sit with Lisa to discuss the parties; Trish requested she be a part of that meeting. Assabet has agreed that they can service 150 people for the Thanksgiving party.

AMENDED 12/8/15: The Marlborough COA Board By-Laws do not address party coordination by board members, therefore, changes to the By-Laws are unnecessary.

G EOA formula grant may be released late November.

F A change in the way we sign up exercise classes will go into effect so that all signees will be signed up for each class they take. Trish planning to meet with each instructor to discuss. Some classes have poor attendance and may be eliminated.

G Parking problem was discussed.

H Request was made to insure that Volunteers be advised of changes prior to their being effected since Volunteers are first line of inquiry by telephone and visitors. A log is being kept at front desk to insure this happens.

I At some point a large TV will be set up in the lobby showing the daily schedules.

J My Senior Center continues to be a problem. Trish will address.

K Judy brought up the fact that other Senior Centers are doing some of the same trips as we are doing for less money. Trish will investigate.

L The rug upstairs will be replaced and negotiations are presently happening for flooring.

M There will be a patio extension and patio furniture will be purchased.

V Meeting adjourned 10:10 AM

Respectfully Submitted,

Jeanne McGeough for Brenda Costa