

1. Minutes of the City Council Meeting, December 5, 2011.
2. Communication from the Mayor re: Parkland Acquisitions and Renovations for Communities (PARC) Grant funds to assist in the restoration of Memorial Beach.
3. Communication from the Mayor re: FFY10 State and Tribal Assistance Grant in the amount of \$291,000.00 awarded to the City of Marlborough which provides reimbursement monies for design and construction of upgrades to the Westerly Wastewater Treatment Facility.
4. Communication from the Mayor re: transfer request in the amount of \$3,163.00 which moves funds from Economic Development Special Revenue to Undesignated which will fully reimburse the City for its advance of \$200,000.00 from Undesignated Funds which were transferred prior to the establishment of the Economic Development Special Revenue Fund.
5. Communication from the Mayor re: transfer request in the amount of \$2,000.00 which moves funds from Professional and Technical to Assistant Building Inspector to provide coverage due to an extended employee leave.
6. Communication from the Mayor re: transfer request in the amount of \$500.00 which moves funds from Longevity to Longevity necessary to fund longevity payment associated with an employee's contract.
7. Communication from the Mayor re: transfer request in the amount of \$250.00 which moves funds from Longevity to Longevity necessary to fund longevity payment associated with an employee's contract.
8. Communication from School Committee Secretary, Joseph Valarioti re: Repair and Renovation School Project in the amount of \$62,434,488.00.
9. Communication from Central Mass. Mosquito Project re: Tire Recycling Program.
10. Communication from Central Mass. Mosquito Project re: Notice of Public Meeting to Present and Discuss its Preliminary Budget for FY13.
11. Communication from Public Employee Retirement Administration Commission re: Appropriation for FY13.
12. Petition from National Grid to install 2 5" PVC electrical conduits concrete encased from manhole 1-1 to P.30, Robin Hill St.
13. Minutes, Planning Board, November 21, 2011.
14. Minutes, Marlborough Cable Trust, November 2009-November 2011.
15. Minutes, Marlborough Community Development Authority, October 27 & December 8, 2011.
16. CLAIMS:
  - A. Charles Packard, 87 Thomas Dr., other property damage

REPORTS OF COMMITTEES:

17. ORDERED: That the City of Marlborough accepts MGL Chapter 149, Section 33E as amended, an act relative to live organ donation. ....Submitted by Councilor Ferro
18. ORDERED: That the City of Marlborough maintain its trash pickup system until a new system is approved by the City Council. This will allow the Councilors to discuss amongst themselves and their constituents any possible changes in the trash pickup system, if the Council deems any changes necessary. Submitted by Councilors Elder and Ferro

UNFINISHED BUSINESS:

**From Finance Committee**

19. **Order No. 11-1002994 – Bond for School Renovations in the Amount of \$7,500,000.00.** The Finance Committee reviewed the Mayor’s letter dated August 24, 2011 requesting the 20 year bond for \$7,500,000.00 for renovations to the High School and Kane School. The City Council approved advertising of the bond at the August 29, 2011 City Council meeting. The City has received 54.16% reimbursement funding from the Massachusetts School Building Authority for the renovations. The net borrowing for this bond will be \$3,438,000.00. The Finance Committee voted 5 – 0 to approve the bond. The City Council previously approved \$1,000,000.00 for these renovations. The total amount of funding approved by the Finance Committee for the school renovations is \$8,500,000.00.

**From City Council**

20. **Order No. 11-1003099 – Transfer Request to fund the newly ratified agreement between the City of Marlborough and the DPW Foremen's Union. Recommendation of the City Council is to table until the December 19, 2011 City Council meeting.**

Spreadsheets are as follows:

CITY OF MARLBOROUGH									
--BUDGET TRANSFERS --									
DEPT:		PUBLIC WORKS			FISCAL YEAR:		2012		
		FROM ACCOUNT:					TO ACCOUNT:		
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$516,499	\$14,725	11990006	57820	Reserve for Salaries & Benefits	\$14,733	14001301	50690	Foreman, Streets	\$142,302
					Reason:	Funding for union contract			
\$516,499	\$338	11990006	57820	Reserve for Salaries & Benefits	\$442	14001303	51310	Overtime, Streets	\$15,711
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\$516,499	\$551	11990006	57820	Reserve for Salaries & Benefits	\$771	14001303	51430	Longevity, Streets	\$2,427
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\$516,499	\$80	11990006	57820	Reserve for Salaries & Benefits	\$80	14001303	51470	Interim Foreman, Streets	\$1,251
					Reason:	Funding for union contract			
\$516,499	\$345	11990006	57820	Reserve for Salaries & Benefits	\$623	14001303	51920	SLBB, Streets	\$33,911
					Reason:	Funding for union contract			
				Total:	\$16,649				

CITY OF MARLBOROUGH --BUDGET TRANSFERS --										
	DEPT:	PUBLIC WORKS				FISCAL YEAR:	2012			
		FROM ACCOUNT:				TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$516,499	\$50	11990006	57820	Reserve for Salaries & Benefits	\$50	14001303	51990	Clothing Allowance, Streets	\$2,679	
					Reason:	Funding for union contract				
\$516,499	\$1,055	11990006	57820	Reserve for Salaries & Benefits	\$1,221	14001203	51390	Overtime S&I	\$94,064	
					Reason:	Funding for union contract				
				Total:	\$1,271					
					Department Head signature:					

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		FROM ACCOUNT:				TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$516,499	\$11,136	11990006	57820	Reserve for Salaries & Benefits	\$11,142	14001501	50690	Foreman, FP&C	\$107,953	
					Reason:	Funding for union contract				
\$516,499	\$293	11990006	57820	Reserve for Salaries & Benefits	\$293	14001503	51310	Overtime, FP&C	\$13,642	
					Reason:	Funding for union contract				
\$516,499	\$400	11990006	57820	Reserve for Salaries & Benefits	\$517	14001503	51430	Longevity, FP&C	\$89	
					Reason:	Funding for union contract				
\$516,499	\$80	11990006	57820	Reserve for Salaries & Benefits	\$80	14001503	51470	Interim Foreman, FP&C	\$2,617	
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\$516,499	\$173	11990006	57820	Reserve for Salaries & Benefits	\$299	14001503	51920	SLBB, FP&C	\$13,765	
					Reason:	Funding for union contract				
				Total:	\$12,331					

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Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$516,499	\$7,043	11990006	57820	Reserve for Salaries & Benefits	\$14,536	61090001	50690	Foreman, W&S	\$106,727	
					Reason:	Funding for union contract				
\$516,499	\$1,684	11990006	57820	Reserve for Salaries & Benefits	\$1,684	61090003	51310	Overtime, W&S	\$85,576	
					Reason:	Funding for union contract				
\$516,499	\$230	11990006	57820	Reserve for Salaries & Benefits	\$297	61090003	51430	Longevity, W&S	\$3,380	
					Reason:	Funding for union contract				
\$516,499	\$80	11990006	57820	Reserve for Salaries & Benefits	\$80	61090003	51470	Interim Foreman, W&S	\$10,182	
					Reason:	Funding for union contract				
\$516,499	\$173	11990006	57820	Reserve for Salaries & Benefits	\$299	61090003	51920	SLBB, W&S	\$16,172	
					Reason:	Funding for union contract				
				Total:	\$16,896					



**CITY OF MARLBOROUGH  
OFFICE OF CITY CLERK  
Lisa M. Thomas  
140 Main St.  
Marlborough, MA 01752  
(508) 460-3775 FAX (508) 460-3723  
DECEMBER 5, 2011**

Regular meeting of the City Council held on Monday, DECEMBER 5, 2011 at 8:00 p.m. in City Council Chambers, City Hall. City Councilors present: Ossing, Vigeant, Pope, Levy, Delano, Ferro, Elder, Tunnera, Seymour, Clancy, and Landers. Meeting adjourned at 9:30 PM.

ORDERED: That the minutes of the City Council Meeting NOVEMBER 7, 2011, **FILE**; adopted.

ORDERED: That the minutes of the City Council Meeting NOVEMBER 21, 2011, **FILE**; adopted.

ORDERED: Now being the time set for the **JOINT TAX CLASSIFICATION PUBLIC HEARING** with the Board of Assessors on Monday, December 5 2011 at 8:00 p.m. in Council Chambers, 2<sup>nd</sup> 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 2012. 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 adjourned at 8:32 p.m.; adopted.

**Councilors Present: Ossing, Vigeant, Pope, Levy, Delano, Ferro, Elder, Tunnera, Seymour & Clancy & Landers.**

ORDERED: That the transfer of \$634,866.82 (six hundred thirty four thousand, eight hundred sixty six dollars and eighty two cents) from Undesignated Funds to Reduce the FY2012 Tax Levy, **APPROVED**; adopted.

FROM:

Acct. # 10000-35900	\$634,866.82
Undesignated Fund	

TO:

To Reduce 2012 Tax Levy	\$634,866.82
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ORDERED: That the transfer of \$1,365,133.18 (one million, three hundred sixty five thousand, one hundred thirty three dollars and eighteen cents) from Undesignated Funds to Reduce Snow and Ice Deficit on FY2012 Tax Levy, **APPROVED**; adopted.

FROM:

Acct. # 10000-35900	\$1,365,133.18
Undesignated Fund	

TO:

To Reduce Snow and Ice Deficit	\$1,365,133.18
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ORDERED: That the following transfer of \$37,675.00, (thirty seven thousand six hundred seventy five dollars) from Sale of Graves to Reduce the FY2012 Tax Levy, **APPROVED**; adopted.

FROM:

Acct. # 27000-33020 \$37,675.00

Sale of Graves

TO:

To Reduce FY2012 Tax Levy \$37,675.00

ORDERED: That the transfer of \$750,000.00 (seven hundred fifty thousand dollars) from Aquifer Protection to Reduce the FY2012 Tax Levy, **APPROVED**; adopted.

FROM:

Acct. # 61000-31200 \$750,000.00

Aquifer Protection

TO:

To Reduce FY2012 Tax Levy \$750,000.00

ORDERED: That the transfer of \$10,884.83 (ten thousand eight hundred eighty four dollars and eighty three cents) from Sale of Land to Reduce the FY2012 Tax Levy, **APPROVED**; adopted.

FROM:

Acct. # 27000-33040 \$10,884.83

Sale of Land

TO:

To Reduce FY2012 Tax Levy \$10,884.83

ORDERED: That the following percentage of FY2012 Tax Levy **APPROVED**; adopted.

Residential 51.9831

C.I.P. 48.0169

ORDERED: That the Information Technology Capital transfer request in the amount of \$180,000.00 which moves funds from Undesignated to Capital Outlay-IT Equipment, refer to the **FINANCE COMMITTEE**; adopted.

FROM:

Acct. # 10000-35900 \$180,000.00

Undesignated Fund

TO:

Acct. # 19300006-58618 \$180,000.00

Capital Outlay-IT Equipment

ORDERED: That item #7 re: St. Mary's Special Permit in proper form, **MOVE TO ITEM 19**; adopted.

ORDERED: That item #8 re: 110 Pleasant LLC Special Permit in proper form, **MOVE TO ITEM 20**; adopted.

ORDERED: That this vote is taken to clarify a vote taken on this matter on November 7, 2011;  
AND FURTHER ORDERED:

That, pursuant to this City Council Order, a portion of the Property, to be defined by the Fire Chief, at the Pleasant Street Fire Station site located at 98 Pleasant Street in Marlborough, is hereby declared available for disposition by lease for the installation, operation and maintenance of wireless telecommunications equipment, pursuant to the provisions of § 16(a) of M.G.L. c. 30B; provided that said declaration is hereby made subject to the following non-exclusive restrictions, including but not limited to (1) an applicant's engineering report for structural suitability, (2) an applicant's compliance with all federal and state regulations pertaining to the site's use as a fire station, and (3) subject to any restrictions as may be set forth by the Marlborough Historical Commission, **APPROVED**; adopted.

ORDERED: That the Communication from Attorney Bergeron on behalf of Marlborough/Northborough Land Realty Trust to **WITHDRAW WITHOUT PREJUDICE** Application for Special Permit to construct 290 apartment units on Boston Post Rd. West, Order No. 11-1002986A, **APPROVED**; adopted.

ORDERED: That the Communication from Charles Doty, John G. Crowe Associates, Inc., re: Extension of Time for Sewer Connection Permit, 55 Fairbanks Blvd, **FILE**; adopted.

ORDERED: That the Communication from Michael J. Norris re: Road Acceptance, Cleversy Drive, Elm Farm Valley Estates, **REFER TO LEGAL DEPARTMENT FOR PROPER FORM, PLANNING BOARD, PUBLIC SERVICES COMMITTEE, AND CARRY OVER TO NEXT LEGISLATIVE YEAR**; adopted.

ORDERED: That there being no objection thereto set **THE SECOND REGULARLY SCHEDULED MEETING IN 2012**, as date for a **PUBLIC HEARING** for the Application for Special Permit from Sprint for modification of a wireless facility located at 445 Simarano Dr., refer to **WIRELESS COMMUNICATIONS COMMITTEE AND ADVERTISE**; adopted.

ORDERED: That the Minutes, Planning Board, October 17 and November 7, **FILE**; adopted.

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

- A. Carol Willoughby, 189 Parkerville Rd., Southborough, other property damage
- B. Edward Philmon, 165 Dartmouth St., pothole or other road defect

#### Reports of Committees:

Councilor Ossing reported the following out of the Finance Committee:

**Order No. 11-1002994 – Bond for School Renovations in the Amount of \$7,500,000.00.** The Finance Committee reviewed the Mayor's letter dated August 24, 2011 requesting the 20 year bond for \$7,500,000.00 for renovations to the High School and Kane School. The City Council approved advertising of the bond at the August 29, 2011 City Council meeting. The City has received 54.16% reimbursement funding from the Massachusetts School Building Authority for the renovations. The net borrowing for this bond will be \$3,438,000.00. The Finance Committee voted 5 – 0 to approve the bond. The City Council previously approved \$1,000,000.00 for these renovations. The total amount of funding approved by the Finance Committee for the school renovations is \$8,500,000.00.

**Order No. 11-1003016 – Capital Bond Request for FY12 for \$16,508,995.00.** The Finance Committee reviewed the Mayor's letter dated September 7, 2011 requesting the approval of 10 bonds totaling \$16,508,995.00. The Finance Committee took the following actions:

- \$1,980,000.00 Department Equipment 5 Year Bond – The Finance Committee voted 5 – 0 to reduce the bond by \$1,480,000.00 (funds from the undesignated account were used to purchase the two bombardiers for \$298,000 and item 3 above for \$1,182,000). The Finance Committee voted 4 – 1 (Councilor Ferro) to not approve the bonding of the \$500,000.00 for a pumper truck. Based on these two votes, the Finance Committee did not approve the bond for \$1,980,000.
- \$180,000.00 Computer Hardware 10 Year Bond – The Finance Committee voted 5 – 0 to deny the bond. The Finance Committee asked for the total number of computers being purchased, what department the computers would be deployed to and consider a transfer from Undesignated funds to purchase the computers.
- \$3,043,833.00 Street Construction 10 Year Bond – The Finance Committee voted 3 – 2 (Councilors Pope and Ossing opposed) to approve the bond.
- \$200,000.00 Sidewalk Construction 5 Year Bond – The Finance Committee voted 5 – 0 to deny the bond.
- \$3,172,600 Water project 40 Year Bond – The Finance Committee took up two votes. First, the Finance Committee approved \$720,000 for upgrades to the Millham Water Treatment Plant 5 – 0. Second, the Finance Committee approved the various water projects in the amount of \$2,452,600.00 3 – 2 (Councilors Pope and Ossing opposed).
- \$1,835,000.00 Water Meter 10 Year Bond – This bond will install water meters in the 497 industrial/commercial facilities by the end of 2012 and expected to increase city revenue by over \$500,000 per year. The Finance Committee approved the bond 5 – 0.

Attachment 1 summarizes the Finance Committee recommendations.

The Finance Committee voted 5 – 0 to table the remaining 4 bonds until a future meeting. The capital bonds will need to be advertised prior to the City Council voting on the bonds.

**MOTION made by Councilor Ossing to CARRY OVER TO THE NEXT LEGISLATIVE YEAR – CARRIES.**

**Attachment 1: FY12 Capital Bonds****Summary of FINCOM Recommendation**

<b>Bond Number Description</b>	<b>Bond Amount (\$)</b>	<b>FINCOM Recommendation (\$)</b>	<b>Reduction (\$)</b>	<b>Comments</b>
<b>1. Department Equipment</b>	1,980,000	0 (\$1,498,000 – deny 5 – 0) (\$500,000 – deny 4 – 1 (Councilor Ferro opposed)	1,980,000	Use undesignated funds to purchase \$1,480,000 of equipment. The pumper truck for \$500,000 will be evaluated in 2012
<b>2. Street Construction</b>	3,043,833	\$3,043,833 3 - (Councilors Pope and Ossing opposed)	0	
<b>3. Sidewalk Construction</b>	200,000	0 Deny 5 - 0	200,000	\$180,000 funds still available from previous bonds
<b>4. Sewer Construction</b>	5,205,000			
<b>5. Water Meters</b>	1,835,000	1,835,000 Approved 5 - 0		Installation for industrial facilities
<b>6. Water</b>	3,172,600	\$720,000 – Approved 5 – 0 \$2,452,600 Approved 3 – 2 (Councilors Pope and Ossing opposed)	0	The \$720,00 is for the Millham treatment plant upgrades. The \$2,452,600 is for the water projects in various locations.
<b>7. Buildings</b>	492,562			
<b>8. Design</b>	100,000			
<b>9. Landfill Cap</b>	300,000			
<b>10. Computers</b>	180,000	0 Denied 5 - 0	180,000	Consider using undesignated funds in 2012
<b>Total</b>	<b>16,508,995</b>	<b>8,051,433</b>	<b>2,360,000</b>	

**Suspension of the Rules requested – granted**

ORDERED: That the That the Application for Taxi and Livery license, Yan Chun Zhang d/b/a Japan Car Service for Livery License at 197 Boston Post Rd. West., **CARRY OVER TO NEXT LEGISLATIVE YEAR**; adopted.

**Suspension of the Rules requested-granted**

ORDERED: That the Communication from Attorney Beattie re: Public Acceptance of Ewald Ave. and Muir Way in the Forest Grove Subdivision, **CARRY OVER TO NEXT LEGISLATIVE YEAR**; adopted.

**Suspension of the Rules requested-granted**

ORDERED: That the Communication from R. Paul Faxon re: Acceptance of Perry Lane as a Public Way, **CARRY OVER TO NEXT LEGISLATIVE YEAR**; adopted.

At Council President Vigeant's request to recess at 9:10 PM and return to open meeting at 9:12 PM, be and is herewith **APPROVED**.

**Suspension of the Rules requested- granted**

ORDERED: That the Zoning Ordinance of the City of Marlborough be amended by deleting Section 650-26(A)(1)(a) of the City Code as presently written and inserting in place thereof the following:

(a) Affordable Housing and Affordable Housing Units. The term "affordable housing" shall refer to "affordable housing units". The term "affordable housing units" shall mean those units of housing that are countable in the so-called Subsidized Housing Inventory (SHI) or any subsequent housing inventory used by the Department of Housing and Community Development of the Commonwealth of Massachusetts to determine the number of housing units in a community that are countable in meeting the City's obligation to maintain at least 10% of the total number of housing units in the city as affordable pursuant to Massachusetts General Laws Chapter 40B sections 20-23. Any development subject to this section shall provide that at least 15% of the housing units to be constructed are countable as affordable housing units in the SHI, or a sum not less than the amount necessary, in the opinion of the city council pursuant to the special permit process, to cause the construction of said number of affordable housing units shall be paid to the Marlborough Community Development Authority at such time as the city council shall determine, **WITHDRAWN**; adopted.

**Suspension of the Rules requested-granted**

**ORDERED:** That the Capital Outlay transfer request in the amount of \$519,720.00 which moves funds from Free Cash to various accounts as detailed in the attached spreadsheets, **APPROVED;** adopted.

TRANSFER REQUEST								
		FROM ACCOUNT				TO ACCOUNT		
AVAILABLE BALANCE	AMOUNT	ORG C	OBJECT ACCOUNT DESCRIP	AMOUNT	ORG CODE	OBJECT ACCOUNT DESCRIP	AMOUNT AVAIL	
		Undesignated Fund				Capital Outlay		
\$ 7,766,863.00	\$ 519,720.00	10000	35900 Undesignated Fund	\$ 30,000.00		58461 Sewer	\$ -	
				\$ 31,000.00		58462 Water		
				\$ 50,000.00		58514 DPW Projects		
				\$ 28,750.00		58731 DPW Equip		
				\$ 56,000.00		58508 Police Vehicles		
				\$ 53,143.00		58593 Police Equip		
				\$ 212,327.00		58512 Fire Equipment		
				\$ 28,500.00		58513 Fire Protection		
				\$ 30,000.00		58618 is Equipment		
				\$ 519,720.00				
<b>Capital DPW</b>								
Streets	5/8 Floor Standing Drill			\$ 400.00				
	Jumping Jack Compactor			\$ 2,500.00				
	Traffic Line Painting Downtown			\$ 50,000.00				
				\$ 52,900.00				
Repair	Wheel Grabber Tool Hub Remover			\$ 1,600.00				
	13 Ton Puller Set			\$ 1,000.00				
	Pressure Washer			\$ 6,900.00				
				\$ 9,500.00				
For, Parks	Winch for 254xpp Chipper			\$ 5,000.00				
Cemet	48 inch walk behind mower			\$ 4,850.00				
	Set of Flotation Tracks for Skidsteer			\$ 4,500.00				
	Plate Compactor			\$ 2,000.00				
				\$ 16,350.00				
Sewer	1 inch Steel Plate 8'x20'			\$ 5,000.00				
	Composite Sampler (EWTP)			\$ 4,000.00				
	Composite Sampler (WWTP)			\$ 4,000.00				
	Sewer Lateral Camera			\$ 5,000.00				
	Sewer Gas Meter Detector			\$ 1,500.00				
	Mudsucker Pump			\$ 2,000.00				
	Trench Safety-Shoring Modular			\$ 8,500.00				
				\$ 30,000.00				

Water	1 inch Steel Plate 8'x20'	\$	5,000.00
	Jumping Jack Compactor	\$	2,500.00
	Portable Generator	\$	1,000.00
	Modular Trench Shoring	\$	8,500.00
	Fencing Water Tanks	\$	14,000.00
		\$	<b>31,000.00</b>
	DPW TOTAL	\$	<b>139,750.00</b>
Police	2 Patrol Vehicles	\$	56,000.00
	Automatic License Plate Reader Sys.	\$	20,000.00
	Update/Replace gym Equipment	\$	22,403.00
	Replace shotguns 15 @716	\$	10,740.00
		\$	<b>109,143.00</b>
FIRE	Radios	\$	183,927.00
	SCBA	\$	12,500.00
	Fit Tester	\$	15,900.00
	Turnout Gear	\$	28,500.00
		\$	<b>240,827.00</b>
IS	Security Set Up	\$	<b>30,000.00</b>
	Total	\$	<b>519,720.00</b>

**Suspension of the Rules requested-granted**

ORDERED: That the Capital transfer request in the amount of \$1,182,000.00 which moves funds from Free Cash to various capital equipment accounts which will enable the City to purchase a portion of the FY12 capital equipment outright, therefore reducing the tax burden, **APPROVED**; adopted.

FROM:

Acct. # 10000-35900 \$1,182,000.00

Undesignated Fund

TO:

Acct. # 19300006-58462 \$299,000.00

Water

Acct. # 19300006-58731 \$358,000.00

DPW Equip.

Acct. # 19300006-58618 \$375,000.00

IT Equipment

Acct. # 19300006-58467 \$150,000.00

Public Facilities

**Suspension of the Rules requested-granted**

**ORDERED:** That the following transfer requests to fund the newly ratified agreement between the City of Marlborough and the DPW Foremen's Union, **TABLED UNTIL THE DECEMBER 19, 2011 MEETING;** adopted.

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CITY OF MARLBOROUGH											
--BUDGET TRANSFERS --											
DEPT:		PUBLIC WORKS				FISCAL YEAR:		2012			
Available Balance	Amount	FROM ACCOUNT:	Org Code	Object	Account Description:	Amount	TO ACCOUNT:	Org Code	Object	Account Description:	Available Balance
\$516,499	\$7,043	11990006	57820	Reserve for Salaries & Benefits	\$14,536	61090001	50690	Foreman, W&S			\$106,727
					Reason:	Funding for union contract					
\$516,499	\$1,684	11990006	57820	Reserve for Salaries & Benefits	\$1,684	61090003	51310	Overtime, W&S			\$85,576
					Reason:	Funding for union contract					
\$516,499	\$230	11990006	57820	Reserve for Salaries & Benefits	\$297	61090003	51430	Longevity, W&S			\$3,380
					Reason:	Funding for union contract					
\$516,499	\$80	11990006	57820	Reserve for Salaries & Benefits	\$80	61090003	51470	Interim Foreman, W&S			\$10,182
					Reason:	Funding for union contract					
\$516,499	\$173	11990006	57820	Reserve for Salaries & Benefits	\$299	61090003	51920	SLBB, W&S			\$16,172
					Reason:	Funding for union contract					
					Total:	\$16,896					

ORDERED: That items #19 and #20 be moved before Item#15, **APPROVED**; adopted.

AMENDMENT  
TO ORIGINAL SPECIAL PERMIT  
GRANTED TO ST. MARY'S OF FRENCH HILL REDEVELOPMENT, LLC  
Order No. 11-1002922/X07-1001500C

St. Mary's of French Hill Redevelopment LLC  
26 Elderwood Drive, Stoughton, MA 02072

St. Mary's Condominiums  
26-30 Broad Street, 2-22 St. Mary's Way Marlborough, MA 01752

The City Council of the City of Marlborough hereby GRANTS the application of St. Mary's of French Hill Redevelopment LLC, a Massachusetts limited liability company having a mailing address of 26 Elderwood Drive, Stoughton, MA 02072, as provided in this Decision and subject to the following Findings of Fact and Conditions.

PROCEDURAL FINDINGS OF FACT

1. St. Mary's of French Hill Redevelopment LLC, a Massachusetts limited liability company having a mailing address of 26 Elderwood Drive, Stoughton, MA 02072, is referred to hereinafter as the "Applicant."
2. Applicant is the owner of certain real estate located at 26-30 Broad Street, Marlborough, MA, as further described in a deed recorded at the Middlesex South District Registry of Deeds in Book 50143, Page 588 (hereinafter, the "Premises").
3. On June 25, 2007, the City Council of the City of Marlborough voted to grant the Applicant a special permit concerning the Premises, as further described in a document recorded at the Middlesex South District Registry of Deeds in Book 50144, Page 1 (hereinafter, the "Original Special Permit").
4. On May 19, 2011, the Applicant submitted to the City Clerk for the City of Marlborough an application seeking to amend the Original Special Permit under the provisions of M.G.L. c. 40A, § 9 and the Marlborough Zoning Ordinance, Article VI, § 650-59C(20) (hereinafter, the "Application"). In connection with the Application, the Applicant submitted a Special Permit Summary Impact Statement, certified list of abutters, and filing fee.
5. Pursuant to the Rules and Regulations of the City Council and applicable statutes of the Commonwealth of Massachusetts, the City Council established a date for a public hearing on the Application and the City Clerk caused to be advertised the public hearing's date in the MetroWest Daily News and sent notice of said hearing to abutters entitled to notice under law.
6. On June 20, 2011, the City Council held a public hearing concerning the Application. The hearing was opened and closed on that date. On October 17, 2011, the City Council voted to approve the Applicant's request to extend the time for final action on the Application to December 31, 2011.

7. The Applicant presented testimony at the public hearing detailing the Application. All testimony made by those speaking at the public hearing have been duly considered in making this Decision.

8. The Procedural Findings of Fact specified above supplement those made in the Original Special Permit, which are expressly incorporated herein by reference.

BASED UPON THE ABOVE, THE CITY COUNCIL MAKES THE FOLLOWING FINDINGS OF FACT AND TAKES THE FOLLOWING ACTIONS:

A) The City Council finds that Applicant has complied with all the Rules and Regulations promulgated by the Marlborough City Council as they pertain to the Application.

B) The City Council finds that the proposed use of the site, subject to the conditions imposed below, will not be in conflict with the public health, safety, convenience and welfare and will not be detrimental or offensive. Further, the City Council finds that the proposed new use of the non-conforming structures at the site will not be substantially more detrimental to the neighborhood than the original uses of those structures. The visual impacts from the proposed use have been mitigated, and the traffic impacts will be no more detrimental than the possible impacts from alternative uses. In addition, the City Council finds that the proposed residential use may act as a catalyst in encouraging further growth and improvements to the surrounding area.

C) The City Council, pursuant to its authority under M.G.L. c. 40A, § 9 and Chapter 650 of the Marlborough City Code, GRANTS the Applicant an amendment to the Original Special Permit, a) deleting the condition number 21 of the Original Special Permit and substituting therefor a new condition number 21, as set forth below; and b) deleting the condition number 27 of the Original Special Permit and substituting therefor a new condition number 27, as set forth below. All other conditions of the Original Special Permit shall continue in full force and effect, and are expressly incorporated herein by reference.

21. Recording. This Amendment to the Original Special Permit shall be recorded at the Middlesex South District Registry of Deeds in accordance with the provisions of M.G.L. Chapter 40A, § 11 promptly after any appeal period from the issuance hereof as expired, or after any said appeal has been resolved. The Applicant (St. Mary's of French Hill Redevelopment LLC), including its successors and assigns, shall be responsible for recording, at its expense, this Amendment to the Original Special Permit; and shall present evidence of said recording to the City Solicitor's office, which thereupon shall duly forward said recording evidence to the Building Inspector.

27. Owner-Occupancy. It shall be a condition of the condominium by-laws of the project that all units in the project, consisting of a total of thirty-six units, that are sold will be purchased by a person or persons who intend to reside in the units. The condominium documents shall provide for appropriate daily fines for the violation of this section of the condominium by-laws, and will provide that this section may not be amended. No occupancy permit regarding the project shall be issued unless and until the City Solicitor has certified to the Building Commissioner that the condominium by-laws for the project conform to this provision and that the condominium by-laws, along with the condominium master deed, have been recorded. Applicant (St. Mary's of French Hill Redevelopment LLC), including its successors and assigns, may, following the issuance of the occupancy permit for a particular unit but prior to the conveyance thereof to the purchaser of the unit, rent said unit to tenants; provided, however, that:

- a. No said unit shall be or continue to be rented after September 1, 2016;
- b. The number of units being rented and occupied by tenants shall not exceed eight (8) units;
- c. An executed "rent to own" contract shall qualify the subject unit as owner-occupied, so long as transfer of title for that unit occurs within 36 months of the starting date of the rental agreement for that unit; this condition shall not apply to 4 rented units for the first year of rent with rental agreements signed prior to June 20, 2011;
- d. Applicant, including its successors and assigns, shall continue to market the units as condominiums;
- e. No sign at the premises shall market any units as being for rent; however, "rent to own" signs are permissible so long as they are in compliance with City's sign ordinance without variance; and
- f. No unit shall be rented to any person or persons for more than three years unless, prior to the expiration of those three years, said person or persons execute(s) a purchase and sale agreement.

The term "Applicant, its successors and assigns," as used herein and for purposes of this Condition 27, shall include Applicant, its successors and assigns, and any entity controlled by said entities, or controlled by the principal and/or principals of said entities. No entity may, at one time, own more than 10% of the units in any condominium created hereunder.

**Yea: 11- Nay: 0**

**Yea: Delano, Ferro, Elder, Tunnera, Seymour, Clancy, Landers, Ossing, Vigeant, Pope & Levy**

AMENDMENT  
TO ORIGINAL SPECIAL PERMIT  
GRANTED TO 110 PLEASANT LLC  
Order No. 11-1002923F/X10-1002683B

110 Pleasant LLC  
26 Elderwood Drive, Stoughton, MA 02072

110-118 Pleasant Street  
Marlborough, MA 01752

The City Council of the City of Marlborough hereby GRANTS the application of 110 Pleasant LLC, a Massachusetts limited liability company having a mailing address of 26 Elderwood Drive, Stoughton, MA 02072, as provided in this Decision and subject to the following Findings of Fact and Conditions.

PROCEDURAL FINDINGS OF FACT

1. 110 Pleasant LLC, a Massachusetts limited liability company having a mailing address of 26 Elderwood Drive, Stoughton, MA 02072, is referred to hereinafter as the "Applicant."
2. Applicant is the owner of certain real estate located at 110-118 Pleasant Street, Marlborough, MA, as further described in a deed recorded at the Middlesex South District Registry of Deeds in Book 55633, Page 468 (hereinafter, the "Premises").
3. On September 27, 2010, the City Council of the City of Marlborough voted to grant the Applicant a special permit concerning the Premises, as further described in a document recorded at the Middlesex South District Registry of Deeds in Book 55633, Page 471 (hereinafter, the "Original Special Permit").
4. On May 19, 2011, the Applicant submitted to the City Clerk for the City of Marlborough an application seeking to amend the Original Special Permit under the provisions of M.G.L. c. 40A, § 9 and the Marlborough Zoning Ordinance, Article VI, § 650-59C(20) (hereinafter, the "Application"). In connection with the Application, the Applicant submitted a Special Permit Summary Impact Statement, certified list of abutters, and filing fee.
5. Pursuant to the Rules and Regulations of the City Council and applicable statutes of the Commonwealth of Massachusetts, the City Council established a date for a public hearing on the Application and the City Clerk caused to be advertised the public hearing's date in the MetroWest Daily News and sent notice of said hearing to abutters entitled to notice under law.
6. On June 20, 2011, the City Council held a public hearing concerning the Application. The hearing was opened and closed on that date. On October 17, 2011, the City Council voted to approve the Applicant's request to extend the time for final action on the Application to December 31, 2011.

7. The Applicant presented testimony at the public hearing detailing the Application. All testimony made by those speaking at the public hearing have been duly considered in making this Decision.

8. The Procedural Findings of Fact specified above supplement those made in the Original Special Permit, which are expressly incorporated herein by reference.

BASED UPON THE ABOVE, THE CITY COUNCIL MAKES THE FOLLOWING FINDINGS OF FACT AND TAKES THE FOLLOWING ACTIONS:

A) The City Council finds that Applicant has complied with all the Rules and Regulations promulgated by the Marlborough City Council as they pertain to the Application.

B) The City Council finds that the proposed use of the site, subject to the conditions imposed below, will not be in conflict with the public health, safety, convenience and welfare and will not be detrimental or offensive. Further, the City Council finds that the proposed new use of the site, and the structure as altered, will not be substantially more detrimental to the neighborhood than the continued use of the existing site and structure for manufacturing and other non-conforming uses. The visual impacts from the proposed use have been mitigated, and the traffic impacts will be no more detrimental than the possible impacts from industrial uses. In addition, the City Council finds that the proposed residential use may act as a catalyst in encouraging further growth and improvements to the surrounding area.

C) The City Council, pursuant to its authority under M.G.L. c. 40A, § 9 and Chapter 650 of the Marlborough City Code, GRANTS the Applicant an amendment to the Original Special Permit, a) deleting the condition number 22 of the Original Special Permit and substituting therefor a new condition number 22, as set forth below; and b) adding a new condition number 26, as set forth below. All other conditions of the Original Special Permit shall continue in full force and effect, and are expressly incorporated herein by reference.

22. Owner-Occupancy. It shall be a condition of the condominium by-laws of the project that all residential units in the project, consisting of a total of seventeen units, that are sold will be purchased by a person or persons who intend to reside in the units. The condominium documents shall provide for appropriate daily fines for the violation of this section of the condominium by-laws, and will provide that this section may not be amended. No occupancy permit regarding the project shall be issued unless and until the City Solicitor has certified to the Building Inspector that the condominium by-laws, along with the condominium master deed, have been recorded. Applicant (110 Pleasant LLC, 26 Elderwood Drive, Stoughton, MA 02072), including its successors and assigns, may, following the issuance of the occupancy permit for a particular unit but prior to the conveyance thereof to the purchaser of the unit, rent said units to tenants; provided, however, that:

- a. No said unit shall be or continue to be rented after the fifth anniversary of the date of issuance of the occupancy permit of said unit;
- b. No unit shall be rented or continue to be rented after the seventh anniversary of the date of issuance of the first occupancy permit for the site;

- c. The number of units being rented and occupied by tenants shall not exceed seventeen (17) units;
- d. An executed “rent to own” contract shall qualify the subject unit as owner-occupied, so long as transfer of title for that unit occurs within 36 months of the starting date of the rental agreement for that unit;
- e. Applicant, including its successors and assigns, shall continue to market the units as condominiums;
- f. No sign at the premises shall market any units as being for rent; however “rent to own” signs are permissible so long as they are in compliance with City’s sign ordinance without variance; and
- g. No unit shall be rented to any person or persons for more than three years unless, prior to the expiration of those three years, said person or persons execute(s) a purchase and sale agreement.

The term “Applicant, its successors and assigns,” as used herein and for purposes of this Condition 22, shall include Applicant, its successors and assigns, and any entity controlled by said entities, or controlled by the principal and/or principals of said entities. No entity may, at one time, own more than 10% of the units in any condominium created hereunder.

26. Recording. This Amendment to the Original Special Permit shall be recorded at the Middlesex South District Registry of Deeds in accordance with the provisions of M.G.L. Chapter 40A, § 11 prior to the issuance of any occupancy permit regarding the Project. The Applicant (110 Pleasant LLC, 26 Elderwood Drive, Stoughton, MA 02072), including its successors and assigns, shall be responsible for recording, at its expense, this Amendment to the Original Special Permit; and shall present evidence of said recording to the City Solicitor’s office, which thereupon shall duly forward said recording evidence to the Building Inspector as a condition of his issuance of any occupancy permit regarding the site.

**Yea: 11- Nay: 0**

**Yea: Delano, Ferro, Elder, Tunnera, Seymour, Clancy, Landers, Ossing, Vigeant, Pope & Levy**

ORDERED: Under authority of MGL, Chapter 44, Section 53A, the City Council hereby **APPROVES** the Cultural Council Allocation, which provides grant support for cultural programming in our community in the amount of \$7,490.00; adopted.

That the DPW Engineer's transfer request to fund the new ratified agreement between the City of Marlborough and the DPW Engineer's Union, **APPROVED**; adopted.

CITY OF MARLBOROUGH --BUDGET TRANSFERS --										
DEPT:		PUBLIC WORKS				FISCAL YEAR:		2012		
Available Balance	Amount	FROM ACCOUNT:			Amount	TO ACCOUNT:			Available Balance	
		Org Code	Object	Account Description:		Org Code	Object	Account Description:		
\$516,499	\$ 160.59	11990006	57820	Reserve for Salaries & Ben.	\$ 160.59	14001103	51430	Longevity, Engineering	\$6,417.00	
	Reason:	Funding required for Engineers MOA								
\$516,499	\$ 183.78	11990006	57820	Reserve for Salaries & Ben.	\$ 183.78	60085003	51430	Longevity, West Plant	\$11,961.00	
	Reason:	Funding required for Engineers MOA								
\$516,499	\$ 164.35	11990006	57820	Reserve for Salaries & Ben.	\$ 164.35	60081003	51430	Longevity, East Plant	\$8,769.00	
	Reason:	Funding required for Engineers MOA								
\$516,499	\$ 461.93	11990006	57820	Reserve for Salaries & Ben.	\$ 461.93	14001103	51920	SLBB, Engineering	\$10,090.00	
	Reason:	Funding required for Engineers MOA								

CITY OF MARLBOROUGH --BUDGET TRANSFERS --										
DEPT:		PUBLIC WORKS				FISCAL YEAR:		2012		
Available Balance	Amount	FROM ACCOUNT:			Amount	TO ACCOUNT:			Available Balance	
		Org Code	Object	Account Description:		Org Code	Object	Account Description:		
\$516,499	\$8,897.92	11990006	57820	Reserve for Salaries & Ben.	\$8,897.92	60081001	50850	Treatment Plant Operators	\$166,101.47	
	Reason:	Funding required for Engineers MOA								
\$516,499	\$6,673.44	11990006	57820	Reserve for Salaries & Ben.	\$6,673.44	60085001	50850	Treatment Plant Operators	\$124,576.90	
	Reason:	Funding required for Engineers MOA								
\$516,499	\$ 89.24	11990006	57820	Reserve for Salaries & Ben.	\$ 89.24	14001503	51430	Longevity, FP&C	\$25,287.00	
	Reason:	Funding required for Engineers MOA								
\$516,499	\$ 31.12	11990006	57820	Reserve for Salaries & Ben.	\$ 31.12	14001403	51430	Longevity, Fleet	\$1,556.00	
	Reason:	Funding required for Engineers MOA								
\$516,499	\$ 83.25	11990006	57820	Reserve for Salaries & Ben.	\$ 83.25	14001303	51430	Longevity, Streets	\$45,592.00	
	Reason:	Funding required for Engineers MOA								

CITY OF MARLBOROUGH --BUDGET TRANSFERS --									
DEPT:		PUBLIC WORKS				FISCAL YEAR:		2012	
FROM ACCOUNT:						TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$516,499	\$2,742.97	11990006	57820	Reserve for Salaries and Ben.	\$2,742.97	60085001	50910	Chief Plant Operator	\$51,203.80
	Reason:	Funding required for Engineers MOA							
\$516,499	\$1,835.87	11990006	57820	Reserve for Salaries and Ben.	\$1,835.87	60080001	50580	Assistant Chemist	\$77,946.39
	Reason:	Funding required for Engineers MOA							
\$516,499	\$2,493.76	11990006	57820	Reserve for Salaries and Ben.	\$2,493.76	14001101	50108	GIS Administrator	\$46,552.60
	Reason:	Funding required for Engineers MOA							
\$516,499	\$6,882.09	11990006	57820	Reserve for Salaries and Ben.	\$6,882.09	14001101	50710	Junior Civil Engineer	\$134,021.90
	Reason:	Funding required for Engineers MOA							
\$516,499	\$3,734.95	11990006	57820	Reserve for Salaries and Ben.	\$3,734.95	14001101	50700	Senior Engineering Aide	\$70,128.20
	Reason:	Funding required for Engineers MOA							

CITY OF MARLBOROUGH --BUDGET TRANSFERS --									
DEPT:		PUBLIC WORKS				FISCAL YEAR:		2012	
FROM ACCOUNT:						TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$516,499	\$2,965.11	11990006	57820	Reserve for Salaries & Ben.	\$2,965.11	14001501	50680	General Foreman, FP&C	\$55,350.75
	Reason:	Funding required for Engineers MOA							
\$516,499	\$2,965.11	11990006	57820	Reserve for Salaries & Ben.	\$2,965.11	14001401	50692	Supt. Of Automotive Maint.	\$55,350.91
	Reason:	Funding required for Engineers MOA							
\$516,499	\$2,965.11	11990006	57820	Reserve for Salaries & Ben.	\$2,965.11	14001301	50660	General Foreman, Streets	\$55,350.74
	Reason:	Funding required for Engineers MOA							
\$516,499	\$2,835.84	11990006	57820	Reserve for Salaries & Ben.	\$2,835.84	61090001	50680	General Foreman, W&S	\$54,086.10
	Reason:	Funding required for Engineers MOA							
\$516,499	\$3,599.00	11990006	57820	Reserve for Salaries & Ben.	\$3,599.00	14001101	50660	Asst. City Engineer	\$54,213.10
	Reason:	Funding required for Engineers MOA							

CITY OF MARLBOROUGH --BUDGET TRANSFERS --									
DEPT:		PUBLIC WORKS			FISCAL YEAR:		2012		
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$516,499	\$ 150.57	11990006	57820	Reserve for Salaries & Ben.	\$ 150.57	14001503	51920	SLBB, FP&C	\$13,615.00
	Reason:	Funding required for Engineers MOA							
\$516,499	\$ 150.57	11990006	57820	Reserve for Salaries & Ben.	\$ 150.57	14001403	51920	SLBB, Fleet	\$2,992.00
	Reason:	Funding required for Engineers MOA							
\$516,499	\$ 148.26	11990006	57820	Reserve for Salaries & Ben.	\$ 148.26	14001303	51920	SLBB, Streets	\$33,763.00
	Reason:	Funding required for Engineers MOA							
\$516,499	\$ 252.26	11990006	57820	Reserve for Salaries & Ben.	\$ 252.26	60085003	51920	SLBB, West Plant	\$5,013.00
	Reason:	Funding required for Engineers MOA							
\$516,499	\$ 256.92	11990006	57820	Reserve for Salaries & Ben.	\$ 256.92	60081003	51920	SLBB, East Plant	\$5,515.00
	Reason:	Funding required for Engineers MOA							

CITY OF MARLBOROUGH --BUDGET TRANSFERS --									
DEPT:		PUBLIC WORKS			FISCAL YEAR:		2012		
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$516,499	\$1,000	11990006	57820	Reserve for Salaries & Ben.	\$1,000	60085003	51440	Educational Inc. West Plant	\$4,600.00

CITY OF MARLBOROUGH --BUDGET TRANSFERS --									
DEPT:		PUBLIC WORKS			FISCAL YEAR:		2012		
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$516,499	\$ 38.63	11990006	57820	Reserve for Salaries & Ben.	\$ 38.63	60080003	51310	Overtime, Sewer Service	\$2,469.50
	Reason:	Funding for Engineers MOA							
\$516,499	\$ 146.11	11990006	57820	Reserve for Salaries & Ben.	\$ 146.11	14001103	51310	Overtime, Engineering	\$1,175.54
	Reason:	Funding for Engineers MOA							
\$516,499	\$ 569.17	11990006	57820	Reserve for Salaries & Ben.	\$ 569.17	60081003	51310	Overtime, East Plant	\$16,674.22
	Reason:	Funding for Engineers MOA							
\$516,499	\$ 701.88	11990006	57820	Reserve for Salaries & Ben.	\$ 701.88	60085003	51310	Overtime, West Plant	\$15,888.57
	Reason:	Funding for Engineers MOA							

CITY OF MARLBOROUGH --BUDGET TRANSFERS --										
DEPT: PUBLIC WORKS		FISCAL YEAR: 2012								
Available Balance	FROM ACCOUNT:					TO ACCOUNT:				Available Balance
	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:		
\$66,891	\$60,263	60080001	50890	Senior Treatment Chemist	\$60,263	60080001	50570	Chemist	\$0	
	Reason:	Reorganization of West Plant/MOA				Reorganization of West Plant/MOA				
\$66,891	\$6,628	60080001	50890	Senior Treatment Chemist	\$6,628	60085001	50850	Treatment Plant Operator	\$124,577	
	Reason:	Reorganization of West Plant/MOA				Reorganization of West Plant/MOA				
\$77,946	\$48,584	60080001	50580	Assistant Chemist	\$48,584	60085001	50850	Treatment Plant Operator	\$124,577	
	Reason:	Reorganization of West Plant/MOA				Reorganization of West Plant/MOA				

ORDERED: That the intra-departmental Fire Department transfer request in the amount of \$30,000.00 and \$27,267.04 which moves funds from Firefighter to OT., **APPROVED**; adopted.

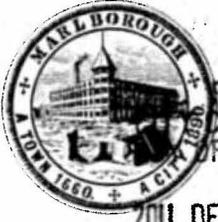
CITY OF MARLBOROUGH BUDGET TRANSFERS										
DEPT: FIRE		FISCAL YEAR: 2012								
Available Balance	FROM ACCOUNT:					TO ACCOUNT:				Available Balance
	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:		
\$2,033,075.70	\$30,000.00	12200001	50450	FIREFIGHTER	\$30,000.00	12200003	51300	OVERTIME	\$74,753.38	
	Reason:	Transfer is available due to a resignation								
\$2,033,075.70	\$27,267.04	12200001	50450	FIREFIGHTER	\$27,267.04	12200003	51300	OVERTIME	\$74,753.38	
	Reason:	Transfer is available due to 111F payments being made to Firefighters								

**MOTION** made by Councilor Ferro to reduce the Marlborough Economic Development Corporation transfer from \$150,000.00 to \$146,837.00 and to FURTHER AMEND MOTION to transfer \$3,163.00 from the Economic Development Special Revenue account to the Undesignated account – **DOES NOT CARRY**

**MOTION** made by Councilor Ossing to reduce the Marlborough Economic Development Corporation transfer from \$150,000.00 to \$146,837.00 and request that the Mayor submit a Communication for the next City Council meeting to request a transfer in the amount of \$3,163.00 from the Economic Development Special Revenue account to Undesignated Funds - **CARRIES**

ORDERED: That the Marlborough Economic Development Corporation (MEDC) transfer request in the amount of \$146,837.00 which moves funds from Economic Development Special Revenue to MEDC funding as Bill H1452-An Act Establishing a Business and Economic Development Special Revenue Fund is now law, **APPROVED**; adopted.  
**Councilor Seymour requested to be recorded in opposition.**

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



RECEIVED  
CLERK'S OFFICE  
OF MARLBOROUGH

2011 DEC 15 P 4: 32

*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

*Nancy E. Stevens*  
MAYOR

*Krista J. Holmi*  
EXECUTIVE AIDE

*Katherine M. LaRose*  
EXECUTIVE SECRETARY

December 15, 2011

Council President Arthur G. Vigeant  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

Honorable President Vigeant and Councilors:

As you are aware, the City has applied for PARC Grant funds to assist in the restoration of Memorial Beach. In order to remain eligible for the grant valued at up to \$500,000.00, two affirmative City Council votes must be cast prior to December 31, 2011. As detailed in the attached letter from Conservation Officer Priscilla Ryder, the two votes are summarized as follows:

1. First, a vote is needed to permanently dedicate the land, which contains Memorial Beach, to recreation purposes under the provisions of M.G.L. c. 45, § 14; and further, to place said property under the care, custody, management and control of the City of Marlborough Recreation Commission. Our research shows that although the Recreation Commission was actively involved in petitioning the City Council to buy Memorial beach in 1953, the land was never formally dedicated for recreation purposes permanently. This vote will provide this permanent protection.
2. Second, a vote is needed to allow the Mayor to accept the grant application, should we be successful with the award.

Attached for your review and consideration is an order providing permanent protections to the Memorial Beach property and a resolution to apply for and accept the grant application should we receive the PARC grant funds. In order to maintain the City's eligibility for these funds, I respectfully request your vote of approval this evening. Please contact Priscilla Ryder and me if you have any questions or concerns.

Sincerely,

Nancy E. Stevens  
Mayor

Enclosures



# City of Marlborough Conservation Commission

140 Main Street  
Marlborough, Massachusetts 01752  
Tel. (508) 460-3768 Facsimile (508) 460-3747

*Edward Clancy – Chairman  
Dennis Demers  
Michele Higgins  
Lawrence Roy  
John Skarin  
Allan White  
David Williams  
Priscilla Ryder Conservation Officer*

December 14, 2011

Mayor Nancy Stevens  
140 Main St. City Hall  
Marlborough, MA 01752

RE: Votes needed for Memorial Beach PARC Grant Application

Dear Mayor,

I was informed by the state that in order to maintain our Memorial Beach Grant eligibility, the two required votes included in our application must be voted on before December 31, 2011. The votes which we need City Council to consider and vote on are summarized as follows:

1. First, a vote is needed to permanently dedicate the land, which contains Memorial Beach, to recreation purposes under the provisions of M.G.L. c. 45, § 14; and further, to place said property under the care, custody, management and control of the City of Marlborough Recreation Commission. Our research shows that although the Recreation Commission was actively involved in petitioning the City Council to buy Memorial beach in 1953 the land was never formally dedicated for recreation purposes permanently, this vote will provide this permanent protection.
2. Second, a vote is needed to allow the Mayor to accept the grant application, should we be successful with the award.

Melissa Cryan from the state Div. of Conservation Services and City Solicitor Don Rider have reviewed the language and have approved them as to proper form. I would appreciate it if this could be placed on the Dec. 19<sup>th</sup> City Council agenda and voted on that evening.

We are all waiting anxiously for the announcement about the PARC grant awards. We have been informed by Melissa Cryan who administers the grant that we should hear any day now.

If you have any questions or need additional information, please give me a call. I will also be available for the Dec. 19<sup>th</sup> City Council meeting to answer any further questions that may arise.

Sincerely,

Priscilla Ryder  
Conservation Officer

E-mail: Dave Grasso; Ron LaFreniere; John Ghiloni

ORDERED:

That the Memorial Beach property located at 706 Hosmer Street and shown on the Marlborough Assessor's Maps as Map 7, Parcel 49, as purchased by the city of Marlborough in April of 1953 for general purposes, but excluding a sub-parcel to be created through the Approval Not Required (ANR) process for the sewer pump station currently located on said Parcel 49, is hereby permanently dedicated to recreation purposes under the provisions of M.G.L. c. 45, § 14; and further, that, as so dedicated, said property is hereby placed under the care, custody, management and control of the City of Marlborough Recreation Commission.

ADOPTED

In City Council  
Order No. 11-  
Adopted

Approved by Mayor  
Nancy E. Stevens  
Date:

A TRUE COPY  
ATTEST:

**A RESOLUTION  
TO APPLY FOR AND ACCEPT GRANT  
FROM THE COMMONWEALTH OF MASSACHUSETTS,  
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS,  
FOR THE RENOVATION AND EXPANSION OF MEMORIAL BEACH**

WHEREAS, Memorial Beach, located at 706 Hosmer Street and shown on the Marlborough Assessor's Maps as Map 7, Parcel 49, is a community-wide asset, and the preservation of and improvements to this facility are a priority of the city of Marlborough, as evidenced by the most recent Open Space and Recreation Plan; and

WHEREAS, except for a sub-parcel to be created through the Approval Not Required (ANR) process for the sewer pump station currently located on said Parcel 49, Memorial Beach has been permanently dedicated to recreation purposes under M.G.L. c. 45, § 14, and is under the care, custody, management and control of the Recreation Commission of the city of Marlborough; and

WHEREAS, Memorial Beach's ultimate renovation, to be guided by the recently completed Memorial Beach Improvements Master Plan, will greatly enhance this facility with improved and expanded path systems and accessibility, bath house improvements, new children's play area and basketball court, parking area reconfiguration, drainage improvements and planting, new picnic areas, floats, accessible beach access and other site improvements to increase and enhance recreation use; and

WHEREAS, the main focus of said Master Plan is to renovate the facility to improve its functionality and appearance, and to expand its use to an all-season recreational facility; and

WHEREAS, the Commonwealth of Massachusetts' Executive Office of Energy and Environmental Affairs ("EOEEA") is offering reimbursable grants to cities and towns to support the preservation and restoration of urban parks through the Parkland Acquisitions and Renovations for Communities ("PARC") grant program (301 CMR 5.00); and

WHEREAS, the project cost as outlined in the Master Plan totals \$1,000,000 (One Million Dollars), and the City Council has voted on June 20, 2011 to authorize the bond funding in the amount of up to \$1,000,000 (One Million Dollars);

NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:

1. That the Mayor be, and hereby is, authorized to apply for and accept a PARC grant from EOEEA; and
2. That the Mayor be, and hereby is, authorized to take such other actions as are necessary to carry out the terms, purposes, and conditions of the PARC grant to be administered by the Recreation Commission; and
3. That this Resolution shall take effect upon its passage.

ADOPTED

In City Council  
Order No. 11-  
Adopted

Approved by Mayor  
Nancy E. Stevens  
Date:

A TRUE COPY  
ATTEST:



# City of Marlborough

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

## Office of the Mayor

2011 DEC 15 P 4:32

140 Main Street

Marlborough, Massachusetts 01752

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

*Nancy E. Stevens*  
MAYOR

*Krista F. Holmi*  
EXECUTIVE AIDE

*Katherine M. LaRose*  
EXECUTIVE SECRETARY

December 15, 2011

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

RE: FFY10 STAG Allocation

Honorable President Vigeant and Councilors:

The City of Marlborough has received funds in the amount of \$291,000 awarded in the FFY10 State and Tribal Assistance Grant (STAG) offered through the United States Environmental Protection Agency. The grant provides reimbursement monies for the design and construction of upgrades to the Westerly Wastewater Treatment Facility. Details of this grant are provided for your review.

The City of Marlborough has obtained nearly \$14,000,000.00 in grants through various programs for improvements to the West Plant and related infrastructure. Our pursuit of these grants has significantly reduced the burden our Marlborough ratepayers would have otherwise shouldered.

As outlined in MGL, Chapter 44, Section 53A, I am recommending that the City Council approve the acceptance of the FFY10 program for the purposes outlined. I respectfully request your approval this evening.

As always, please feel free to contact me with any questions or concerns.

Sincerely,

Nancy E. Stevens  
Mayor

Enclosures

**CITY OF MARLBOROUGH  
NOTICE OF GRANT AWARD**

DEPARTMENT: Public Works DATE: 15-Dec-11

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Ronald M. LaFreniere, Commissioner

NAME OF GRANT: STAG

GRANTOR: EPA

GRANT AMOUNT: \$291,000

GRANT PERIOD: FFY October 1, 2010 - November 30, 2011

SCOPE OF GRANT/  
ITEMS FUNDED Wastewater Treatment Plant Upgrades  
Partial funding for turbo blowers  
Partial funding for aeration tank piping  
\_\_\_\_\_  
\_\_\_\_\_

IS A POSITION BEING  
CREATED: No  
\_\_\_\_\_

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

ARE MATCHING CITY  
FUNDS REQUIRED? Yes, \$238,090

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:  
City is being reimbursed for expenditures it has made to upgrade the West Plant.  
These expenditures have been made from account 34543206-58300.

ANY OTHER EXPOSURE TO CITY?  
No

IS THERE A DEADLINE FOR CITY COUNCIL APPROVAL: This funding is a federal earmark. Immediate approval is recommended.

**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**

<b>REQUEST FOR ADVANCE OR REIMBURSEMENT</b>  (See instructions on back)		OMB APPROVAL NO. 0348-004		PAGE 1	OF 2 PAGES
		1. TYPE OF PAYMENT REQUESTED  a. "X" one or both boxes <input type="checkbox"/> ADVANCE <input checked="" type="checkbox"/> REIMBURSEMENT  b. "X" the applicable box <input checked="" type="checkbox"/> FINAL <input type="checkbox"/> PARTIAL		2. BASIS OF REQUEST  <input checked="" type="checkbox"/> CASH  <input type="checkbox"/> ACCRUAL	
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED:  Environmental Protection Agency		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY  EM-96156501		5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST.	
6. EMPLOYER IDENTIFICATION NUMBER:  046-001-399	7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER:	8. PERIOD COVERED BY THIS REQUEST  From (month, day, year)    TO (month, day, year) 10/1/2009    9/30/2012			
9. RECIPIENT ORGANIZATION  Name:    Marlborough Dept. of Public Works 135 Neil Street Marlborough, MA 01752  Number and Street:  City, State and ZIP Code:		10. PAYEE (Where check is to be sent if different than item 9)  Name:  Number and Street:  City, State and ZIP Code:			
<b>11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED</b>					
PROGRAMS/FUNCTIONS/ACTIVITIES		(a)	(b)	(c)	TOTAL
a. Total program <sup>10/14/2011</sup> (As of date) Outlays to date		\$ 529,090	\$	\$	\$ 529,090
b. Less: Cumulative program income		0			0
c. Net program outlays (Line a minus line b)		\$529,090			\$529,090
d. Estimated net cash outlays for advance period		0			
e. Total (Sum of lines c & d)		\$529,090			\$529,090
f. Non-Federal share of amount on line c		\$238,090			\$238,090
g. Federal share of amount on line c		\$291,000			\$291,000
h. Federal payments previously requested		0			0
i. Federal share now requested (Line g minus line h)		\$291,000			\$291,000
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances	1 <sup>st</sup> month	0			0
	2 <sup>nd</sup> month	0			0
	3 <sup>rd</sup> month	0			0
<b>12. ALTERNATE COMPUTATION FOR ADVANCES ONLY</b>					
a. Estimated Federal cash outlays that will be made during period covered by the advance					\$ 0
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period					0
c. Amount requested (Line a minus line b)					\$ 0

<b>13. CERTIFICATION</b>			
I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.	SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	DATE REQUEST SUBMITTED	
	TYPED OR PRINTED NAME AND TITLE <b>Nancy E. Stevens, Mayor</b>	TELEPHONE (AREA CODE, NUMBER, EXTENSION) <b>(508)460-3770</b>	
This space for agency use			
<p>Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-004), Washington, DC 20503</p> <p><b>PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET, SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.</b></p>			
<b>INSTRUCTIONS</b> Please type or print legibly. Items 1, 3, 5, 9, 10, 11e, 11f, 1g, 11i, 12 and 13 are self-explanatory: specific instructions for other items are as follows:			
Item	Entry	Item	Entry
2	Indicate whether request is prepared on cash or accrued expenditure basis. All requests for advances shall be prepared on a cash basis.		activity. If additional columns are needed, use as many additional forms as needed and indicate page number in space provided in upper right; however, the summary totals of all programs, functions, or activities should be shown in the "total" column on the first page.
4	Enter the Federal grant number, or other identifying number assigned by the Federal sponsoring agency. If the advance or reimbursement is for more than one grant or other agreement, insert N/A; then, show the aggregate amounts. On a separate sheet, list each grant or agreement number and the Federal share of outlays made against the grant or agreement.	11a	Enter in "as of date," the month, day, and year of the ending of the accounting period to which this amount applies. Enter program outlays to date (net of refunds, rebates, and discounts), in the appropriate columns. For requests prepared on a cash basis, outlays are the sum of actual cash disbursements for goods and services, the amount of indirect expenses charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subcontractors and subrecipients. For requests prepared on an accrued expenditure basis, outlays are the sum of the actual cash disbursements, the amount of indirect expenses incurred, and the new increase (or decrease) in the amounts owed by the recipient for goods and other property received and for services performed by employees, contracts, subgrantees and other payees.
6	Enter the employer identification number assigned by the U.S. Internal Revenue Service, or the FICE (institution) code if requested by the Federal agency.		
7	This space is reserved for an account number or other identifying number that may be assigned by the recipient.		
8	Enter the mon, day, and year for the beginning and ending of the period covered in this request. If the request is for an advance or for both an advance and reimbursement, show the period that the advance will cover. If the request is for reimbursement, show the period for which the reimbursement is requested.	11b	Enter the cumulative cash income received to date, if requests are prepared on a cash basis. For requests prepared on an accrued expenditure basis, enter the cumulative income earned to date. Under either basis, enter only the amount applicable to program income that was required to be used for the project or program by the terms of the grant or other agreement.
Note:	The Federal sponsoring agencies have the option of requiring recipients to complete items 11 or 12, but not both. Item 12 should be used when only a minimum amount of information is needed to make an advance and outlay information contained in item 11 can be obtained in a timely manner from other reports.	11d	Only when making requests for advance payment, enter the total estimated amount of cash outlays that will be made during the period covered by the advance.
11	The purpose of the vertical columns (a), (b), and (c) is to provide space for separate cost breakdowns when a project has been planned and budgeted by program, function, or	13	Complete the certification before submitting this request.

Recipient Organization: City of Marlborough DUNS No. 45633484  
 Grant No. EM-96156501 EIN No. 046-001-399  
 Grant Period 10/1/2009 - 9/30/2012

**City of Marlborough Westerly Plant Upgrade Invoices**

ITEM No.	BILL AMOUNT	Amount applied toward grant	
11456 Turboblenders	\$ 325,000.00	\$ 325,000.00	Carlin Contracting Co, pay req pg 14
15055 - North aeration tank piping	\$ 267,750.00	\$ 204,090.00	Carlin Contracting Co, pay req pg 16
			(pay req. pages are attached)
	total =	\$ 529,090.00	

Grant Amount =	\$ 291,000.00	55.0%
Match required =	\$ 238,090.00	45.0%
Total project =	\$ 529,090.00	

Note: Only a portion of the tank piping is being credited toward the project costs. This is to make the total costs match the original application.

Reviewed By: Jim McLaughlin, MassDEP, Division of Municipal Services  
 Review Date: 12/13/2011





One Cambridge Place, 50 Hampshire Street  
Cambridge, Massachusetts 02139  
tel: +1 617 452-6000  
fax: +1 617 452-8000

October 19, 2011

Mr. Ronald M. LaFreniere  
Commissioner of Public Works  
Department of Public Works  
135 Central Street  
Marlborough, MA

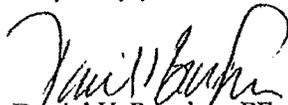
Subject: City of Marlborough, Massachusetts  
Westerly Wastewater Treatment Facility Improvements  
Contract No. 2009-07  
STAG Grant  
Verification of Blower & Fine Bubble Diffuser Operation

Dear Mr. LaFreniere:

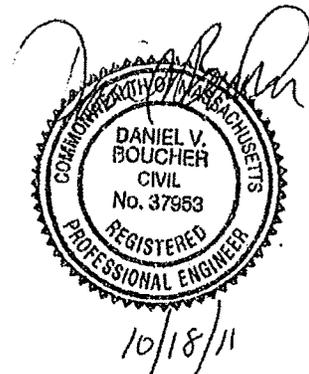
As requested, and in connection with the City of Marlborough's STAG grant, Camp Dresser & McKee, Inc. (CDM) verifies that the blowers and fine bubble diffuser systems were installed and have been operating in the north battery since April 1, 2011. Signed vendor checklists for the blowers and fine bubble diffusers installations by Neuros and Sanitaire, respectively, are attached herewith.

In addition, please also be advised that diffuser equipment was provided to the general contractor, Carlin Contracting Co., Inc. through the MBE firm Total Mechanical, Inc.; the associated instrumentation was provided by the WBE firm, E.L. Waterman, Inc., and a portion of the inspectional services were provided through CDM by the WBE firm CDW Associates.

Very truly yours,

  
Daniel V. Boucher, PE  
Principal  
Camp Dresser & McKee Inc.

C: J. Madden, CDM



Document code



**U.S. ENVIRONMENTAL PROTECTION AGENCY  
 MBE/WBE UTILIZATION UNDER FEDERAL GRANTS  
 AND COOPERATIVE AGREEMENTS**

**PART I. (Reports are required even if no procurements are made during the reporting period.)**

1A. FEDERAL FISCAL YEAR (Oct. 1-Sep 30)  20 <u>11</u>	1B. REPORTING PERIOD (Check ALL appropriate boxes) <input checked="" type="checkbox"/> 1 <sup>st</sup> (Oct-Dec) <input type="checkbox"/> 2 <sup>nd</sup> (Jan-Mar) <input type="checkbox"/> 3 <sup>rd</sup> (Apr-Jun) <input type="checkbox"/> 4 <sup>th</sup> (Jul-Sep) <input type="checkbox"/> Semi-Annual (Oct-Mar) <input type="checkbox"/> Semi-Annual (Apr-Sep) <input checked="" type="checkbox"/> Annual <input checked="" type="checkbox"/> Check if this is the last report for the project (Project completed).																				
1C. REVISION OF A PRIOR REPORT? Y or N Year: _____ Quarter: _____	BRIEFLY DESCRIBE THE REVISIONS YOU ARE MAKING:																				
2A. EPA FINANCIAL ASSISTANCE OFFICE ADDRESS (ATTN: DBE Coordinator) 5 Post Office Sq., Boston, MA 02114-2023	3A. RECIPIENT NAME AND ADDRESS City of Marlborough, 140 Main St., Marlborough, MA 01752																				
2B. EPA DBE COORDINATOR Name: Larry Wells E-mail: Wells.Larry@epa.gov	2C. PHONE: 617-918-1836 Fax: 617-918-1809	3B. RECIPIENT REPORTING CONTACT: Name: Ronald M. LaFreniere, P.E. E-mail: rlafreniere@marlborough-ma.gov	3C. PHONE: 508-624-6910 Fax: 508-624-7699																		
4A. FINANCIAL ASSISTANCE AGREEMENT ID NUMBER (SRF State Recipients, refer to Instructions for Completion of blocks 4A, 5A and 5C.) EM-96156501	4B. FEDERAL FINANCIAL ASSISTANCE PROGRAM TITLE or CFDA NUMBER:																				
5A. TOTAL ASSISTANCE AGREEMENT AMOUNT (SRF State Recipients, refer to Instructions for Completion of blocks 4A, 5A and 5C.)  EPA Share: \$ <u>291,000.00</u> Recipient Share: \$ <u>238,090.00</u>	5B. If NO procurement and NO accomplishments were made this reporting period (by the recipients, sub-recipients, loan recipients, and prime contractors), CHECK and SKIP to Block No. 7. (Procurements are all expenditures through contract, order, purchase, lease or barter of supplies, equipment, construction, or services needed to complete Federal assistance programs. Accomplishments. In this context, are procurements made with MBEs and/or WBEs.)  <input checked="" type="checkbox"/>																				
5C. <b>Total Procurements This Reporting Period</b> (Only include amount not reported in any prior reporting period)  Total Procurement Amount \$ <u>529,090.00</u> (include total dollar values awarded by recipient, sub-recipients and SRF loan recipients, including MBE/WBE expenditures.)																					
5D. Were sub-awards issued under this assistance agreement? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Were contracts issued under this assistance agreement? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																					
5E. <b>MBE/WBE Accomplishments This Reporting Period</b>  Actual MBE/WBE Procurement Accomplished: (Include total dollar values awarded by recipient, sub-recipients, SRF loan recipients and Prime Contractors.) <table style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width:15%;"></th> <th style="width:20%; text-align: center;"><u>Construction</u></th> <th style="width:20%; text-align: center;"><u>Equipment</u></th> <th style="width:20%; text-align: center;"><u>Services</u></th> <th style="width:20%; text-align: center;"><u>Supplies</u></th> <th style="width:15%; text-align: center;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>\$MBE:</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">0.00</td> </tr> <tr> <td>\$WBE:</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">0.00</td> </tr> </tbody> </table>					<u>Construction</u>	<u>Equipment</u>	<u>Services</u>	<u>Supplies</u>	<u>Total</u>	\$MBE:	_____	_____	_____	_____	0.00	\$WBE:	_____	_____	_____	_____	0.00
	<u>Construction</u>	<u>Equipment</u>	<u>Services</u>	<u>Supplies</u>	<u>Total</u>																
\$MBE:	_____	_____	_____	_____	0.00																
\$WBE:	_____	_____	_____	_____	0.00																
6. COMMENTS: (If no MBE/WBE procurements were accomplished during the reporting period, please explain what steps you are taking to achieve the MBE/WBE Program requirements specified in the terms and conditions of the Assistance Agreement.)  Although this grant is reimbursement for a prior completed project, there was substantial MBE/WBE involvement. As stated on the attached engineer's certification letter, "diffuser equipment was provided to the general contractor, Carlin Contracting Co., Inc. through the MBE firm Total Mechanical, Inc. the associated instrumentation was provided by the WBE firm, E.L. Wateman, Inc. and a portion of the inspectional services were provided through CDM by the WBE firm CDW Associates."																					
7. NAME OF RECIPIENT'S AUTHORIZED REPRESENTATIVE Nancy E. Stevens	TITLE Mayor																				
8. SIGNATURE OF RECIPIENT'S AUTHORIZED REPRESENTATIVE	DATE																				



**LOBBYING AND LITIGATION CERTIFICATION FOR GRANTS AND COOPERATIVE AGREEMENTS\***

**INSTRUCTIONS:**

\*At project completion, complete this form pursuant to the 2001 Department of Veterans Affairs and Housing and Urban Development, and Independent Appropriations Act, Public Law 106-377, Section 424 and 2000 Department of Veterans Affairs and Housing and Urban Development, and Independent Appropriations Act, Public Law 106-74, Section 426 and any other subsequent Appropriation Act requirements.

Please mail this form to your EPA Grant Specialist within 90 days of project completion. DO NOT send this information to the Office of Management & Budget.

Assistance Agreement Number(s):

EM-96156501

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that none of these funds have been used to engage in the lobbying of the Federal Government or in litigation against the United States unless authorized under existing law.

\_\_\_\_\_  
Signature of the Chief Executive Officer

\_\_\_\_\_  
Date

Nancy E. Stevens, Mayor

\_\_\_\_\_  
Print Name

**Burden Statement** - The annual public reporting and record keeping burden for this collection of information is estimated to average 5 minutes per respondent. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control numbers for EPA's regulations are listed in 40 CFR Part 9 and 48 CFR Chapter 15.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Regulatory Information Division, U.S. Environmental Protection Agency, Ariel Rios Building, 1200 Pennsylvania Avenue, N.W., Mail Code 3213A, Washington, DC 20460; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725 17<sup>th</sup> Street, N.W., Washington, DC 20503, Attention: Desk Officer for EPA. Include the EPA ICR number and OMB control number in any correspondence.

# FINANCIAL STATUS REPORT

(Short Form)

(Follow instructions on the back)

<b>1. Federal Agency and Organizational Element to Which Report is Submitted</b> Environmental Protection Agency	<b>2. Federal Grant or Other Identifying Number Assigned By Federal Agency</b> EM-96156501	<b>OMB Approval No.</b> 0348-0038	<b>Page of</b> 1   1 pages
<b>3. Recipient Organization (Name and complete address, including ZIP code)</b> City of Marlborough, 140 Main Street, Marlborough, MA 01752			
<b>4. Employer Identification Number</b> 046-001-399	<b>5. Recipient Account Number or Identifying Number</b>	<b>6. Final Report</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>7. Basis</b> <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual
<b>8. Funding/Grant Period (See instructions)</b> From: (Month, Day, Year) 10/1/2009		<b>9. Period Covered by this Report</b> From: (Month, Day, Year) 10/1/2009	
		To: (Month, Day, Year) 9/30/2012	
<b>10. Transactions:</b>			
	I Previously Reported	II This Period	III Cumulative
a. Total outlays	0.00	529,090.00	529,090.00
b. Recipient share of outlays	0.00	238,090.00	238,090.00
c. Federal share of outlays	0.00	291,000.00	291,000.00
d. Total unliquidated obligations			0.00
e. Recipient share of unliquidated obligations			0.00
f. Federal share of unliquidated obligations			0.00
g. Total Federal share(Sum of lines c and f)			291,000.00
h. Total Federal funds authorized for this funding period			291,000.00
i. Unobligated balance of Federal funds(Line h minus line g)			0.00
<b>11. Indirect Expense</b>	a. Type of Rate(Place "X" in appropriate box) <input type="checkbox"/> Provisional <input type="checkbox"/> Predetermined <input checked="" type="checkbox"/> Final <input type="checkbox"/> Fixed		
	b. Rate	c. Base	d. Total Amount 0.00
e. Federal Share 0.00			
<b>12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.</b>			
<b>13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.</b>			
Typed or Printed Name and Title Nancy E. Stevens, Mayor		Telephone (Area code, number and extension) (508)460-3770	
Signature of Authorized Certifying Official		Date Report Submitted December 14, 2011	

# FEDERAL FINANCIAL REPORT

(Follow form instructions)

<b>1. Federal Agency and Organizational Element to Which Report is Submitted</b> Environmental Protection Agency		<b>2. Federal Grant or Other Identifying Number Assigned by Federal Agency</b> (To report multiple grants, use FFR Attachment) EM-96156501		Page	1	of	1
pages							
<b>3. Recipient Organization (Name and complete address including Zip code)</b> City of Marlborough, 140 Main Street, Marlborough, MA 01752							
<b>4a. DUNS Number</b> 045633484	<b>4b. EIN</b> 046-001-399	<b>5. Recipient Account Number or Identifying Number</b> (To report multiple grants, use FFR Attachment)		<b>6. Report Type</b> <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Final	<b>7. Basis of Accounting</b> <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual		
<b>8. Project/Grant Period</b> From: (Month, Day, Year) 10/1/2009				To: (Month, Day, Year) 9/30/2012		<b>9. Reporting Period End Date</b> (Month, Day, Year) 9/30/2012	
<b>10. Transactions</b>						Cumulative	
(Use lines a-c for single or multiple grant reporting)							
<b>Federal Cash (To report multiple grants, also use FFR Attachment):</b>							
a. Cash Receipts				529,090			
b. Cash Disbursements				529,090			
c. Cash on Hand (line a minus b)				0			
(Use lines d-o for single grant reporting)							
<b>Federal Expenditures and Unobligated Balance:</b>							
d. Total Federal funds authorized				529,090			
e. Federal share of expenditures				291,000			
f. Federal share of unliquidated obligations				0			
g. Total Federal share (sum of lines e and f)				291,000			
h. Unobligated balance of Federal funds (line d minus g)				238,090			
<b>Recipient Share:</b>							
i. Total recipient share required				238,090			
j. Recipient share of expenditures				238,090			
k. Remaining recipient share to be provided (line i minus j)				0			
<b>Program Income:</b>							
l. Total Federal program income earned				0			
m. Program income expended in accordance with the deduction alternative				0			
n. Program income expended in accordance with the addition alternative				0			
o. Unexpended program income (line l minus line m or line n)				0			
<b>11. Indirect Expense</b>	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
				g. Totals:			
<b>12. Remarks:</b> Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:							
<b>13. Certification:</b> By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
<b>a. Typed or Printed Name and Title of Authorized Certifying Official</b>  Nancy E. Stevens, Mayor					<b>c. Telephone (Area code, number and extension)</b> (508)480-3770  <b>d. Email address</b> mayor@marlborough-ma.gov		
<b>b. Signature of Authorized Certifying Official</b>					<b>e. Date Report Submitted (Month, Day, Year)</b>		
<b>14. Agency use only:</b>							

Standard Form 425  
OMB Approval Number: 0348-0061  
Expiration Date: 10/31/2011

**Paperwork Burden Statement**

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.



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

2011 DEC 15 P 4:32 140 Main Street  
Marlborough, Massachusetts 01752  
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610

*Nancy E. Stevens*  
MAYOR

*Krista J. Holmi*  
EXECUTIVE AIDE

*Katherine M. LaRose*  
EXECUTIVE SECRETARY

December 14, 2011

Council President Arthur G. Vigeant  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

Honorable President Vigeant and Councilors:

I am submitting for your approval the following transfer request:

Transfer in the amount of \$3,163.00 moving funds from account number 27000099-42440 (Economic Development Special Revenue) to account number 10000-35900 (Undesignated Fund).

This transfer fully reimburses the City for its advance of \$200,000.00 from Undesignated Funds which were transferred prior to the establishment of the Economic Development Special Revenue Fund. As always, please feel free to call with any questions or concerns.

Sincerely,

Nancy E. Stevens  
Mayor

Enclosure

## TRANSFER REQUEST

AVAILABLE BALANCE	AMOUNT	FROM ACCOUNT			TO ACCOUNT			
		ORG CODE	OBJECT	ACCOUNT DESCRIP	AMOUNT	ORG CODE	OBJECT	ACCOUNT DESCRIP
				<b>Economic Development Special Revenue Account</b>				<b>Undesignated Fund</b>
\$ 18,329.12	\$ 3,163.00	27000099	42440	Economic Dev Special Revenue	\$ 3,163.00	10000	35900	Undesignated Fd

\$ 3,163.00

Reason            See Mayor's request.



RECEIVED  
CLERK'S OFFICE  
OF MARLBOROUGH

2011 DEC 15 P 4: 32

*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

*Nancy E. Stevens*  
MAYOR

*Krista J. Holmi*  
EXECUTIVE AIDE

*Katherine M. LaRose*  
EXECUTIVE SECRETARY

December 13, 2011

Council President Arthur G. Vigeant  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

Honorable President Vigeant and Councilors:

I am submitting for your approval the following transfer request:

Transfer in the amount of \$2,000.00 moving funds from account number 12410004-53180 (Professional and Technical) to account number 12410001-50260 (Assistant Building Inspector).

The transfer will provide coverage due to an extended employee leave.

As always, please feel free to call with any questions or concerns.

Sincerely,

Nancy E. Stevens  
Mayor

Enclosure





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CLERK'S OFFICE  
OF MARLBOROUGH

DEC 15 P 4:33

*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

*Nancy E. Stevens*  
MAYOR

*Krista J. Holmi*  
EXECUTIVE AIDE

*Katherine M. LaRose*  
EXECUTIVE SECRETARY

December 14, 2011

Council President Arthur G. Vigeant  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

Honorable President Vigeant and Councilors:

I am submitting for your approval the following transfer request:

Transfer in the amount of \$500.00 moving funds from account number 11610003-51430 (Longevity) to account number 14920003-51430 (Longevity).

This transfer is necessary to fund the longevity payment associated with an employee's contract. As always, please feel free to call with any questions or concerns.

Sincerely,

Nancy E. Stevens  
Mayor

Enclosure

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: City Clerk

DEPT: Recreation

FISCAL YEAR: 12

FROM ACCOUNT:

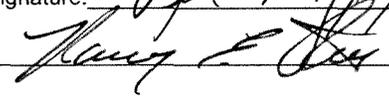
TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$877</u>	<u>\$500.00</u>	<u>11610003</u>	<u>51430</u>	<u>Longevity</u>	<u>\$500.00</u>	<u>14920003</u>	<u>51430</u>	<u>Longevity</u>	<u>\$0</u>
	Reason:	<u>Surplus funds budgeted for City Clerk Longevity</u>				<u>According to the labor contract the employee qualifies for additional longevity payment</u>			
	Reason:	_____				_____			
	Reason:	_____				_____			
	Reason:	_____				_____			

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



Mayor's signature: \_\_\_\_\_





# City of Marlborough

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

## Office of the Mayor

2011 DEC 15 P 4:33 140 Main Street  
Marlborough, Massachusetts 01752  
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610

*Nancy E. Stevens*  
MAYOR

*Krista J. Holmi*  
EXECUTIVE AIDE

*Katherine M. LaRose*  
EXECUTIVE SECRETARY

December 14, 2011

Council President Arthur G. Vigeant  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

Honorable President Vigeant and Councilors:

I am submitting for your approval the following transfer request:

Transfer in the amount of \$250.00 moving funds from account number 11610003-51430 (Longevity) to account number 16100003-51430 (Longevity).

This transfer is necessary to fund the longevity payment associated with an employee's contract. As always, please feel free to call with any questions or concerns.

Sincerely,

Nancy E. Stevens  
Mayor

Enclosure

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: City Clerk

DEPT: Library

FISCAL YEAR: 12

FROM ACCOUNT:

TO ACCOUNT:

Available  
Balance

Amount

Org Code

Object

Account Description:

Amount

Org Code

Object

Account Description:

Available  
Balance

\$877

\$250.00

11610003

51430

Longevity

\$250.00

16100003

51430

Longevity

\$0

Reason:

Surplus funds budgeted for City Clerk Longevity

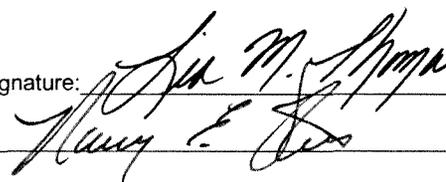
According to the labor contract the employee qualifies for additional longevity payment

Reason:

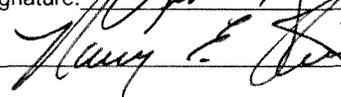
Reason:

Reason:

Department Head signature:



Mayor's signature:



# Assabet Valley Regional Vocational District School Committee

215 Fitchburg Street  
Marlborough, Massachusetts 01752-1288

Berlin  
Lynn G. Ryan  
Chairperson

Hudson  
George Luoto  
Vice Chairperson

Marlborough  
Joseph Valarioti  
Secretary

Maynard  
Laura Ross

Northborough  
Michael Casaceli

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CITY OF MARLBOROUGH  
2011 DEC 14 P 2:47

Southborough  
James W. Denman

Westborough  
Paul George

December 7, 2011

Mr. Arthur Vigeant, City Council  
City Hall  
140 Main Street  
Marlborough, MA 01752

Dear Mr. Vigeant:

The purpose of this letter is to notify you, as required by the District Agreement and by Section 6(d) of Chapter 513 of the Acts of 1966, that on December 6, 2011 the School Committee for the Assabet Valley Regional Vocational School District, voted to authorize the project and debt for a repair/renovation project to the school in the amount of \$62,434,488. The scope of this project includes repairs or replacement of all major building systems. Please see the enclosed booklet of information that provides the details.

You were previously notified directly by the Massachusetts School Building Authority (MSBA) that their Board of Directors voted on November 16, 2011 to commit their share of the project costs or 53.45% up to a maximum of \$33,099,495.

We are very excited to have worked these past three years to bring this project to fruition. On December 2<sup>nd</sup> and 3<sup>rd</sup> we invited you to a "Project Update for Member Community Officials" and some were unable to attend. We would welcome any future opportunity for you to visit the school with your board of selectmen and finance committees so we can provide that update.

For this project to be successful we need the unanimous support of all seven member communities. We think it's imperative that the community leaders in each town and the city take a leadership role in supporting the project and communicating it to all stakeholders. We stand ready to assist you in this effort.

We are optimistic that people will view the opportunity to leverage MSBA funding in an economic time ripe for borrowing and receiving competitive construction pricing as the right time to get these much-needed repairs completed.

Sincerely,

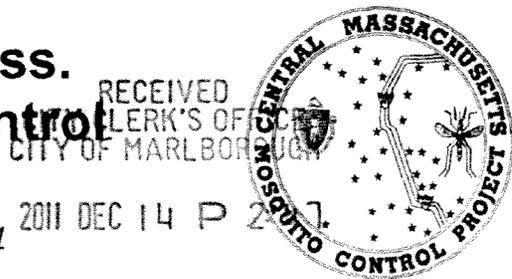


Joseph A. Valarioti, School Committee Secretary



# Central Mass. Mosquito Control Project

[www.cmmcp.org](http://www.cmmcp.org)



DATE: Nov. 10, 2011  
SUBJECT: Tire Recycling Program  
TO: CMMCP member Health Departments  
FROM: Timothy Deschamps, Executive Director



The CMMCP tire recycling program has restarted after a short hiatus for the summer season. If you have any hazardous waste or recycling events scheduled in the next few months, please contact Tim McGlinchy at (508) 393-3055 or [mcglinchy@cmmcp.org](mailto:mcglinchy@cmmcp.org) to see if CMMCP can participate. We would also like to be notified of any abandoned tires in your community to see if this would qualify under our program (we do have a few limitations). Residents may also contact us at the number above or at [used\\_tires@cmmcp.org](mailto:used_tires@cmmcp.org) for a pick up the next time we have a scheduled event.

On a related note, CMMCP has been selected to receive MassRecycle's 2011 BRONZE Award in the Institution & Non-profit category. MassRecycle's Annual Recycling Awards recognize individuals, businesses, municipalities and organizations for their outstanding efforts to increase recycling and eliminate waste in the Commonwealth of Massachusetts. Through an independent peer review process, CMMCP was chosen for our significant impact (recycling over 45 tons of tires) out of a field of 54 candidates nominated this year. CMMCP is honored to be selected by MassRecycle and receive recognition for this program.

MassRecycle is a statewide coalition of individuals, governments, businesses, institutions and non-profit organizations dedicated to promoting and realizing the vital environmental, social and economic benefits created by reducing, reusing, and recycling waste materials, and by increasing the utilization of recycled products. For more information on MassRecycle, check their webpage here: <http://massrecycle.org/>

### Why is CMMCP concerned about used tires?

Used tire casings left out in the environment and allowed to hold water provide suitable areas for mosquito larval mosquito development, including those species known to carry West Nile virus such as *Oc. j. japonicus* and *Culex pipiens*. During the course of one season, the potential exists for hundreds or even thousands of mosquitoes to emerge from just one tire. If tires infested with mosquito eggs, larvae or pupae are transported, the potential to introduce mosquito species into new areas and/or the potential for the spread of arboviruses and their transmission may increase significantly.

For these reasons and as a value added service to our member cites and towns provided at no additional cost, CMMCP has developed a used tire program – more information is at this link: [www.cmmcp.org/tires.htm](http://www.cmmcp.org/tires.htm) or scan the QR code to the right with your smartphone.



cc: member Mayors & City Councils

RECEIVED  
 CITY CLERK  
 CITY OF MALDEN  
 2011 DEC - 7 10:16:08

Form SRB-1

Rev. 3-4-10  
 Rev.10.27.10

Page 1 of 3

The Central Mass. Mosquito Control Project

NOTICE OF PUBLIC MEETING TO PRESENT AND DISCUSS  
 ITS PRELIMINARY PROPOSED BUDGET FOR F/Y 13

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 F/Y \_\_\_\_\_, and to receive comments and answer questions from the public and local public officials in connection therewith.

- 1. Date: January 11, 2012 [not later than March 1<sup>st</sup>]
- 2. Time: 11:00AM
- 3. Location: Northborough Free Library, 34 Main St. Northborough, MA 01532

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 St. Northborough, MA 01532

SNOW DATE JANUARY 12, 2012, SAME TIME & LOCATION

5. The total preliminary dollar amount that the District is proposing for F/Y 13 is \$1,801,893. 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 F/Y 13.

A.	B.	C.	D.	E.	F.	G.
District Name	Number of Employees	F/Y 13 Preliminary Proposed Budget \$ Amount	Percent increase over approved F/Y 2012 budget	Estimated Balance Forward/ Rollover amount from F/Y 2012	F/Y 2012 Actual Budget Revenues	F/Y 2013 Actual Total Funds Available in Trust Account to Expend (Column C+E)
Central	19	\$1,801,893	7.75%	\$75,000	\$1,671,893	\$1,876,893

**Form SRB-1**

Rev. 3-4-10  
Rev. 10.27.10

Page 2 of 3

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, is as set forth on Form SRB-1, Page 2. As of the date of this notice, the District is comprised of 39 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 or Projects Administrator by April 15<sup>th</sup>*
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.

The below chart lists the estimated cherry sheet assessments for F/Y 13 based on the preliminary proposed District budget.

Name of Municipality	Percentage of Total Budget	Dollar Amount to be Deducted from Local Aid Distribution
ACTON	3.15%	\$58,247
ASHLAND	1.93%	\$35,643
AUBURN	2.17%	\$40,008
AYER	1.23%	\$22,710
BERLIN	1.54%	\$28,408
BILLERICA	4.26%	\$78,689
BLACKSTONE	1.42%	\$26,275
BOXBOROUGH	1.38%	\$25,455
CHELMSFORD	3.75%	\$69,232
CLINTON	0.93%	\$17,248
DRACUT	3.05%	\$56,279
FITCHBURG	3.65%	\$67,479
HOLLISTON	2.56%	\$47,247
HOPEDALE	0.74%	\$13,696
HOPKINTON	3.64%	\$67,179
HUDSON	1.87%	\$34,620
LANCASTER	3.2%	\$59,095
LEOMINSTER	4.07%	\$75,170
LITTLETON	2.18%	\$40,276
LUNENBURG	3.17%	\$58,564
MARLBOROUGH	3.59%	\$66,271
MILFORD	2.4%	\$44,252
MILLBURY	2.07%	\$38,233
MILLVILLE	0.61%	\$11,240
NATICK	3.42%	\$63,248
NORTHBOROUGH	2.65%	\$48,868
NORTHBRIDGE	2.26%	\$41,806
SHERBORN	2.02%	\$37,277
SHREWSBURY	3.51%	464,794
SOUTHBOROUGH	2.11%	\$39,054
STOW	2.21%	\$40,802
STURBRIDGE	4.36%	\$80,455
TEWKSBURY	3.28%	\$60,560
UXBRIDGE	3.58%	\$66,167
WEBSTER	1.78%	\$32,839
WESTBOROUGH	3.15%	\$58,272
WESTFORD	4.32%	\$79,755
WILMINGTON	2.79%	\$51,588
SRB ASSESSMENT	2.40%	\$45,099
FY/13 BUDGET REQUEST		\$1,801,893
TOTAL		\$1,846,992

# PERAC

RECEIVED  
CITY CLERK'S OFFICE

COMMONWEALTH OF MASSACHUSETTS | PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION

DOMENIC J. F. RUSSO, *Chairman*

JOSEPH E. CONNARTON, *Executive Director*

Auditor SUZANNE M. BUMP | ALAN MACDONALD | JAMES M. MACHADO | DONALD R. MARQUIS | ROBERT B. MCCARTHY | GREGORY R. MENNIS

2011 DEC 14 P 2:17

## MEMORANDUM

TO: Marlborough Retirement Board  
FROM: *Joseph E. Connarton*  
Joseph E. Connarton, Executive Director  
RE: Appropriation for Fiscal Year 2013  
DATE: December 8, 2011

Required Fiscal Year 2013 Appropriation: **\$7,325,058**

This Commission is hereby furnishing you with the amount to be appropriated for your retirement system for Fiscal Year 2013 which commences July 1, 2012.

Attached please find summary information based on the present funding schedule for your system and the portion of the Fiscal Year 2013 appropriation to be paid by each of the governmental units within your system.

If your System has a valuation currently in progress, you may submit a revised funding schedule to PERAC upon its completion. The current schedule is/was due to be updated by Fiscal Year 2015.

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

p:\actuarial\approp\approp13\fy13 for web\marlboroughapprop13.doc



**Marlborough Retirement Board**

Projected Appropriations

Fiscal Year 2013 - July 1, 2012 to June 30, 2013

Aggregate amount of appropriation: **\$7,325,058**

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 2013	\$7,450,607	\$7,325,058	\$0	\$7,325,058	\$7,325,058	\$0	\$125,549
FY 2014	\$7,709,584	\$7,478,815	\$0	\$7,478,815	\$7,478,815	\$0	\$230,769
FY 2015	\$7,977,431	\$7,635,382	\$0	\$7,635,382	\$7,635,382	\$0	\$342,049
FY 2016	\$8,254,452	\$7,794,785	\$0	\$7,794,785	\$7,794,785	\$0	\$459,667
FY 2017	\$8,540,961	\$7,957,043	\$0	\$7,957,043	\$7,957,043	\$0	\$583,918

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 2013 - July 1, 2012 to June 30, 2013

Aggregate amount of appropriation: **\$7,325,058**

UNIT	Percent of Aggregate Amount	Funding Schedule (excluding ERI)	ERI	Total Appropriation
City of Marlborough	69.40%	\$5,083,590	\$0	\$5,083,590
School Department	29.67%	\$2,173,345	\$0	\$2,173,345
Housing & Community Devel. Authority	0.93%	\$68,123	\$0	\$68,123
<b>UNIT TOTAL</b>	<b>100%</b>	<b>\$7,325,058</b>	<b>\$ 0</b>	<b>\$7,325,058</b>

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.

**nationalgrid**

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2011 DEC 15 P 3:22

December 13, 2011

**OFFICE OF THE CITY CLERK  
140 MAIN STREET  
MARLBOROUGH, MA 01752**

To Whom It May Concern:

Enclosed please find a petition of NATIONAL GRID covering the installation of underground facilities.

If you have any questions regarding this permit please contact:

Michael W Roberts

If this petition meets with your approval, please return an executed copy to:

National Grid Contact: Angela Birch; 280 Melrose Street; Providence, RI

Very truly yours,

*Chris Montalto* *MB*

Chris Montalto,  
Supervisor, Distribution Design

Enclosures

**PETITION FOR MANHOLE AND DUCT LOCATIONS**

Hopedale, MA 01747

December 13, 2011

To the City Council  
of the City of Marlborough, Massachusetts

**MASSACHUSETTS ELECTRIC COMPANY** requests permission to locate manholes, wires, and ducts, including the necessary sustaining and protecting fixtures, along and across the following public way:

**Robin Hill Street**

**install (2) 5 inch PVC electrical conduits  
concrete encased from manhole 1-1 to  
p30 Robin Hill Street ( 160'+/-)**

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to install and maintain manholes, ducts and wires, together with such sustaining and protecting fixtures as it may find necessary, said manholes and ducts to be installed substantially in accordance with the plan filed herewith marked--

**MASSACHUSETTS ELECTRIC COMPANY**

Plan No. **11436617** Dated: **10/27/2011**

**MASSACHUSETTS ELECTRIC COMPANY**

By: Chris Montalto JB  
Manager of Distribution Design

**COUNCIL COPY**

**ORDER FOR MANHOLE AND DUCT LOCATIONS**

Hopedale, MA 01747

December 13, 2011

By the City Council  
of the City of Marlborough, Massachusetts

Notice having been given and a public hearing held, as provided by law,  
IT IS HEREBY ORDERED:

that **MASSACHUSETTS ELECTRIC COMPANY** be and it is hereby granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as said Company may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Company dated the **13th day of December, 2011**

All construction under this order shall be in accordance with the following conditions:--

Manholes and ducts shall be set substantially at the points indicated upon the plan marked--

**MASSACHUSETTS ELECTRIC COMPANY**

Plan No. **11436617**

Dated: **10/27/2011**

The following are the public ways or parts of ways along which the manholes/ducts above referred to may be installed, and the number of manholes/ducts which may be installed thereon under this order:--

**Robin Hill Street**

**install (2) 5 inch PVC electrical conduits  
concrete encased from manhole 1-1 to  
p30 Robin Hill Street ( 160'+/-)**

I hereby certify that the foregoing order was adopted at a meeting of the City Council  
of the City of Marlborough, Massachusetts  
held on the \_\_\_\_\_ day of \_\_\_\_\_ 2011

\_\_\_\_\_  
Clerk of Council

Received and entered in the records of location orders  
of the City of Marlborough, Massachusetts

Book: \_\_\_\_\_ Page: \_\_\_\_\_

\_\_\_\_\_  
City Clerk

We hereby certify that on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock, \_\_\_\_\_ M  
at \_\_\_\_\_ a public hearing was held on the petition of

**MASSACHUSETTS ELECTRIC COMPANY** for permission to construct the underground electric conduits described in the order herewith recorded, and that I mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to construct the underground electric conduits under said order. And that thereupon said order was duly adopted.

Council of the City of

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Marlborough, Massachusetts

**CERTIFICATE**

I hereby certify that the foregoing is a true copy of a location order and certificate of hearing with notice adopted by the City Council of the City of Marlborough, Massachusetts, on the \_\_\_\_\_ day of

\_\_\_\_\_ 2011 and recorded with the records of location orders of said City,

Book \_\_\_\_\_, Page \_\_\_\_\_.

This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest: \_\_\_\_\_  
City Clerk

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CITY OF MARLBOROUGH

*City of Marlborough*  
*Commonwealth of Massachusetts*

2011 DEC -6 A 11:52



November 21, 2011  
7:00 PM

**PLANNING BOARD**

Barbara L. Fenby, Chair  
Colleen M. Hughes, Clerk  
Philip J. Hodge  
Edward F. Coveney  
Clyde L. Johnson  
Sean N. Fay

Carrie Lizotte, Board Secretary

Phone: (508) 460-3769

Fax: (508) 460-3736

Email: CLizotte@marlborough-ma.gov

The Planning Board for the City of Marlborough met on Monday, November 21, 2011 in Memorial Hall, 3<sup>rd</sup> Floor, City Hall 140 Main Street, Marlborough, MA 01752. Members present: Barbara Fenby, Philip Hodge, Colleen Hughes, Sean Fay, and Edward Coveney. Also present: City Engineer Thomas Cullen.

**MINUTES**

*November 21, 2011*

On a motion by Mr. Fay, seconded by Ms. Hughes, it was duly voted:

To accept and file the meeting minutes with amendments.

**CHAIRS BUSINESS**

*Single Housing Inventory*

The City Solicitor provided the list of the current subsidized housing inventory listing. The Board looked through the list.

**APPROVAL NOT REQUIRED PLAN**

*Map 21, Parcel 26-1*

*Submittal*

*Correspondence from Thomas Dipersio*

Mr. Dipersio sent correspondence to the Planning Board explaining unfortunately he had a prior commitment and could not make the meeting. However he explained that the owners of the property have owned the property for many years and recently decided to subdivide the land into 3 lots. The land itself has frontage in the town of Berlin with only a portion of the land being in Marlborough and is mainly considered to be wetlands.

On a motion by Mr. Hodge, seconded by Mr. Fay it was duly voted:

To accept and file correspondence, to refer the ANR plan to the City Engineer for his review and recommendation for the next Planning Board meeting.

## **PUBLIC HEARING**

### **SUBDIVISION PROGRESS REPORTS**

#### ***City Engineer Update***

Mr. Cullen stated at this time there was no major update.

#### ***Berlin Farms (Long Drive) Bond Revocation***

The City Engineer asked the Planning Board to table the vote for revocation. At this time the Engineers office is awaiting the As-built plot plans, easement information and a few minor aspects of the subdivision before they begin their review for acceptance.

On a motion by Ms. Hughes, seconded by Mr. Fay, it was duly voted:

To table the matter until the next Planning Board meeting.

Mr. Fay suggested that the Planning Board remind the developer that the Board will be unable to act on any requests for future bond reductions or other developer requests unless there is a valid extension of the development. The Board requested that Mrs. Lizotte to send an email message to Mr. Freeman reminding him of this policy, the procedure for extending the subdivision approval, and requesting that he submit a request for extension. The Board discussed the status of the subdivision with Mr. Cullen and no reason for opposition to the extension was raised. Members suggested that this courtesy should be extended to Mr. Freeman because the subdivision is nearly complete and he has made progress recently on outstanding punch list items.

### **PENDING SUBDIVISION PLANS: Updates and Discussion**

### **PRELIMINARY/ OPEN SPACE SUBDIVISION SUBMITTALS**

### **DEFINITIVE SUBDIVISION SUBMISSIONS**

### **SCENIC ROADS**

### **SIGNS**

### **INFORMAL DISCUSSION**

#### ***Political Signs***

Mr. Fay discussed political signs and if the ordinance could be enhanced for public safety. It was suggested that Mrs. Lizotte would email the political sign section to the members for their review and discussion at the next meeting schedule.

#### ***GIS Data***

Mr. Cullen stated that the Maps are going to be available to the public within months.

#### ***Master Calendar***

Mrs. Lizotte will compile the calendar for everyone to view.

**COMMUNICATIONS/CORRESPONDENCE**

On a motion by Ms. Hughes, seconded by Mr. Hodge, it was duly voted:

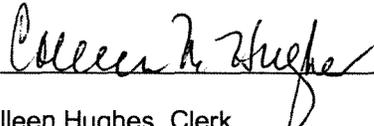
To accept all of the items listed under communications and/or correspondence.

On a motion by Mr. Coveney, seconded by Ms. Hughes, it was duly voted:

To adjourn at 7:50 p.m.

**A TRUE COPY**

ATTEST:

  
\_\_\_\_\_  
Colleen Hughes, Clerk

**MINUTES**

Present at meeting: Mayor Nancy E. Stevens, Linda Ossing, Dan Guindon,  
Timothy Kelly

Absent: Dr. Anthony Pope and Joseph Valarioti

**Item 1 – Call to Order**

Meeting was called to order by Mayor Nancy E. Stevens at 2:00PM

**Item 2 – Acceptance of Minutes**

**Motion:**

Motion made and seconded to accept and place on file the Regular Meeting Minutes of October, 2011.

**Item 3 – Executive Director’s Report**

Executive Director’s Report was presented by Dan Guindon.

Please reference your copy of the November, 2011 Executive Director’s Monthly Report for full details.

**Discussions:**

Executive Director Guindon met with Rick Bennett and Jim Hickey from Marlborough Savings Bank (“MSB”) to discuss moving the Trust accounts from People’s United Bank to MSB. After a brief discussion the Trust agreed to move the money to MSB.

Executive Director Guindon re-opened the discussion about hiring a commission-only underwriter staff person for the station (please reference additional information regarding the position in your November Executive Director’s report packet). The Chair requested that a decision be made at the next meeting when all Trust members are present.

Financials, Program Log and Trouble Report concluded the Executive Director’s Report.

**Motion:**

Motion was made and seconded to accept the Executive Director’s Report for November, 2011.

**Item 4 – Old Business – None**

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**Item 5 – New Business - None**

**Item 6 – Adjournment**

**Motion:**

Motion was made and seconded to adjourn the Regular Cable Trust Meeting of at 2:08pm.

Respectfully Submitted,

Katherine M. LaRose

**MINUTES**

Present at meeting: Mayor Nancy E. Stevens, Dr. Anthony Pope, Linda Ossing, Dan Guindon,  
Timothy Kelly and Joseph Valarioti

Absent: None

**Item 1 – Call to Order**

Meeting was called to order by Mayor Nancy E. Stevens at 2:00PM

**Item 2 – Acceptance of Minutes**

**Motion:**

Motion made and seconded to accept and place on file the Regular Meeting Minutes of September, 2011.

**Item 3 – Executive Director’s Report**

Executive Director’s Report was presented by Dan Guindon.

Please reference your copy of the October, 2011 Executive Director’s Monthly Report for full details.

**Discussions:**

All of the candidate announcements were taped and will begin airing on October 10<sup>th</sup>.

Executive Director Dan Guindon will update the Trust on the status of moving funds from People’s United Bank to Marlborough Savings Bank once he has had an opportunity to speak with Jim Hickey at Marlborough Savings Bank. Dan plans to meet with him during the month of October.

Financials, Program Log and Trouble Report concluded the Executive Director’s Report.

**Motion:**

Motion was made and seconded to accept the Executive Director’s Report for October, 2011.

**Item 4 – Old Business – None**

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**Item 5 – New Business**

**Motion:**

Motion was made to enter into Executive Session at 2:02pm for the purposes of discussing strategy and conduct bargaining for non-union personnel (M.G.L. c. 30A, Sec, 21, #2).  
A roll call vote was taken; carried.

Cable Trust Board returned to regular session at 2:04pm for the purposes of adjournment only.

**Item 6 – Adjournment**

**Motion:**

Motion was made and seconded to adjourn the Regular Cable Trust Meeting of at 2:05pm.

Respectfully Submitted,

Katherine M. LaRose

**MINUTES**

Present at meeting: Mayor Nancy E. Stevens, Dr. Anthony Pope, Linda Ossing, Dan Guindon,  
Timothy Kelly and Joseph Valarioti

Absent: None

**Item 1 – Call to Order**

Meeting was called to order by Mayor Nancy E. Stevens at 2:30PM

**Item 2 – Acceptance of Minutes**

**Motion:**

Motion made and seconded to accept and place on file the Regular Meeting Minutes of August, 2011.

**Item 3 – Executive Director’s Report**

Executive Director’s Report was presented by Dan Guindon.

Please reference your copy of the September, 2011 Executive Director’s Monthly Report for full details.

**Discussions:**

Election season is in full swing. Candidates will be able to schedule studio time and tape a one hour speech during September 12<sup>th</sup> and October 1<sup>st</sup>. WMCT will also be working with the Chamber of Commerce to produce candidate debates. Live election coverage will take place on November 1<sup>st</sup>.

Prior to the power going out during Hurricane Irene, WMCT was able to provide residents with a special report from the Mayor and also an episode from Helping Hands (2009) on what to do during emergencies. Important links and information on emergency preparedness were also placed WMCT’s website and Facebook page.

Executive Director Guindon expressed to the Trust his dissatisfaction with People’s United Bank. According to Dan, there have been several mistakes in the past to the money market fund and checking account. Dan will be presenting the Trust with a proposal in October to move the trust money to from People’s United Bank to Marlborough Savings Bank.

All trust members agreed that the Labor Day Parade and 9/11 Tribute coverage was great and nicely covered by WMCT.

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Financials, Program Log and Trouble Report concluded the Executive Director's Report.

**Motion:**

Motion was made and seconded to accept the Executive Director's Report for September, 2011.

**Item 4 – Old Business – None**

**Item 5 – New Business - None**

**Item 6 – Adjournment**

**Motion:**

Motion was made and seconded to adjourn the Regular Cable Trust Meeting of at 2:38pm.

Respectfully Submitted,

Katherine M. LaRose

**MINUTES**

Present at meeting: Mayor Nancy E. Stevens, Linda Ossing, Dan Guindon,  
Timothy Kelly and Joseph Valarioti

Absent: Dr. Anthony Pope

**Item 1 – Call to Order**

Meeting was called to order by Mayor Nancy E. Stevens at 2:04PM

**Item 2 – Acceptance of Minutes**

**Motion:**

Motion made and seconded to accept and place on file the Regular Meeting Minutes of June, 2011.

**Item 3 – Executive Director’s Report**

Executive Director’s Report was presented by Dan Guindon.

Please reference your copy of the August, 2011 Executive Director’s Monthly Report for full details.

**Discussions:**

The Executive Director’s report from Dan Guindon covered (2) months, June & July, due to no meeting being held in July.

Informal meetings with staff have replaced full day brainstorming meetings. This has proved more effective and less time consuming for the station. The old news set was demolished and a new set is in the process of being developed.

Feedback on WMCT’s new schedule has been positive. A Veteran’s show is in the works and will begin once a new Veteran’s agent is hired by the city. The WMCT website is growing and social media continues to help the station reach more viewers, provide updates from the station and display video clips.

The station is preparing for the annual Labor Day Parade. Additions to this year’s coverage will include a cookout demo hosted by the owner of Stevie’s eatery and a sideline reporter talking to parade viewers.

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Financials, Program Log and Trouble Report concluded the Executive Director's Report.

**Motion:**

Motion was made and seconded to accept the Executive Director's Report for August, 2011.

**Item 4 – Old Business – None**

**Item 5 – New Business - None**

**Item 6 – Adjournment**

**Motion:**

Motion was made and seconded to adjourn the Regular Cable Trust Meeting of at 2:13pm.

Respectfully Submitted,

Katherine M. LaRose

**MINUTES**

Present at meeting: Mayor Nancy E. Stevens, Linda Ossing, Dan Guindon,  
Timothy Kelly and Joseph Valarioti

Absent: Dr. Anthony Pope

**Item 1 – Call to Order**

Meeting was called to order by Mayor Nancy E. Stevens at 2:09PM

**Item 2 – Acceptance of Minutes**

**Motion:**

Motion made and seconded to accept and place on file the Regular Meeting Minutes of May, 2011.

**Item 3 – Executive Director’s Report**

Executive Director’s Report was presented by Dan Guindon.

Please reference your copy of the June, 2011 Executive Director’s Monthly Report for full details.

**Discussions:**

WMCT will be unveiling a new schedule on June 19, 2011. The new schedule will fill in dead spaces between the hours of 7am and 2am. The spaces will be filled with older programs from the WMCT vault, sports programs and old special from years past.

Executive Director asked if any of the Trust members had questions or comments about the (5) year plan. None of the members had any questions or comments.

Financials, Program Log and Trouble Report concluded the Executive Director’s Report.

**Motion:**

Motion was made and seconded to accept the Executive Director’s Report for June, 2011.

**Item 4 – Old Business – None**

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**Item 5 – New Business**

**Motion:**

Motion was made to enter into Executive Session at 2:11pm for the purposes of discussing strategy and conduct bargaining for non-union personnel (M.G.L. c. 30A, Sec, 21, #2).  
A roll call vote was taken; carried.

Cable Trust Board returned to regular session at 2:12pm.

**Item 6 – Adjournment**

**Motion:**

Motion was made and seconded to adjourn the Regular Cable Trust Meeting of at 2:13pm.

Respectfully Submitted,

Katherine M. LaRose

**MINUTES**

Present at meeting: Mayor Nancy E. Stevens, Dr. Anthony Pope, Linda Ossing, Dan Guindon,  
Timothy Kelly and Joseph Valarioti

Absent: None

**Item 1 – Call to Order**

Meeting was called to order by Mayor Nancy E. Stevens at 2:04PM

**Item 2 – Acceptance of Minutes**

**Motion:**

Motion made and seconded to accept and place on file the Regular Meeting Minutes of April, 2011.

**Item 3 – Executive Director’s Report**

Executive Director’s Report was presented by Dan Guindon.

Please reference your copy of the May, 2011 Executive Director’s Monthly Report for full details.

**Discussions:**

WMCT is in the planning stages of a new show called “Hey, What’s The Score”, due to air in the fall. The show will be a half hour sports show and will focus on the seasonal sports played at Assabet Valley and Marlborough High School. The show will also include highlights, scores and interviews on the students and coaches.

Financials, Program Log and Trouble Report concluded the Executive Director’s Report.

**Motion:**

Motion was made and seconded by to accept the Executive Director’s Report for May, 2011.

**Item 4 – Old Business – None**

**Item 5 – New Business – None**

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**Item 6 – Adjournment**

**Motion:**

Motion was made and seconded to adjourn the Regular Cable Trust Meeting of at 2:07pm.

Respectfully Submitted,

Katherine M. LaRose

**MINUTES**

Present at meeting: Mayor Nancy E. Stevens, Dr. Anthony Pope, Linda Ossing, Dan Guindon,  
Timothy Kelly and Joseph Valarioti

Absent: None

**Item 1 – Call to Order**

Meeting was called to order by Mayor Nancy E. Stevens at 2:05PM

**Item 2 – Acceptance of Minutes**

**Motion:**

Motion made and seconded to accept and place on file the Regular Meeting Minutes of March, 2011.

**Item 3 – Executive Director’s Report**

Executive Director’s Report was presented by Dan Guindon.

Please reference your copy of the April, 2011 Executive Director’s Monthly Report for full details.

**Discussions:**

New Living History episodes started running and will continue to run through September. Additionally, the cable station has been taping and airing the Historical Society’s guest speaker series, Library’s McConnell Author Series and Legal Clinics at the Senior Center.

The final summaries for the FY10 Operating budget and capital budget were submitted, along with the Executive Director’s Report, to all trust members. Executive Director Dan Guindon pointed out that the station came in under budget this year. Joseph Valarioti questioned why the budget came under and Dan explained that he is no longer paying one full time position and the benefits associated with that position.

Financials, Program Log and Trouble Report concluded the Executive Director’s Report.

**Motion:**

Motion was made and seconded by to accept the Executive Director’s Report for April, 2011.

**Item 4 – Old Business – None**

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Marlborough Cable Trust  
Board Meeting

April, 2011

**Item 5 – New Business – None**

**Item 6 – Adjournment**

**Motion:**

Motion was made and seconded to adjourn the Regular Cable Trust Meeting of at 2:08pm.

Respectfully Submitted,

Katherine M. LaRose

**MINUTES**

Present at meeting: Mayor Nancy E. Stevens, Dr. Anthony Pope, Linda Ossing, Dan Guindon,  
Timothy Kelly and Joseph Valarioti

Absent: None

**Item 1 – Call to Order**

Meeting was called to order by Mayor Nancy E. Stevens at 2:00PM

**Item 2 – Acceptance of Minutes**

**Motion:**

Motion made and seconded to accept and place on file the Regular Meeting Minutes of February, 2011.

**Item 3 – Executive Director’s Report**

Executive Director’s Report was presented by Dan Guindon.

Please reference your copy of the March, 2011 Executive Director’s Monthly Report for full details.

**Discussions:**

The station has noticed an increase in the amount of residents interested in the training classes offered at WMCT. As the warmer weather approaches, Dan Guindon feels there will be more attendance by residents.

The (5) Year Plan for M8 and WMCT-TV were distributed to the Trust along with versions of the FY11 Operating Budget and Capitol Budget. The new fiscal year for WMCT will begin on April 1<sup>st</sup>.

Financials, Program Log and Trouble Report concluded the Executive Director’s Report.

**Motion:**

Motion was made and seconded by to accept the Executive Director’s Report for March, 2011.

**Item 4 – Old Business – None**

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**Item 5 – New Business – FY11 Operating Budget**

After a brief discussion by Trust members, several motions were made:

**Motion:**

Motion was made by Timothy Kelly and seconded by Mayor Stevens to accept the FY11 Operating Budget in the amount of \$389,989.99.

**Motion:**

Motion was made by Timothy Kelly and seconded by Mayor Stevens to approve the Capitol Expenditures of \$28,000.00

**Motion:**

Motion was made by Timothy Kelly and seconded by Mayor Stevens to table the (5) year plan discussion until the April 2011 meeting.

**Item 6 – Adjournment**

**Motion:**

Motion was made and seconded to adjourn the Regular Cable Trust Meeting of at 2:05pm.

Respectfully Submitted,

Katherine M. LaRose

**MINUTES**

Present at meeting: Mayor Nancy E. Stevens, Dr. Anthony Pope, Linda Ossing, Dan Guindon,

Absent: Timothy Kelly and Joseph Valarioti

**Item 1 – Call to Order**

Meeting was called to order by Mayor Nancy E. Stevens at 2:05PM

**Item 2 – Acceptance of Minutes**

**Motion:**

Motion made and seconded by Linda Ossing to accept and place on file the Regular Meeting Minutes of January, 2011.

**Item 3 – Executive Director’s Report**

Executive Director’s Report was presented by Dan Guindon.

Please reference your copy of the February, 2011 Executive Director’s Monthly Report for full details.

**Discussions:**

Executive Director Dan Guindon and Access Coordinator Vanessa Gallant will be hosting Access Training classes every Saturday, beginning February 12, 2001. The classes will teach interested residents how to run the cameras, the control room and studio.

Dan discussed briefly the importance of obtaining a commission based individual who would be responsible for obtaining sponsorships for the station. This was a follow up discussion from a previous meeting. The present Trust members stated that they would like to wait until all of the Trust members are present to vote on this position.

The station would like to sell the (7) year old Sony Anycast System. The system was purchased for \$14,000.00 and Dan believes the system could sell for approximately \$8,000.00. After a brief discussion the Trust agreed to sell the system. The money from the sale will go to future capitol purchases.

The FY11 Operating Budget and Capitol Budget will be emailed to all Trust members. As in years past, Dan will be available to answer any questions that the Trust has collectively or on an individual basis.

Financials, Program Log and Trouble Report concluded the Executive Director’s Report.

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**Motion:**

Motion was made and seconded by to accept the Executive Director's Report for February, 2011.

**Item 4 – Old Business – None**

**Item 5 – New Business – None**

**Item 6 – Adjournment**

**Motion:**

Motion was made and seconded to adjourn the Regular Cable Trust Meeting of at 2:10pm.

Respectfully Submitted,

Katherine M. LaRose

January, 2011

**MINUTES**

Present at meeting: Mayor Nancy E. Stevens, Dr. Anthony Pope, Linda Ossing, Dan Guindon,  
Timothy Kelly and Joseph Valarioti

Absent: None

**Item 1 – Call to Order**

Meeting was called to order by Mayor Nancy E. Stevens at 3:35PM

**Item 2 – Acceptance of Minutes**

**Motion:**

Motion made and seconded by Linda Ossing to accept and place on file the Regular Meeting Minutes of December, 2010.

**Item 3 – Executive Director’s Report**

Executive Director’s Report was presented by Dan Guindon.

Please reference your copy of the January, 2011 Executive Director’s Monthly Report for full details.

**Discussions:**

Executive Director Dan Guindon announced that he has hired an Access Coordinator, Vanessa Gallant and a Production Assistant, Mike Winske. Both positions will be part time.

Dan proposed to create a commission-based position to help with selling sponsorships for WMCT-TV. Due to time constraints, Dan is unable to dedicate enough time to doing this. The Trust had a brief conversation about the idea and decided to discuss further at the next meeting.

An Access Information Forum will be held monthly, beginning in February. Vanessa Gallant and Dan Guindon will invite area access producers and tape providers to visit the station and discuss concerns and how their productions are going.

Financials, Program Log and Trouble Report concluded the Executive Director’s Report.

**Motion:**

Motion was made and seconded by to accept the Executive Director’s Report for January, 2011.

**Item 4 – Old Business – None**

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**Item 5 – New Business – None**

**Motion:**

Motion was made to enter into Executive Session at 3:39pm for purposes of discussing strategy and conduct bargaining for non-union personnel (M.G.L. c. 30A, Sec. 21, #2)  
A roll call vote was taken; carried.

Cable Trust Board returned to regular session at 3:41pm.

**Motion:**

Motion was made and seconded to approve the Letter of Engagement with Albert Clark & Associates for tax services and preparation for the Trust.

**Item 6 – Adjournment**

**Motion:**

Motion was made and seconded to adjourn the Regular Cable Trust Meeting of at 3:43pm.

Respectfully Submitted,

Katherine M. LaRose

**MINUTES**

Present at meeting: Mayor Nancy E. Stevens, Linda Ossing, Dan Guindon,  
Timothy Kelly and Joseph Valarioti

Absent: Dr. Anthony Pope

**Item 1 – Call to Order**

Meeting was called to order by Mayor Nancy E. Stevens at 2:05PM

**Item 2 – Acceptance of Minutes**

**Motion:**

Motion made by Joseph Valarioti and seconded by Linda Ossing to accept and place on file the Regular Meeting Minutes of November, 2010.

**Item 3 – Executive Director's Report**

Executive Director's Report was presented by Dan Guindon.

Please reference your copy of the December, 2010 Executive Director's Monthly Report for full details.

**Discussions:**

Dan Guindon announced that he would like to split the full time Access Supervisor position into two part time positions; Access Coordinator and Production Assistant. The new positions would be (20) hours per week and with a start date of January 2, 2011. The two positions would save the station money in salary and benefit costs.

Prior to approving the two new positions, the Trust discussed the amount of hours each week proposed for each position. The decision was made to change the hours from (20) to (19) hours per week for each new position.

**Motion:**

Motion was made and seconded to approve the (2) part-time positions, with the change of hours from (20) to (19) per week, beginning on January 2, 2011. All were in favor.

Financials, Program Log and Trouble Report concluded the Executive Director's Report.

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**Motion:**

Motion was made and seconded by to accept the Executive Director's Report for December, 2010.

**Item 4 – Old Business – None**

**Item 5 – New Business – None**

**Motion:**

Motion was made to enter into Executive Session at 2:14pm for purposes of discussing strategy and conduct bargaining for non-union personnel (M.G.L. c. 30A, Sec. 21, #2)  
A roll call vote was taken; carried.

Cable Trust Board returned to regular session at 2:16pm for the purposes of adjournment only.

**Item 6 – Adjournment**

**Motion:**

Motion was made and seconded to adjourn the Regular Cable Trust Meeting of at 2:16pm.

Respectfully Submitted,

Katherine M. LaRose

Marlborough Cable Trust  
Board Meeting

November 9, 2010

## MINUTES

Present at meeting: Mayor Nancy E. Stevens, Linda Ossing, Dan Guindon, Dr. Anthony Pope,  
and Joseph Valarioti, Melissa Irish (Acting Clerk)

Absent: Timothy Kelly

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### Item 1 – Call to Order

Meeting was called to order by Mayor, Nancy E. Stevens at 2:03pm

### Item 2 – Acceptance of Minutes

#### Motion:

Motion made by Joseph Valarioti and seconded by Linda Ossing to accept and place on file the Regular Meeting Minutes of October, 2010.

Motion carried 4-0-1 (Dan Guindon)

### Item 3 – Executive Director's Report

Executive Directors Report was presented by Dan Guindon.

Please reference your copy of the November, 2010 Executive Director's Monthly Report for full details.

#### Discussion:

Acceptance of resignation of Kelly McLaughlin, Kelly will be missed but, she wanted to be closer to her home.

The position has not been advertised due to ongoing discussions of changing the position. More information will follow at the next meeting.

Suggestion to remove one line from m8 Access Policy Manual, the thought is that this particular line is outdated. Should an access producer choose to pay a volunteer to assist in production of the show it should be from the finances of the producer and not the Trust.

Paragraph 4 states:... Due to the fact that m8 is a volunteer organization, production crews should not be getting paid for their work on an m8 access program.

Marlborough Cable Trust  
Board Meeting

November 9, 2010

Motion made by Joseph Valarioti seconded by Linda Ossing to delete Section 2, Paragraph 4, Page 5 of the m8 Access Policy Manual.

Motion carried 4-0-1 (Dan Guindon)

**Motion:**

Motion was made by Joe Valarioti and seconded by Linda Ossing to accept the Executive Director's Report for November 2010.

Motion carried 4-0-1 (Dan Guindon)

**Item 4 – Old Business - None**

**Item 5 – New Business- None**

**Item 5A - Executive Session - Request was tabled until next meeting.**

**Item 6 – Adjournment**

**Motion:**

Motion was made by Joe Valarioti and seconded by Linda Ossing to adjourn the Regular Cable Trust meeting at 2:10pm.

Motion carried 4-0-1 (Dan Guindon)

Respectfully Submitted

Melissa A. Irish  
(Acting Clerk)

**MINUTES**

Present at meeting: Linda Ossing, Dan Guindon, Mary Carlson, Timothy Kelly and Joseph Valarioti

Absent: Mayor Nancy E. Stevens

**Item 1 – Call to Order**

Meeting was called to order by Joseph Valarioti (Acting Chairperson for October 1, 2010 meeting only) at 9:08AM

**Item 2 – Acceptance of Minutes**

**Motion:**

Motion made by Mary Carlson and seconded by Linda Ossing to accept and place on file the Regular Meeting Minutes of September, 2010.

**Item 3 – Executive Director’s Report**

Executive Director’s Report was presented by Dan Guindon.

Please reference your copy of the October, 2010 Executive Director’s Monthly Report for full details.

**Discussions:**

WMCT created a Facebook page for the station. The page will be used to create more traffic on the station’s website and will show the Daily News Breaks and updates that WMCT is working on.

WMCT and the Special Olympics will be partnering to do a monthly show about their organization and it will be bicycled all over the state of Massachusetts.

The station continues their visits to area access centers. A report will be provided at the November meeting.

Financials, Program Log and Trouble Report concluded the Executive Director’s Report.

**Motion:**

Motion was made and seconded to accept the Executive Director’s Report for October, 2010.

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2011 DEC -5 A 9:41

**Item 4 – Old Business – None**

**Item 5 – New Business – None**

**Motion:**

Motion was made to enter into Executive Session at 9:14am for the purposes of discussing strategy and conduct bargaining for non-union personnel (M.G.L. 30A, Section 21, #2). A roll call vote was taken; carried.

Cable Trust Board returned to Regular Session at 9:20am for the purposes of adjournment only.

**Item 6 – Adjournment**

**Motion:**

Motion was made and seconded to adjourn the Regular Cable Trust Meeting of at 9:21 am.

Respectfully Submitted,

Katherine M. Kimber

**MINUTES**

Present at meeting: Mayor Nancy E. Stevens, Linda Ossing, Dan Guindon,  
Mary Carlson and Joseph Valarioti

Absent: Timothy Kelly

**Item 1 – Call to Order**

Meeting was called to order by Mayor Nancy E. Stevens at 2:05PM

**Motion:**

Motion was made for a Suspension of the Rules to enter into Executive Session at 2:06pm for the purposes of discussing strategy and conduct bargaining for non-union personnel (M.G.L. Chapter 39, §23B, #3). A roll call was taken; carried.

Executive Session was adjourned at 2:10pm and Regular Session continued.

**Item 2 – Acceptance of Minutes**

**Motion:**

Motion made by Mary Carlson and seconded by Joe Valarioti to accept and place on file the Regular Meeting Minutes of August, 2010.

**Item 3 – Executive Director's Report**

Executive Director's Report was presented by Dan Guindon.

Please reference your copy of the September, 2010 Executive Director's Monthly Report for full details.

**Discussions:**

Dan Guindon edited a short piece from the production of The Amazing Race. There will be a full half hour episode dedicated to the Lions Club and their Amazing Race fundraiser.

The Labor Day preparations were completed and a few changes were made. WMCT will be providing live coverage of the Bed Races this year and also conducting live interviews.

Dan Guindon and Kelly McLaughlin will be visiting access stations throughout the area to see how other stations are run and how residents get involved. A full report of their findings will be prepared and the station will review those findings to see if any changes are necessary at WMCT.

Financials, Program Log and Trouble Report concluded the Executive Director's Report.

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2011 DEC -5 A 9:41

**Motion:**

Motion was made and seconded by to accept the Executive Director's Report for September, 2010.

**Item 4 – Old Business – None**

**Item 5 – New Business – None**

**Item 6 – Adjournment**

**Motion:**

Motion was made and seconded to adjourn the Regular Cable Trust Meeting of at 2:15pm.

Respectfully Submitted,

Katherine M. Kimber

**MINUTES**

Present at meeting: Mayor Nancy E. Stevens, Linda Ossing, Tim Kelly, Dan Guindon,  
Mary Carlson and Joseph Valarioti

Absent: None

**Item 1 – Call to Order**

Meeting was called to order by Mayor Nancy E. Stevens at 2:15PM

**Item 2 – Acceptance of Minutes**

**Motion:**

Motion made by Mary Carlson and seconded by Joe Valarioti to accept and place on file the Regular Meeting Minutes of July, 2010.

**Item 3 – Executive Director’s Report**

Executive Director’s Report was presented by Dan Guindon.

Please reference your copy of the August, 2010 Executive Director’s Monthly Report for full details.

**Discussions:**

WMCT is continuing to experience power outages. WRT Management, landlords for the premises, have advised WMCT to call National Grid when power outages occur. WMCT has installed battery backups and has not experienced any outages since.

Dan Guindon is continuing to work with Adventures Online (web developer) to find a host site to play half-hour long programs. Most sites are requiring too much money or the release of rights to the videos. Dan will continue to work on this and will keep the trust updated on the progress.

Assabet has agreed to be a part of the student produced sports report in the fall. The station is still waiting to meet with the Marlborough High School teacher, but Superintendent Carlson is agreeable to the project.

Financials, Program Log and Trouble Report concluded the Executive Director’s Report.

**Motion:**

Motion was made and seconded by to accept the Executive Director’s Report for August, 2010.

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2011 DEC -5 A 9:41

**Item 4 – Old Business – None**

**Item 5 – New Business – None**

**Motion:**

Motion to enter into Executive Session at 2:19pm for the purposes of discussing strategy and conduct bargaining for non-union personnel (M.G.L. Chapter 39, §23B, #3).  
A roll call was taken; carried.

Cable Trust Board returned to Regular Session at 2:31pm for the purposes of adjournment only.

**Item 6 – Adjournment**

**Motion:**

Motion was made and seconded to adjourn the Regular Cable Trust Meeting of at 2:32pm.

Respectfully Submitted,

Katherine M. Kimber

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|

July 1, 2010

**MINUTES**

Present at meeting: Mayor Nancy E. Stevens, Linda Ossing, Tim Kelly, Dan Guindon,  
Mary Carlson and Joseph Valarioti

Absent: None

**Item 1 – Call to Order**

Meeting was called to order by Mayor Nancy E. Stevens at 2:04PM

**Item 2 – Acceptance of Minutes**

**Motion:**

Motion made by Mary Carlson and seconded by Joe Valarioti to accept and place on file the Regular Meeting Minutes of June, 2010.

**Item 3 – Executive Director’s Report**

Executive Director’s Report was presented by Dan Guindon.

Please reference your copy of the July, 2010 Executive Director’s Monthly Report for full details.

**Discussions:**

The new program series “Living History” and “The Magazine” are receiving positive feedback. Production for the future episodes is in the works.

WMCT unveiled a new schedule on June 6<sup>th</sup>. The schedule will allow for more playtimes and specials of shows residents would like to see more frequently. Along with the new schedule, WMCT’s website is progressing and averaging 700 visits per month.

Short discussion was had about recent power surges at the cable station. Kelly McLaughlin suggested a surge conditioner. No further discussion.

Financials, Program Log and Trouble Report concluded the Executive Director’s Report.

**Motion:**

Motion was made and seconded by to accept the Executive Director’s Report for July, 2010.

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2011 DEC -5 A 9:41

**Item 4 – Old Business – None**

**Item 5 – New Business – None**

**Motion:**

Motion to enter into Executive Session at 2:12pm for the purposes of discussing strategy and conduct bargaining for non-union personnel (M.G.L. Chapter 39, §23B, #3).

A roll call was taken; carried.

Cable Trust Board returned to Regular Session at 2:15pm for the purposes of adjournment only.

**Item 6 – Adjournment**

**Motion:**

Motion was made and seconded to adjourn the Regular Cable Trust Meeting of at 2:17pm.

Respectfully Submitted,

Katherine M. Kimber

**MINUTES**

Present at meeting: Mayor Nancy E. Stevens, Linda Ossing, Tim Kelly, Dan Guindon,  
Mary Carlson and Joseph Valarioti

Absent: None

**Item 1 – Call to Order**

Meeting was called to order by Mayor Nancy E. Stevens at 2:04PM

**Item 2 – Acceptance of Minutes**

**Motion:**

Motion made by Mary Carlson and seconded by Joe Valarioti to accept and place on file the Regular Meeting Minutes of May, 2010.

**Item 3 – Executive Director’s Report**

Executive Director’s Report was presented by Dan Guindon.

Please reference your copy of the June, 2010 Executive Director’s Monthly Report for full details.

**Discussions:**

The new program series “Living History” and “The Magazine” are receiving positive feedback. Production for the future episodes is in the works.

WMCT unveiled a new schedule on June 6<sup>th</sup>. The schedule will allow for more playtimes and specials of shows residents would like to see more frequently. Along with the new schedule, WMCT’s website is progressing and averaging 700 visits per month.

Financials, Program Log and Trouble Report concluded the Executive Director’s Report.

**Motion:**

Motion was made, seconded and a roll call vote was taken to enter into Executive Session, M.G.L. Chapter 39,

**Motion:**

Motion was made and seconded by to accept the Executive Director’s Report for June, 2010.

**Item 4 – Old Business – None**

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2011 DEC -5 A 9:11

**Item 5 – New Business** – Mayor Stevens initiated a conversation about having the WMCT staff more accessible in times of emergencies. A suggestion was made to purchase a cell phone or laptop and have someone be “on call” in the event an emergency message needed to be broadcast on the local access television channel to residents in the community. Linda Ossing suggested the idea of offering a stipend for individuals asked to be “on call” for a certain day or evening. Dan Guindan recommended a cell phone as a good idea. No decisions were made, conversation will be taken up at future meeting.

**Item 6 – Adjournment**

**Motion:**

Motion was made and seconded to adjourn the Regular Cable Trust Meeting of at 2:30pm.

Respectfully Submitted,

Katherine M. Kimber

**MINUTES**

Present at meeting: Mayor Nancy E. Stevens, Linda Ossing, Tim Kelly, Dan Guindon,  
Mary Carlson and Joseph Valarioti

Absent: None

**Item 1 – Call to Order**

Meeting was called to order by Mayor Nancy E. Stevens at 2:10PM

**Item 2 – Acceptance of Minutes**

**Motion:**

Motion made by Linda Ossing and seconded by Timothy Kelly to accept and place on file the Regular Meeting Minutes of April, 2010.

**Item 3 – Executive Director’s Report**

Executive Director’s Report was presented by Dan Guindon.

Please reference your copy of the May, 2010 Executive Director’s Monthly Report for full details.

**Discussions:**

The premier of “Living History” will be debuting soon and will be an in depth look at our Marlborough was formed in the early 1660’s. The show “Senior Scene” is on hold until a new director is found.

A Video Archive page has been created. The purpose is to play back shows which no longer air on the station. “Get Into Access” is a new show created by Dan Guindan and Kelly McLaughlin and will explain how people can get involved with your local access station.

Lastly, Dan Guindan spoke with the Superintendants for the Marlborough High School and Assabet Valley about a production partnership in the Fall of 2010. Students will have the opportunity to do a weekly sports wrap up for their respective schools.

Financials, Program Log and Trouble Report concluded the Executive Director’s Report.

**Motion:**

Motion was made and seconded by to accept the Executive Director’s Report for May, 2010.

**Item 4 – Old Business – None**

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CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2011 DEC -5 A 9:42

**Item 5 – New Business** – Mayor Stevens initiated a conversation about having the WMCT staff more accessible in times of emergencies. A suggestion was made to purchase a cell phone or laptop and have someone be “on call” in the event an emergency message needed to be broadcast on the local access television channel to residents in the community. Linda Ossing suggested the idea of offering a stipend for individuals asked to be “on call” for a certain day or evening. Dan Guindan recommended a cell phone as a good idea. No decisions were made, conversation will be taken up at future meeting.

**Item 6 – Adjournment**

**Motion:**

Motion was made and seconded to adjourn the Regular Cable Trust Meeting of at 2:30pm.

Respectfully Submitted,

Katherine M. LaRose

**MINUTES**

Present at meeting: Mayor Nancy E. Stevens, Linda Ossing, Tim Kelly, Dan Guindon,  
Mary Carlson and Joseph Valarioti

Absent: None

**Item 1 – Call to Order**

Meeting was called to order by Mayor Nancy E. Stevens at 2:11PM

**Item 2 – Acceptance of Minutes**

**Motion:**

Motion made and seconded to accept and place on file the Regular Meeting Minutes of March 4, 2010.

**Item 3 – Executive Director’s Report**

Executive Director’s Report was presented by Dan Guindon.

Please reference your copy of the April, 2010 Executive Director’s Monthly Report for full details.

**Discussions:**

“The Magazine” program will be replaced with “Living History”. Living History will debut in June and a series of “the Best of ...” Magazine episodes will air throughout the month of May.

“In the Works”, will no longer air, due to an overwhelming schedule with the DPW. In its place will be a show (currently unnamed) which will focus on the Senior Center. The show will talk about the issues seniors face and also seniors who are making a difference in the community. WMCT is hoping to have the show begin airing sometime in June.

Dan Guindon presented the final numbers from the FY09 Operating and Capital Budgets, which came in under budget for the 6<sup>th</sup> year in a row.

Financials, Program Log and Trouble Report concluded the Executive Director’s Report.

**Motion:**

Motion was made by Valarioti, seconded by Carlson to accept the Executive Director’s Report for April, 2010.

**Item 4 – Old Business – None**

**Item 5 – New Business - None**

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2011 DEC -5 A 9:42

**Item 6 – Adjournment**

**Motion:**

Motion was made and seconded to adjourn the Regular Cable Trust Meeting of April 1, 2010 at 2:15pm.

Respectfully Submitted,

Katherine M. Kimber

**MINUTES**

Present at meeting: Mayor Nancy E. Stevens, Linda Ossing, Tim Kelly, Dan Guindon,  
Mary Carlson and Joseph Valarioti

Absent: None

**Item 1 – Call to Order**

Meeting was called to order by Mayor Nancy E. Stevens at 2:10PM

**Item 2 – Acceptance of Minutes**

**Motion:**

Motion by Carlson, seconded by Stevens, to accept and place on file the Regular Meeting Minutes of February 4, 2010.

**Item 3 – Executive Director’s Report**

Executive Director’s Report was presented by Dan Guindon.

Please reference your copy of the March, 2010 Executive Director’s Monthly Report for full details.

**Discussions:**

Due to the positive response of the mid-week program “MTW News Break”, the cable station will be producing “The Daily News Break” Monday through Thursday, beginning in the afternoon, and airing several times during the day and evening.

Dan Guindon presented the FY10 operating budget and was able to meet with most of the cable trust members to discuss. The Trust made a motion to approve the FY10 Budget and the motion carried with all members in favor.

Financials, Program Log and Trouble Report concluded the Executive Director’s Report.

**Motion:**

Motion was made, seconded and the vote carried to accept the Executive Director’s Report for March, 2010.

**Item 4 – Old Business – None**

**Item 5 – New Business - None**

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2011 DEC -5 A 9:42

**Item 6 – Adjournment**

**Motion:**

Motion was made and seconded to adjourn the Regular Cable Trust Meeting of March 4, 2010 at 2:14pm.

Respectfully Submitted,

Katherine M. Kimber

**MINUTES**

Present at meeting: Mayor Nancy E. Stevens, Linda Ossing, Tim Kelly, Dan Guindon,  
Mary Carlson

Absent: Joseph Valarioti

**Item 1 – Call to Order**

Meeting was called to order by Mayor Nancy E. Stevens at 2:05PM

**Item 2 – Acceptance of Minutes**

**Motion:**

Motion by Tim Kelly, seconded by Mary Carlson, to accept and place on file the Regular Meeting Minutes of January 7, 2010.

**Item 3 – Executive Director’s Report**

Executive Director’s Report was presented by Dan Guindon.

Please reference your copy of the February, 2010 Executive Director’s Monthly Report for full details.

**Discussions:**

Dan Guindon presented the 2010 brainstorm results from the SWOT meeting. The results were divided into four categories: Strengths, Weaknesses, Opportunities and Threats. The results were discussed briefly amongst the members.

The FY10 Operating and Capital Budget proposals are completed. The proposals are scheduled to be voted on in March.

In January, two meetings took place with staff at Assabet Valley and Dan Guindon. The first involved preproduction discussions for the access program that the AV will be doing, the other was a meeting with Superintendent Mary Jo Nawrocki to discuss helping Assabet obtain the drop they need to have a modulator and to discuss an airing schedule that will work with Assabet and Marlborough High.

Dan asked the Mayor to assist him in contacting Verizon so the cable station can receive the drop needed for their offices. The Mayor asked her Aide, Krista Holmi, to write a letter to Verizon requesting a status on the drop.

Financials, Program Log and Trouble Report concluded the Executive Director’s Report.

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2011 DEC -5 A 9:12

**Motion:**

Motion was made, seconded and the vote carried to accept the Executive Director's Report for February, 2010.

**Item 4 – Old Business – None**

**Item 5 – New Business - None**

**Item 6 – Adjournment**

**Motion:**

Motion was made and seconded to adjourn the Regular Cable Trust Meeting of February 4, 2010 at 2:19pm.

Respectfully Submitted,

Katherine M. Kimber

**MINUTES**

Present at meeting: Mayor Nancy E. Stevens, Linda Ossing, Joseph Valarioti  
Tim Kelly, Dan Guindon, Mary Carlson

Also present: Superintendent Mary Jo Nawrocki, George Luoto, Bill May

Absent: None

**Item 1 – Call to Order**

Meeting was called to order by Mayor Nancy E. Stevens at 2:05PM

**Motion:**

Motion by Linda Ossing, seconded by Mayor Stevens, for Suspension of the Rules to move New Business Agenda Item (#5A) to the first item of discussion. All members were in favor.

**Item #5 – New Business:**

Presentation by Superintendant Mary Jo Nawrocki, George Luoto (Representative from the Hudson School Committee) and Bill May (Instructor for the Design & Visual Communications Program).

Assabet Valley Regional Technical High School expressed an interest in having a video production studio at the school. Ideally Assabet would like to create their own programs, edit/produce and broadcast them to the area communities. They (Mary Jo, George and Bill) attended the January meeting to obtain information, present questions and obtain guidance from the Trust on how to proceed.

Discussions were had among the members about the cost, how to include Assabet on the current institutional network and what communities would be able to view the broadcasts. At the end of the discussion it was suggested that Assabet obtain additional engineering data/surveys, estimates and discuss further with Verizon and/or Comcast.

**Item 2 – Acceptance of Minutes**

**Motion:**

Motion by Mary Carlson, seconded by Mayor Stevens, to accept and place on file the Regular Meeting Minutes of December 10, 2009.

**Item 3 – Executive Director’s Report**

Executive Director’s Report was presented by Dan Guindon.

Please reference your copy of the January, 2010 Executive Director’s Monthly Report for full details.

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2010 DEC -5 A 9:42

**Discussions:**

A cable station staff meeting is scheduled for the end of January. The staff will be brainstorming and preparing for the presentation of a 5 Year Plan which will be reported to the Trust.

The sale of the station's van has been finalized, which will provide several thousand dollars in savings in the operating budget.

Financials, Program Log and Trouble Report concluded the Executive Director's Report.

**Motion:**

Motion was made and seconded to approve the Executive Director's Report for January, 2010.

**Item 4 – Old Business – None**

**Item 6 – Adjournment**

**Motion:**

Motion was made and seconded to adjourn the Regular Cable Trust Meeting of January 7, 2010 at 2:45pm.

Respectfully Submitted,

Katherine M. Kimber

**MINUTES**

Present at meeting: Mayor Nancy E. Stevens, Linda Ossing, Joseph Valarioti  
Tim Kelly, Dan Guindon, Mary Carlson

Absent: None

**Item 1 – Call to Order**

Meeting was called to order by Mayor Nancy E. Stevens at 2:01PM

**Item 2 – Acceptance of Minutes**

**Motion:**

Motion by Joseph Valarioti, seconded by Mayor Stevens, to accept and place on file the Regular Meeting Minutes of November 5, 2009.

**Item 3 – Executive Director’s Report**

Executive Director’s Report was presented by Dan Guindon.

Please reference your copy of the December, 2009 Executive Director’s Monthly Report for full details.

**Discussions:**

On November 13<sup>th</sup>, Chris Antal settled with Attorney Cipriano and Dan Guindon in the amount of \$2,300.00. Chris has agreed to pay the Trust monthly increments of \$50.00 beginning June, 2010.

The program “Crossroads” has returned to the schedule. Rob O’Keefe and Dan Guindon changed the format to fit a roundtable discussion covering current affairs and issues in the city. Brian Sullivan, former Marlborough This Week host, will replace Maurice Lewis as the host of the show.

Access Supervisor Kelly McLaughlin has offered \$2,000.00 to purchase the station’s Nissan Quest currently for sale. If the vehicle is not sold by the end of the year, the registration will need to be renewed.

**Motion:**

Motion made by Mary Carlson and seconded by Linda Ossing to approve the sale of the Nissan Quest to Kelly McLaughlin. All members were in favor and the vote carried.

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2011 DEC -5 A 9:42

After ten years of programming for M8, Access Producer Bill Bryant has decided to take a break and will no longer be programming for M8. Bill has left the door open for a return in the future, expressing an interest in volunteering for WMCT. His contributions to the station are greatly appreciated and will be missed.

Annual 4% salary increase request for Kristen Doucet will be discussed in Executive Session.

Financials, Program Log and Trouble Report concluded the Executive Director's Report.

**Motion:**

Motion was made and seconded to approve the Executive Director's Report for December 2009.

**Item 4 – Old Business – None**

**Item 5 – New Business - None**

**Motion:**

Motion made to enter into Executive Session at 2:11pm for the purpose of discussing personnel issues. A roll call vote was taken, all members were in favor.

Regular scheduled meeting reconvened at 2:14pm for the purposes of adjournment only.

**Item 6 – Adjournment**

**Motion:**

Motion was made by Joseph Valarioti and seconded by Linda Ossing to adjourn the Regular Cable Trust Meeting of December 10, 2009 at 2:15pm.

Respectfully Submitted,

Katherine M. Kimber

**MINUTES**

Present at meeting: Mayor Nancy E. Stevens, Linda Ossing, Joseph Valarioti  
Tim Kelly, Dan Guindon

Absent: Mary Carlson

**Item 1 – Call to Order**

Meeting was called to order by Mayor Nancy E. Stevens at 2:02PM

**Item 2 – Acceptance of Minutes**

**Motion:**

Motion by Joseph Valarioti, seconded by Mayor Stevens, to accept and place on file the Regular Meeting Minutes of October 1, 2009.

**Item 3 – Executive Director’s Report**

Executive Director’s Report was presented by Dan Guindon.

Please reference your copy of the November, 2009 Executive Director’s Monthly Report for full details.

**Discussions:**

The live coverage of election night went well and the station was able to interview many of the winners. Dan is considering wiring the City Clerk’s office for sound in two years, so the viewers are able to hear the people who are in the office during election night.

The new website is receiving positive feedback, with the midweek news update “MTW News Break” running every week starting this week (November 5, 2009). The fuller schedule is also receiving good reviews, with the addition of “Kids Corner”, “Movie House” and “A Half Hour On The Hill”. A new live program is set to start in late November/early December called “A cup of Joe” featuring Joe Valarioti as the host. The show will consist of a breakfast nook style set where Joe will discuss stories in the morning paper. It is set to air live on Friday mornings.

Aldo Cipriano and Chris Antal met on October 7, 2009 to negotiate and agree on a settlement price. The agreement would prevent a trial where Aldo, on behalf of the Trust, would be seeking \$3,700 plus interest from Chris. Chris said he would be willing to pay \$1,475.00 at \$50 payments per month. The Trust will not settle for less than \$2,600.00. The next step is a trial which is scheduled for November 13, 2009.

Susan’s “Story Time” won first place for Children’s/Educational programming at the ACM-NE awards festival this year. “The Magazine” placed third for News/Magazine programming and “Corner Office” placed third in Governmental programming.

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2009 DEC -5 A 9:42

Financials, the Program Log for October and Trouble Report concluded the Executive Director's report.

**Motion:**

Motion was made by Joseph Valarioti and seconded by Mayor Stevens to accept the Executive Director's Report of November 5, 2009.

**Item 4 – Old Business – None**

**Item 5 – New Business - None**

**Item 6 – Adjournment**

**Motion:**

Motion was made by Tim Kelly and seconded by Joseph Valarioti to adjourn the Regular Cable Trust Meeting of November 5, 2009 at 2:14pm.

Respectfully Submitted,

Katherine M. Kimber

Marlborough Community Development Authority

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CITY OF MARLBOROUGH

MINUTES

2011 DEC -9 P 1:32

Thursday, October 27, 2011  
Mayor's Conference Room

Members Present: Lynn Faust, Joyce Torelli, Steven Vigeant, Eric Asman, Diane Smith,  
Tom Abel

Also Present: Anne Marie Blake

Absent: Mayor Stevens

Lynn Faust, Vice-Chair, called the meeting to order at 8:33 A.M.

The Board approved the minutes of the Oct. 13, 2011 meeting  
The Board approved the Housing and CDA bills payable.

The Housing report was accepted as presented.

The Board unanimously approved the write off of uncollectible rents for a total of \$748.

The Board unanimously approved the policy of charging residents \$10.00 for replacement keys effective January 1, 2012.

The Search Committee to hire a new Housing Director recommended the hiring of Michael Pacious. The Board unanimously approved his hiring effective Nov. 28, 2011 at a salary of \$75,000.

The CDA report was accepted as presented.

The board unanimously voted to confirm the award of the plumbing contract to Republic Supply.

A discussion was held regarding the proposed amendment to Zoning Ordinance 650-26 (A)(1)(a) which affects affordable housing. After much discussion, Lynn volunteered to write a letter outlining the Board's recommendations.

Meeting adjourned at 9:34 a.m.

Respectfully submitted,

Anne Marie Blake

Marlborough Community Development Authority  
Housing Division  
240 Main Street, Marlborough, MA 01752  
FAX (508) 460-3749 (508) 624-6908 TTY (508) 460-3610

October 24, 2011

TO: Mayor Nancy E. Stevens; C.D.A. Members  
FROM: Valerie Wilkinson, Housing Coordinator  
RE: CDA Housing Report  
October 24, 2011 - Meeting

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1. **Bills Payable:** Included in packet are the following:
  1. Accounts Payable checks to be signed in the amount of \$82,270.39
2. **Rent Write Offs:** We need to write off the following rents as they are uncollectible and require a board vote.
  - Apartment #303 Balance Owed \$204.00.
  - Apartment #A8: Balance Owed \$544.00.
3. **Bed Bugs:** Deirdre from the Board of Health held a class for The Housing and The GMPI staffs regarding Bed Bugs on Wednesday, October 19<sup>th</sup> 2011. The class was to help us better understand the issue and to know what new technologies were out there to fight the bed bug problem. We now have a plan of action in place if and when we have a reoccurrence. Either Denice Vojackova-Karamior or Dave LaBossiere will call me on my cell phone and I will be able to get my exterminator to GMPI on that day or the next day if they are prepped properly.
4. **Stanley Elevator:** Our service warranty for the new elevators is ending 11/30/2011. We have a new service contract that covers from 12/01/2011 to 11/30/2012 and included in this packet. The monthly cost will be \$600.00 per month.
5. **Cost of replacing keys:** The Housing Division pays for the cost of replacing both lobby and apartment door keys which Residents are constantly losing and calling for replacement keys. We would like to establish a policy to begin charging Residents \$10.00 for the keys effective January 1, 2012.

## CDA Report – October 27, 2011

### **16 Clinton St.:**

- We have a tentative start date of next week for the demo of the garage.

### **61 Emmett St.:**

- The plumbing quotes were received with Republic Supply being the low bidder. I would like a confirmation vote for the award.
- First floor framing is up and the second story floor is being completed. Anticipate having building enclosed by the third week of Nov.
- The retaining wall is delayed about two weeks because of weather.
- The electrical materials quotes are due Oct. 31st.
- Attached is an updated budget summary report.

### **223 Mechanic St.:**

- We received 9 applications for the rental of 223 Mechanic St. We signed a lease with a single father with two daughters. They are expected to move in this weekend.

### **General Administration:**

- We have our monthly meeting with Assabet next Wednesday, Nov. 2<sup>nd</sup>.
- Beverly Sleeper is reviewing our RFP for the Consultant.
- I have been working with Aldo in finalizing the new loan documents for the housing rehab.
- I have a meeting in Berlin next Thursday to figure out the cabinets needed for the kitchen/baths so we can go out to bid for those. Joyce gave me the name of a cabinet company in Clinton that is supposed to have great prices on cabinets. When we're ready to pick a cabinet, Joyce and I will pay them a visit.
- I will be completing the close out of the FY05 grant this week. Quarterly reports were submitted on the 14<sup>th</sup>.
- All the forms for the FY11 Housing Rehab program have been updated. The first three people on the waiting list were sent rehab applications which are due back by the 28<sup>th</sup> (tomorrow).
- On Oct. 7<sup>th</sup> I completed a Lead Safe Renovator class.
- Can we use housing division staff to accept housing rehab loan payments and issue receipts? There is currently no division of duties in handling money.
- Once we hire a Housing Director, could we discuss using housing division staff to qualify housing rehab applicants?

**Marlborough Community Development Authority**

**MINUTES**

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CITY OF MARLBOROUGH

**Thursday, December 8, 2011  
Mayor's Conference Room**

2011 DEC -9 P 1:32

Members Present: Mayor Stevens, Lynn Faust, Joyce Torelli, Steven Vigeant, Eric Asman

Members Non-Voting: Tom Abel, Comptroller, Diane Smith, Auditor

Also Present: Anne Marie Blake, reporter

Mayor Stevens called the meeting to order at 8:33 AM.

Minutes from October 27, 2011 meeting was approved.

The Board unanimously approved the Housing Bills payable.

The Housing Consultant's Report dated November 12, 2011 was unanimously accepted as presented. Resumes for the new Housing Director were given to the sub-committee for review. The contractor installing the toilets @ Bolton St. has cracked two toilets and has not completed installations, DHCD has been notified. No Parking signs have been ordered for Bolton St., next week Bolton St. residents will be issued new parking stickers and advised where it is permissible to park. The City's Water Dept. is changing out the water meters at Pleasant and Bolton Sts. On a motion by Steve and seconded by Joyce, it was unanimously voted *to approve the re-hiring of Vonnie for 24 hrs per wk and increase Carmella's time to 19 hrs per week.* The deck at 20 Front St. has been approved by DHCD. The board unanimously voted *to approve the elevator contract for Main St. at a cost of \$600/mo with the stipulation that it be reviewed prior to next renewal.*

The CDA report was accepted as presented. On a motion duly made and seconded, the board unanimously voted to: *approval the awarding of the contract for the electrical supplies for Emmett St. to Northeast Electrical.*

The board unanimously approved allowing the sub-committees to hire a CDA Consultant and a Housing Director to make a final recommendation with the Mayor to sign off on the approval.

Meeting adjourned at 9:02 a.m.

Respectfully submitted, Anne Marie Blake

MARLBOROUGH COMMUNITY DEVELOPMENT AUTHORITY  
Housing Division  
255 Main Street, Suite 212, Marlborough, MA 01752  
FAX (508) 460-3749 TEL (508) 624-6908 TTY (508) 460-3610

TO: Mayor Nancy E. Stevens and C.D.A. Members  
FROM: Rita Osborne, Consultant  
DATE: November 12, 2011  
RE: CDA Meeting – November 17, 2011  
Housing Division Report

**New Hire Process:** Advertisement has been placed in the required media locations for a Housing Director. The deadline for resumes December 2, 2011.

**Resignation:** Vonnie Morris has given notice that she will be leaving the Housing Division on November 16, 2011. She has agreed to come back one day a week to help train Carmella Field on the Section 8 program.

**Section 8 Management Assessment Program (Semap):** Fiscal Year ending 6/30/2011 the Marlborough Housing Authority's SEMAP score is 100%. As a result of this score the MHA is designated as a **High Performer**.

**Low Flow Toilets at Bolton Street:** There have been approximately 30 toilets that need to be reinstalled. DHCD has contacted the Contractor and he will make the corrections. All units are being inspected.

**Elevator contract:** The Master Maintenance Agreement from Stanley Elevator has a monthly fee is \$600.00. *Request a motion to approve this contract.*

**Payables:** Included in packet:

1. Accounts Payable checks to be signed

## CDA Report – December 6, 2011

### **16 Clinton St.:**

- The garage is demolished, seeding will take place in the spring.
- Lynn Faust is going to look at the property and see if her Second Saturday group can get rid of brush and take down some dead trees, etc.

### **61 Emmett St.:**

- The roof sheathing is complete.
- Assabet has chosen to not shingle the roof due to safety issues for the students and OSHA regulations which will put the project further behind (about 3 weeks for the students to roof). Mr. Italiano from Assabet has found a contractor willing to do the roof for about \$800. This will also free up the students to work on the inside and start installing windows, doors, etc.
- The retaining wall is still not complete due to waiting on NSTAR to move the gas meter which was installed in the wrong place. I have called or e-mailed everyday the last week and they say they're just busy and will get to us as soon as possible.
- The electrical quotes were received and Northeast Electrical was the low bidder at \$3,241.53. Would like a vote to approve award.
- Attached is an updated budget summary report.

### **General Administration:**

- We received two submittals for a Consultant. Steve or Lynn will address this and make a recommendation. DHCD will have to approve the hiring before we sign contracts.
- As soon as the consultant is onboard, we will work on going out to bid for a Rehab Specialist.
- DPW is preparing the bid package for Preston St. and will give us a copy in order to add the DHCD regulations, forms, posting, prevailing wages, etc. We plan to advertise the project around Feb 1<sup>st</sup> and start construction by April 1<sup>st</sup>. Mark Dascoli will be the project manager for DPW.
- The FY05 grant is at DHCD for closure. The final quarterly report has been submitted. Next Tuesday, Dec. 13, our DHCD program and fiscal reps will be in the office to audit the FY05 grant.
- The City auditor's have arrived and will be auditing us soon.

12.8.11

61 EMMETT ST BUDGET

	Contract:	Budget:	Bid:	Actual:	Under/(over) budget
Frame, siding, roof, windows, doors, int trim	Natl Lumber	\$ 25,897.15	\$ 23,224.29	\$ 8,772.05	\$ 2,672.86
Windows/Exterior doors		\$ 242.85	\$ 242.85	\$ 242.85	\$ -
Interior Trim					\$ -
Garage doors		\$ 1,500.00			\$ 1,500.00
Cabinets, countertop/vanity	Assabet	\$ 5,000.00			\$ 5,000.00
Front pre-cast steps-railings	Wachusett Precat	\$ 800.00			\$ 800.00
Plumbing	Republic Plumbing	\$ 9,360.00	\$ 10,076.92	\$ 238.28	\$ (716.92)
Electrical-code minimum	NorthEast Electrical	\$ 6,914.01	\$ 3,241.53	\$ 1,417.64	\$ 3,672.48
Electrical-temp service		\$ 85.99	\$ 85.99	\$ 85.99	\$ -
Lighting fixtures-allowance	Assabet	\$ 2,000.00			\$ 2,000.00
Flooring-hardwood,tile,vinyl, carpet		\$ 7,000.00			\$ 7,000.00
Painting	Assabet	\$ 4,000.00			\$ 4,000.00
Insulation and installation		\$ 3,500.00			\$ 3,500.00
Blueboard installation/plaster		\$ 7,000.00			\$ 7,000.00
Driveway		\$ 1,000.00			\$ 1,000.00
Demo		\$ 13,300.00	\$ 13,300.00	\$ 13,300.00	\$ -
Asbestos removal		\$ 2,975.00	\$ 2,975.00	\$ 2,975.00	\$ -
Pest control inspection		\$ -	\$ 125.00	\$ 125.00	\$ (125.00)
Foundation (\$6,000)/site prep (bal of \$2,700 from demo)/water-sewer hook up \$5,000; \$7,025 from Asbestos Removal;\$1,350 from permits					
Basement/garage floors		\$ 2,000.00	\$ 39,495.00	\$ 39,495.00	\$ (17,420.00)
Fuel/heating	Assabet	\$ 4,000.00			\$ 4,000.00
Landscaping					\$ -
Deck 12 x 12		\$ 1,000.00			\$ 1,000.00
On site secure storage	POD	\$ 1,000.00			\$ 1,000.00
Transportation of students		\$ 1,000.00	\$ 1,000.00		\$ -
<b>General Administration</b>					
Project Manager	CDA	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
Water & Sewer hookup-see site work		\$ -			\$ -
Site plan/surveying		\$ 1,500.00	\$ 3,380.00	\$ 3,380.00	\$ (1,880.00)
Gutters		\$ 1,400.00			\$ 1,400.00
Permits (waived by city) - to foundation		\$ -	\$ -	\$ -	\$ -
Legal		\$ 2,150.00	\$ 1,333.13	\$ 1,333.13	\$ 816.87
Insurance		\$ 4,000.00	\$ 540.00	\$ 540.00	\$ 3,460.00
Construction support (sanitation, etc)		\$ 3,000.00	\$ 900.00	\$ 200.00	\$ 2,100.00
Marketing	CDA	\$ 3,000.00			\$ 3,000.00
Silt sacks/travel - Blake			\$ 162.07	\$ 162.07	\$ (162.07)
Advertising	CDA	\$ -	\$ 77.00	\$ 77.00	\$ (77.00)
Sub-total		\$ 146,700.00	\$ 110,158.78	\$ 82,344.01	\$ 36,541.22
10% contingency		\$ 14,670.00	\$ -		\$ 14,670.00
<b>Total</b>		\$ 161,370.00	\$ 110,158.78	\$ 82,344.01	\$ 51,211.22
<b>Other - CDA checking</b>					
Plans for house		\$ 690.00	\$ 690.00	\$ 690.00	\$ -