

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2012 JAN 19 P 5:29

1. Minutes of the City Council Meeting, January 9, 2012.
2. PUBLIC HEARING On the Application for Special Permit from Rossella Mercuri, on behalf of Sprint, for modification of a wireless facility located at 445 Simarano Dr., Order No. 11/12-1003096.
3. PUBLIC HEARING On the Application for Special Permit from Rossella Mercuri, on behalf of Sprint, for modification of a wireless facility located at 157 Union St., Order No. 11/12-1003072B.
4. PUBLIC HEARING On the Application for Special Permit from Rossella Mercuri, on behalf of Sprint, for modification of a wireless facility located at 450-460 Boston Post Rd., Order No. 11/12-1003071B.
5. Communication from the Mayor re: transfer request in the amount of \$303,805.00 which moves funds from Long Term Debt Interest to Curb Containers and \$574,240.70 which moves funds from Multi Purpose Bond to Curb Containers for the purpose of purchasing the containers for automated curbside collection of solid waste and recyclables.
6. Communication from the Mayor re: transfer request in the amount of \$100,000.00 which moves funds from Long Term Debt Service to Water Service Fund due to an increase in water pollution from the Millham Treatment Plant.
7. Communication from the Mayor re: Police Department transfer requests in the amounts of \$25,000.00 and \$129,000.00 which moves funds from Stabilization-Public Safety to Regular OT and from Police Officers to Regular OT respectively. The two transfer requests are necessary due to overtime costs incurred due to officers out on injury.
8. Communication from the Mayor re: Fire Department transfer requests in the amount of \$3,140.00 which moves funds from Longevity to Sick Leave needed to fund benefits associated with an employee's retirement, \$4,568.00 which moves funds from Longevity to Vehicle Repair associated with vehicle repair and maintenance and \$15,432.00 which moves funds from EMT to Vehicle Repair associated with vehicle repair and maintenance.
9. Communication from the Mayor re: transfer request in the amount of \$1,000.00 which moves funds from General Gov't/Fringes to Mayor/Sick Leave associated with the departure of an employee and \$1,124.75 from Sick Leave to several accounts noted on the communication to fund increases in Sick Leave Buy Back associated with January 2012 salary increases.
10. Communication from the Mayor re: Building Department transfer request in the amount of \$1,000.00 which moves funds from Professional and Technical to Assistant Building Inspector to fund the extended leave of an Inspector.
11. Communication from the Mayor re: Notification from the Massachusetts Division of Conservation Services pertinent to the Memorial Beach project not being selected for funding for FY2012.
12. Communication from the Mayor re: the City of Marlborough through the Conservation Commission, receiving gifts in the amounts of \$1,300.00 and \$2,700.00 from the Butler Family Foundation.
13. Communication from the Mayor re: Executive Office of Public Safety and Security grant in the amount of \$4,950.00 awarded to the Police Department to be used for high visibility traffic enforcement patrols.
14. Communication from the Mayor re: Tentative Budget Report for the Assabet Valley Regional Vocational School.
15. Communication from the Mayor re: Retirement of Tony R. Trodella as Principal Assessor.
16. Communication from the Mayor re: Reappointment of Police Chief Leonard as Keeper of the Lockup for one year.

17. Communication from Procurement Officer, Beverly Sleeper, re: Request for Proposals for Wireless Telecommunications Leasing Project, 98 Pleasant St.
18. Communication from Building Commissioner, Stephen Reid, re: Marlborough Saving Bank Special Permit, Condition 19B, Order No. 09-1002152E.
19. Communication from Tennessee Gas Pipeline re: Updated Emergency Personnel List.
20. Minutes, Planning Board, December 19, 2011.
21. CLAIMS:
 - A. Veronica Jessica Burkley, 22 Broad St., pothole or other road defect
 - B. Alexander Rossi, 72 Evelina Dr., pothole or other road defect

REPORTS OF COMMITTEES:



**CITY OF MARLBOROUGH
OFFICE OF CITY CLERK
Lisa M. Thomas
140 Main St.
Marlborough, MA 01752
(508) 460-3775 FAX (508) 460-3723
JANUARY 9, 2012**

Regular meeting of the City Council held on Monday, JANUARY 9, 2012 at 8:00 p.m. in City Council Chambers, City Hall. City Councilors present: Vigeant, Pope, Levy, Delano, Ferro, Elder, Tunnera, Seymour, Clancy, and Landers. Absent: Ossing. Meeting adjourned at 8:07 PM.

ORDERED: That the minutes of the City Council Meeting, DECEMBER 19, 2011, **FILE**; adopted.

Councilor Oram abstained

ORDERED: That the minutes of the City Council Organizational Meeting, JANUARY 2, 2012, **FILE**; adopted.

ORDERED: That the Fire Department transfer request in the amount of \$34,004.00 which moves funds from 2011 Long Term Debt Interest to Fire-Sick Leave Buy Back to fund unbudgeted benefits associated with an employee's retirement, refer to **FINANCE COMMITTEE**; adopted.

FROM:

Acct. # 60075106-58964 \$34,004.00
2011 Long Term Debt interest

TO:

Acct. # 12200003-51920 \$34,004.00
Fire-Sick leave Buy Back

ORDERED: That the Fire Department transfer requests as follows with details noted in the spreadsheet, refer to **FINANCE COMMITTEE**; adopted.

CITY OF MARLBOROUGH BUDGET TRANSFERS									
DEPT: FIRE					FISCAL YEAR: 2012				
FROM ACCOUNT:					TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$1,514,055.76	\$25,000.00	12200001	50450	FIREFIGHTER	\$25,000.00	12200003	51300	OVERTIME	\$65,016.06
	Reason:	Transfer is available due to a retirement							
\$1,514,055.76	\$37,329.07	12200001	50450	FIREFIGHTER	\$37,329.07	12200003	51300	OVERTIME	\$65,016.06
	Reason:	Transfer is available due to 111F payments							
\$156,283.71	\$13,056.75	12200001	50335	DEPUTY CHIEF	\$13,056.75	12200003	51300	OVERTIME	\$65,016.06
	Reason:	Transfer is available due to 111F payments							

- ORDERED: Under authority of MGL, Chapter 44, Section 53A, the City Council hereby **APPROVES** the Public Safety and Security grant in the amount of \$6,365.00 awarded to the Fire Department for the Student Awareness Fire Education (S.A.F.E.) program; adopted.
- ORDERED: That the Communication from the Mayor re: \$220.00 donation to the Marlborough Council on Aging in support of our weekly Blue Plate Special lunch, **FILE**; adopted.
- ORDERED: That the appointments of Donald V. Rider, Jr. as City Solicitor, Michael C. Berry, as Executive Aide to the Mayor, and Patricia Bernard, as Executive Secretary to the Mayor effective January 2, 2012, **FILE**; adopted.
- ORDERED: That the reappointment of Deborah Puleo to the position of Collector effective February 1, 2012 for a period of one year, refer to **PERSONNEL COMMITTEE**; adopted.
- ORDERED: That the Communication from Brona Simon, Executive Director of the Massachusetts Historical Commission re: Communication sent to Attorney Milgram pertinent to the Marlborough Armory, Order No. 11-1003042B, **FILE**; adopted.
Councilor Elder read a disclosure statement
- ORDERED: That the Communication from the Planning Board re: Elm Farm Valley Estates Subdivision Acceptance, Cleversy Dr., Order No. 11-1003095 refer to **PUBLIC SERVICES COMMITTEE**; adopted.
- ORDERED: That there being no objection thereto set **MONDAY, FEBRUARY 13, 2012**, as date for a **PUBLIC HEARING** for the Application for Special Permit from Sprint for modification of a wireless facility located at Onamog St., refer to **WIRELESS COMMUNICATIONS COMMITTEE AND ADVERTISE**; adopted.
- ORDERED: That there being no objection thereto set **MONDAY, FEBRUARY 13, 2012**, as date for a **PUBLIC HEARING** for the Application for Special Permit from Nissan Automobiles of Marlborough, Inc. to modify of a portion of its building which includes its showroom, customer service, and offices to add a second story, refer to **URBAN AFFAIRS COMMITTEE AND ADVERTISE**; adopted.
- ORDERED: That the Minutes, Planning Board, December 5, 2011, **FILE**; adopted.
- ORDERED: There being no further business, the regular meeting of the City Council is herewith adjourned at 8:07 p.m.



IN CITY COUNCIL

DECEMBER 5, 2011
Marlborough, Mass., _____

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., be and is herewith refer to **WIRELESS COMMUNICATIONS COMMITTEE AND ADVERTISE**.

ADOPTED

ORDER NO. 11-1003096



IN CITY COUNCIL

NOVEMBER 21, 2011
Marlborough, Mass., _____

ORDERED:

Per communication from Rosella Mercuri, Agent for Sprint, That there being no objection thereto **RESCHEDULE TO THE SECOND REGULARLY SCHEDULED CITY COUNCIL MEETING IN 2012**, as date for a **PUBLIC HEARING** for the Application for Special Permit Application for Special Permit from Sprint for modification of a wireless facility located at 157 Union St, be and is herewith refer to **WIRELESS COMMUNICATIONS COMMITTEE AND ADVERTISE.**

Councilor Seymour Abstained

ADOPTED

ORDER NO. 11-1003072A



IN CITY COUNCIL

NOVEMBER 21, 2011
Marlborough, Mass., _____

ORDERED:

Per communication from Rosella Mercuri, Agent for Sprint, That there being no objection thereto **RESCHEDULE TO THE SECOND REGULARLY SCHEDULED CITY COUNCIL MEETING IN 2012**, as date for a **PUBLIC HEARING** for the Application for Special Permit Application for Special Permit from Sprint for modification of a wireless facility located at 450-460 Boston Post Rd., be and is herewith refer to **WIRELESS COMMUNICATIONS COMMITTEE AND ADVERTISE**.

ADOPTED

ORDER NO. 11-1003071A
X-06-1001305B



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

Arthur G. Vigeant
MAYOR

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Michael C. Berry
EXECUTIVE AIDE

2012 JAN 19 P 4: 54

Patricia Bernard
EXECUTIVE SECRETARY

January 18, 2012

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

Honorable President Pope and Councilors:

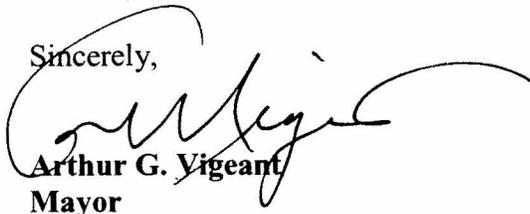
I am submitting for your approval two transfer requests for the purposes of purchasing the containers for automated curbside collection of solid waste and recyclables:

- 1) Transfer in the amount of \$303,805.00 moving funds from account number 60075106-58964 (Long Term Debt Interest) to account number 19300006-58100 (Curb Containers).
- 2) Transfer in the amount of \$574,240.70 moving funds from account number 60071106-59963 (Multi Purpose Bond) to account number 19300006-58100 (Curb Containers).

As you know, former Mayor Nancy Stevens signed the trash contract in December. It is now our obligation to fund any outstanding obligations related to this agreement. After what I believe was a very thorough procurement process, I am recommending the outright purchase of these containers through Otto Environmental Systems, Inc.

Enclosed is backup documentation from Chief Procurement Officer Beverly Sleeper relative to the specifics of the procurement process. I look forward to working with you on implementing this agreement in the most efficient way possible. Please do not hesitate to contact my office with any questions or concerns.

Sincerely,


Arthur G. Vigeant
Mayor

TRANSFER REQUEST

AVAILABLE BALANCE	AMOUNT	FROM ACCOUNT			TO ACCOUNT			AMOUNT AVAIL
		ORG CODE	OBJECT	ACCOUNT DESCRIP	AMOUNT	ORG CODE	OBJECT DESCRIP	
				Long Term Debt Interest			Capital Outlay	
				Long Term Debt Principal				
\$ 437,809.00	\$ 303,805.00	60075106	58964	2011 Long Term Debt Int	\$ 303,805.00	19300006	58100 Curb. Containers	\$ -
\$ 805,292.00	\$ 574,240.70	60071106	59963	2011 Multi Purpose Bond	\$ 574,240.70	19300006	58100 Curb. Containers	\$ -

Reason: To fund the purchase of containers for automated curbside collection of solid waste & recyclables



City of Marlborough
Legal Department

140 MAIN STREET

MARLBOROUGH, MASSACHUSETTS 01752

TEL. (508) 460-3771 FACSIMILE (508) 460-3698 TDD (508) 460-3610

LEGAL@MARLBOROUGH-MA.GOV

BSLEEPER@MARLBOROUGH-MA.GOV

DONALD V. RIDER, JR.
CITY SOLICITOR

CYNTHIA M. PANAGORE GRIFFIN
ASSISTANT CITY SOLICITOR

BEVERLY J. SLEEPER
CHIEF PROCUREMENT OFFICER

ELLEN M. STAVROPOULOS
PARALEGAL

January 18, 2012

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

RE: Procurement Options for Purchase or Lease-Purchase of Containers for Automated Curbside Collection of Solid Waste & Recycling Services

Dear Mayor Vigeant:

As you are aware, the City of Marlborough ("City") will be transitioning over to an automated curbside solid waste and recycling program by July 1, 2012. As Chief Procurement Officer, I conducted a three (3) Request for Quotes process for the purchase or lease-purchase of the wheeled containers for both solid waste and recycling collection as outlined below.

The first process was conducted under State Contract FAC33. The City received one quote from E.L. Harvey & Sons, Inc. in the amount of \$1,575,000.00 with no option to lease-purchase the containers. The second process was conducted under State Contract FAC61DEP. The City received two quotes, one from Toter Inc. in the amount of \$902,685.00 with pricing for a 5-year lease in the amount of \$976,605.00 and a 7-year lease in the amount of \$1,011,045.00 and one from Cascade Engineering in the amount of \$896,385.00 with pricing for a 5-year lease in the amount of \$965,717.85 and a 7-year lease in the amount of \$1,006,097.75. The third process was conducted through an out-of-state cooperative purchasing program in which the City is a member. The City received a quote from Otto Environmental Systems, Inc. in the amount of \$895,965.00 with pricing for a 5-year lease in the amount of \$964,765.20 and a 7-year lease in the amount of \$1,001,244.72. In addition to offering the lowest price, Otto Environmental Systems, Inc. offers a 2% discount for early payment reducing the cost to purchase the containers to \$878,045.70. The City also has received a DEP grant to assist with purchasing or lease-purchasing the containers in the amount of \$100,000.00. If the City applies the grant to the purchase price from Otto Environment Systems, Inc., the outright purchase price would be \$778,045.70. The City has the option to apply the grant to a lease-purchase if the City wishes to pursue that option.

The quote proposals were reviewed by DPW Commissioner Ron LaFreniere. He made a spreadsheet dated 1/19/12 summarizing the terms and conditions of each quote, a copy of which is attached hereto. Whether the City is considering outright purchase or lease-purchase option, it appears Otto Environmental Systems, Inc. is offering the lowest price quote. The Commissioner recommends purchasing the containers outright if the City's free cash or undesignated stabilization funds would permit the outright purchase, thereby foregoing any additional costs incurred by the lease-purchase option. If the City decides to exercise the lease-purchase option, the lease payments would be made from the savings realized under the new agreement for collection services.

Although I believe the quote options pursued under state contract and the out-of-state cooperative purchasing program has resulted in competitive pricing, the City may exercise the option to issue an Invitation for Bid process, at its discretion. It is my understanding that the City's acceptance of the grant funding is time-sensitive. Additional information in this regard may be obtained from Commissioner LaFreniere.

If you require additional information, please let me know.

Sincerely,



Beverly J. Sleeper
Chief Procurement Officer

Attachment

Curbside Container Supply and Distribution Quotes

1/9/2012

		Purchase Cost		Lease/Purchase Cost	
Cascade Engineering		<i>Unit price</i>	<i>Extended price</i>	<i>5-year lease</i>	
10,500	95-gallon carts	\$46.30	\$486,150.00		
10,500	65-gallon carts	\$39.07	\$410,235.00	Total:	\$965,717.85 **
		Total:	\$896,385.00 *		

Note: Unloading, assembly and distribution is \$3.50 per cart = \$73,500

	<i>7-year lease</i>
Total:	\$1,006,097.75 **

* The total purchase price listed in Cascade's quote (\$899,220) was incorrect based on the unit prices provided.

** The prices listed are those appearing in Cascade's quote and should be checked for accuracy based on interest rates provided.

Curbside Container Supply and Distribution Quotes

1/9/2012

	Purchase Cost		Lease/Purchase Cost		Other
E.L.Harvey & Sons, Inc.	<i>Unit price</i>	<i>Extended price</i>	<i>5-year lease</i>	<i>7-year lease</i>	
10,500 95-gallon carts	\$75.00	\$787,500.00	n/a	n/a	
10,500 65-gallon carts	\$75.00	\$787,500.00	n/a	n/a	
Total:		\$1,575,000.00			
 Otto Environmental Systems, Inc.	<i>Unit price</i>	<i>Extended price</i>	<i>5-year lease</i>		<i>2% discount</i>
10,500 95-gallon carts	\$45.90	\$481,950.00	\$8,649.31 per month		
10,500 65-gallon carts	\$39.43	\$414,015.00	\$7,430.11 per month		
Total:		\$895,965.00	Total:	\$964,765.20	
2% discount:		-\$17,919.30			
Total:		\$878,045.70	<i>7-year lease</i>		
			\$6,411.68 per month		
			\$5,507.90 per month		
Total:			Total:	\$1,001,244.72	
 Toter Incorporated	<i>Unit price</i>	<i>Extended price</i>	<i>5-year lease</i>		
10,500 95-gallon carts	\$46.92	\$492,660.00	\$50.76 per unit		
10,500 65-gallon carts	\$39.05	\$410,025.00	\$42.25 per unit		
Total:		\$902,685.00	Total:	\$976,605.00	
			<i>7-year lease</i>		
			\$52.55 per unit		
			\$43.74 per unit		
Total:			Total:	\$1,011,045.00	

Note: No mention is made in quote regarding distribution costs.

Note: Unloading, assembly and distribution is \$3.00 per cart = \$63,000



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Office of the Mayor

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Arthur G. Vigeant
MAYOR

Michael C. Berry
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

January 18, 2012

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

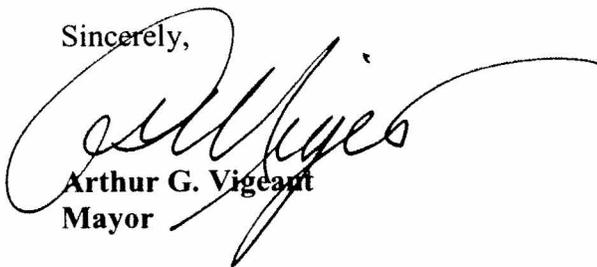
Honorable President Pope and Councilors:

I am submitting for your approval the following transfer requests:

- 1) Transfer in the amount of \$100,000 moving funds from account number 60075106-58964 (Long Term Debt Interest) to account number 61090006-52322 (Water Service Fund).
 - a. This funding is required to increase water production from our Millham Treatment Plant. Due to the high amounts of rainfall in 2011, both Lake Williams and Millham Reservoir are overflowing on their respective spillways. The City will realize an estimated \$500,000 in savings on the purchase of water from the MWRA in 2013.

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

Sincerely,



Arthur G. Vigeant
Mayor

TRANSFER REQUEST

AVAILABLE BALANCE	AMOUNT	FROM ACCOUNT			TO ACCOUNT			AMOUNT AVAIL
		ORG CODE	OBJECT	ACCOUNT DESCRIP	AMOUNT	ORG CODE	OBJECT	
				Long Term Debt Interest			Water Service Fund	
\$ 437,809.00	\$ 100,000.00	60075106	58964	2011 Long Term Debt Int	\$ 100,000.00	61090006	52322 Water MR Plant	\$ 28,219.00

Reason: Funding required to increase water production from our Millhan Treatment Plant



City of Marlborough

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Office of the Mayor

2012 JAN 19 P 4:38

140 Main Street
Marlborough, Massachusetts 01752

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

Arthur G. Vigeant
MAYOR

Michael C. Berry
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

January 18, 2012

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

Honorable President Pope and Councilors:

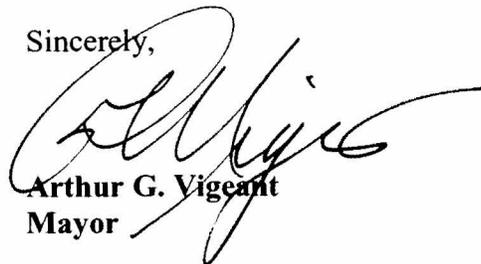
I am submitting for your approval two transfer requests from the Police Department:

- 1) Transfer in the amount of \$25,000 moving funds from account number 83600-32701 (Stabilization – Public Safety) to account number 12100003-51310 (Regular OT).
 - a. The funds are available from Fairfield mitigation and the overtime costs were incurred due to officers that are out with injury.

- 2) Transfer in the amount of \$129,000 moving funds from account number 12100001-50420 (Police Officers) to account number 12100003-51310 (Regular OT).
 - a. The transfer will fund the overtime in replacement of several injured officers. The funds are available due to several officers being paid from the workmen's compensation account.

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

Sincerely,



Arthur G. Vigeant
Mayor



City of Marlborough POLICE DEPARTMENT

508-485-1212 • FAX 508-624-6949
355 BOLTON STREET • MARLBOROUGH, MA • 01752

MARK F. LEONARD
Chief of Police

Mayor Vigeant,

January 17, 2012

Attached is a budget transfer request to address anticipated budget adjustments needed for the remainder of the fiscal year. The first request is to transfer \$25,000 from the Fairfield Stabilization account to fund an anticipated shortfall in the police officer regular overtime account.

The second request is to transfer an available surplus in the police officer salary line item, due to some funding coming out of the worker's compensation funds to pay officers on injury leave, to the regular overtime account. The regular overtime account will be in deficit due to heavy use caused by several injured officers throughout the year, so I am requesting to transfer \$129,000 to this account.

I would respectfully request that these transfer requests be placed on the next City Council agenda.

Should you have any questions regarding these budget transfer requests, please do not hesitate to call.

Sincerely,

Mark F. Leonard
Chief of Police



City of Marlborough

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Office of the Mayor

140 Main Street

Marlborough, Massachusetts 01752
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Arthur G. Vigeant
MAYOR

Michael C. Berry
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Patricia Bernard
EXECUTIVE SECRETARY

January 18, 2012

City Council President Patricia Pope
Marlborough City Council
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Marlborough, MA 01752

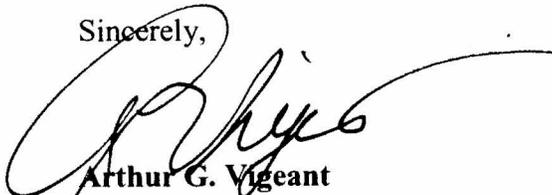
Honorable President Pope and Councilors:

I am submitting for your approval the following transfer requests from the Fire Department:

- 1) Transfer in the amount of \$3140.00 moving funds from account number 12200003-51430 (Longevity) to account number 12200003-51920 (Sick Leave).
 - a. This transfer is needed to fund benefits associated with an employee's retirement.
- 2) Transfer in the amount of \$4568.00 moving funds from account number 12200003-51430 (Longevity) to account number 12100006-52560 (Vehicle Repair).
 - a. The transfer is necessary to fund projected additional costs associated with vehicle repair and maintenance.
- 3) Transfer in the amount of \$15432.00 moving funds from account number 12200003-51430 (EMT) to account number 12100006-52560 (Vehicle Repair).
 - a. The transfer is necessary to fund projected additional costs associated with vehicle repair and maintenance.

Additionally, I respectfully wish to withdraw Order No. 12-1004026 (enclosed). If you have any questions regarding this matter, please do not hesitate to contact my office.

Sincerely,



Arthur G. Vigeant
Mayor

TRANSFER REQUEST

AVAILABLE BALANCE	AMOUNT	FROM ACCOUNT			TO ACCOUNT			AMOUNT AVAIL	
		ORG CODE	OBJECT	ACCOUNT DESCRIP	AMOUNT	ORG CODE	OBJECT	ACCOUNT DESCRIP	
				Fire Department				Fire Department	
\$ 7,708.00	\$ 3,140.00	12200003	51430	Longevity	\$ 3,140.00	12200003	51920	Sick Leave	\$ 30,869.00
					\$ 3,140.00				

Reason: To fund benefits associated with employees retirement.

TRANSFER REQUEST

AVAILABLE BALANCE	AMOUNT	FROM ACCOUNT			TO ACCOUNT			AMOUNT AVAIL	
		ORG CODE	OBJECT	ACCOUNT DESCRIP	AMOUNT	ORG CODE	OBJECT	ACCOUNT DESCRIP	
		Fire Department			Fire Department				
\$ 7,708.00	\$ 4,568.00	12200003	51430	Longevity	\$ 4,568.00	12200006	52560	Vech Repair	\$ 13,123.31
\$ 23,306.00	\$ 15,432.00	12200003	51480	EMT	\$ 15,432.00	12200006	52560	Vech Repair	\$ 13,123.31
	\$ 20,000.00				\$ 20,000.00				

Reason: To fund projected additional cost associated with vehicle repair and maintenance



IN CITY COUNCIL

JANUARY 9, 2012

Marlborough, Mass., _____

ORDERED:

That the Fire Department transfer request in the amount of \$34,004.00 which moves funds from 2011 Long Term Debt Interest to Fire-Sick Leave Buy Back to fund unbudgeted benefits associated with an employee's retirement, be and is herewith refer to **FINANCE COMMITTEE**.

FROM:

Acct. # 60075106-58964	\$34,004.00
2011 Long Term Debt interest	

TO:

Acct. # 12200003-51920	
Fire-Sick leave Buy Back	\$34,004.00

ADOPTED

ORDER NO. 12-1004026



City of Marlborough

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CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Office of the Mayor

140 Main Street

2012 JAN 19 P 4:38 Marlborough, Massachusetts 01752
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610

Arthur G. Vigeant
MAYOR

Michael C. Berry
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

January 18, 2012

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

Honorable President Pope and Councilors:

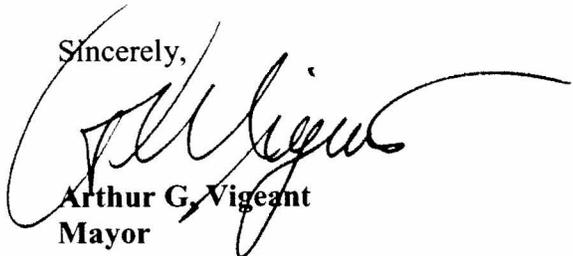
I am submitting for your approval the following transfer requests:

- 1) Transfer in the amount of \$1000.00 moving funds from account number 11990006-51500 (General Gov't/Fringes) to account number 11210003-51920 (Mayor/Sick Leave).
 - a. The transfer is required to fund benefits associated with the departure of an employee.

- 2) Transfer the total amount of \$1124.75 from account number 11440003-51920 (Sick Leave) to the following accounts:
 - a. \$26.22 to account number 11110003-51920 (Sick Leave)
 - \$52.31 to account number 11330003-51920 (Sick Leave)
 - \$24.13 to account number 11350003-51920 (Sick Leave)
 - \$77.35 to account number 11410003-51920 (Sick Leave)
 - \$831.63 to account number 11550003-51920 (Sick Leave)
 - \$55.81 to account number 12410003-51920 (Sick Leave)
 - \$44.30 to account number 14001003-51920 (Sick Leave)
 - \$13.00 to account number 15120003-51920 (Sick Leave)
 - b. The transfer is required to fund increases in Sick Leave Buy Back associated with January 2012 salary increases.

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

Sincerely,



Arthur G. Vigeant
Mayor

TRANSFER REQUEST

AVAILABLE BALANCE	AMOUNT	FROM ACCOUNT			TO ACCOUNT			AMOUNT AVAIL
		ORG CODE	OBJECT	ACCOUNT DESCRIP	AMOUNT	ORG CODE	OBJECT DESCRIP	
				General Government			Mayor	
\$ 246,553.00	\$ 1,000.00	11990006	51500	Fringes	\$ 1,000.00	11210003	51920 Sick Leave	\$ -
					\$ 1,000.00			

Reason: To fund benefits associated with the departure of an employee.

*OK
T.A.
DS*

TRANSFER REQUEST

		FROM ACCOUNT			TO ACCOUNT				
AVAILABLE BALANCE	AMOUNT	ORG CODE	OBJECT	ACCOUNT DESCRIP	AMOUNT	ORG CODE	OBJECT	ACCOUNT DESCRIP	AMOUNT AVAIL
				Sick Leave Collector				Sick Leave Various Departments	
\$ 1,499.73	\$ 1,124.75	11440003	51920	Sick Leave	\$ 26.22	11110003	51920	Sick Leave	\$ 2,173.44
					\$ 52.31	11330003	51920	Sick Leave	\$ 4,289.13
					\$ 24.13	11350003	51920	Sick Leave	\$ 1,955.49
					\$ 77.35	11410003	51920	Sick Leave	\$ 6,331.00
					\$ 831.63	11550003	51920	Sick Leave	\$ -
					\$ 55.81	12410003	51920	Sick Leave	\$ 8,252.29
					\$ 44.30	14001003	51920	Sick Leave	\$ 11,456.14
					\$ 13.00	15120003	51920	Sick Leave	\$ 3,819.24
					\$ 1,124.75				

Reason: To fund increases in Sick Leave Buy Back associated with Jan 2012 salary increases.

OK
//
JA
AS.



RECEIVED
CLERK'S OFFICE
MARLBOROUGH

2012 JAN 19 P 4:38

City of Marlborough

Office of the Mayor

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

Arthur G. Vigeant
MAYOR

Michael C. Berry
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

January 18, 2012

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

Honorable President Pope and Councilors:

I am submitting for your approval the following transfer request from the Building Department:

- 1) Transfer in the amount of \$1000.00 moving funds from account number 12410004-53180 (Professional and Technical) to account number 12410001-50260 (Assistant Building Inspector)
 - a. This transfer is needed to fund the extended leave of an Inspector.

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

Sincerely,

Arthur G. Vigeant
Mayor

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Inspectional Services 2410

FISCAL YEAR: 12

Available Balance	FROM ACCOUNT:				Amount	TO ACCOUNT:			Available Balance
	Amount	Org Code	Object	Account Description:		Org Code	Object	Account Description:	
\$1,606.49	\$1,000.00	12410004	53180	Professional and Technical	\$1,000.00	12410001	50260	Asst Bldg Inspector	\$50,158.70

Reason: Coverage required due to extended leave of Inspector

Reason: _____

Reason: _____

Reason: _____

Department Head signature: Stephen A. Reid



City of Marlborough

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CITY OF MARLBOROUGH

Office of the Mayor

140 Main Street

2012 JAN 19 P 4: 38 Marlborough, Massachusetts 01752

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Arthur G. Vigeant
MAYOR

Michael C. Berry
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

January 18, 2012

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

Honorable President Pope and Councilors:

I regret to inform you that the Massachusetts Division of Conservation Services has notified the City that the Memorial Beach project was not selected for funding for FY2012. Of the 50 applications submitted, only 17 were awarded funding.

As you know, the bonding for the project has already been approved. We can choose to move forward with this project or opt to hold the bond for now and reapply for funding for FY2013. I respectfully seek the input from the Council regarding this matter.

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

Sincerely,



Arthur G. Vigeant
Mayor



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

Arthur G. Vigeant
MAYOR

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Patricia Bernard
EXECUTIVE SECRETARY

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CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2012 JAN 19 P 4: 38

January 18, 2012

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

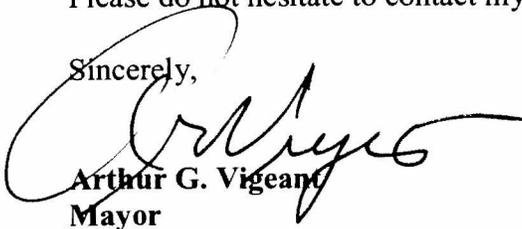
Honorable President Pope and Councilors:

I am pleased to inform you that the City of Marlborough through the Conservation Commission has received two additional gifts in September and December of 2011 respectively in the amounts of \$1,300 and \$2,700 from the Butler Family Foundation. These funds will assist in the maintenance of the Felton Conservation Land fields on Elm Street.

In accordance with Massachusetts General Laws, Chapter 44: Section 53A ½ the acceptance and expenditure of these gifts totaling \$4000 requires the approval of the City Council. It is further requested that these funds be placed in the Conservation Maintenance account #84500005 54000 and used as intended.

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

Sincerely,



Arthur G. Vigeant
Mayor



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

January 18, 2012

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

RE: Acceptance of Gift of \$4,000 to Conservation Maintenance Fund
Felton Conservation Land

Dear MayorVigeant,

The City of Marlborough through the Conservation Commission has been given two additional gifts in September and December 2011 of \$1,300 and \$2,700 respectively from The Butler Family Foundation to help with the maintenance of the Felton Conservation Land fields on Elm St. As required by MGL Ch. 44 Section 53A ½ the acceptance and expenditure of these gifts totaling \$4,000 requires your approval. We would like these funds placed in the Conservation Maintenance Fund account #845 00005 54000 to be used for the Felton Conservation Land maintenance.

If you have any questions on the above, please let me know.

Sincerely,


Priscilla Ryder
Conservation Officer

Cc: Con. Com.

**CITY OF MARLBOROUGH
NOTICE OF GRANT AWARD**

DEPARTMENT: Conservation DATE: 1/18/2012

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Priscilla Ryder

NAME OF GRANT: Gift

GRANTOR: The Butler Family Foundation

GRANT AMOUNT: \$4,000

GRANT PERIOD: N/A

SCOPE OF GRANT/
ITEMS FUNDED Funds to be used to maintain fields at Felton Conservation Land on Elm St.

IS A POSITION BEING
CREATED: no

IF YES: CAN FRINGE BENEFITS BE PAID FROM GRANT? N/A

ARE MATCHING CITY
FUNDS REQUIRED? No

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

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

ANY OTHER EXPOSURE TO CITY?

IS THERE A DEADLINE FOR CITY COUNCIL APPROVAL: March 2012

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



City of Marlborough

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Office of the Mayor

140 Main Street

2012 JAN 19 P 4: 38 Marlborough, Massachusetts 01752
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610

Arthur G. Vigeant
MAYOR

Michael C. Berry
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

January 18, 2012

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

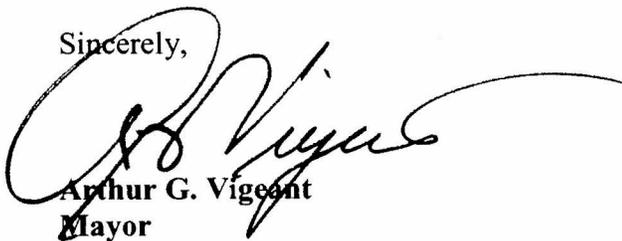
Honorable President Pope and Councilors:

I am pleased to inform you that the Marlborough Police Department has been awarded a grant in the amount of \$4950.00 through the Commonwealth of Massachusetts Executive Office of Public Safety and Security. This grant is a reimbursement grant and will be used for high visibility traffic enforcement patrols.

In accordance with Massachusetts General Laws, Chapter 44: Section 53A this grant was applied for and accepted by the Police Department. In order for it to be expended for its intended purposes, I respectfully request your approval.

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

Sincerely,



Arthur G. Vigeant
Mayor



MARK F. LEONARD
Chief of Police

City of Marlborough POLICE DEPARTMENT

508-485-1212 • FAX 508-624-6949
355 BOLTON STREET • MARLBOROUGH, MA • 01752

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

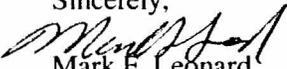
January 5, 2012

Dear Mayor Vigeant,

The Marlborough Police Department has been awarded a grant in the amount of \$4,950.00 from the Commonwealth of Massachusetts, Executive Office of Public Safety and Security. The grant is a reimbursement grant and will be used for high visibility traffic enforcement patrols.

Attached is a copy of the grant approval letter. I am requesting that the grant award be forwarded to the City Council for approval. Should you have any questions, please do not hesitate to call.

Sincerely,


Mark F. Leonard
Chief of Police

**CITY OF MARLBOROUGH
NOTICE OF GRANT AWARD**

DEPARTMENT: Police Department DATE: 1/5/2012

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Captain Timothy Naze

NAME OF GRANT: Traffic Enforcement and Equipment Grant

GRANTOR: Executive Office of Public Safety Highway Safety Div

GRANT AMOUNT: \$4,950.00

GRANT PERIOD: 12/16/2011-09/3/2012

SCOPE OF GRANT/ High visibility Traffic Enforcement

ITEMS FUNDED Traffic enforcement patrols

IS A POSITION BEING
CREATED: No

IF YES: CAN FRINGE BENEFITS BE PAID FROM GRANT? _____

ARE MATCHING CITY
FUNDS REQUIRED? 20% in-kind match of total project cost \$1,237

IF MATCHING IS NON-MONETARY (MAN HOURS, ETC.) PLEASE SPECIFY:
approx 10 Man hours for administration of grant
Vehicle/Fuel

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

ANY OTHER EXPOSURE TO CITY?
No

IS THERE A DEADLINE FOR CITY COUNCIL APPROVAL: ASAP

**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**



The Commonwealth of Massachusetts
Executive Office of Public Safety and Security

One Ashburton Place
Boston, Massachusetts 02108

Tel: (617)727-7775
TTY Tel: (617) 727-6618
Fax: (617) 727-4764
www.mass.gov/eops

Deval L. Patrick
Governor

Timothy P. Murray
Lieutenant Governor

Mary Elizabeth Heffernan
Secretary

December 16, 2011

Chief Mark Leonard
Marlborough Police Department
140 Main Street
Marlborough, MA 01752

Dear Chief Leonard:

I am pleased to inform you that your FFY 2012 Traffic Enforcement Grant Application has been approved for funding. The Marlborough Police Department has been awarded \$4,950, which represents three mobilizations at \$1,650 each. The required minimum federal In-Kind Match, (25% of your total grant award) is \$1,237.50, and must be met no later than the close of the federal fiscal year on September 30, 2012.

The official start date of your grant award is December 16, 2011 for the Drive Sober or Get Pulled Over Mobilization. You will not be reimbursed for any costs incurred in advance of this date nor any costs incurred after the conclusion of the September mobilization.

If you have any questions, please contact Deborah Firlit, the grant program manager, at 617.725.3356 or by email at deborah.firlit@state.ma.us or Sheila Burgess, Director of the Highway Safety Division, at 617.725.3307. Congratulations on your award.

Sincerely,

Mary Elizabeth Heffernan
Secretary of Public Safety and Security



City of Marlborough

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CITY OF MARLBOROUGH

Office of the Mayor

140 Main Street

2012 JAN 19 P 4: 38 Marlborough, Massachusetts 01752
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610

Arthur G. Vigeant
MAYOR

Michael C. Berry
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

January 18, 2012

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

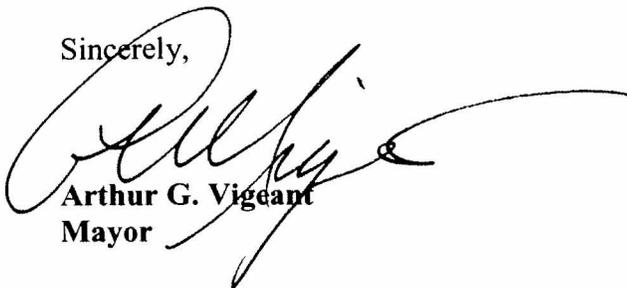
Honorable President Pope and Councilors:

I wish to inform you that the tentative budget for the Assabet Valley Regional Vocational School district has been received. Also included is a preliminary five-year capital assessment estimate for the repair/renovation project.

Enclosed please find the cover letter from Superintendent-Director Mary Jo Nawrocki. A copy of this document is available in the City Clerk's office at this time.

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

Sincerely,



Arthur G. Vigeant
Mayor

Assabet Valley Regional Vocational School District

215 Fitchburg Street
Marlborough, Massachusetts 01752-1288

Mary Jo Nawrocki
Superintendent - Director

Mark R. Hollick
Principal

Patrick C. Collins
Assistant Superintendent

December 9, 2011

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

Dear Mayor Stevens:

Enclosed are three copies of Assabet Valley Regional Vocational School District's FY2013 **Tentative** Operating Budget for your office and the City Council.

The tentative FY2013 budget is \$17,600,000 and calls for a modest 1.7% increase. The school committee will set member community assessments in early February 2012 after the governor's budget is released and the Department of Elementary and Secondary Education determines spending requirements and Chapter 70 aid.

Also enclosed is a preliminary five-year capital assessment estimate for the repair/renovation project.

If you have any questions, please feel free to contact me or Patrick Collins, Assistant Superintendent.

Sincerely,



Mary Jo Nawrocki
Superintendent-Director

MJN/jr



RECEIVED
CITY CLERK'S OFFICE
MARLBOROUGH

2012 JAN 19 P 4:38

City of Marlborough
Office of the Mayor

140 Main Street

Marlborough, Massachusetts 01752

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

Arthur G. Vigeant
MAYOR

Michael C. Berry
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

January 18, 2012

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

Honorable President Pope and Councilors:

I want to inform you that Anthony R. Trodella has retired from his position as Principal Assessor for the city. We are enormously grateful for Mr. Trodella's dedication and commitment to his profession. I hope that you will join me in wishing Anthony nothing but the very best in his retirement.

At this time, I also wish to inform you that I have appointed Daniel Brogie as the Principal Assessor on an interim basis for the next sixty days, effective Monday, January 23, 2012. I believe that Mr. Brogie's experience will help ensure continuity during this time of transition.

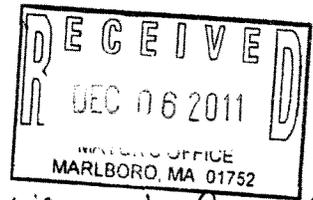
Over the course of the next several weeks, a plan of action will be developed as it relates to how we intend to fill this position on a permanent basis. I will keep the Council informed as these developments take place.

Please do not hesitate to contact my office for any reason regarding this matter.

Sincerely,

Arthur G. Vigeant
Mayor

Cc: David Brumby, Personnel Director



original to personnel on 12/11

December 4, 2011

Mayor Nancy Stevens
City of Marlborough
140 Main Street
Marlborough, MA 01752

RE: Intent to Retire

Mayor Stevens:

Please accept this letter as my letter of intent to retire as of January 27, 2012.

I am retiring reluctantly and with regret. My health has been such that I feel I no longer will be able to perform my duties as Principal Assessor for the City and feel very strongly that the residents of Marlborough, as well as the incoming administration deserves the best the Department can offer.

The past support from you and the council will be something that I will never forget, and I will continue to spread the word with regard to this support.

I wish you success in everything you do in the future and wish the other department heads and City Council all the best.

Please call if you have any questions or need any further information.

With all my thanks and appreciation,

Anthony R. Trodella
Principal Assessor

✓



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

Arthur G. Vigeant
MAYOR

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CITY OF MARLBOROUGH

Michael C. Berry
EXECUTIVE AIDE

2012 JAN 19 P 4:54

Patricia Bernard
EXECUTIVE SECRETARY

January 18, 2012

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

Honorable President Pope and Councilors:

I am submitting for your approval and confirmation the reappointment of Chief of Police Mark Leonard as Keeper of the Lockup for a period of one year.

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

Sincerely,

Arthur G. Vigeant
Mayor



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MARLBOROUGH

City of Marlborough
Legal Department

140 MAIN STREET

19 JAN 22 19 4: 22
MARLBOROUGH, MASSACHUSETTS 01752
TEL. (508) 460-3771 FACSIMILE (508) 460-3698 TDD (508) 460-3610

LEGAL@MARLBOROUGH-MA.GOV

BSLEEPER@MARLBOROUGH-MA.GOV

DONALD V. RIDER, JR.
CITY SOLICITOR

CYNTHIA M. PANAGORE GRIFFIN
ASSISTANT CITY SOLICITOR

BEVERLY J. SLEEPER
CHIEF PROCUREMENT OFFICER

ELLEN M. STAVROPOULOS
PARALEGAL

January 19, 2012

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

**RE: Request for Proposals for Wireless Telecommunications Leasing Project
Portion of Pleasant Street Fire Station, Namely the Bell/Hose Tower
98 Pleasant Street - Assessors' Map 68, Parcel 174**

President Pope and Members:

Proposals were due for the above-referenced tower site on January 12, 2012. The City received one proposal, which was from MetroPCS Massachusetts LLC located at 285 Billerica Road – Third Floor, Chelmsford, MA 01824, in the amount of \$31,200 for the first year of the lease, increasing annually by three (3%) on each anniversary of the rent commencement date. The value of the lease is \$580,286 over the fifteen (15)-year term.

I seek your approval to issue a Notice of Award subject to the Acting Fire Chief's evaluation and approval of MetroPCS's proposal for the placement of antennas to be attached to the bell/hose tower along with equipment cabinets and associated equipment to be located within an approved area of the Pleasant Street Fire Station building.

Sincerely,

Beverly J. Sleeper
Chief Procurement Officer

Attachment (1) – Proposed Order

cc: Arthur G. Vigeant, Mayor
Donald V. Rider, Jr., City Solicitor
Frederick Flynn, Acting Fire Chief
John L. Ghiloni, Director of Public Facilities

ORDERED: That the City Council of the City of Marlborough hereby authorizes the Chief Procurement Officer to issue a Notice of Award to MetroPCS Massachusetts LLC located at 285 Billerica Road – Third Floor, Chelmsford, MA 01824, in the amount of \$31,200.00 for the first year of the lease, increasing annually by three (3%) on each anniversary of the rent commencement date, subject to the approval of the Acting Fire Chief as to the proposal and location on the bell/hose tower at the Pleasant Street Fire Station site and the approval of a Special Permit by the City Council pursuant to the applicable Articles and Sections of the Marlborough Zoning Ordinance; and it is FURTHERED ORDERED: that the Mayor is hereby authorized to negotiate a lease with MetroPCS, subject to MetroPCS obtaining all necessary permits and licenses, for the placement of antennas attached to the bell/hose tower along with equipment cabinets and associated equipment to be installed within an approved area of the Pleasant Street Fire Station building, located at 98 Pleasant Street, Marlborough, MA 01752, shown on Assessors' Map 68, Parcel 174. Said municipal property has been declared available for disposition by City Council Order No. 11-1003070-2A.

ADOPTED
In City Council
Order No.
Adopted:

Approved by Mayor
Arthur G. Vigeant
Date:

A True Copy,
ATTEST:

MEMORANDUM

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

January 19, 2012

2012 JAN 19 P 12:07

To: Marlborough City Council

From: Stephen F. Reid, Building Commissioner

Re: Marlborough Savings Bank – City Council Order # 09-1002152C

Attached is a letter from Richard Bennett, President and CEO for the Marlborough Savings Bank concerning his desire to operate the drive-through ATM at 81 Granger Boulevard on a 24 hour basis.

I bring to the City Council's attention that the process for issuance of the Special Permit to the Bank in 2009 included hearings and subcommittee meetings that resulted in a Special Permit that contained 32 conditions, including # 19b which addressed the authority under which the drive-through ATM will operate.

Condition 19b reads as follows:

“the operation of the drive-through ATM at the site shall be suspended from 12:00 Midnight to 5:00 AM; the City Council, after one year from the date when the drive-through ATM commences operations, may review and amend the hours of operation for the drive-through ATM.”

As the Zoning Enforcement Officer for all Special Permits, I consider condition 19b as an open item that can be revisited, monitored and acted upon by the City Council as an administrative matter by referring to the Urban Affairs Committee for further discussion, followed by a vote of the full City Council.

Please refer to Urban Affairs at your earliest convenience. I am available for further discussion if necessary.



January 18, 2012

Stephen F. Reid, Commissioner
City of Marlborough
140 Main Street, 2nd Floor
Marlborough, Ma. 01752

I would like to have the City Council consider increasing the hours of the ATM at 81 Granger Blvd to 24 hours/day. In the special permit order, under 19b it indicates that "the City Council, after one (1) year from the date when the drive-through ATM commences operations, may review and amend the hours of operation for the drive-through ATM".

Due to the ATM behind 166 Main Street not complying with the new ADA legislation which takes affect this March, it's important to increase the hours to 24 hours/day. Marlborough Savings has done everything possible to accommodate the neighbors including: eliminating certain lights around the perimeter, lowered the volume on the ATM, and had numerous discussions with vendors concerning snow plowing and trash pick-up.

Therefore, I would greatly appreciate it if the Council would take this issue up at their earliest convenience so that Marlborough Savings can remain competitive with all the other financial institutions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Richard K. Bennett', written in a cursive style.

Richard K. Bennett
President & CEO

Cc: Sem Aykanian, Atty.



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2012 JAN 12 P 3:46

December 5, 2011

Marlboro City Council President
140 MAIN STREET
MARLBORO, MA 01752

Dear Marlboro City Council President:

Enclosed please find an updated Tennessee Gas Pipeline Company Emergency Personnel List indicating whom to notify in case of an emergency.

The list includes a twenty-four (24) hour a day emergency phone number, local Tennessee Gas Pipeline representatives from our Hopkinton, MA facility that handle emergency response and our Northern Division office personnel located in Enfield, CT.

I would appreciate receiving a copy of your company's/communities emergency response list which should include 24 hour emergency response personnel and their local telephone numbers. Please mail it to my attention at 54 Wilson Street, Hopkinton, MA 01748 or fax to (508) 435-2524.

If you need any additional information please feel free to call me.

Very Truly Yours,

David J. Carroll
Hopkinton Area Manager

/tlc
Enclosure

TENNESSEE GAS PIPELINE COMPANY

NEW ENGLAND AREA
 54 Wilson Street
 Hopkinton, MA 01748
 Phone: (508) 435-6812
 Phone: (800) 244-6812
 Fax: (508) 435-2524

IN CASE OF EMERGENCY

Please contact the Dispatching Office in Houston, Texas at the numbers listed below.
 The dispatcher is on duty Twenty-Four (24) hours a day.

Dispatching Office: (800) 231-2800 or (936) 372-2893

DISTRICT 267 - HOPKINTON

		<u>Ext.</u>	<u>Home Phone</u>	<u>Cell Phone</u>	<u>Pager</u>
D.J. Carroll	Area Manager	8922	508-488-6629	508-889-6851	N/A
S.P. Rogers	Operations Supervisor	8923	508-529-4437	508-889-6845	508-327-6701
C.B. Wilber	Property Rights Principal	8929	207-748-1747	207-451-3940	N/A

DISTRICT 267 - HOPKINTON MEASUREMENT (METER STATIONS)

		<u>Ext.</u>	<u>Home Phone</u>	<u>Cell Phone</u>	<u>Pager</u>
B.W. Julian	Sr. Operations Technician	8927	603-893-6067	508-889-6844	508-327-6732
S.P. Hoffman	Sr. Operations Technician	8939	508-435-4074	508-889-6852	508-327-6825

Station 266A - Unmanned

54 Thayer Road
 Mendon, MA 01756
 Phone: (508) 478-5504
 Fax: (508) 478-5505

Station 265E - Unmanned

1575 Sherman Farm Road
 Harrisville, RI 02830
 Phone: (401) 568-3632
 Fax: (401) 568-3672

Station 270B1 - Unmanned

39 Tennessee Drive
 Pelham, NH 03076
 Phone: (603) 594-2747
 Fax: (603) 594-7588

NORTHERN DIVISION OFFICE

8 Anngina Drive
 Enfield, CT 06082
 Phone: (860) 763-4081
 Fax: (860) 763-6041

NORTHERN DIVISION PERSONNEL

		<u>Ext.</u>	<u>Home Phone</u>	<u>Cell Phone</u>
R. Bessette	Director	6028	N/A	985-209-4478
N. DeCesare	Pipeline Engineer	6015	413-789-1093	413-530-5692

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

City of Marlborough

Commonwealth of Massachusetts

2012 JAN 10 A 10:05



December 19, 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, December 19, 2011 in Memorial Hall, 3rd Floor, City Hall 140 Main Street, Marlborough, MA 01752. Members present: Barbara Fenby, Sean Fay, Colleen Hughes, Clyde Johnson, and Edward Coveney. Also present: City Engineer Thomas Cullen.

MINUTES

December 5, 2011

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

To accept and file the meeting minutes.

CHAIRS BUSINESS

MEMA Correspondence

The Correspondence was to alert the Cities and Towns regarding the Hazard Mitigation Grant Program for all those affected by the June 2011 tornadoes and the Tropical Storm Irene damage.

On a motion by Ms. Hughes, seconded by Mr. Johnson

To accept and file the correspondence.

APPROVAL NOT REQUIRED PLAN

Map 21, Parcel 26-1

Correspondence from Thomas Dipersio

Mr. Dipersio is requesting to withdrawal the ANR Plan without prejudice.

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

To accept the request of withdrawal without prejudice of the ANR Plan known as "Map 21, Parcel 26-1", and to file the correspondence.

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

To move up the Agenda Item, 6A to be discussed at this time.

PRELIMINARY/ OPEN SPACE SUBDIVISION SUBMITTALS

93 Framingham Road Submittal

The Planning Board set a public hearing date on January 23, 2012 at 7:15pm.

PUBLIC HEARING

SUBDIVISION PROGRESS REPORTS

City Engineer Update

Mr. Cullen provided an updated map and subdivision status report. He reported that Davis Estates has been removed since its completion and that they are actively working on Mauro Farms gas connection issue.

Berlin Farms (Long Drive) Subdivision Extension

Mrs. Lizotte stated she was expecting a completed extension letter by this evening. The past few months, the Board has considered a bond revocation due to the lack of movement on the subdivision. At this time, the City Engineer is happy on the progress they have made with the fencing and as Mr. Cullen stated, there is not much left to do on the site itself, mainly getting the as-builts and legal paperwork completed. However, the Planning Board has asked for an extension request from the Developer to make the subdivision in compliance. The Members discussed that there should be an extension letter by the next meeting or that they will consider taking the bond.

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

To send correspondence to Mr. Freeman asking him for a written extension letter prior to the next Planning Board Meeting.

Elm Farm Valley Estates (Cleversy Drive) City Council Correspondence

The City Council has asked the Planning Board if subdivision is completed. On the November 7, 2011 meeting, the Planning Board endorsed the subdivision plan.

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

To send a favorable recommendation to the City Council to endorse the Plan known as "Plan of Acceptance of Cleversy Drive and Easements, Marlborough, MA".

Shaughnesy Estates Revised Sight Draft

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

To waive the reading into record.

The Assistant City Solicitor, Cynthia Panagore Griffin and the City Solicitor has responded to a question by the Banks' Attorney regarding the sight drafts questionable "plus accrued interest". There is nothing stating in the Tri Partite Agreement regarding the City obtaining any interest if the bond was rescinded and has been put onto the previous documents. Ms. Panagore Griffin explained that the City has no interest right, if any has accrued to that interest. A new sight draft has been drafted for the Board to sign, and to have the City Comptroller, Thomas Abel, sign the draft to obtain the remaining funds.

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

To accept and file all correspondence, and to have Mr. Abel sign the new sight draft.

PENDING SUBDIVISION PLANS: Updates and Discussion

PRELIMINARY/ OPEN SPACE SUBDIVISION SUBMITTALS

197 Stow Road, LDS *Historical Preservation*

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

To waive the reading into record.

The Commonwealth of Massachusetts, Historical Commission, has reviewed the draft preservation restriction agreement and support documentation submitted on behalf of the owners by Attorney Sandra Austin.

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

To accept and file correspondence.

DEFINITIVE SUBDIVISION SUBMISSIONS

SCENIC ROADS

SIGNS

Mobile Emergency Signs

The Board has concerns over the use of the Emergency Signs being used by non-municipal vendors. Ms. Fenby made several points known:

- Event signage is not approved under the current sign ordinance and no variance was requested;
- Location of changing message board for non-emergency events with a major roadway set and unfortunate precedent;
- Driver visual fatigue with diminished arousal/attentiveness will set in if such signage continues, causing the usefulness of these emergency notification systems to wane.

The Board Members would like to further discuss this at the next Planning Board meeting.

Political Signs

The Board is still concerned about the public's safety in the abundance and overuse of political signs during campaign season. There were several instances with signs too large, too cumbersome and public safety was ignored in some cases. Mr. Fay will draft some additions to the current ordinance with the help of Ms. Hughes and Councilor Elect Richard Jenkins.

INFORMAL DISCUSSION

COMMUNICATIONS/CORRESPONDENCE

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

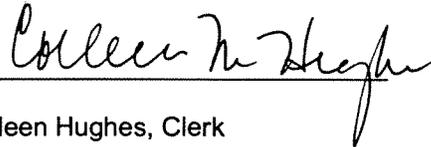
To accept all of the items listed under communications and/or correspondence.

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

To adjourn at 7:55 p.m.

A TRUE COPY

ATTEST:



Colleen Hughes, Clerk