

1. Minutes of the City Council Meeting, January 11, 2010.
2. Communication from the Mayor re: transfer request in the amount of \$18,000.00 to move funds from Undesignated to Veterans' Benefits to meet the increased demand for benefit services.
3. Communication from the Mayor re: transfer request in the amount of \$1,230.00 to move funds from the Collector's Sick Leave Buy Back Account to the Library and Health Department longevity accounts pertinent to deficits associated with longevity payments.
4. Communication from the Mayor re: transfer request from the Police Department as follows:
Transfer in the amount of \$108,208.00 moving funds from account number 12100001-50420 (Police Officers) to account number 12100003-51310 (Regular Overtime)
Transfer in the amount of \$11,480.00 moving funds from account number 12100001-50820 (Sergeants) to account number 12100003-51310 (Regular Overtime)
Transfer in the amount of \$1,091.00 moving funds from account number 12100003-51120 (Crossing Guards) to account number 12100003-51920 (Sick Leave Buy Back)
Transfer in the amount of \$3,000.00 moving funds from account number 12100003-51395 (In Service Training) to account number 12100003-51920 (Sick Leave Buy Back)
Transfer in the amount of \$1,000.00 moving funds from account number 12100005-54221 (Parking Officer Supplies) to account number 12100003-51920 (Sick Leave Buy Back)
Transfer in the amount of \$6,000.00 moving funds from account number 12100006-57380 (Conference and Training) to account number 12100003-51920 (Sick Leave Buy Back)
5. Communication from the Mayor re: transfer request in the amount of \$31,381.20 which moves funds from Fringes to Sick Leave Buy Back associated with an employee's retirement in the Fire Department.
6. Communication from the Mayor re: An Energy Efficiency and Conservation Block Grant in the amount of \$178,000.00 awarded to the City of Marlborough which will be used to replace an inefficient oil fired heating system.
7. Communication from the Mayor re: MA Renewable Energy Trust Grant in the amount of \$9,086.54 awarded to the City of Marlborough for the purpose of purchasing two Big Belly Solar Trash Compactors.
8. Communication from the Mayor re: FY10 Mass Decontamination Unit Grant in the amount of \$2,000.00 awarded to the Fire Department which will facilitate the field deployment, training and operational readiness of a mobile Mass Decontamination Unit.
9. Communication from the Mayor re: FY2010 Student Awareness Fire Education Grant (S.A.F.E.) in the amount of \$5,900.00 awarded to the Fire Department which provides student awareness of fire education programs.
10. Communication from the Mayor re: appointment of Mr. Ricky Plummer to the position of Fire Chief.
11. Communication from the Mayor re: reappointment of Police Chief Leonard as Keeper of the Lock for a term of one year expiring the 1st Monday of February, 2011.
12. Communication from the Mayor re: reappointments of Barbara Fenby and Edward Coveney as members of the Planning Board for a term of five years expiring the 1st Monday in February, 2015.
13. Communication from the Mayor re: reappointment of Anthony Arruda to the Board of Assessors for a term of three years expiring February 4, 2013.
14. Communication from the Mayor re: appointment of Robyn Ripley and reappointments of Nena Bloomquist and Susan Laufer to the Library Board of Trustees for terms of three years expiring February 4, 2013.
15. Communication from the Mayor re: appointments of Christine Seymour and Penny Aber-Kahn to the City Scholarship Committee for a term of three years from date of confirmation.
16. Communication from the Mayor re: Council Order 09-1002406; Determination on Plowing Sidewalks Adjacent to City Property.
17. Communication from the Mayor re: Invitation to Join the Sustainability Action Plan Taskforce.
18. Minutes, Planning Board, December 21, 2009.

19. CLAIMS:

- Lorna Rousseau, 140 Donahue Dr., residential mailbox claim (2a)
- Coleen Logomasini, 141 Raymond Rd., residential mailbox claim (2a)
- Karen Campbell, 324 Williams St., residential mailbox claim (2a)

REPORTS OF COMMITTEES:

20. ORDERED: That, notwithstanding MGL Chapter 54 Section 76B, any person asserting a right to vote within the City of Marlborough in any municipal, state or federal election shall be requested to present suitable written identification to the City Clerk or other duly appointed election official prior to receiving a ballot.....Submitted by: Councilors Elder, Levy and Ferro



**CITY OF MARLBOROUGH
OFFICE OF CITY CLERK**

**Lisa M. Thomas
140 Main St.**

**Marlborough, MA 01752
(508) 460-3775 FAX (508) 460-3723**

January 11, 2010

Regular meeting of the City Council held on Monday, January 11, 2010 at 8:00 p.m. in City Council Chambers, City Hall. City Councilors present: Levy, Ossing, Pope, Vigeant, Delano, Ferro, Elder, Juairé, Seymour, Clancy and Landers. Meeting adjourned at 8:42 p.m.

ORDERED: That the minutes of the City Council Meeting December 21, 2009, **FILE**; adopted.

ORDERED: That the minutes of the Organizational Meeting January 4, 2010 **FILE**; adopted.

ORDERED: Now being the time set for the **CONTINUED PUBLIC HEARING** on the Application for Special Permit from Donald Conn, on behalf of Jam Enterprises LLC, for a drive-thru window at a drive-in Sonic Restaurant, Map 89, Lot77, all were heard who wish to be heard, hearing adjourned at 8:30 p.m.; adopted.

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

ORDERED: That the implementation of a spending freeze by the Mayor, **FILE**; adopted.

ORDERED: That pursuant to Chapter 44, Section 31D of the General Laws of the Commonwealth of Massachusetts, which authorizes the City to incur liability and make expenditures for any fiscal year in excess of appropriation for snow and ice removal, the City Council of the City of Marlborough, upon the recommendation of the Mayor, approves expenditures of \$1,000,000.00 in excess of available appropriation for snow and ice removal for fiscal year 2010, **APPROVED**; adopted.

MOTION made by Councilor Delano to reduce the appropriation increase request from \$500,000.00 to \$ 250,000.00 – **DOES NOT CARRY**.

Councilor Delano and Councilor Ferro requested to be recorded in opposition.

ORDERED: That the transfer request in the amount of \$1,236,280.00 from Undesignated Fund to DPW Equipment pertinent to a capital equipment request, refer to **FINANCE COMMITTEE**; adopted.

FROM:

Acct. # 10000-35900 \$1,236,280.00
Undesignated Fund

TO:

Acct. # 19300006-58731 \$1,236,280.00
DPW Equipment

ORDERED: That the appointments of the following individuals to the positions indicated effective January 4, 2010, **FILE**; adopted.

Donald V. Rider, Jr. – City Solicitor

Krista I. Holmi – Executive Aide to the Mayor

Katherine M. Kimber – Executive Secretary to the Mayor

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ORDERED: That there being no objection thereto set **MONDAY, FEBRUARY 8, 2010** as date for a **PUBLIC HEARING** on the Application for Wireless Special Permit MetroPCS Massachusetts, LLC for proposed installation of a Telecommunications Facility onto the existing utility pole at Donald Lynch Blvd., adjacent to the existing power sub-station, refer to **WIRELESS COMMUNICATIONS COMMITTEE AND ADVERTISE**; adopted.

ORDERED: That the minutes, Planning Board, December 7, 2009, **FILE**; adopted.

ORDERED: That the following **CLAIMS**, refer to the **LEGAL DEPARTMENT**; adopted.
Robert McGreevy, 342 Trailside Way, Ashland, pothole or other road defect
Nancy Ribot, 231 Elm St., other property damage

ORDERED: There being no further business, the regular meeting of the City Council is herewith adjourned at 8:42 p.m.; adopted.



City of Marlborough
Office of the Mayor

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

Nancy E. Stevens 21
MAYOR

Krista J. Holmi
EXECUTIVE AIDE

Katherine M. Kimber
EXECUTIVE SECRETARY

January 20, 2010

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

RE: Transfer Request - Veterans' Benefits

Honorable President Vigeant and Councilors:

Attached herewith is a transfer request in the amount of \$18,000.00 moving funds from account number 10000-35900 (Undesignated Funds) to account number 15430006-57710 (Veterans' Benefits).

As detailed in the attached correspondence from Veterans' Agent Gary Brown, economic conditions have caused an increased demand for benefit services. In order to meet this increased demand, I respectfully request your approval of this transfer request.

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

Sincerely,

Nancy E. Stevens
Mayor

Enclosure



**CITY OF MARLBOROUGH
VETERANS' SERVICES DEPARTMENT**

255 Main St. Room 107
Marlborough, MA 01752
Facsimile (508) 460-3733 Tel (508) 460-3782

Gary Brown
Director

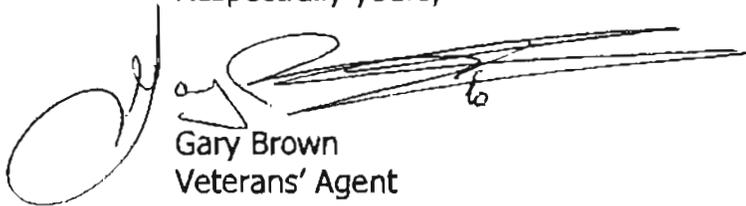
TO: MAYOR NANCY STEVENS DATE: JANUARY 7, 2010
FROM: GARY BROWN, VETERANS' AGENT
RE: VETERANS' BENEFIT LINE ITEM

Dear Ms. Stevens:

The economy has caused an increase in need for Veterans' Benefits. The line item for Benefits is over 60% expended with over half a year left in this fiscal year. The average cost to Benefits is \$8,567, while the Budget of \$85,000 allows \$7,083 per month.

I am not anticipating a decrease in need the coming months. As there are more than six months remaining in the fiscal year and I am paying out approximately \$1,500 over budget each month, I request \$18,000 in additional funds for the Veterans' Benefits line item.

Respectfully yours,



Gary Brown
Veterans' Agent
City of Marlborough

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TRANSFER REQUEST

FROM ACCOUNT				TO ACCOUNT			
AVAILABLE BALANCE	AMOUNT	ORG CODE	OBJECT	AMOUNT	ORG CODE	OBJECT	AMOUNT
			Undesignated Fund			Department of Veteran's Services	
\$ 2,569,650.00	\$ 18,000.00	10000	35900 Undesignated Fund	\$ 18,000.00	15430006	57710 Veteran's Benefits	\$ 23,601.68

Reason: See attachment from Department Head



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January 20, 2010

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

RE: Transfer Request – Longevity

Honorable President Vigeant and Councilors:

Pursuant to City Council Order Number 09-1002399, Comptroller Tom Abel has reviewed all longevity accounts to identify any deficits associated with longevity payments. The Board of Health and the Library are the only departments with deficits associated with longevity payments.

During the account review process, it was determined that the City Collector will have a surplus in her Sick Leave Buy Back account. I have, therefore, modified the longevity transfer request (item 8 of the December 21st agenda) to utilize funds available in the Collector's Department.

The attached transfer request moves \$1,230.00 from account number 1140003-51920 (Sick Leave Buy Back) to Library and Health Department longevity accounts in the following increments:

\$640.00 to account number 16100003-51430 (Longevity)

\$590.00 to account number 15120003-51430 (Longevity)

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

Sincerely,

Nancy E. Stevens
Mayor

Enclosure

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TRANSFER REQUEST

FROM ACCOUNT				TO ACCOUNT			
AVAILABLE BALANCE	AMOUNT	ORG CODE	OBJECT ACCOUNT DESCRIP	AMOUNT	ORG CODE	OBJECT ACCOUNT DESCRIP	AMOUNT AVAIL
			Collector			Library and Health Departments	
\$ 1,435.00	\$ 1,230.00	1140003	51920 SLBB	\$ 640.00	16100003	51430 Longevity	\$ -
				\$ 590.00	15120003	51430 Longevity	\$ -
				\$ 1,230.00			

Reason: To fund benefits associated with employee longevity payments.

Approved City Collector
Deborah A. Fuller



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Office of the Mayor

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Nancy E. Stevens
MAYOR

Krista J. Holmi
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Katherine M. Kimber
EXECUTIVE SECRETARY

January 20, 2010

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

RE: Transfer Requests – Police

Honorable President Vigeant and Councilors:

Attached herewith are six transfer requests from Chief of Police Mark Leonard. I have respectfully submitted the requests for your approval. Explanations are detailed in the transfer enclosure.

- Transfer in the amount of \$108,208.00 moving funds from account number 12100001-50420 (Police Officers) to account number 12100003-51310 (Regular Overtime)
- Transfer in the amount of \$11,480.00 moving funds from account number 12100001-50820 (Sergeants) to account number 12100003-51310 (Regular Overtime)
- Transfer in the amount of \$1,091.00 moving funds from account number 12100003-51120 (Crossing Guards) to account number 12100003-51920 (Sick Leave Buy Back)
- Transfer in the amount of \$3,000.00 moving funds from account number 12100003-51395 (In Service Training) to account number 12100003-51920 (Sick Leave Buy Back)
- Transfer in the amount of \$1,000.00 moving funds from account number 12100005-54221 (Parking Officer Supplies) to account number 12100003-51920 (Sick Leave Buy Back)
- Transfer in the amount of \$6,000.00 moving funds from account number 12100006-57380 (Conference and Training) to account number 12100003-51920 (Sick Leave Buy Back)

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

Sincerely,

Nancy E. Stevens
Mayor

Enclosure

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DEPT: Police

DATE: 20-Jan-10

FY2010

CITY OF MARLBOROUGH
BUDGET TRANSFERS -

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$1,094,228	\$108,208.00	12100001	50420	Police Officers	\$108,208.00	12100003	51310	Regular OT	\$45,776
	Reason:	Will have surplus in this account due to workers comp payments to several officers and one officer on a leave							
\$285,201	\$11,480.00	12100001	50820	Sergeants	\$11,480	12100003	51310	Regular OT	\$45,776
	Reason:	Will have surplus in this account due to workers comp payment to one sergeant							
\$14,009	\$1,091.00	12100003	51120	Crossing Guards	\$1,091	12100003	51920	Sick Leave Buy Back	-\$11,091
	Reason:	Available due to partially unfilled position							
\$6,758	\$3,000.00	12100003	51395	In Service Training	\$3,000.00	12100003	51920	Sick Leave Buy Back	-\$11,091
	Reason:	Will not conduct training as planned							
\$2,000	\$1,000.00	12100005	54221	Parking Officer Supplies	\$1,000	12100003	51920	Sick Leave Buy Back	-\$11,091
	Reason:	Parking tickets not needed yet							
\$12,812	\$6,000.00	12100006	57380	Conference and Training	\$6,000	12100003	51920	Sick Leave Buy back	-\$11,091
	Reason:	Will not conduct training as planned							

Dept Head signature: _____

Mayor signature: _____



City of Marlborough
Office of the Mayor

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Nancy E. Stevens 51
MAYOR

Krista J. Holmi
EXECUTIVE AIDE

Katherine M. Kimber
EXECUTIVE SECRETARY

January 15, 2010

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

RE: Transfer Request Fire – Sick Leave Buy Back

Honorable President Vigeant and Councilors:

Attached herewith is a transfer request in the amount of \$31,381.20 moving funds from account number 11990006-51500 (Fringes) to account number 12200003-51920 (Sick Leave Buy Back). The transfer will move funds for budgeted expenses associated with an employee's retirement.

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

Sincerely,

Nancy E. Stevens
Mayor

Enclosure

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TRANSFER REQUEST

FROM ACCOUNT				TO ACCOUNT			
AVAILABLE BALANCE	AMOUNT	ORG CODE	OBJECT ACCOUNT DESCRIP	AMOUNT	ORG CODE	OBJECT ACCOUNT DESCRIP	AMOUNT AVAIL
			General Government			Fire	
\$ 154,750.95	\$ 31,381.20	11990006	51500 Fringes	\$ 31,381.20	12200003	51920 Sick Leave BB	\$ 142,744.90
				\$ 31,381.20			

Reason: To fund benefits associated with employees retirement.



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January 21, 2010

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

RE: Energy Efficiency and Conservation Block Grant

Honorable President Vigeant and Councilors:

I am pleased to report that the City of Marlborough has received an Energy Efficiency and Conservation Block Grant (EECBG) in the amount of \$178,000.00.

The Energy Efficiency and Conservation Block Grants (EECBG) Program, funded for the first time by the American Recovery and Reinvestment Act (Recovery Act) of 2009, represents a Presidential priority to broadly deploy the cheapest, cleanest, and most reliable energy technologies available.

The Program is modeled after the Community Development Block Grant program administered by the Department of Housing and Urban Development (HUD). It is intended to assist U.S. cities, counties, states, territories, and Indian tribes to develop, promote, implement, and manage energy efficiency and conservation projects and programs.

As detailed in the attached correspondence from Facilities Director John Ghiloni, the funds will be utilized to replace an inefficient oil fired heating system at no cost to the City. This program will further progress our efforts to reduce energy costs and help create a more sustainable community.

As outlined in MGL, Chapter 44, Section 53A, I am recommending that the City Council approve the expenditure of these funds for the purposes outlined.

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

Sincerely,


Nancy E. Stevens
Mayor

Enclosures



*City of Marlborough
Public Facilities Department*

John L. Ghiloni, Director
Andrew J. White,
Assistant Director
85 Sawin Street
Marlborough, MA 01752
Phone: 508.460.3521
Fax: 508.460.3565

January 20, 2010

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

RE: U.S. Department of Energy Grant

Dear Mayor Stevens:

I have attached the Notice of Grant Award form to be submitted to the City Council for approval. This is the grant award received from the U.S. Department of Energy/ Stimulus Funds for the replacement of the oil fired heating system at DPW with natural gas fired HVAC units. This grant is in the amount of \$178,000.00.

This project will be out to bid this spring for a completion prior to the 2010/2011 heating season.

Please contact me if you need any additional information.

Sincerely,


John L. Ghiloni,
Director

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**CITY OF MARLBOROUGH
NOTICE OF GRANT AWARD**

DEPARTMENT: Public Facilities DATE: 19-Jan-10

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: John L. Ghiloni

NAME OF GRANT: Energy Efficiency and Conservation Block Grant

GRANTOR: U. S. Department of Energy

GRANT AMOUNT: \$178,000.00

GRANT PERIOD: December 30, 2009 - December 30, 2012

SCOPE OF GRANT/
ITEMS FUNDED Replacement of the oil fired heating system at the
Department of Public Works with natural gas fired HVAC units.

IS A POSITION BEING
CREATED: No

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

ARE MATCHING CITY
FUNDS REQUIRED? none required

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

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

ANY OTHER EXPOSURE TO CITY?
No

IS THERE A DEADLINE FOR CITY COUNCIL APPROVAL: _____
No

**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
Office of the Mayor

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Nancy E. Stevens 11
MAYOR

Krista J. Holmi
EXECUTIVE AIDE

Katherine M. Kimber
EXECUTIVE SECRETARY

January 21, 2010

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

RE: MA Renewable Energy Trust Grant

Honorable President Vigeant and Councilors:

The City of Marlborough has been awarded a grant in the amount of \$9,086.54 through the Commonwealth of Massachusetts Renewable Energy Trust's CLEAN ENERGY CHOICE® Program. As indicated in the attached letter from Public Facilities Director John Ghiloni, the funds will be utilized to purchase two Big Belly Solar Trash Compactors.

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

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

Sincerely,

Nancy E. Stevens
Mayor

Enclosures

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City of Marlborough
Public Facilities Department

John L. Ghiloni, Director
Andrew J. White,
Assistant Director
85 Sawin Street
Marlborough, MA 01752
Phone: 508.460.3521
Fax: 508.460.3565

January 20, 2010

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

RE: Massachusetts Renewable Energy Trust Grant

Dear Mayor Stevens:

I have attached the Notice of Grant Award form to be submitted to the City Council for approval. This is the grant award received from the Massachusetts Renewable Energy Trust. This grant is in the amount of \$9,086.50.

This grant will allow us to purchase two Big Belly Trash Compactors. These trash compactors will be used at Ghiloni Park and Marlborough High School. The benefit of these receptacles is that they do not have to be emptied often due to the solar source compacting the refuse.

Please contact me if you need any additional information.

Sincerely,

John L. Ghiloni,
Director

**CITY OF MARLBOROUGH
NOTICE OF GRANT AWARD**

DEPARTMENT: Public Facilities DATE: 19-Jan-10

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: John L. Ghiloni

NAME OF GRANT: Clean Energy Trust

GRANTOR: Massachusetts Renewable Energy Trust

GRANT AMOUNT: \$9,085.54

GRANT PERIOD: January 15, 2010 - January 14, 2011

SCOPE OF GRANT/
ITEMS FUNDED Purchase of two Big Belly Trash Compactors

IS A POSITION BEING
CREATED: No

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

ARE MATCHING CITY
FUNDS REQUIRED? No

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

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

ANY OTHER EXPOSURE TO CITY?
No

IS THERE A DEADLINE FOR CITY COUNCIL APPROVAL: _____
No

**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**



- ▶ Solar-powered, automatic compaction
- ▶ Reduces collections by 4 times or more
- ▶ Eliminates overflowing bins
- ▶ Keeps litter in, pests out
- ▶ No trenching or wiring needed
- ▶ Reliable, safe and easy to use
- ▶ Demonstrates commitment to community & environment
- ▶ Educate your constituents
- ▶ Ad mounts provide marketing platform



Modern solution



Classic problem

"The [BigBelly] solar trash receptacles have to go citywide. It will give us a more productive work force because you don't have to pick them up every day."

— Mayor Thomas Menino, City of Boston

"The machines are working magnificently. They are better than advertised."

— Jim Burckhardt, Cincinnati Parks Department

"Without question, the BigBelly system has reduced litter and made the city cleaner and more efficient. With the time saved on fewer collections, we can redeploy workers to other important tasks."

— Mayor David Cohen, City of Newton, Massachusetts

"The main thing for a Business Improvement District is you have to make it look neater. New benches and planters are nice, but you have to get rid of the litter. The BigBelly has been terrific for our beautification efforts."

— Marie Tornelli, Steinway Street BID, New York City



Technology Pioneer 2007

BIGBELLY® SOLAR — PROUD RECIPIENT OF TOP AWARDS



Springwise Top 10 Eco & Sustainability Business Ideas in 2007



75

BigBelly SOLAR

Bright ideas for waste management

Answers to FAQs

How much sunlight is needed?

The BigBelly® needs no direct sunlight. It runs on a 12-Volt battery that is kept charged by its solar panel on sunny or cloudy days. The battery provides a power reserve for several weeks, so it performs well even in northern latitudes.

Do the bags get too heavy?

Customers have not had problems with bag weight. We have designed the BigBelly to be simple and ergonomically friendly to use. Weight can also be controlled using a 5-position switch.

Is the machine safe to use?

Yes. The hopper prevents hands from reaching the compaction area, and the unit locks. The motor will not operate with the door open. The machine also runs on a safe, low voltage.

Does holding compacted trash create odor problems?

No. The BigBelly is an enclosed system, so odors are contained inside. Customers have reported improved odor control compared to open-air cans.

Is it expensive?

While more expensive than a regular trash can, the BigBelly reduces collection requirements 4 times or more, saving thousands over its lifetime. Contact us for a custom savings analysis.

Is it susceptible to vandalism?

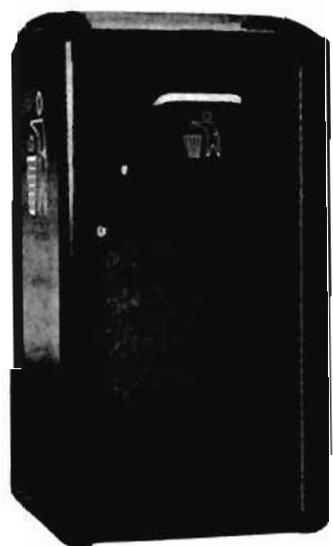
BigBelly is made tough from heavy-gauge galvanized steel, polycarbonate shield and high impact ABS plastic sides. The BigBelly resists scratches, dents and graffiti and units are bolted down for added security.

Is it resistant to sand and water?

Yes. The exterior has passed a 10-year accelerated life-cycle corrosion test. BigBelly has few moving parts, and the simple, enclosed design helps keep out sand. The powder-coat finish is designed for long life in icy and marine environments.

How hard it is to maintain?

Maintaining the BigBelly is easy. Preventive maintenance includes routine chain lubrication every year and battery replacement about every 4-5 years.



MADE IN USA—PATENTS PENDING
CE AND ROHS COMPLIANT

Specifications

Dimensions: 26.1" W x 25.9" D x 50.4" H
(66.3 cm W x 65.8 cm D x 128 cm H)

Weight: 300 lbs. (137 kg)

Compaction Force: 1250 lbs. (568 kg)

Capacity: 160–240 gal. uncompacted
(606–908 liters)

Drive System: Gear-motor with chain drive.

Controls: fully automated, IC processor controlled system senses trash level, fullness and machine status.

Electronics: 12-Volt DC system with 30-Watt PV module

Materials: Galvanized steel with powder-coat finish and heavy-duty recyclable ABS plastic sides.

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THE BACK OF THIS CHECK CONTAINS A SECURITY MARK . DO NOT ACCEPT WITHOUT HOLDING AT AN ANGLE TO VERIFY SECURITY MARK



Security First North Drive

**MASSACHUSETTS
TECHNOLOGY
COLLABORATIVE**
Worcester, MA 01601-3340

Bank of America



1-73/111

46270

PAY: *****Nine Thousand Eighty Five and 54/100 Dollars

TO THE
ORDER
OF:
City of Marlborough
85 Salem Street
Marlborough, MA 01752

DATE
1/20/10

AMOUNT
\$9,086.54

Handwritten signature: Thomas J. Anderson
T. J. Anderson

⑆46270⑆ ⑆011000138⑆ 033 18265⑆



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. Kimber
EXECUTIVE SECRETARY

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January 17, 2010

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

RE: FY 10 Mass Decontamination Unit Grant

Honorable President Vigeant and Councilors:

The Marlborough Fire Department has received a grant in the amount of \$2,000.00 from the Commonwealth of Massachusetts, Executive Office of Health and Human Services Department of Public Health. This SFY2010 Mass Decontamination Unit (MDU) Grant will facilitate the field deployment, training and operational readiness of a mobile Mass Decontamination Unit to enhance protection of local hospitals during any public health emergent situation.

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

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

Sincerely,

Nancy E. Stevens
Mayor

Enclosures

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City of Marlborough

FIRE DEPARTMENT

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

January 15, 2010

The Honorable Nancy E. Stevens, Mayor
City of Marlborough
140 Main Street
Marlborough, MA 01752

RE: SFY2010 DPH Grant for Mass Decontamination Unit

Dear Mayor Stevens,

Attached please find documentation in support of a grant in the amount of \$2,000.00 which has been awarded to the Fire Department through The Commonwealth of Massachusetts Executive Office of Health and Human Services Department of Public Health.

The SFY 2010 Mass Decontamination Unit (MDU) Grant has been approved for funding and granted to the Marlborough Fire Department. The intent of the Grant is to facilitate the field deployment, training and operational readiness of a mobile Mass Decontamination Unit to enhance protection of local hospitals during any public health emergent situation.

In accordance with Massachusetts General Laws, Chapter 44 Section 53A this grant was applied for and accepted by the Fire Department but in order for it to be expended for the purposes of the grant, the Mayor must recommend and the City Council must vote to approve the expenditure.

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

Thank You,

David Adams
Fire Chief

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**CITY OF MARLBOROUGH
NOTICE OF GRANT AWARD**

DEPARTMENT: Fire DATE: January 15, 2010

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: David Adams, Fire Chief

NAME OF GRANT: FY10 Mass Decontamination Unit Grant

GRANTOR: Commonwealth of Massachusetts Department of Public Health

GRANT AMOUNT: \$2,000.00

GRANT PERIOD: 02/01/10 through 06/30/10

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

ITEMS FUNDED Funding provides for the maintenance, repair, restocking of equipment and joint exercises with hospital personnel throughout the year.

IS A POSITION BEING CREATED: No

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

ARE MATCHING CITY FUNDS REQUIRED? No

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

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

ANY OTHER EXPOSURE TO CITY? No

IS THERE A DEADLINE FOR CITY COUNCIL APPROVAL: Grant Expiration June 30, 2010

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

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The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
250 Washington Street, Boston, MA 02108-4619

DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LIEUTENANT GOVERNOR

JUDYANN BIGBY, MD
SECRETARY

JOHN AUERBACH
COMMISSIONER

January 12, 2010

TO: City Of Marlborough
RE: Contract# INTF6207P01W01510083

Attached please find a copy of the fully executed Standard Contract between your Agency and the Department of Public Health.

If you have any questions, please contact me at 617-624-6190 .

Sincerely,

A handwritten signature in black ink, appearing to read 'Sokonthea Dao'.

Sokonthea Dao
POS Contract Manager

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The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
250 Washington Street, Boston, MA 02108-4619

DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LIEUTENANT GOVERNOR

JUDYANN BIGBY, MD
SECRETARY

JOHN AUERBACH
COMMISSIONER

December 17, 2009

Chief David W. Adams
Marlborough Fire Department
215 Maple Street
Marlborough, MA 01752

Dear Chief Adams:

The enclosed documents are presented for your participation in receipt of contracted grant funds as awarded to the Massachusetts Department of Public Health from the federal Health and Human Services Department, Office of the Assistant Secretary of Preparedness and Response (ASPR), for a program of hospital preparedness. The purpose of the funding is to ensure that the Mass Decontamination Units (MDU) assigned to your department will be maintained in a state of readiness in the event of an emergency. All 72 fire departments in the Commonwealth that have been assigned the decontamination units have been requested to participate.

We request your continued participation in collaborating with the specified hospital(s) in your region, to ensure timely availability of mass decontamination response.

For this seventh allocation of funding, there are five tasks to be completed, and these tasks are outlined in the enclosed Scope of Services which details the work to be performed under this contractual agreement. Upon approval of the contractual agreement by the Department of Public Health, payment will be made in full, and expended for tasks completed prior to June 30, 2010.

Funding made available to DPH from ASPR/HPP will support the field deployment and effective implementation of the decontamination units assigned to fire departments as "hospital protection units" as well as those assigned as "fire district" units. The enclosed contractual agreement will provide additional needed resources to fire departments in each community. Your fire department will receive \$2,000 for each Mass Decontamination Unit (MDU) assigned to you, by committing to the completion of five tasks.

Authorized signature is required on the enclosed contractual agreement documents, and signature will engage your department under contract to complete the tasks identified.

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The following is a list of the enclosed documents:

1. Commonwealth of Massachusetts Standard Contractual Form: *signature and actual date signed required;*
2. Contract Form Instructions: enclosed as reference only;
3. Contractor Authorized Signatory Listing: enclosed you will find the listing on file per this program's last executed contractual agreement. In the event that any authorized signatory(s) listed have been revised from those identified on the enclosed form, you must either: complete the blank two page form, or, attach the most recent submission of the listing prepared for any other Commonwealth contractual agreement: *signature required, only in certain circumstances;*
4. Commonwealth of Massachusetts Payment Voucher: *signature required;*
5. Scope of Services: outlines performance requirements for receipt of this seventh allocation of MDPH/ASPR HPP funds: enclosed as reference only;
6. Fiscal Conditions/Budget: identifies the planned costs to be incurred and expended within the effective dates of this agreement;
7. Reporting Requirements: outlines requirement to report actual expenditures by September 30, 2010. .
8. Commonwealth of Massachusetts Terms and Conditions: enclosed as reference only, a signed copy is on file from previous agreement(s) executed with the Commonwealth;
9. Commonwealth of Massachusetts Regulation 815 CMR 2.00, governing this grant: enclosed as reference only.

Please sign and return the enclosed documents to the attention of Kristen Heffernan, Contract Manager, ASPR Hospital Preparedness Program, 250 Washington Street, 1st Floor, Boston, MA 02108, no later than **January 7, 2010**. Upon receipt, approval will be sought, and payment in full will occur. There are strict deadlines that must be met for this allocation of funding and therefore, your compliance with the return deadline is requested. If you have any questions or require additional information relative to this seventh allocation of funding, please contact Kristen Heffernan via e-mail: Kristen.Heffernan@state.ma.us or via telephone: (617) 624-5083. Program questions may also be directed to Thomas O'Connell, Massachusetts Department of Fire Services via email Thomas.OConnell@state.ma.us or (978) 567-3158.

Thank you for your continued participation in this important initiative.

Sincerely,



Mary E. Clark, JD, MPH
Director, Emergency Preparedness Bureau
Massachusetts Department of Public Health

Attachments (9)

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COMMONWEALTH OF MASSACHUSETTS - STANDARD CONTRACT FORM



This form, to be used for New Contracts and Contract Amendments/Renewals, is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) for use by all Commonwealth Departments. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors should only complete sections marked with a "→". For instructions and hyperlinks (italics), please view this form at: www.mass.gov/osc under Guidance For Vendors - Forms or at www.mass.gov/osd under OSD Forms

→ <u>Contractor Legal Name (and d/b/a):</u> City Of Marlborough		<u>Department MMARS Alpha Code and Name:</u> DPH - Department of Public Health	
→ <u>Legal Address (from W-9):</u> 140 Main St, Marlborough, MA 01752-3812		<u>Business Mailing Address:</u> 250 Washington St, Boston, MA 02108	
→ <u>Payment Remittance Address (from W-9):</u> 140 Main St, Marlborough, MA 017523812		<u>Billing Address (if different):</u>	
→ <u>Contract Manager:</u> Chief David W. Adams		<u>Contract Manager:</u> Sokonthea Dao	
→ <u>E-Mail Address:</u> dadams@marlborough-ma.gov	→ Phone: 508-485-2323	<u>E-Mail Address:</u> sokonthea.dao@state.ma.us	Phone: 617-624-6190
→ Fax: 508-480-3795	→ TTY:	Fax: 617-624-5017	TTY:
→ <u>State of Corporation</u> (if a corporation) or "N/A":		<u>MMARS Doc ID(s):</u> INTF6207P01W01510083	
→ <u>Vendor Code:</u> VC6000192111		<u>RFR/Procurement or Other ID Number (if applicable):</u> W01510	
<u>MMARS Object Code:</u> P01		<u>Account(s) Funding Contract:</u> 4510-0404	

X NEW CONTRACT

COMPENSATION (Check only one):

Total Maximum Obligation of this Contract \$ 2,000.00

Rate Contract (Attach details of rate(s) units and any calculations):

The following COMMONWEALTH TERMS AND CONDITIONS for this Contract has been executed and filed with CTR (Check only one):

Commonwealth Terms and Conditions

Commonwealth Terms and Conditions For Human And Social Services

PROCUREMENT OR EXCEPTION TYPE (Check one option only):

Single Department Procurement/Single Department User Contract

Single Department Procurement/Multiple Department User Contract

Multiple Department Procurement/Limited Department User Contract

Statewide Contract (OSD or an OSD-designated Department)

Grant (as defined by 815 CMR 2.00)

Emergency Contract (attach justification)

Contract Employee (Complete Employment Status Form)

Collective Purchase (attach OSD approval)

Legislative/Legal Exemption (attach authorizing language)

Other (Specify and attach documentation):

ANTICIPATED START DATE: 02/01/2010 (Enter the Date Contract Obligations may begin. Review Certification for Effective Date Below prior to entry.)

CONTRACT END DATE: 06/30/2010

CONTRACT AMENDMENT/RENEWAL

ENTER CURRENT CONTRACT START and END DATES (prior to amendment)

Current Start Date: _____ Current End Date: _____

COMPENSATION: (Check Either, "No Compensation Change"; "Maximum Obligation" or "Rate change". ATTACH Amended Scope and Budget to support Amendment.)

NO Compensation Change (Skip to "OTHER" section below and select change)

Redistribute Budget Line Items (No Maximum Obligation Change)

Maximum Obligation Change.

a) Current Total Contract Maximum Obligation: \$ _____
(Total Contract Maximum Obligation, including all prior amendments)

b) Amendment Amount ("+" or "-"): \$ _____

c) **NEW TOTAL CONTRACT MAXIMUM OBLIGATION:** \$ _____

Rate Changes to Rate Contract

OTHER: (Check option, explain under "Brief Description" below, and attach documentation.)

Amend Duration Only (No Compensation or Performance Change)

Amend Scope of Services/Performance Only (no budget impact.)

Interim Contract (Temporary Extension to complete new Procurement)

Other: (Describe Details and Attach documentation):

ANTICIPATED START DATE: _____ (Enter the Date Amendment Obligations may begin. Review Certification for Effective Date Below prior to entry.)

NEW CONTRACT END DATE: _____

→ PROMPT PAYMENT DISCOUNTS. Contractor has agreed to the following Prompt Pay Discounts for the listed Payment Issue Date. See Prompt Payment Discount Policy.

____ % Within 10 Days ____ % Within 15 Days ____ % Within 20 Days ____ % Within 30 Days OR, Check off the following if:

Contractor either claims hardship, or chooses not to provide PPD, or compensation is not subject to prompt pay discounts (grants, non-commodity or non-service compensation)

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE OR REASON FOR AMENDMENT (Reference to attachments is insufficient):

Grants To Public Entities Fire Dept with Mass Decontamination Units (MDU)

CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, or an earlier Start date listed above, the "Effective Date" of this Contract or Amendment shall be the latest date this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, a later Contract or Amendment Start Date specified above, or the date of any required approvals. By executing this Contract/Amendment, the Contractor makes, under the pains and penalties of perjury, all certifications required under the attached Contractor Certifications, and has provided all required documentation noted with a "→", or shall provide any required documentation upon request, and the Contractor agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein, including the terms of the applicable Commonwealth Terms and Conditions available at www.mass.gov/osc under Guidance For Vendors - Forms or at www.mass.gov/osd under OSD Forms, the terms of the attached Instructions, the Request for Response (RFR), solicitation (if applicable) or other authorization, the Contractor's response to the RFR or solicitation (if applicable), and any additional negotiated performance or budget provisions. The terms of this Contract shall survive its termination for the purpose of resolving any claim, dispute or other Contract action, or for effectuating any negotiated representations and warranties. **THE PARTIES HEREBY ALSO CERTIFY THAT (Check one option only):**

1. the Contractor has NOT incurred any obligations triggering a payment obligation for dates prior to the Effective Date of this Contract or Amendment; OR

2. any obligations incurred by the Contractor prior to the Effective Date of this Contract or Amendment (for which a payment obligation has been triggered) are intended to be part of this Contract/Amendment and shall be considered a final Settlement and Release of these obligations which are incorporated herein, and upon payment of these obligations, the Contractor forever releases the Commonwealth from any further claims related to these obligations.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:

→ X: Nancy E. Stevers DATE: 12/30/09

(Signature and Date Must Be Handwritten At Time of Signature)

→ Print Name: Nancy E. Stevers

→ Print Title: Mayor

AUTHORIZING SIGNATURE FOR THE DEPARTMENT:

X: Toni Gustus DATE: 1-7-10

(Signature and Date Must Be Handwritten At Time of Signature)

Print Name: Toni Gustus

Print Title: Director, Purchase of Service Office

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Issued May 2004

COMMONWEALTH OF MASSACHUSETTS CONTRACTOR AUTHORIZED SIGNATORY LISTING



CONTRACTOR LEGAL NAME: *Marlborough, City of*
CONTRACTOR VENDOR/CUSTOMER CODE: *VC600019211*

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

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

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

AUTHORIZED SIGNATORY NAME	TITLE
Nancy E. Stevens	Mayor

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

Signature

Date:

Title: Mayor

Telephone: 508-460-3770

Fax: 508-460-3698

Email: mayor@ci.marlborough.ma.us

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

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

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**MASS DECONTAMINATION UNIT
SCOPE OF SERVICES**

Fire Department Name: Marlborough Fire

Chief Name: David W. Adams

Section 1: Mass Decontamination Unit (MDU) Deployment Support

This agreement is made by and between the Commonwealth of Massachusetts Department of Public Health (MDPH) and the participating Fire Department to facilitate the deployment, training and operational readiness of Mass Decontamination Units. This agreement will address certain requirements of the Assistant Secretary for Preparedness and Response (ASPR) Hospital Preparedness Program Cooperative Agreement as awarded to MDPH.

Funding under this agreement is subject to appropriation by U.S. Health and Human Services, Office of the Assistant Secretary for Preparedness and Response (ASPR), Hospital Preparedness Program Cooperative Agreement. These funds are granted to the MDPH under CFDA 93.889 grant number 1 U3REP090238-01-00. The terms and conditions for this funding award to MDPH apply to the participating Fire Department, as a contracted party to MDPH, and pursuant to the ASPR grant.

Mass Decontamination Units assigned to acute care hospitals, terms and tasks required to be completed by the fire department will be carried out in conjunction with the assigned partnering hospital. For Fire Department-District MDU assignments, terms and tasks required to be completed by the fire department will be carried out in conjunction with the acute care hospital closest to the primary fire department.

Section 2: Scope of Work

In response to the need for mass decontamination capability (in the event patients would present to emergency departments of acute care hospitals in the Commonwealth), the Department of Public Health is making available for the seventh year, funding to support effective field deployment of the MDUs. This funding provides resources to each Fire Department which has been assigned an MDU(s) to enhance protection of hospitals in the event of an emergent situation. Each party (fire department and hospital, engaged under separate agreement) will be required to achieve specific tasks in order to qualify for receipt of the funds. Hospitals have also been provided financing and directed to participate in this initiative. For the seventh year, five (5) specific tasks have been identified and are required to be completed.

The period of performance for the scope of work outlined in the provisions of this Agreement shall become effective upon a fully executed contract agreement, planned to become effectuated February 1, 2010, and will remain in effect through to June 30, 2010.

The total amount eligible per this agreement is \$2,000 for each MDU assigned to the participating fire department, for completion of the necessary tasks to facilitate the deployment and operational readiness of the MDU.

Funding allocations provided per this agreement require collaboration between fire departments and hospitals. Tasks include development of written agreements relative to MDU deployment, MDU storage location, method of deployment, restocking and plans for use; and will require collaboration between hospital and fire to develop and sign a written agreement for provision of personnel with a higher level (e.g. level B) Personal Protective Equipment (PPE) to perform in-hospital decontamination. The Department expects that fire departments will retain and maintain the required written agreements between the hospital and the fire department, and will review them annually with their respective hospital partners.

This year's MOA will require continuation of five initial activities.

- Update and sign the written MDU deployment and training agreement between hospitals and Fire Department;
- Participate in collaborative training hospital and fire service personnel in the plan for MDU use;
- Ensure sufficient hospital and fire staff are trained to set-up and use the MDU;
- Conduct at least one MDU operational exercise with the hospital and fire department;
- Maintain and re-supply the MDU in accordance with the written MDU agreement.

Section 4: Disbursement of Funds

Application for Funds: The following information, with the exception of item numbered 5 below, must be submitted to MDPH by **January 7, 2010**:

1. The enclosed contractual agreement documents, signed by the authorized signatory, indicating commitment to actively participate in the completion of tasks;
2. Contractual agreement signature indicates acceptance of terms, including those stated within this Scope of Work. The Fire Department will provide MDPH with periodic reports regarding frequency and types of MDU use; and will provide a report on expenditures made with funding received under this contract;
3. Funds will be allocated in accordance with the ASPR grant guidance and will be governed under the Commonwealth's Terms and Conditions for contractual agreements;
4. Municipal Fire Departments will maintain complete and accurate business records relevant to the activities financed; and shall allow MDPH to review with reasonable advance notice all relevant records necessary to verify and document planned and actual expenditures and activities related to this agreement. Accurate segregated records of expenditures and activities should be maintained;
5. Fire Departments will expend the grant funding within the duration of the contractual agreement and submit a report of actual expenditures relative to this agreement not later than September 30, 2010; and
6. Substantial noncompliance with the terms of this agreement as determined by MDPH may necessitate repayment of funds received and/or ineligibility for future funds,

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provided that MDPH shall provide 30 days advance written notice of non-compliance and reasonable time for the Fire Department to become compliant.

The Department of Public Health/ASPR Hospital Preparedness Program appreciates the participation of municipal fire services in achievement of the goal of MDU deployment and training.

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FISCAL CONDITIONS/BUDGET

PLEASE BE ADVISED THAT SPENDING UNDER THIS CONTRACTUAL AGREEMENT IS SUBJECT TO FEDERAL AUDIT STANDARDS – OMB CIRCULAR No. A-133, AND IS GOVERNED BY COMMONWEALTH OF MASSACHUSETTS REGULATION 815 CMR 2.00.

BUDGET

The total amount granted under this agreement is for the purpose of completion of the necessary tasks to complete ASPR deliverables as outlined in the attached scope of service. This grant funding will support the following allowable and proposed expenditures. These funds should be expended during the contracted period of performance 2/1/10-6/30/10 as follows:

For the tasking listed below the fire department may expend a total of \$2,000.00 per each Mass Decontamination Unit assigned to a fire department.

- A. The MDPH expects that fire departments will retain and maintain current, the written partnership agreements between the hospital and the fire department and will review them annually with their respective hospital partners.

This year's scope of services will require continuation of five of the initial activities.

1. Cooperate with hospitals in training of Fire Department personnel in the hospital's plan for MDU use; and
2. Train hospital staff in the set-up and use of the MDU; and include in-hospital training of Fire Department personnel, to familiarize them with the hospital's equipment and procedures; and
3. Conduct an annual MDU exercise with full involvement of the partnering hospital in those exercises; and
4. Conduct maintenance and re-supply of the MDU (as per the written agreement with the appropriate hospital(s));
5. During this agreement period, provide reporting of training activities and provide after action reports of full field MDU exercises. These reports should be sent to the attention of Mr. Thomas O'Connell, Hazardous Materials Response Division, Massachusetts Department of Fire Services, P.O. Box 1025, Stow, MA 01175. Telephone: (978) 567-3158; Fax (978) 567-3155

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FIRE DEPARTMENT
Reporting Requirements - Scope of Service Specific Conditions
Round 7
2/1/10-6/30/10

Reporting by the Fire Department of the expenditure of these funds will provide documentation to meet requirements of the federal awarding authority; the Assistant Secretary for Preparedness and Response (ASPR), through award of funding to MDPH under grant Number 1 U3REP090238-01-00, CFDA 93.889.

Participation in receipt of these ASPR awarded funds requires compliance with generally accepted accounting principles and federal audit standards, and compliance with 815 CMR 2.00.

The fire department shall submit, not later September 30, 2010 a detailed report of expenditures made with funding derived from this contractual agreement, and corresponding to the effective dates of this contractual agreement.

Reporting to the Hazardous Materials Response Division is requested on all aspects of the 5 deliverables as they occur.

Reports shall be submitted to:
Mr. Thomas O'Connell, Hazardous Materials Response Division
Massachusetts Department of Fire Services
P.O. Box 1025, Stow, MA 01175.
Telephone: (978) 567-3158.

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W01510 P01 4843



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
250 Washington Street, Boston, MA 02108-4619

DEVAL L. PATRICK
GOVERNOR
TIMOTHY P. MURRAY
LIEUTENANT GOVERNOR
JUDYANN BIGBY, MD
SECRETARY
JOHN AUERBACH
COMMISSIONER

TO: Carol Weisberg, Chief Financial Officer
FROM: Mary E. Clark, Director, Bureau of Emergency Preparedness
DATE: December 1, 2009
RE: Non Competitively Bid Grant Awards #W01510
Grant Funds to Fire Departments possessing Mass Decontamination Units
Request for Continuation of Waiver of Competitive Procurement

The Massachusetts Department of Public Health (MDPH) has been awarded cooperative agreement funding by the US Department of Health and Human Services, Assistant Secretary for Preparedness and Response (ASPR), for a program of Hospital Preparedness.

The purpose of the overall awarded funding is to ensure that Massachusetts is prepared in the event of public health emergency. The Hospital Preparedness Program requests approval to enter into grants under 815 CMR 2.00 with 72 fire departments, to train, stock, and deploy Mass Decontamination Units. Fire Services will collaborate within a regionally-based hospital model to train fire department staff and to collaborate in hospital staff training, and stock the MDU device and maintain the device for the successful deployment of Mass Decontamination Units.

The fire departments in possession of the units are the only eligible participants that could provide deployment of mass decontamination units (MDU). The fire departments were initially selected as awardees of mass decontamination units (MDU) through award by the Federal Department of Justice. This will be the 7th allocation of funding to fire services possessing these units. To allow for successful deployment of these devices, MDPH proposes to allocate ASPR funds to 72 community fire services, possessing 90 MDU, who will then train staff, stock the device and maintain the device for the successful deployment of the MDU. No other fire department could be awarded these funds as they would not possess a mass decontamination unit to be deployed. Thus, no other potential bidders could exist.

Under the initial waiver, #4BF, which was initially requested yet expired on November 30, 2005, the first allocation was provided at \$3,500 per MDU and a second allocation

was provided at \$2,500. A third allocation of \$3,500 per MDU was provided in spring of 2005 under waiver #W55707. Extension of waiver #W55707 was allowed for the fourth allocation provided in fall of 2006 and extended again for a fifth allocation of funding in fall of 2007 at \$3,500. A sixth allocation of \$3,000 per MDU was provided in February 2009 under Waiver #W97710.

This request will allow for a seventh allocation of grant funding from DPH/ASPR FFY2009 award to MDU-possessing fire departments at \$2,000 per MDU. The proposed contractual agreements are planned for the duration February 1, 2010 through June 30, 2010. Funding will be provided as grants and paid in full post-contract execution and during state fiscal year 2010.

This waiver request is consistent with the notice of intent posted to Comm-PASS to award grant funds to these entities. The Comm-PASS posting will remain active through 12/15/09. Posting of the Notice of Intent is provided to maintain compliance with directives presented in MMARS policies and procedures for granting funds.

Your approval of this request is appreciated.

Mary Clark

Mary Clark, Bureau Director, Emergency Preparedness
DPH/ASPR Hospital Preparedness Program
Massachusetts Department of Public Health

I have reviewed this request and agree with its necessity.

Nancy Conboy 12/1/09

Nancy Conboy, Assistant Director
Purchase of Service Division
Massachusetts Department of Public Health

Carol Weisberg 12/9/09

Carol Weisberg, Chief Financial Officer
Department of Public Health

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Summary

achievement of the ASPR grant requirements, meeting the level two capability entitled "patient decontamination capability". See the Intent screen for the NOI document.

Related Solicitation Not Available
Number:

This notice will inform interested parties of this seventh contractual amendment to provide a grant of \$2,000 per MDU assigned. These agreements are proposed to become effective on or about February 1, 2010. The expiration date of these agreements will be June 30, 2010. The initial allocation provided \$3,500, the second allocation provided \$2,500 per MDU, the third, fourth and fifth allocations provided \$3,500 per MDU assigned. The sixth allocation provided \$3,000 per MDU assigned. This, the seventh allocation will provide \$2,000 per MDU assigned.

Based on the availability of future award of funds to MDPH, the program may extend these agreements.

The requirements for this posting are as excerpted from MMARS policies and procedures for granting funds are repeated below with the required information. :

Selected Providers: Funding will be provided to 72 of the Commonwealth's fire departments in specific cities and towns to train and exercise on the appropriate use of the units in collaboration with acute care hospital personnel; maintain and restock the unit. The fire departments selected to receive grant funds are the entities that possess these units, thus no other eligible participants exist.

Grant Amount: \$2,000 per MDU will be provided to support 90 MDU assigned to 72 Fire Departments in the Commonwealth. The source of this support is FFY2009 Cooperative Agreement Funding as awarded to MDPH from the US Department of Health and Human Services/ASPR Hospital Preparedness Program.

Scope of grant performance to be achieved or funded under the grant: The ASPR grant awarded from FFY09 directs that Massachusetts will meet minimum capabilities in emergency preparedness, one of which is patient decontamination capability.

Duration of the grant: The initial award to MDPH for this purpose occurred in April, 2002. The current duration of all ASPR funds received to date is for the budget period 8/9/09 to 6/30/10. Based on future award of these funds to MDPH, the program may extend these agreements.

Selection criteria: The Hospital Preparedness Program intends to contract with 72 of the Commonwealth's fire departments in specific cities and towns that have been assigned a mass decontamination unit. These fire departments are eligible and are selected to receive funding as they are the only entities that possess these units.



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 91
MAYOR

Krista J. Holmi
EXECUTIVE AIDE

Katherine M. Kimber
EXECUTIVE SECRETARY

January 17, 2010

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

RE: FY 2010 Student Awareness of Fire Education Grant (S.A.F.E.)

Honorable President Vigeant and Councilors:

The Marlborough Fire Department has recently been awarded a grant through the Commonwealth of Massachusetts Executive Office of Public Safety and Security.

The SFY 2010 S.A.F.E. grant in the amount of \$5,900.00 provides funding for student awareness of fire education programs as detailed in the supporting documentation.

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

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

Sincerely,

Nancy E. Stevens
Mayor

Enclosures



City of Marlborough
FIRE DEPARTMENT

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

January 15, 2010

The Honorable Nancy E. Stevens, Mayor
City of Marlborough
140 Main Street
Marlborough, MA 01752

RE: FY2010 SAFE Grant

Dear Mayor Stevens,

Attached please find documentation in support of a grant in the amount of \$5,900.00 which has been awarded to the Fire Department through The Commonwealth of Massachusetts Executive Office of Public Safety and Security.

The SFY 2010 S.A.F.E. Grant has been approved for funding and granted to the Marlborough Fire Department in order to provide student awareness of fire education programs as outlined in the application.

In accordance with Massachusetts General Laws, Chapter 44 Section 53A this grant was applied for and accepted by the Fire Department but in order for it to be expended for the purposes of the grant, the Mayor must recommend and the City Council must vote to approve the expenditure.

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

Thank You,

A handwritten signature in black ink that reads "David Adams".

David Adams
Fire Chief

CITY OF MARLBOROUGH
NOTICE OF GRANT AWARD

DEPARTMENT: Fire DATE: January 15, 2010

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: David Adams Fire Chief

NAME OF GRANT: SFY 2010 Student Awareness of Fire Education Grant

GRANTOR: Commonwealth of Massachusetts

GRANT AMOUNT: \$5,900.00

GRANT PERIOD: 12 months

SCOPE OF GRANT/
ITEMS FUNDED Annual Student Awareness of Fire Safety Programs
Educational materials for various fire safety programs, lectures,
school visits, open house, seasonal safety awareness programs.

IS A POSITION BEING
CREATED: No

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

ARE MATCHING CITY
FUNDS REQUIRED? No

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

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

ANY OTHER EXPOSURE TO CITY?
No

IS THERE A DEADLINE FOR CITY COUNCIL APPROVAL: Grant Expiration January 15, 2011

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

Purpose:

The Student Awareness of Fire Education (S.A.F.E.) program was established in Fiscal Year 1996 in an effort to educate students about the fire and health hazards of smoking-related materials. The program's mission is to provide students with the knowledge base to recognize the dangers of fire, including the fire hazards that smoking-related materials pose. The core of the S.A.F.E. Program has been and will continue to be school-based. Because learning occurs at all ages, and is not limited to pupils who attend school, as of fiscal year 2006, S.A.F.E. funds can now be used to implement community fire and life safety education programs outside of school buildings. S.A.F.E. is implemented by firefighters who have special training in teaching fire and life safety education.

The S.A.F.E. educator serves as a role model for impressionable youth while providing students with firsthand knowledge of the dangers associated with fire, age-appropriate information on preventing and surviving those fires that occur, and through a core school-based program, to effect a change in the behavior and the safety of the community at large.

The S.A.F.E. Program is designed to create a partnership between the school and fire departments, working together to reach the goals and objectives of the state's Curriculum Frameworks and the Common Core of Learning by teaching the Key Fire Safety Behaviors in the *Massachusetts Public Fire and Life Safety Education Curriculum Planning Guidebook*, and by modeling teamwork for the students.



DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LT GOVERNOR

KEVIN M. BURKE
SECRETARY

*The Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Department of Fire Services*

P.O. Box 1025 - State Road

Flow, Massachusetts 01775

(978) 567-3100 Fax: (978) 567-3121



STEPHEN D. COAN
STATE FIRE MARSHAL

THOMAS P. LEONARD
DEPUTY STATE FIRE MARSHAL

2nd Round

January 4, 2010

Chief David W. Adams
Marlborough Fire Department
215 Maple Street
Marlborough, MA 01752

Dear Chief Adams:

I am pleased to announce the release of the second round of funding for the FY2010 Student Awareness of Fire Education (S.A.F.E) program. As you are aware, I previously announced that the Department of Fire Services (DFS) 9 C budget reductions have been eliminated and those funds restored to our budget for this fiscal year. This will allow DFS to fully fund the S.A.F.E. appropriation for FY2010.

This second round of grant funds is for those communities that had successfully completed the application process and have previously received an award letter

The Marlborough Fire Department has been awarded \$2,908.00 in additional state funds. Combined with the first round award of \$2,992.00 gives the department a total S.A.F.E award for FY 2010 of \$5,900.00

Fire departments may begin to incur costs upon receipt of this award letter. This second round of funds will be electronically distributed on or about January 15, 2010. Please be sure to alert your treasurer and to check with them to ensure receipt of the funds. The grant award funds must be expended within 12 months of receipt.

All grantees are required to submit the FY 2010 year-end report to the Department of Fire Services by January 31, 2011 or with your next year's application, whichever date is sooner. The FY 2009 year-end reports will be due February 15, 2010.

I thank all who continue to advocate for a strong DFS budget, which will continue to provide a level of service you have come to expect. If you have any questions please feel free to contact Jennifer Mieth at (978) 567-3381 or the S.A.F.E. staff at (978) 567-3388.

Sincerely,

Stephen D. Coan
State Fire Marshal



DEVAL L. PATRICK
GOVERNOR
TIMOTHY P. MURRAY
LT. GOVERNOR
KEVIN M. BURKE
SECRETARY

The Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Department of Fire Services
P.O. Box 1025 ~ State Road
Holt, Massachusetts 01775
(978) 567-3100 Fax: (978) 567-3121



STEPHEN D. COAN
STATE FIRE MARSHAL
THOMAS P. LEONARD
DEPUTY STATE FIRE MARSHAL

1st Round

November 23, 2009

Chief David W. Adams
Marlborough Fire Department
215 Maple Street
Marlborough, MA 01752

Dear Chief Adams:

I am pleased to inform you that your FY 2010 Student Awareness of Fire Education (S.A.F.E.) grant application has been approved for funding. The Marlborough Fire Department has been awarded \$2,992.00 in state funds.

Unfortunately this year's awards were reduced by about forty percent through 9C budget cuts, but we are thankful that we are able to maintain some level of funding to keep these important public fire education programs in place.

Fire departments may begin to incur costs upon receipt of this award letter. Funds will be electronically distributed on or about December 21, 2009. Please be sure to alert your treasurer and to check with them to ensure receipt of the funds. The grant award funds must be expended within 12 months of receipt.

All grantees are required to submit the FY 2010 year-end report to the Department of Fire Services by January 31, 2011 or with your next year's application, whichever date is sooner. The FY 2009 year-end reports will be due February 15, 2010.

We appreciate your cooperation throughout the application process and congratulate your department for taking advantage of this opportunity to secure funds. If you have any questions please feel free to contact Jennifer Mieth at (978) 567-3381 or the S.A.F.E. staff at (978) 567-3388.

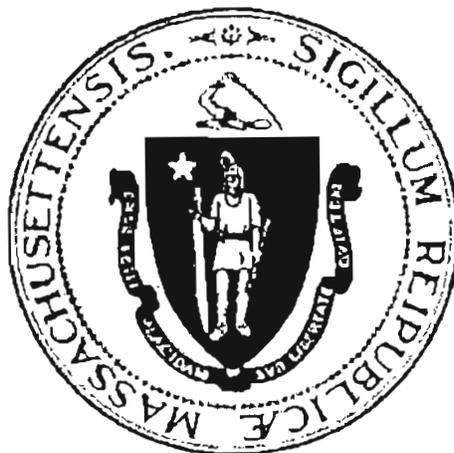
Sincerely,

Stephen D. Coan
State Fire Marshal

EXECUTIVE OFFICE OF PUBLIC
SAFETY & SECURITY

DEPARTMENT OF FIRE SERVICES

STUDENT AWARENESS OF FIRE EDUCATION
GRANT APPLICATION FY 2010



Deval L. Patrick
Governor

Kevin M. Burke
Secretary of Public Safety & Security

Timothy P. Murray
Lieutenant Governor

Stephen D. Coan
State Fire Marshal

DEPARTMENT OF FIRE SERVICES
P.O. BOX 1025 - STATE ROAD
STOW, MASSACHUSETTS 01775
Telephone: (978) 567-3380
Fax: (978) 567-3199

SCOPE OF WORK—Student Awareness of Fire Education (S.A.F.E.)

This grant is available to Municipalities in order to provide student awareness of fire education programs, which shall include information about the risks caused by smoking.

Amounts received with each award will be specified in the "Award Letter" issued to the jurisdiction. Recipient agrees that funds awarded through grant will be used to supplement but not supplant federal, state or local funds.

Funds received must be expended within 12 months of receipt of the funds. A report of spending of the prior year grant amount must be included in the application for the new grant period.

Changes to this scope may be made as part of the annual legislation authorizing this grant program.

The receipt of funds is subject to availability of funds and any other provisions specified by the Legislature in the appropriation of those funds. The use of a multiple year contract is merely being used to streamline the contracting process and reduce the amount of annual paperwork associated with this grant/program. All funding shall be subject to appropriations by the Legislature and contracts shall terminate in the event funds are exhausted and/or not appropriated for this program. If the grantee makes obligations in anticipation of receiving funds under this grant, the grantee does so at their peril and the Commonwealth will be under no obligation to make payments for such performance.

Fiscal Year 2010 S.A.F.E. Grant Application

Preparer Information

Name	Ronald P. Ayotte
Title	Deputy Fire Chief
Organization Name	Marlborough Fire Department
Address	215 Maple Street
City	Marlborough
State	MA
Zip	01752
Business Phone	508-624-6986, 508-624-6984 ext 15
Business Fax	508-460-3795
Email	rayotte@marlborough-ma.gov
FDID Number	17170

Community Demographics

Total Community Population Based on 2007 City Census	40,000	
	Public	Private
Total K-12 School Enrollment		
Pre-K -K	539	111
Grades 1 and 2	761	123
Grades 3 and 4	692	126
Grades 5 and 6	692	131
Grades 7-8	709	101
Grades 9-10	665	n/a
Grades 11-12	531	n/a
Total	4589	592
Number of Schools (by type):	Public	Private
Elementary	3	3
Middle	1	1
High	1	
Total	5	4

911

Fiscal Year 2010 S.A.F.E. Grant Application

Other High-Risk Population Targeted Senior citizens	5000	
Total	9589	

S.A.F.E. Educator Training

Name of Lead S.A.F.E. Educators Who Have Completed MFA <i>Public Fire and Life Safety Educator Training</i>	Ronald P. Ayotte Mark A. Assencoa
Name of Lead S.A.F.E. Educator Who Will Complete MFA <i>Public Fire and Life Safety Educator Training</i> by June 30, 2010	
Name of Lead S.A.F.E. Educator Who Has Completed MFA <i>Public Education Presentation Training</i> .	

Grant Amount Requested: \$5,000

Type of Grant Requested: Program Grant Planning Grant

Signature of Authorizing Official

David Adams 2/10/09

Fire Department
Authorizing Official/Date

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CITY OF MARLBOROUGH
FIRE DEPARTMENT
215 Maple Street, Marlborough, MA 01752
Business (508) 485-2323 Facsimile (508) 460-5795

SAFE FY2010 Program Goals and Objectives

The Marlborough Fire Department recognizes the need for public fire and life safety education and has taken a pro-active stance in this matter. We are looking forward to participating in the Student Awareness of Fire Education program for FY 2010. We were one of the original pilot communities back in 1996 and we have had four young heroes recognized by the Fire Marshal Steven Coan... proof that public fire education works!

Our goal is to reduce the Incidence of death, injury and property damage that occurs from preventable events, such as fires and accidents and to encourage our city's youth to say no to the tobacco industry and prevent them from using tobacco products.

The presentation of the SAFE program is a vital part of our public fire education effort and helps the Marlborough Fire Department fulfill its mission statement.

The objective of the Marlborough Fire Department's SAFE program is to impart a basic knowledge of fire and life safety beginning with Kindergarten through the 3rd grade to give the students a foundation on which the teachers in the health and life safety curriculum in the Intermediate Elementary/Middle School can further build upon. We will also be available to help in the upper grade levels upon request.

Another objective is to have personal contact with each student in our targeted grade levels by maintaining a high level of visibility in the schools and teaching the SAFE program in the classroom setting.



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**CITY OF MARLBOROUGH
FIRE DEPARTMENT**
215 Maple Street, Marlborough, MA 01752
Business (508) 485-2323 Facsimile (508) 460-3795

SAFE FY2010 Program Narrative

Traditionally, the Marlborough Fire Department makes "first contact" with the students of the Marlborough public and private schools in September, when we conduct and monitor the first fire drills of the school year, utilizing the in service Engine, Ladder and Rescue companies.

During Fire prevention week, the personnel who comprise the Marlborough Fire Department's Public Fire Education unit visit the elementary schools talking about the theme of that year's Fire Prevention Week to the students in assembly format. Fire safety information is given out to the students for their parents to read, in effect, giving the parents a "homework assignment". FPW information is also distributed to the upper grade levels.

Funding for the full FY2010 SAFE grant amount will enable the Marlborough Fire Department to present the SAFE program in the City's three public and three private elementary schools. The SAFE instructors would be available to address the Home and School Associations and other civic groups to promote the importance of public fire education through the SAFE program.

The delivery of the SAFE program is accomplished by setting up a schedule that allows the SAFE instructors access to the schools based on the school's schedule of events. Our target audience is grades Kindergarten through 3. Prior to the start of classes, the SAFE instructors will meet with the administrative staff of the elementary schools to introduce them to the program's goals and objectives for FY 2010. Special presentations for the upper grade levels can be included at the school's request.

The SAFE instructors will work closely with the City's Tobacco control agent, the Board of Health and the health education teachers in the Intermediate Elementary and Middle schools by interfacing the fire education message with the anti smoking campaign. By citing the detrimental effects of tobacco and its correlation to fire deaths, injuries, and property damage attributed to the use and careless disposal of smoking materials, we hope to raise a smoke free and fire safe generation of Marlborough residents.

The curriculum we will be using is a combination of the NFPA's "Learn Not to Burn" and "Risk Watch" programs along with fire safety programs that were developed in house. We utilize props, video and fire safety literature to reinforce the fire and life safety message.

The lead SAFE instructor's administrative duties include record keeping, updating and refining the program to meet the ongoing needs of the community as well as the latest trends in public fire education.

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Implementation plan and timetable

The SAFE coordinator will meet with the school's administrators and curriculum coordinators to set up the foundation of the SAFE program. Upon confirmation of the grant, classroom schedules will be set up to be tailored to the needs of each school and not interfere with the school's other scheduled programs.

Evaluation

The effectiveness of the SAFE program will be evaluated by reviewing the statistical data from the NFIRS/MFIRS system in the reduction of accidental and intentional fires, accidents, deaths and injuries. In the classroom setting, quick pre and post testing will be conducted to gauge the amount of fire safety knowledge. At the end of the school year, an instructor critique will be given out to evaluate the SAFE instructor's level of professionalism, knowledge of subject matter, use of AV materials as well as classroom management skills.

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This form is to be used for New Contracts and Contract Amendments/Renewals, is jointly issued and published by the Executive Office for Administration and Finance (EAF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) for use by all Commonwealth Departments. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors should only complete sections marked with a "→". For instructions and hyperlinks (italics), please view this form at: www.mass.gov/psc under: Guidance For Vendors - Forms or at www.mass.gov/osd under: OSD Forms

→ Contractor Legal Name Marlborough Fire Department (and db/a): → Legal Address (from W-9): 215 Maple Street, Marlborough, MA 01752 → Payment Remittance Address (from W-9): SAME → Contract Manager: David W. Adams, Chief → E-Mail Address: dadams@ci.marlborough.ma.us → Phone: 508-485-2323		Department MMARS Alpha Code and Name: DFS Department of Fire Services Business Mailing Address: PO Box 1025, State Road, Stow, MA 01775 Billing Address (if different): Contract Manager: Thomas P. Leonard, Deputy State Fire Marshal E-Mail Address: Tom.Leonard@state.ma.us Phone: 978-567-3125	
→ Fax: 508-480-3795 → TTY:		Fax: 978-567-3121 TTY:	
→ State of Incorporation (if a corporation) or "N/A": N/A		MMARS Doc ID(s):	
→ Vendor Code: VC6000192111		RFRR/Procurement or Other ID Number (if applicable):	
MMARS Object Code: P01		Account(s) Funding Contract: B324-0000	
<p align="center">X NEW CONTRACT</p> COMPENSATION (Check only one): Total Maximum Obligation of this Contract \$ _____ <input checked="" type="checkbox"/> Rate Contract (Attach details of rate(s) units and any calculations): The following COMMONWEALTH TERMS AND CONDITIONS for this Contract has been executed and filed with CTR (Check only one): <input checked="" type="checkbox"/> Commonwealth Terms And Conditions <input type="checkbox"/> Commonwealth Terms And Conditions For Human And Social Services PROCUREMENT OR EXCEPTION TYPE (Check one option only): <input type="checkbox"/> Single Department Procurement/Single Department User Contract <input type="checkbox"/> Single Department Procurement/Multiple Department User Contract <input type="checkbox"/> Multiple Department Procurement/Limited Department User Contract <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input checked="" type="checkbox"/> Grant (as defined by 815 CMR 2.00) <input type="checkbox"/> Emergency Contract (attach justification) <input type="checkbox"/> Contract Employee (Complete <i>Employment Status Form</i>) <input type="checkbox"/> Collective Purchase (attach OSD approval) <input type="checkbox"/> Legislative/Legal Exemption (attach authorizing language) <input type="checkbox"/> Other (Specify and attach documentation): ANTICIPATED START DATE: 11-21-08 (Enter the Date Contract Obligations may begin. Review Certification for Effective Date Below prior to entry.) CONTRACT END DATE: 6-30-13		<p align="center">CONTRACT AMENDMENT/RENEWAL</p> ENTER CURRENT CONTRACT START and END DATES (prior to amendment) Current Start Date: _____, Current End Date: _____ COMPENSATION: (Check Either, "No Compensation Change", "Maximum Obligation" or "Rate change". ATTACH Amended Scope and Budget to support Amendment.) <input type="checkbox"/> NO Compensation Change (Skip to "OTHER" section below and select change) <input type="checkbox"/> Redistribute Budget Line Items (No Maximum Obligation Change) <input type="checkbox"/> Maximum Obligation Change. a) Current Total Contract Maximum Obligation: \$ _____ (Total Contract Maximum Obligation, including all prior amendments) b) Amendment Amount ("+" or "-"): \$ _____ c) NEW TOTAL CONTRACT MAXIMUM OBLIGATION: \$ _____ <input type="checkbox"/> Rate Changes to Rate Contract OTHER: (Check option, explain under "Brief Description" below, and attach documentation.) <input type="checkbox"/> Amend Duration Only (No Compensation or Performance Change) <input type="checkbox"/> Amend Scope of Services/Performance Only (no budget impact.) <input type="checkbox"/> Interim Contract (Temporary Extension to complete new Procurement) <input type="checkbox"/> Other: (Describe Details and Attach documentation.) ANTICIPATED START DATE: _____ (Enter the Date Amendment Obligations may begin. Review Certification for Effective Date Below prior to entry.) NEW CONTRACT END DATE: _____	
→ PROMPT PAYMENT DISCOUNTS. Contractor has agreed to the following Prompt Pay Discounts for the listed Payment Issue Dates. See <i>Prompt Payment Discount Policy</i> : ___ % Within 10 Days ___ % Within 15 Days ___ % Within 20 Days ___ % Within 30 Days OR, Check off the following if: <input checked="" type="checkbox"/> Contractor either claims hardship, or chooses not to provide PPD, or compensation is not subject to prompt pay discounts (grants, non-commodity or non-service compensation)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE OR REASON FOR AMENDMENT (Reference to attachments is insufficient): Grant funds from the Student Awareness of Fire Education (S.A.F.E) Grant program administered by the Department of Fire Services.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, or an earlier Start date listed above, the "Effective Date" of this Contract or Amendment shall be the latest date this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, a later Contract or Amendment Start Date specified above, or the date of any required approvals. By executing this Contract/Amendment, the Contractor makes, under the pains and penalties of perjury, all certifications required under the attached <i>Contractor Certifications</i> , and has provided all required documentation noted with a "→", or shall provide any required documentation upon request, and the Contractor agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein, including the terms of the applicable Commonwealth Terms and Conditions available at www.mass.gov/psc under <i>Guidance For Vendors - Forms</i> or at www.mass.gov/osd under <i>OSD Forms</i> ; the terms of the attached <i>Instructions</i> , the Request for Response (RFR), solicitation (if applicable), or other authorization, the Contractor's response to the RFR or solicitation (if applicable), and any additional negotiated performance or budget provisions. The terms of this Contract shall survive its termination for the purpose of resolving any claim, dispute or other Contract action, or for effectuating any negotiated representations and warranties. THE PARTIES HEREBY ALSO CERTIFY THAT (Check one option only): 1. <input checked="" type="checkbox"/> the Contractor has NOT incurred any obligations triggering a payment obligation for fees <i>prior</i> to the Effective Date of this Contract or Amendment, OR 2. <input type="checkbox"/> any obligations incurred by the Contractor <i>prior</i> to the Effective Date of this Contract or Amendment (for which a payment obligation has been triggered) are intended to be part of this Contract/Amendment and shall be considered a final Settlement and Release of these obligations which are incorporated herein, and upon payment of these obligations, the Contractor forever releases the Commonwealth from any further claims related to these obligations.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: → X: <u>David Adams</u> Date: <u>10/08/08</u> (Signature and Date Must Be Handwritten At Time of Signature) → Print Name: <u>David Adams</u> → Print Title: <u>Chief</u>		AUTHORIZING SIGNATURE FOR THE DEPARTMENT: <u>Maribel Fournier</u> Date: <u>11/25/08</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>MARIBEL FOURNIER</u> Print Title: <u>DIRECTOR</u>	

Marlboro

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S.A.F.E. MISSION STATEMENT

The following represents the *core mission* of the S.A.F.E. program:

The Student Awareness of Fire Education (S.A.F.E.) program is a fire prevention education program designed to equip elementary, intermediate, and high school students with skills for recognizing the dangers of fire, including the fire risks smoking-related materials pose. The program utilizes specially trained firefighters to teach fire and life safety education. Many of the firefighters are trained emergency medical technicians who have seen the catastrophic health effects of smoking-induced illnesses.

The S.A.F.E. educator serves as a role model for impressionable youth while providing students with firsthand knowledge of the dangers associated with fire, age-appropriate information on preventing and surviving those fires that occur, and through a core school-based program, affect a change in the behavior and the safety of the community at large.

The S.A.F.E. Program is designed to create a partnership between the school and fire departments, working jointly to reach the goals and objectives of the state's Curriculum Frameworks and the Common Core of Learning and teaching the Key Fire Safety Behaviors in the *Massachusetts Public Fire and Life Safety Education Curriculum Planning Guidebook*, and to model teamwork for the students.

Please sign and date below to acknowledge your community's pledge to adhere to the S.A.F.E. mission by striving to achieve its goals and objectives.

David Adams 2/10/09

Designated Fire Official
Signature/Date

Mary Carl

School Dept. - Designated Official
Signature/Date

David Adams

Print

Mary E. Carlson

Print

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**CITY OF MARLBOROUGH
FIRE DEPARTMENT**

215 Maple Street, Marlborough, MA 01752
Business (508) 485-2323 Facsimile (508) 460-3795

Marlborough Fire Department FY2010 Safe Activity Worksheet

Grade Level	Number of class visits	Number of classrooms	Total visits per grade/class	Total number of students	Presentation
Kindergarten	3	21	63		Classroom
Grade 1	3	25	75	464	Classroom
Grade 2	3	25	75	443	Classroom
Grade 3	3	25	75	446	Classroom

Curriculum used: NFPA's Learn Not to Burn, Risk Watch and programs developed in house.

The evaluation method is homework assignments and classroom demonstration and participation.

Total number of classroom visits: 288. We combine 2 classrooms of the same grade level whenever possible to get "more bang for the buck" and to work within the time constraints of the school's schedules.

Total percentage of the student population reached: 34%

Fiscal Year 2010 S.A.F.E. Program Grant Application

Please List other Community Education Activities:

Activity	# Expected to Attend	Topics To Be Covered
Care Provider Programs (e.g. Parent Programs, Babysitter Programs, School Advisory Councils) Please Describe Annual Parenting conference	100+	Fire and Life Safety Anti smoking initiatives
After School Programs Fire station tours (scouts and youth groups)	100+	Fire and life safety Anti smoking initiatives
Seniors/Older Adult Programs Remember When...	200+	Fire and life safety Anti smoking initiatives
Anti-tobacco Initiatives		
Community Presentations		
Special Education Curriculum		
Health Fairs UMass/Memorial Marlborough Hospital Summer Family Fun Day	500 to 1000	Fire and life safety Anti smoking initiatives
Fire Department Open House	300 to 400	Fire and life safety Anti smoking initiatives
Other WMCT TV	Citywide	Fire and life safety Public service announcements



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. Kimber
EXECUTIVE SECRETARY

January 20, 2010

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

RE: Fire Chief Recommendation

Honorable President Vigeant and Councilors:

I am submitting for your approval the appointment of Mr. Ricky Plummer to the position of Fire Chief for the City of Marlborough. Mr. Plummer has extensive experience in fire service management. He will bring to the Fire Department over thirty years of career skills including firefighter, EMT, fire mechanic, town manager, emergency management director, homeland security and fire chief. I would like to provide a brief summary of the selection process resulting in my recommendation.

I initially appointed a seven member Fire Chief Search Committee consisting of the following individuals:

- Fire Chief John Mauro, Southborough
- Fire Chief David Durgin, Northborough
- Police Chief Mark Leonard, Marlborough
- DPW Commissioner Ronald LaFreniere, Marlborough
- City Councilor Peter Juare, Marlborough
- Personnel Director, David Brumby, Marlborough
- Marlborough resident Paul Connor, Global Environmental, Health and Safety Leader, Dow Chemical Corporation, Marlborough

I want to publicly acknowledge the efforts of the search committee for their invaluable contributions during the thorough search process. Thank you all!

In order to reach a broad selection of candidates, the City initiated a national search over the months of September and October. The City advertised the Fire Chief position with the following publications and associations:

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- Massachusetts Municipal Association (The Beacon- hardcopy and web)
- The Boston Globe
- Monster.com
- The International Association of Fire Chiefs
- Maine Fire Chiefs Association
- Rhode Island Fire Chiefs Association
- Connecticut Fire Chiefs Association
- Massachusetts Fire Chiefs Association
- New Hampshire Fire Chiefs Association

In response to our advertisings, the City received a total of forty-two candidate applications. The Search Committee screened all forty-two applicants and selected nine semi-finalists for first round interviews. The nine semifinalists included two officers from the Marlborough Fire Department. The Committee interviewed the nine semi-finalists over a period of two days. From the original nine semi-finalists, the Committee selected two finalists.

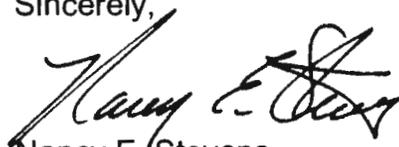
I joined the Search Committee for a second round interview with the two finalists, and each candidate participated in an assessment center exercise conducted by an independent fire training and development consulting firm. The assessment center simulated a complex management scenario designed to elicit behaviors from the candidates that were observable and measurable by the assessment team. The assessment measured skills in these areas: leadership, decisiveness, planning and organization, persuasiveness, organizational sensitivity and written communication skills.

Both candidates were outstanding. While the search committee and I believed either candidate would do an excellent job for the City of Marlborough, we all agreed that candidate Ricky Plummer, the current Fire-Rescue Chief/Public Safety Director for the Town of Gray, Maine, has the best compliment of skills to serve the Marlborough Fire Department.

In a brief letter, it would be difficult to provide you with an adequate summary of Mr. Plummer's past accomplishments and goals. For your review and consideration, I have provided each member of the Council a binder which highlights his relevant experience and achievements. Once you have the opportunity to review this information and meet with him, I'm sure you will agree that Mr. Plummer will be a tremendous asset to the Marlborough Fire Department and the City of Marlborough as a whole.

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

Sincerely,



Nancy E. Stevens
Mayor

cc: David Brumby, Personnel Director



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. Habibi
EXECUTIVE AIDE

Katherine M. Kimber
EXECUTIVE SECRETARY

January 19, 2010

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

RE: Keeper of the Lock

Honorable President and Councilors:

As required by MGL Chapter 40, Section 35, I am submitting for your approval Police Chief Mark Leonard's reappointment as Keeper of the Lock. The one-year term for this reappointment will expire the 1st Monday of February, 2011.

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

Sincerely,

Nancy E. Stevens
Mayor



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Office of the Mayor

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Marlborough, Massachusetts 01752
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Nancy E. Stevens
MAYOR

Krista J. Holmi
EXECUTIVE AIDE

Katherine M. Kimber
EXECUTIVE SECRETARY

January 19, 2010

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

RE: Planning Board Reappointments

Honorable President Vigeant and Councilors:

I am submitting for your approval the reappointments of Barbara Fenby and Edward Coveney as members of the Planning Board.

Upon approval, Ms. Fenby's and Mr. Coveney's appointments will be for a period of five years ending the first Monday in February, 2015.

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

Sincerely,

Nancy E. Stevens
Mayor



City of Marlborough
Office of the Mayor

140 Main Street
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Nancy E. Stevens
MAYOR

Krista J. Holmi
EXECUTIVE AIDE

Katherine M. Kimber
EXECUTIVE SECRETARY

January 21, 2010

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

RE: Board of Assessors Reappointment

Honorable President Vigeant and Councilors:

I am submitting for your approval the reappointment of Anthony Arruda to the Board of Assessors.

Upon approval, Mr. Arruda will serve a term of three years ending February 4, 2013.

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

Sincerely,

Nancy E. Stevens
Mayor



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Office of the Mayor

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Nancy E. Stevens
MAYOR

Krista J. Holmi
EXECUTIVE AIDE

Katherine M. Kimber
EXECUTIVE SECRETARY

January 21, 2010

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

RE: Library Board of Trustees Appointments

Honorable President Vigeant and Councilors:

I am submitting for your approval the appointment of Robyn Ripley to the Library Board of Trustees. I believe Ms. Ripley's experience as an office manager and avid supporter of the library system will make her a valuable contributor.

I am also submitting the reappointments of Nena Bloomquist and Susan Laufer to the Library Board of Trustees.

Upon approval, Ms. Ripley, Ms. Bloomquist and Ms. Laufer will serve a term of three years ending February 4, 2013.

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

Sincerely,

Nancy E. Stevens
Mayor



City of Marlborough
Office of the Mayor

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Marlborough, Massachusetts 01752
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¹⁵
Nancy E. Stevens
MAYOR

Krista J. Holmi
EXECUTIVE AIDE

Katherine M. Kimber
EXECUTIVE SECRETARY

January 21, 2010

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

RE: City Scholarship Committee Appointments

Honorable President Vigeant and Councilors:

I am submitting for your approval the appointments Christine Seymour and Penny Aber-Kahn to the City Scholarship Committee.

I am also submitting the reappointment of Diane Plummer to the City Scholarship Committee.

Upon approval, each member will serve a term of three years from the date of confirmation.

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

Sincerely,

Nancy E. Stevens
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

Nancy E. Stevens / 161
MAYOR

Krista J. Halmi
EXECUTIVE AIDE

Katherine M. Kimber
EXECUTIVE SECRETARY

January 20, 2010

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

RE: Council Order 09-1002406; Determination on Plowing Sidewalks Adjacent to City Property

Honorable President Vigeant and Councilors:

In response to Council Order 09-1002406; That the City of Marlborough make a determination of its ability to plow all sidewalks in which it is an owner of any building or lot of land bordering on any street, lane, court, square or public place within the City where there is a sidewalk within 12 hours after snow ceases to fall in the daytime, and before 12:00 noon, if it ceases to fall in the nighttime, in strict accordance with the provisions on City Ordinances prior to enforcement against any private resident for failure to perform such snow and ice removal.

Following a detailed review of GIS data, the Department of Public Works has determined that there are no fewer than 121 such parcels within the City, totaling an additional 5.2 miles of sidewalk, representing a 20% increase over the current 25 miles of city-plowed sidewalk. Cost estimates to expand this plowed area *per storm event* are an additional \$1500- \$2,200. A memorandum detailing the impact of increasing the serviced areas is provided for your review.

Regarding Council's inquiry on enforcement under Section 551-25 of the City Code: Code Enforcement Officer Pamela Wilderman explains that advisory notices of non-compliance have been issued to property owners (or occupants) following citizen or Council complaints. Rarely (if ever) have these advisories resulted in fines. In an attached memo, she further notes that advisories and citations have been issued to individuals found in violation of plowing snow into the public way, public sidewalk or other private property.

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

Sincerely,

Nancy E. Stevens
Mayor

Enclosures



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CITY OF MARLBOROUGH
Department of Public Works
Office of the Commissioner
135 Neil Street
Marlborough, Massachusetts 01752
(508) 624-6910 Ext. 7200
Facsimile (508) 624-7699 TDD (508) 460-3610

MEMORANDUM

TO: MAYOR NANCY E. STEVENS

FROM: RONALD M. LAFRENIERE, P.E.
COMMISSIONER OF PUBLIC WORKS

DATED: JANUARY 8, 2010

RE: C.O. 09-1002406; PLOWING SIDEWALKS ADJACENT TO CITY PROPERTY

The sections of sidewalk abutting city-owned property which we do not currently clear as part of our normal sidewalk plowing program are significant.

Our GIS administrator, Nat Bowen, has developed the enclosed map showing the areas affected and there are no less than 121 sections totaling 5.2 miles in length where this condition exists. We currently plow almost 25 miles of sidewalk so adding another 5 miles is a 20% increase. Unfortunately those 5 miles of sidewalk are not continuous or contiguous so the impact would be far more than 20% of our sidewalk snow removal costs.

Arguably, it would be necessary to purchase, lease or rent several small pieces of equipment (manually operated snow blowers) that would have to be loaded onto vehicles and transported to each of these locations by the operators. Completing all 121 locations within 12 hours of the end of the snow event as the ordinance requires, could only be accomplished if we dedicated no less than 5 individuals and 5 transport vehicles to this specific task assuming it would take an average of 30 minutes per location to transport, unload, remove the snow and upload the equipment to go to the next location. That also assumes there are no problems with the machines themselves during the operation, an unlikely assumption. Not including the cost of operating the equipment, the 60 man hours of time to complete this task would cost approximately \$1,500 per storm if performed during regular hours and approximately \$2,200 per storm if performed on overtime.

City of Marlborough
Commonwealth of Massachusetts

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Pamela A. Wilderman
Code Enforcement
140 Main Street
Marlborough, MA 01752
Phone: (508) 460-3765
Fax: (508) 460-3736
Email: pwilderman@marlborough-ma.gov

TO: Mayor Nancy E. Steven

FROM: Pamela A. Wilderman *PAW*
Code Enforcement Officer

RE: Enforcing Requirements
Clearing Public Sidewalks

DATE: January 8, 2010

As a result of complaints either from City Councilors or private Citizens I have issued advisories to property owners (or occupants) regarding their responsibilities under Section 551-25 of the City Code (see example attached). To my knowledge, it has never been necessary to further follow up the advisory with an actual monetary citation.

I have, however, issued both advisories and citations to individuals for plowing snow into the public way, public sidewalk or other private property at the request of private citizens and the Department of Public Works.

City of Marlborough
Commonwealth of Massachusetts

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Pamela A. Wilderman
Code Enforcement
140 Main Street
Marlborough, MA 01752
Phone: (508) 460-3765
Fax: (508) 460-3736
Email: pwilderman@marlborough-ma.us

RE: Snow removal

Dear _____ :

It has recently come to our attention that the sidewalk abutting your property was not cleared of snow during the most recent storm event, although your walkways were. Please be advised that in accordance with the Marlborough City Code it is the responsibility of each owner and/or tenant to clear the public sidewalk in front of their property. As this sidewalk constitutes a path to the school bus stop, it is particularly important that every effort be made to keep this sidewalk clear.

Thank you for your attention to this matter for future storm events.

Sincerely,

Pamela A. Wilderman
Code Enforcement Officer

PAW/mjl

Cc: City Council
File



City of Marlborough
Office of the Mayor

140 Main Street
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Nancy E. Stevens
MAYOR

Krista J. Holmi
EXECUTIVE AIDE

Katherine M. Kimber
EXECUTIVE SECRETARY

January 17, 2010

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

RE: Invitation to Join the Sustainability Action Plan Taskforce

Honorable President Vigeant and Councilors:

In 2008, a group of dedicated citizens, municipal staff and business leaders created a report titled "**Marlborough Sustainability Action Plan**". This City of Marlborough plan documents energy consumption and greenhouse gas emissions throughout the entire city, and provides a general plan for creating an environmentally sustainable community. Additionally, the plan focuses on money-saving actions which include energy efficiency and water conservation.

I am now forming a **Marlborough Sustainability Action Plan Taskforce** to assist with the implementation of the items outlined in the 2008 Plan. I would like to extend this invitation to any Marlborough City Councilor who would like to participate as a valued member of this taskforce.

The taskforce will begin meeting in February and continue once a month until June. The main goals of this committee are as follows:

- Review the tasks outlined in the Sustainability Action Plan 2008. (A copy has been provided for your review in both hardcopy and in pdf form.)
- Identify measurable, achievable goals for the Municipal, Business and Residential sectors.
- Create specific workgroups and workplans to achieve those goals over the next two years.

Please respond to Conservation Officer and Co-Chair, Priscilla Ryder, by Feb. 5th. Priscilla can be reached at (508) 460-3768 or at pryder@marlborough-ma.gov. If you have questions, please don't hesitate to contact me or any of the Co-Chairs listed below. We look forward to hearing from you.

Sincerely,

Nancy E. Stevens
Mayor

CC: Co-Chair, Priscilla Ryder, Conservation Officer, 508-460-3768; pryder@marlborough-ma.gov
Co-Chair, Nancy Savoie, City Planner; 508-460-3799; nsavoie@marlborough-ma.gov
Co-Chair, Jen Boudrie, Green Marlborough, 508-481-0569; jen@greenworkforcetraining.com

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City of Marlborough
Commonwealth of Massachusetts



PLANNING BOARD

Barbara L. Fenby, Chair
Steve Kerrigan, Clerk
Philip J. Hodge
Edward F. Coveney
Clyde L. Johnson
Robert Hanson
Sean N. Fay

PLANNING BOARD MINUTES
December 21, 2009
7:00 PM

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 21, 2009 in Memorial Hall, 3rd floor, City Hall, Marlborough, MA 01752. Members present: Barbara Fenby, Steven Kerrigan, Philip Hodge, Edward Coveney, Clyde Johnson, Robert Hanson and Sean Fay. Also present: Assistant City Engineer Richard Baldelli.

MINUTES

Meeting Minutes December 7, 2009

On a motion by Mr. Kerrigan, seconded by Mr. Hanson it was duly voted:

To accept and file the Meeting Minutes of December 7, 2009.

CHAIRS BUSINESS

APPROVAL NOT REQUIRED PLAN

PUBLIC HEARING

SUBDIVISION PROGRESS REPORTS

Update from City Engineer

There is no update at this time.

Forest Trail (Mosher Lane)

Correspondence from Chief Adams

Fire Chief Adams provided an outline to the Board stating that if a gate is needed at this location then the following would be required by the developer:

- Gate with opening should be 20 feet
- Gate shall be designed and constructed to allow ease of operation by one person

- Gate Placement shall not encroach unto vehicle turning radius or interfere with the use of fire protection equipment; i.e. fire hydrants, fire department connections, fire sprinkler valves etc.
- Swinging gates shall swing in the direction of travel and shall not encroach into emergency vehicle turning radius.

Mr. Adams did clarify that if a lock is required it must be provided with e KNOX security padlock.

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

To accept and file correspondence.

Correspondence from Attorney Burger

Attorney Burger is asking for a request to extend the waiver request. He is still continuing his discussions with his client regarding the gate.

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

To accept and file correspondence.

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

To grant an extension until the January 11, 2010 meeting.

Mauro Farm (Cook Lane)

Mr. Kerrigan re-read the disclosure letter from Mayor Stevens regarding Mr. Fay's participation

Code Enforcement Report

Ms. Wilderman stated that her office has reviewed the site and found no blight.

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

To accept and file correspondence.

Tax Report

Correspondence from Deborah Puleo, the City Collector, shows that there are no tax delinquencies as of December 21, 2009.

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

To accept and file correspondence.

Subdivision Checklist

Mr. Dipietri stated in a letter that depending on the real estate market they would like to start construction between the spring and the fall of 2010. He also stated that initially would install the erosion controls and begin the construction of Nolan Way and Spencer Circle.

Richard Baldelli stated that this was not an acceptable checklist for the subdivision. He stated that he would like the standard from and will forward the paperwork to the developer.

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

To accept and file correspondence.

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

To grant an extension to January 30, 2010.

PENDING SUBDIVISION PLANS: Updates and Discussion

PRELIMINARY/ OPEN SPACE SUBDIVISION SUBMITTALS

DEFINITIVE SUBDIVISION SUBMISSIONS

SCENIC ROADS

SIGNS

INFORMAL DISCUSSION

COMMUNICATIONS/CORRESPONDENCE

On a motion by Mr. Hanson, seconded by Mr. Kerrigan, it was duly voted:

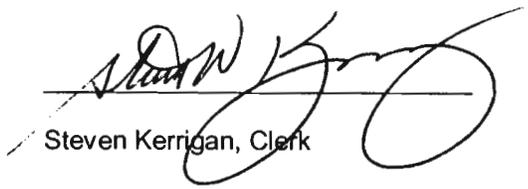
To accept all of the items listed under communications and/or correspondence.

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

To adjourn at 7:25 p.m.

A TRUE COPY

ATTEST:



Steven Kerrigan, Clerk