

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 MAR 19 P 3:41

NOTE: If the regular meeting of the City Council, scheduled for MARCH 23, 2015 at 8:00 PM in the Council Chambers, 2nd Floor, City Hall, 140 Main Street, is cancelled due to inclement weather, the City Council will instead meet on Thursday, MARCH 26, 2015 at 8:00 PM in Council Chambers, 2nd Floor, City Hall, 140 Main Street, to discuss the same agenda items posted below for the MARCH 23, 2015 meeting.

1. Minutes of the City Council Meeting, March 9, 2015.
2. Communication from the Mayor re: Intermunicipal Agreement and Grant Acceptance from the Prevention and Wellness Trust Fund. (Exhibit A available for viewing in City Clerk's Office).
3. Communication from DPW Commissioner, John Ghiloni, re: Request for Possible Purchase of a Parcel of Land on New St., Order No. 15-1006090.
4. Communication from City Solicitor, Donald Rider re: request for Executive Session for the purpose of discussing litigation strategy in a Special Permit dispute involving property on South St.
5. Application for Renewal of Junk Dealers/Second Hand License, Antoine Bitar, d/b/a Hannoush Jewelers, 601 Donald Lynch Blvd.
6. Communication from NStar d/b/a Eversource re: Filing a Request with the MA Department of Utilities to Increase Gas Distribution Rates.
7. Minutes, Conservation Commission, January 29 & February 19, 2015.
8. Minutes, Planning Board, February 23, 2015.
9. Minutes, School Committee, February 24, 2014.
10. Minutes, Board of Assessors, February 11, 2015.
11. Communication from Amica, on behalf of Joren Reyes, 57 Simmons St., Andrea Finn, 285 Church St., Craig Brown, 19 Fish Ln., Betina Bucciarelli, 849 Boston Post Rd., Apt 8c, Alphonse Niski, 60 Heatherwood Dr., Linda Spooner, 389 Cook Ln., Louise Elias, 79 Deerfield Run, Unit 79, & Edith Sussman, 25 Canterbury Way.
12. Communication from Hanover Insurance Group, on behalf of Kerri Grainger, 30 Karopolios Dr., Catherine Young, 64 Deerfield Run, Unit 69, Joseph Kenosian, 721 Stow Rd., Suzanne Neubauer, 453 Bigelow St., Richard Tomanek, 19 Water St., Jessica Steinburg, 51 Violetwood Cir., & Navin Patel, 61 Foley Rd.
13. Communication from Union Mutual of Vermont Companies, on behalf of Joan Connor, 47 Crystal Brook Way, Unit G.
14. CLAIMS:
 - a. Sean McDonald, 10 Stonehill Rd Rd., pothole or other road defect claim.
 - b. Robert Steadman, 18 Pippen Rd., other property damage.
 - c. J. W. Carney, Jr., 34 Chestnut Terrace, Newton, pothole or other road defect claim.
 - d. Richard Bonina, 39 Gregoire Dr., residential mailbox claim 2(a).
 - e. J. Dawson Milne, 121 Farrington Ln., residential mailbox claim 2(b).
 - f. Frederick Ferris, 122 Farrington Ln., residential mailbox claim 2(b).
 - g. Steven Burnett, 106 Farrington Ln., residential mailbox claim 2(b).
 - h. Nin Guan, 22 Muir Way, residential mailbox claim 2(b).

REPORTS OF COMMITTEES:

Electronic devices, including laptops, cell phones, pagers, and PDAs must be turned off or put in silent mode upon entering the City Council Chamber, and any person violating this rule shall be asked to leave the chamber. Express authorization to utilize such devices may be granted by the President for recordkeeping purposes.

UNFINISHED BUSINESS:

From Personnel Committee

15. **Order No. 14-1006007 - The Reappointments of Kelly French and Michael Gibson to the Youth Commission for terms to expire three years from date of approval and the appointment of Sharon Buckley to the Youth Commission for a term to expire two years from date of approval. Recommendation of the Personnel Committee is to approve the Reappointments of Kelly French and Michael Gibson and the Appointment of Sharon Buckley to the Youth Commission. Motion made by Councilor Irish, seconded by Chair, to approve the appointments. The motion carries 2-0 (Elder absent).**
16. **Order No. 15-1006093 - The Reappointment of Greg Mitrakas and Appointment of David Bouvier to the License Board for terms to expire six years from date of approval. Mr. Bouvier replaces longtime member James Riessle who resigned in December. Recommendation of the Personnel Committee is to approve the Reappointment of Greg Mitrakas and the Appointment of David Bouvier to the License Board. Motion made by Councilor Irish, seconded by Chair, to approve the appointments. The motion carries 2-0 (Elder absent).**
17. **Order No. 15-1006095 - The Appointment of Pat Gallier to the Council on Aging to fill the balance of the term of Lynn Anderson which is due to expire on May 2, 2017. Recommendation of the Personnel Committee is to approve the Appointment of Pat Gallier to the Council on Aging Board. Motion made by Councilor Irish, seconded by Chair, to approve the appointment. The motion carries 2-0 (Elder absent).**
18. **Order No. 15-1006113 - The Appointment of Paul Sliney as the tenant's representative on the Community Development Authority (CDA) for a three year term to commence at the expiration of Ms. Swartz's term which is March 12, 2015. Recommendation of the Personnel Committee is to approve the Appointment of Paul Sliney as the tenant's representative on the Community Development Authority. Motion made by Councilor Irish, seconded by Chair, to approve the appointment. The motion carries 2-0 (Elder absent).**
19. **Order No. 15-1006115 - The Appointment of David Manzella as Principal Assessor for a term to expire three years from date of confirmation. He is replacing Bradford Dunn. Recommendation of the Personnel Committee is to approve the Appointment of David Manzella as Principal Assessor. Motion made by Councilor Irish, seconded by Chair, to approve the appointment. The motion carries 2-0 (Elder absent).**
20. **Order No. 15-1006091 - The Reappointment of Mark Gibbs as IT Department Head for a term to expire three years from date of approval. Recommendation of the Personnel Committee is to approve the Reappointment of Mark Gibbs as IT Department Head. Motion made by Councilor Irish, seconded by Chair, to approve the appointment. The motion carries 2-0 (Elder absent).**
21. **Order No. 15-1006091 - The Reappointment of Cynthia Panagore-Griffin as Assistant City Solicitor for a term to expire three years from date of approval. Recommendation of the Personnel Committee is to approve the Reappointment of Cynthia Panagore-Griffin as Assistant City Solicitor. Motion made by Councilor Irish, seconded by Chair, to approve the appointment. The motion carries 2-0 (Elder absent).**

22. **Order No. 15-1006092 - The Appointment of Robert Camacho as Building Commissioner for a term to expire three years from date of appointment. Recommendation of the Personnel Committee is to approve the Appointment of Robert Camacho as Building Commissioner. Motion made by Councilor Elder, seconded by Chair, to approve the appointment. The motion carries 2-0 (Irish recused).**

From Legislative and Legal Affairs Committee

23. **Order No. 15-1006090 - Authorization Request for Possible Purchase of a Parcel of Land on New Street.** The committee discussed the proposed purchase of a certain parcel of land (Map 69, Parcel 194), approximately 1,750 square feet, on New Street with Mayor Vigeant, Commissioner Ghiloni and Ward Councilor Elder. It was agreed that the parcel of land would bring added value to the City with additional parking spaces for the Senior Center and storage in the building currently on-site. **The committee voted to allow the Mayor to enter into negotiations with the property owner for a price not to exceed \$35,000. Motion made by Councilor Delano, seconded by the Chair, to approve the order as written. The motion carries 3-0.**

From Finance Committee

24. **Order No. 15-1006082 – Transfer \$30,000.00 to Fund Search Firm for New Fire Chief.** The Finance Committee reviewed the Mayor's letter dated February 5, 2015 requesting the transfer of \$30,000.00 to fund the hiring of a search firm and assessment center to assist in the hiring of a new Fire Chief. **The Finance Committee voted 4- 1 (Councilor Oram opposed) to approve the transfer.**
24. **Order No. 15-1006083 – Transfer \$25,500.00 for the Health Department.** The Finance Committee reviewed the Mayor's letter dated February 5, 2015 requesting the transfer of \$25,500.00 to fund the new Health Department organizational structure. **The Finance Committee voted 5 - 0 to approve the transfer.**
25. **Order No. 15-1006084 – Transfer \$10,000.00 for Temporary Inspector for the Building Department.** The Finance Committee reviewed the Mayor's letter dated February 5, 2015 requesting the transfer of \$10,000.00 to fund the hiring of a temporary, full time local inspector for the building department. **The Finance Committee voted 5 - 0 to approve the transfer.**
26. **Order No. 15-1006109-1 – Mid Year Transfer Requests for ~\$924,000.00. -** The Finance Committee reviewed the Mayor's letter dated February 19, 2015 requesting midyear transfers from the Legal Department, Department of Public Works, Public Facilities, Veterans Services, Fire Department and Police Department. The Veterans Services transfer was approved at the February 23, 2015 City Council meeting. **The Finance Committee voted 5 - 0 to approve all the transfers with the exception of the following because it was a duplicate item:**
- **Page 6-18 – The \$2,200 transfer from the educational incentive line item 60081003-51440.**
27. **Order No. 15-1006111 – Transfer \$58,170.18 to Fund Retirements in Several Departments.** The Finance Committee reviewed the Mayor's letter dated February 19, 2015 requesting the transfer of \$58,170.18 to fund retirements in the Police Department, Board of Health and Department of Public Works. **The Finance Committee voted 5 - 0 to approve the transfers.**

28. **Order No. 15-1006112 – Step Increase for Sanitarian.** The Finance Committee reviewed the Mayor’s letter dated February 19, 2015 requesting approval to start the new Assistant Sanitarian at Step 1 which is \$47,096.59. **The Finance Committee voted 5 - 0 to approve the step increase.**
29. **Order No. 15-1006089-1, 1006089-2 and 1006089-3 – Bond Request for \$3,095,000.00 for the Hudson Street Landfill Redevelopment.** The Finance Committee reviewed the Mayor’s letter dated January 22, 2015 for bond request in the amount of \$3,095,000.00 to fund the fields at the Hudson Street Landfill. Councilor Elder abstained from participating. The Finance Committee took the follow actions:
- **15-1006089-1 - The Finance Committee voted 4-0 to approve the communication from the Mayor requesting a vote to permanently dedicate the land, which contains a portion (Lot 2) containing 11.3 acres of Hudson Street Landfill property located on Hudson Street and shown on Marlboro Assessors Maps as Map 30, Parcel 4, as taken by the City of Marlboro on October 5, 1959 for purposes of a public dump and other municipal purposes, to park and recreation purposes under the provisions of MGL c.45, s.3; and further that, as so dedicated, said property is hereby placed under the care, custody, management and control of the City of Marlboro Recreation Commission.**
 - **15-1006089-2 - The Finance Committee voted 4 - 0 to approve a 15 year bond for the construction of municipal outdoor recreational facilities in the amount of \$3,095,000.00. The Finance Committee approved recommending the suspension of the rules at the March 9, 2015 City Council meeting to request the advertisement of the bond. Bond was advertised on March 10, 2015.**
 - **15-1006089-3 - The Finance Committee voted 4 – 0 to approve the “Proposed resolution to apply for and accept a grant from the Executive Office of Energy and Environmental Affairs, for the Hudson Street Landfill recreation facility.” It is resolved the Mayor be, and hereby is, authorized to apply for and accept a PARC grant from the Executive Office of Energy and Environmental Affairs; and that the Mayor be, and hereby is, authorized to take such other actions as are necessary to carry out the terms, purposes and conditions of the PARC grant to be administered by the Recreation Commission of the City of Marlboro; and that the Resolution shall take effect upon its passage.**
 The Finance Committee acknowledged that the Mayor will only move forward with the project if private investment is obtained to offset the cost of the project. The Mayor will update the City Council with the funding sources to offset the cost of the bond prior to any construction activities.

From City Council

30. **15-1006068B – Proposed Amendment to Chapter 125, Entitled “Personnel, Section 6, Entitled Compensation Schedule,” as follows:**
- A. The title of "Sanitarian" shall be replaced with "Director of Public Health."**
 - B. This salary schedule shall take effect upon passage.**

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7/Max
	<i>Start</i>	<i>6 months of service</i>	<i>1 year of service</i>	<i>2 years. of service</i>	<i>3 years. of service</i>	<i>4 years. of service</i>	<i>5 years. of service</i>
Director of Public Health	\$78,142.00	79,704.84	\$81,298.94	\$82,924.91	\$84,583.41	\$86,275.08	\$88,000.00

TABLED AT THE MARCH 9, 2015 CITY COUNCIL MEETING AS THE 10TH DAY AFTER ADVERTISEMENT WAS MARCH 10, 2015.

31. **14/15-1005961B – Proposed Amendment to Chapters 7, Section 35 and Chapter 116, Section 2, that the Code of the City of Marlborough, as amended, be further amended as follows:**

- A. Section 7-35, entitled “Duties”, is hereby amended by deleting the words “City Solicitor” wherever it appears and inserting in place thereof the words “City Auditor;”
- B. Section 7-35, is also hereby amended by deleting in its entirety subparagraph (4) of paragraph B., and by renumbering subparagraph (5) of said paragraph B. so as to become subparagraph (4); and
- C. Section 116-2 is hereby amended by deleting the phrase “as required by § 7-35 B.(4) of this Code” and by placing a period after the word “Officer.”

TABLED AT THE MARCH 9, 2015 CITY COUNCIL MEETING AS THE 10TH DAY AFTER ADVERTISEMENT WAS MARCH 10, 2015.

32. **15-1006089-2A – Bond Authorization in the amount of \$3,095,000.00 for the Construction of Municipal Outdoor Recreational Facilities.**

TABLED AT THE MARCH 9, 2015 CITY COUNCIL MEETING AS THE 10TH DAY AFTER ADVERTISEMENT WAS MARCH 10, 2015.

33. **14/15-1006005E – Proposed Amendment to Chapter 125, Entitled “Personnel, Section 6, Entitled Compensation Schedule,” as follows:**

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7 / Max
	<i>Start</i>	<i>6 months of service</i>	<i>1 year of service</i>	<i>2 yrs. of service</i>	<i>3 yrs. of service</i>	<i>4 yrs. of service</i>	<i>5 yrs. of service</i>
Fire Chief	-	-	-	-	-	-	\$160,000.00
Building Commissioner	\$87,021.00	\$88,761.42	\$90,536.65	\$92,347.38	\$94,194.33	\$96,078.21	98,000.00

TABLED AT THE MARCH 9, 2015 CITY COUNCIL MEETING AS THE 10TH DAY AFTER ADVERTISEMENT WAS MARCH 10, 2015.



**CITY OF MARLBOROUGH
OFFICE OF CITY CLERK**

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

MARCH 9, 2015

Regular meeting of the City Council held on Monday, MARCH 9, 2015 at 8:00 PM in City Council Chambers, City Hall. City Councilors Present: Pope, Oram, Robey, Delano, Page, Elder, Tunnera, Irish, Clancy and Landers. Absent: Ossing. Meeting adjourned at 9:26 PM.

ORDERED: That the minutes of the City Council meeting FEBRUARY 23, 2015, **FILE**; adopted.

ORDERED: That the Presentation/discussion with City Councilors-Fire Department Assessment prepared by Municipal Resources, Inc. November 2014, Order No. 14/15-1006028, **FILE**; adopted.

Note: Peter Finley Jr. and George Klauber presented their findings.

ORDERED: The the proposed Order concerning Acceptance of MGL, Chapter 83, Sections 16A-16F, refer to **LEGISLATIVE AND LEGAL AFFAIRS COMMITTEE**; adopted.

That the City of Marlborough accept Sections 16A through 16F, inclusive, of Chapter 83 of the Massachusetts General Laws, as amended, as follows:

§ 16A. Certificate of acceptance; effect; recordation:

If the rates and charges due to a city, town, municipality, or sewer district, which accepts this section and sections sixteen B to sixteen F, inclusive, and by its clerk, files a certificate of such acceptance in the proper registry of deeds, for supplying or providing for a sewer system or rendering service or furnishing materials in connection therewith to or for any real estate at the request of the owner or tenant are not paid on or before their due date as established by local regulations, ordinances or by-laws, which due date shall be so established as to require payments at least as often as annually, such rates and charges, together with interest thereon and costs relative thereto, shall be a lien upon such real estate as provided in section sixteen B. The register of deeds shall record such certificate of acceptance in a book to be kept for the purpose, which shall be kept in an accessible location in the registry. Sections sixteen B to sixteen F, inclusive, shall also apply to a sewer district which has accepted sections sixteen A to sixteen F, inclusive, and whose clerk has so filed the certificate of acceptance. Wherever in said sections the words "board or officer in charge of the sewer department" or their equivalent appear, they shall also mean and include the officers exercising similar duties in any city, town or district. A fire or water district authorized to provide a sewer system shall, for the purposes of sections sixteen A to sixteen F, inclusive, be deemed to be a sewer district.

§ 16B. Effective date of sewer charge lien; termination; methods of collection and enforcement of rate or charge:

Such lien shall take effect by operation of law on the day immediately following the due date of such rate or charge, and, unless dissolved by payment or abatement, shall continue until such rate or charge has been added to or committed as a tax under section sixteen C, and thereafter, unless so dissolved, shall continue as provided in section thirty-seven of chapter sixty; provided, however, that if any such rate or charge is not added to or committed as a tax under section sixteen C for the next fiscal year commencing after the inception of the lien under this section, then said lien shall terminate on October first of the third year following the year in which such charge becomes due.

Notwithstanding such lien any such overdue rate or charge may be collected through any legal means, including the shutting off of a sewer connection, which may be deemed advisable; provided, that after the termination of such a lien, no city, town or sewer district shall attempt to enforce, by shutting off the sewer connection, collection of such rate or charge from any person, not liable therefor, who has succeeded to the title or interest of the person incurring such rate or charge. All such rates and charges excluded by court decree under section seventy-six B of chapter sixty shall, to the extent that they were properly chargeable to the person owning, or to the tenant occupying, the premises for which such rates and charges were incurred, be recoverable from such person or tenant, as the case may be, in an action of contract or otherwise. If at the time of the entry of such decree such person or tenant is still the owner or tenant of the premises, whether through redemption or otherwise, such rates and charges to the extent that they were properly chargeable to him, may be enforced in any other manner provided or available for collection and enforcement of sewer connection rates and charges.

§ 16C. Certification of rate or charge to assessors; commitment as tax:

If a rate or charge for which a lien is in effect under section sixteen B has not been added to or committed as a tax and remains unpaid when the assessors are preparing a real estate tax list and warrant to be committed by them under section fifty-three of chapter fifty-nine, the board or officer in charge of the sewer department, or the town collector of taxes, if applicable under section thirty-eight A of chapter forty-one, shall certify such rate or charge to the assessors, who shall forthwith add such rate or charge to the tax on the property to which it relates and commit it with their warrant to the collector of taxes as a part of such tax. If the property to which such rate or charge relates is tax exempt, such rate or charge shall be committed as the tax.

§ 16D. Application of other law; powers of tax collectors:

Except as otherwise provided, the provisions of chapters fifty-nine and sixty shall apply, so far as pertinent, to all rates and charges certified to the assessors under section sixteen C. Without limiting the generality of the foregoing, upon commitment as a tax or part of a tax under said section sixteen C, all such rates and charges shall be subject to the provisions of law relative to interest on the taxes of which they become, or, if the property were not tax exempt would become, a part; and the collector of taxes shall have the same powers and be subject to the same duties with respect to such rates and charges as in the case of annual taxes upon real estate, and the provisions of law relative to the collection of such annual taxes, the sale or taking of land for the nonpayment thereof and the redemption of land so sold or taken shall, except as otherwise provided, apply to such rates and charges.

§ 16E. Remedies of aggrieved real estate owners:

An owner of real estate aggrieved by a charge imposed thereon under sections sixteen A to sixteen F, inclusive, in addition to such remedy as he may have under section ten of chapter one hundred and sixty-five, may apply for an abatement thereof by filing a petition with the board or officer having control of the sewer department within the time allowed by law for filing an application for abatement of the tax of which such charge is, or, if the property were not tax exempt, would have been, a part, and if such board or officer finds that such charge is more than is properly due, a reasonable abatement shall be made; and except as otherwise provided herein, the provisions of chapter fifty-nine relative to the abatement of taxes by assessors shall apply, so far as applicable, to abatements hereunder. If such petition is denied in whole or in part, the petitioner may appeal to the appellate tax board upon the same terms and conditions as a person aggrieved by the refusal of the assessors of a city or town to abate a tax.

§ 16F. Recovery of real estate owner against tenants:

An owner of real estate who, in order to prevent the imposition of a lien thereon or to discharge the same, has paid charges for sewer connections furnished to a tenant or other person who was bound to pay the same, may recover from such tenant or other person in an action of contract the amount of the charges so paid with all incidental costs and expenses.

President Pope requested a recess at 8:58 PM and returned to open meeting at 9:00 PM; adopted.

ORDERED: That WHEREAS having convened in an open meeting on March 9, 2015 the CITY COUNCIL of the CITY OF MARLBOROUGH, MA in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form BY NO LATER THAN APRIL 10, 2015 for the RICHER ELEMENTARY SCHOOL LOCATED AT 80 FOLEY ROAD, MARLBOROUGH, MA which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future to include PRIORITY 7: REPLACEMENT OF OR ADDITION TO OBSOLETE BUILDINGS IN ORDER TO PROVIDE FOR A FULL RANGE OF PROGRAMS CONSISTENT WITH STATE AND APPROVED LOCAL REQUIREMENTS AS DETERMINED IN THE JUDGMENT OF THE AUTHORITY; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City of Marlborough to filing an application for funding with the Massachusetts School Building Authority, NOW THEREFORE the City Council of the City of Marlborough hereby authorizes the Superintendent to submit a Statement of Interest to the Massachusetts School Building Authority for the above-specified project, refer to **OPERATIONS AND OVERSIGHT COMMITTEE**; adopted.

ORDERED: That the Appointment of Richard Cygan, to the Council on Aging for a four year term to expire from date of approval, refer to **PERSONNEL COMMITTEE**; adopted.

ORDERED: Be it ordained by the City Council of the City of Marlborough that the Code of the City of Marlborough, as most recently amended, be further amended by amending the Zoning Ordinance as follows:

1. Replacing Section 650-26.A(1)(a) in its entirety with the following:

- (a) Number of affordable units. The development shall (i) provide that at least 15% of the dwelling units to be constructed for home ownership or rental purposes will be made available at affordable prices to home buyers or renters, or (ii) if authorized by a majority vote of the City Council, provide a sum equal to \$50,000 per affordable dwelling unit that would have been required hereunder, to be deposited in the fund for economic development created by Chapter 126 of the Acts of 2011, or another fund designated by the City Council.

Refer to **URBAN AFFAIRS COMMITTEE, PLANNING BOARD, AND ADVERTISE PUBLIC HEARING FOR MONDAY, APRIL 6, 2015**; adopted.

ORDERED: That the Application for Renewal of Junk Dealers/Second Hand License, Mary Giorgi, d/b/a Giorgi's Boutique, 266 Main St., refer to **PUBLIC SERVICES**; adopted.

ORDERED: That the Application for Renewal of Junk Dealers/Second Hand License, TVI, Inc., d/b/a Savers, 222A East Main St., refer to **PUBLIC SERVICES**; adopted.

- ORDERED: That the Application for Renewal of Junk Dealers/Second Hand License, Roman Kimyagarov, d/b/a Arthur & Sons Shoe Repair, 107 Main St., refer to **PUBLIC SERVICES**; adopted.
- ORDERED: That the Minutes, Board of Health, February 3, 2015, **FILE**; adopted.
- ORDERED: That the Minutes, Conservation Commission, February 5, 2015, **FILE**; adopted.
- ORDERED: That the Minutes, Planning Board, February 12, 2015, **FILE**; adopted.
- ORDERED: That the Minutes, Traffic Commission, December 17, 2014, **FILE**; adopted.
- ORDERED: That the Minutes, Other Post-Employment Benefits, (OPEB) Trust Board Meeting, January 14 & February 18, 2015, **FILE**; adopted.
- ORDERED: That the Communication from Amica, on behalf of Frank Peace, 72 Reynolds Ct., Joseph Barone, 251 Raymond Rd., John Iannone, 9 Boivin Dr., Nancy Messina, 51 Lafayette Dr., Fred Brewitt, 299 Sudbury St., & Christiane Nelson, 21 Canterbury Way, refer to **LEGAL DEPARTMENT**; adopted.
- ORDERED: That the Communication from Hanover Insurance Group, on behalf of Kathryn Webster, 31A Church St., Philip Garcia, 63 Sandini Rd., & Katherine Kerr, 15 Bowstring Way, refer to **LEGAL DEPARTMENT**; adopted.
- ORDERED: That the Communication from Union Mutual of Vermont Companies, on behalf of Heather Bell, 67 Crystal Brook Way, Unit F, refer to **LEGAL DEPARTMENT**; adopted.
- ORDERED: That the following CLAIMS, refer to the **LEGAL DEPARTMENT**; adopted.
- a. Jackeline Jaguande, 688 Boston Post Rd., pothole or other road defect claim.
 - b. George Cook, 94 Framingham Rd., other property damage.
 - c. Robert Cabral, 32 Park St., other property damage.
 - d. Eric & Deborah Richard, 4 Belleview Ave., other property damage.
 - e. John Nicholson, 302 Sudbury St., residential mailbox claim 2(a).
 - f. Phil Cosper, Wheel Pros, 44 Park St., other property damage.

Reports of Committees:

Councilor Tunnera reported the following out of the Personnel Committee:

Meeting Name: City Council Personnel Committee

Date: March 2, 2015

Time: 5:30 PM

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

Agenda Item(s) addressed:

Convened: 5:40 PM

Adjourned: 6:37 PM

Present: Chairman Tunnera; Personnel Committee Members Councilors Irish and Elder (arrived 6:25 PM); Councilors Landers, Page, and Pope

Reports of Committees cont'd:

Order No. 14-1006007: The Reappointments of Kelly French and Michael Gibson to the Youth Commission for terms to expire three years from date of approval and the appointment of Sharon Buckley to the Youth Commission for a term to expire two years from date of approval. **Recommendation of the Personnel Committee is to approve the Reappointments of Kelly French and Michael Gibson and the Appointment of Sharon Buckley to the Youth Commission. Motion made by Councilor Irish, seconded by Chair, to approve the appointments. The motion carries 2-0 (Elder absent).**

Order No. 15-1006093: The Reappointment of Greg Mitrakas and Appointment of David Bouvier to the License Board for terms to expire six years from date of approval. Mr. Bouvier replaces longtime member James Riessle who resigned in December. **Recommendation of the Personnel Committee is to approve the Reappointment of Greg Mitrakas and the Appointment of David Bouvier to the License Board. Motion made by Councilor Irish, seconded by Chair, to approve the appointments. The motion carries 2-0 (Elder absent).**

Order No. 15-1006094: The Appointment of Dennis Cavanaugh and Renee Perdicaro to the Community Development Authority for terms to expire three years from date of approval. Mr. Cavanaugh will replace Stephen Leduc who resigned in November and Ms. Perdicaro will replace Lynn Faust whose term has expired. **Recommendation of the Personnel Committee is to approve the Appointments of Dennis Cavanaugh and Renee Perdicaro to the Community Development Authority. Motion made by Councilor Irish, seconded by Chair, to approve the appointments. The motion carries 2-0 (Elder absent).**

Order No. 15-1006095: The Appointment of Pat Gallier to the Council on Aging to fill the balance of the term of Lynn Anderson which is due to expire on May 2, 2017. **Recommendation of the Personnel Committee is to approve the Appointment of Pat Gallier to the Council on Aging Board. Motion made by Councilor Irish, seconded by Chair, to approve the appointment. The motion carries 2-0 (Elder absent).**

Order No. 15-1006113: The Appointment of Paul Sliney as the tenant's representative on the Community Development Authority (CDA) for a three year term to commence at the expiration of Ms. Swartz's term which is March 12, 2015. **Recommendation of the Personnel Committee is to approve the Appointment of Paul Sliney as the tenant's representative on the Community Development Authority. Motion made by Councilor Irish, seconded by Chair, to approve the appointment. The motion carries 2-0 (Elder absent).**

Order No. 15-1006115: The Appointment of David Manzella as Principal Assessor for a term to expire three years from date of confirmation. He is replacing Bradford Dunn. **Recommendation of the Personnel Committee is to approve the Appointment of David Manzella as Principal Assessor. Motion made by Councilor Irish, seconded by Chair, to approve the appointment. The motion carries 2-0 (Elder absent).**

Order No. 15-1006091: The Reappointment of Mark Gibbs as IT Department Head for a term to expire three years from date of approval. **Recommendation of the Personnel Committee is to approve the Reappointment of Mark Gibbs as IT Department Head. Motion made by Councilor Irish, seconded by Chair, to approve the appointment. The motion carries 2-0 (Elder absent).**

Reports of Committees cont'd:

Order No. 15-1006091: The Reappointment of Cynthia Panagore-Griffin as Assistant City Solicitor for a term to expire three years from date of approval. **Recommendation of the Personnel Committee is to approve the Reappointment of Cynthia Panagore-Griffin as Assistant City Solicitor. Motion made by Councilor Irish, seconded by Chair, to approve the appointment. The motion carries 2-0 (Elder absent).**

Councilor Irish recused from discussion of Order No. 15-1006092. The meeting recessed at 6:19 PM. Councilor Elder arrived and the meeting reconvened at 6:25 PM.

Order No. 15-1006092: The Appointment of Robert Camacho as Building Commissioner for a term to expire three years from date of appointment. **Recommendation of the Personnel Committee is to approve the Appointment of Robert Camacho as Building Commissioner. Motion made by Councilor Elder, seconded by Chair, to approve the appointment. The motion carries 2-0 (Irish recused).**

Motion made by Councilor Elder, seconded by the Chair, to adjourn. The motion carries 2-0. The meeting adjourned at 6:37 PM.

Councilor Clancy reported the following out of the Legislative and Legal Affairs Committee Committee:

Meeting Name: City Council Legislative & Legal Affairs Committee

Date: March 3, 2015

Time: 5:30 PM

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

Convened: 5:30 PM

Adjourned: 6:09 PM

Present: Chairman Clancy; Legislative & Legal Affairs Committee Members Councilors Robey and Delano; Councilors Elder and Pope

Also Present: Mayor Arthur Vigeant; John Ghiloni, Commissioner of Public Works; City Solicitor Donald Rider

Order No. 15-1006090: Authorization Request for Possible Purchase of a Parcel of Land on New Street.

The committee discussed the proposed purchase of a certain parcel of land (Map 69, Parcel 194), approximately 1,750 square feet, on New Street with Mayor Vigeant, Commissioner Ghiloni and Ward Councilor Elder. It was agreed that the parcel of land would bring added value to the City with additional parking spaces for the Senior Center and storage in the building currently on-site. The committee voted to allow the Mayor to enter into negotiations with the property owner for a price not to exceed \$35,000.

Motion made by Councilor Delano, seconded by the Chair, to approve the order as written. The motion carries 3-0.

Motion made by Councilor Delano, seconded by the Chair, to adjourn. The motion carries 3-0.

Meeting Adjourned: 6:09 PM.

Reports of Committees cont'd:

Councilor Robey reported the following out of the Finance Committee:

**Marlboro City Council Finance Committee
Monday March 2, 2015
In Council Chambers**

Present: Chairman Ossing; Finance Committee members Councilors Robey, Elder, Oram and Irish. Councilors Pope, Landers, and Clancy were also in attendance. The meeting convened at 7:01 PM.

- 1. Order No. 15-1006082 – Transfer \$30,000.00 to Fund Search Firm for New Fire Chief:** The Finance Committee reviewed the Mayor's letter dated February 5, 2015 requesting the transfer of \$30,000.00 to fund the hiring of a search firm and assessment center to assist in the hiring of a new Fire Chief. **The Finance Committee voted 4- 1 (Councilor Oram opposed) to approve the transfer.**
- 2. Order No. 15-1006083 – Transfer \$25,500.00 for the Health Department:** The Finance Committee reviewed the Mayor's letter dated February 5, 2015 requesting the transfer of \$25,500.00 to fund the new Health Department organizational structure. **The Finance Committee voted 5 - 0 to approve the transfer.**
- 3. Order No. 15-1006084 – Transfer \$10,000.00 for Temporary Inspector for the Building Department:** The Finance Committee reviewed the Mayor's letter dated February 5, 2015 requesting the transfer of \$10,000.00 to fund the hiring of a temporary, full time local inspector for the building department. **The Finance Committee voted 5 - 0 to approve the transfer.**
- 4. Order No. 15-1006109 – Mid Year Transfer Requests for ~\$924,000.00:** The Finance Committee reviewed the Mayor's letter dated February 19, 2015 requesting mid year transfers from the Legal Department, Department of Public Works, Public Facilities, Veterans Services, Fire Department and Police Department. The Veterans Services transfer was approved at the February 23, 2015 City Council meeting. **The Finance Committee voted 5 - 0 to approve all the transfers with the exception of the following because it was a duplicate item:**
 - **Page 6-18 – The \$2,200 transfer from the educational incentive line item 60081003-51440.**
- 5. Order No. 15-1006110 – Transfer \$106,270.33 to Fund Fire Department Overtime:** The Finance Committee reviewed the Mayor's letter dated February 19, 2015 requesting the transfer of \$106,270.33 to fund overtime costs in the Fire Department. **The Finance Committee voted 5 - 0 to approve the transfer.**
- 6. Order No. 15-1006111 – Transfer \$58,170.18 to Fund Retirements in Several Departments:** The Finance Committee reviewed the Mayor's letter dated February 19, 2015 requesting the transfer of \$58,170.18 to fund retirements in the Police Department, Board of Health and Department of Public Works. **The Finance Committee voted 5 - 0 to approve the transfers.**

Reports of Committees cont'd:

7. **Order No. 15-1006112 – Step Increase for Sanitarian:** The Finance Committee reviewed the Mayor's letter dated February 19, 2015 requesting approval to start the new Assistant Sanitarian at Step 1 which is \$47,096.59. **The Finance Committee voted 5 - 0 to approve the step increase.**
8. **Order No. 15-1006089-1, 1006089-2 and 1006089-3 – Bond Request for \$3,095,000.00 for the Hudson Street Landfill Redevelopment:** The Finance Committee reviewed the Mayor's letter dated January 22, 2015 for bond request in the amount of \$3,095,000.00 to fund the fields at the Hudson Street Landfill. Councilor Elder abstained from participating. The Finance Committee took the follow actions:
 - **15-1006089-1 - The Finance Committee voted 4-0 to approve the communication from the Mayor requesting a vote to permanently dedicate the land, which contains a portion (Lot 2) containing 11.3 acres of Hudson Street Landfill property located on Hudson Street and shown on Marlboro Assessors Maps as Map 30, Parcel 4, as taken by the City of Marlboro on October 5, 1959 for purposes of a public dump and other municipal purposes, to park and recreation purposes under the provisions of MGL c.45, s.3; and further that, as so dedicated, said property is hereby placed under the care, custody, management and control of the City of Marlboro Recreation Commission.**
 - **15-1006089-2 - The Finance Committee voted 4 - 0 to approve a 15 year bond for the construction of municipal outdoor recreational facilities in the amount of \$3,095,000.00. The Finance Committee approved recommending the suspension of the rules at the March 9, 2015 City Council meeting to request the advertisement of the bond.**
 - **15-1006089-3 - The Finance Committee voted 4 – 0 to approve the “Proposed resolution to apply for and accept a grant from the Executive Office of Energy and Environmental Affairs, for the Hudson Street Landfill recreation facility.” It is resolved the Mayor be, and hereby is, authorized to apply for and accept a PARC grant from the Executive Office of Energy and Environmental Affairs; and that the Mayor be, and hereby is, authorized to take such other actions as are necessary to carry out the terms, purposes and conditions of the PARC grant to be administered by the Recreation Commission of the City of Marlboro; and that the Resolution shall take effect upon its passage.**

The Finance Committee acknowledged that the Mayor will only move forward with the project if private investment is obtained to offset the cost of the project. The Mayor will update the City Council with the funding sources to offset the cost of the bond prior to any construction activities.

The Finance Committee adjourned at 9:02 PM.

Suspension of the Rules requested – granted

ORDERED: That the Appointment of Dennis Cavanaugh and Renee Perdicaro to the Community Development Authority for terms to expire three years from date of approval, **APPROVED**; adopted.

Suspension of the Rules requested – granted

ORDERED: That the Fire Department transfer request in the amount of \$106,270.33 which moves funds from Firefighter to Overtime to fund overtime costs in the Fire Department, **APPROVED**; adopted.

CITY OF MARLBOROUGH BUDGET TRANSFERS –									
DEPT:		FIRE				FISCAL YEAR:		15	
FROM ACCOUNT:					TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$1,339,078.66	\$64,183.57	12200001	50450	FIREFIGHTER	\$64,183.57	12200003	51300	OVERTIME	\$12,065.41
	Reason:	Transfer is available due to 111F payments							
\$1,339,078.66	\$42,086.76	12200001	50450	FIREFIGHTER	\$42,086.76	12200003	51300	OVERTIME	\$12,065.41
	Reason:	Transfer is available due to a retirement							
	\$106,270.33	Total			\$106,270.33	Total			

Suspension of the Rules requested – granted

ORDERED:

OUTDOOR RECREATIONAL FACILITIES BOND

At the Regular Meeting of the Marlborough City Council on March 9, 2015, the following bond was ordered **ADVERTISED**; adopted.

That the sum of \$3,095,000 (three million ninety-five thousand) dollars be and is hereby appropriated for the construction of municipal outdoor recreational facilities.

That to meet said appropriation, the Comptroller-Treasurer, with the approval of the Mayor, is hereby authorized to issue bonds or notes of the City of Marlborough in the amount of \$3,095,000.

Pursuant to the provisions of Chapter 44, section 7 (25) of the Massachusetts General Laws, as amended, each issue of such bonds or notes shall be payable in not more than fifteen (15) years from its date of issue.

Councilor Elder recused.

ORDERED: That the Mitigation Payment Acceptance from Atlantic Management in the amount of \$150,000.00 which moves funds from Undesignated to Sewer Maintenance to fund needed sewer upgrades for redevelopment project at 200 Forest St, **APPROVED**; adopted.

FROM:		
Acct. # 10000-35900		\$150,000.00
Undesignated Fund		
TO:		
Acct. # 19300006-55650		\$150,000.00
Sewer Maintenance		

ORDERED: That Fire Department transfer request in the amount of \$53,214.30 which moves funds from Fringe to Sick Leave Buy Back to fund the sick leave buy back for a retiring member of the Fire Department, **APPROVED**; adopted.

FROM:		
Acct. # 11990006-51500		\$53,214.30
Fringe		
TO:		
Acct. # 12200003-51920		\$53,214.30
Sick Leave Buy Back		

ORDERED:

TURF FIELD BOND

At the Regular Meeting of the Marlborough City Council on March 9 2015, the following bond, **TABLED UNTIL NEXT MEETING AS THE 10TH DAY AFTER ADVERTISEMENT WAS MARCH 10, 2015**; adopted.

That the sum of \$3,855,059.00 (three million eight-hundred fifty-five thousand and fifty-nine) dollars be and is hereby appropriated for the construction of a synthetic turf athletic field, new track and concession stand at the Whitcomb Middle School Field and that to meet said appropriations, the Comptroller-Treasurer, with the approval of the Mayor, is hereby authorized to issue bonds or notes of the City of Marlborough in the amount of \$3,855,059.00.

Pursuant to the provisions of Chapter 44, Section 7 (3) of the Massachusetts General Laws as amended, each issue of such bonds or notes shall be payable in not more than fifteen (15) years from its date of issue.

Councilor Elder recused.

ORDERED: At the Regular Meeting of the Marlborough City Council on March 9 2015, the following the following proposed salary ordinance to the Code of the City of Marlborough, **TABLED UNTIL NEXT MEETING AS THE 10TH DAY AFTER ADVERTISEMENT WAS MARCH 10, 2015**; adopted.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH THAT THE CITY CODE OF THE CITY OF MARLBOROUGH, AS AMENDED, BE FURTHER AMENDED BY AMENDING CHAPTER 125, ENTITLED "PERSONNEL, SECTION 6, ENTITLED COMPENSATION SCHEDULE," AS FOLLOWS:

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7 / Max
	<i>Start</i>	<i>6 months of service</i>	<i>1 year of service</i>	<i>2 yrs. of service</i>	<i>3 yrs. of service</i>	<i>4 yrs. of service</i>	<i>5 yrs. of service</i>
Fire Chief	-	-	-	-	-	-	\$160,000.00
Building Commissioner	\$87,021.00	\$88,761.42	\$90,536.65	\$92,347.38	\$94,194.33	\$96,078.21	98,000.00

Councilor Irish recused.

ORDERED: At the Regular Meeting of the Marlborough City Council on March 9 2015, the following the following proposed salary ordinance to the Code of the City of Marlborough, **TABLED UNTIL NEXT MEETING AS THE 10TH DAY AFTER ADVERTISEMENT WAS MARCH 10, 2015**; adopted.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH THAT THE CITY CODE OF THE CITY OF MARLBOROUGH, AS AMENDED, BE FURTHER AMENDED BY AMENDING CHAPTER 125, ENTITLED "PERSONNEL, SECTION 6, ENTITLED COMPENSATION SCHEDULE," AS FOLLOWS:

- A. The title of "Sanitarian" shall be replaced with "Director of Public Health."
- B. This salary schedule shall take effect upon passage.

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7/Max
	<i>Start</i>	<i>6 months of service</i>	<i>1 year of service</i>	<i>2 years. of service</i>	<i>3 years. of service</i>	<i>4 years. of service</i>	<i>5 years. of service</i>
Director of Public Health	\$78,142.00	79,704.84	\$81,298.94	\$82,924.91	\$84,583.41	\$86,275.08	\$88,000.00

ORDERED: At the Regular Meeting of the Marlborough City Council on March 9 2015, the following the following ordinance to the Code of the City of Marlborough, be and is herewith **TABLED UNTIL NEXT MEETING AS THE 10TH DAY AFTER ADVERTISEMENT WAS MARCH 10, 2015.**

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

- A. Section 7-35, entitled "Duties", is hereby amended by deleting the words "City Solicitor" wherever it appears and inserting in place thereof the words "City Auditor;"
- B. Section 7-35, is also hereby amended by deleting in its entirety subparagraph (4) of paragraph B., and by renumbering subparagraph (5) of said paragraph B. so as to become subparagraph (4); and
- C. Section 116-2 is hereby amended by deleting the phrase "as required by § 7-35 B.(4) of this Code" and by placing a period after the word "Officer."

ORDERED: There being no further business, the regular meeting of the City Council is herewith adjourned at 9:26 PM.



RECEIVED
CITY CLERK'S OFFICE
OF MARLBOROUGH

MAR 19 A 11: 53

City of Marlborough
Office of the Mayor

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

Arthur J. Nigant
MAYOR

Michael C. Berry
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

March 19, 2015

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

RE: Intermunicipal Agreement and Grant Acceptance from the Prevention and Wellness Trust Fund

Honorable President Pope and Councilors:

In 2014, the Town of Hudson recruited the City of Marlborough and the Towns of Framingham and Northborough to jointly apply for a regional grant through the Prevention and Wellness Trust Fund (PWTF) under the Executive Office of Health and Human Services. I am pleased to report to you that our grant proposal was successful and our four communities will be able to fund the hiring of several full-time, bilingual Community Health Workers (CHWs) through 6/30/2017.

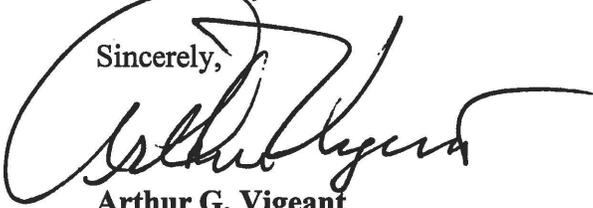
The trust fund was established by the Massachusetts State Legislature in July 2012 with the intent of encouraging communities across the Commonwealth to reduce health care costs by mitigating or preventing chronic conditions such as pediatric asthma, hypertension, tobacco related illness and falls among our senior population.

Our proposal sought funding for full-time, temporary Community Health Workers, one of which will work in Marlborough and under the direction of our Director of Public Health. The core duties of the job will require them to perform in-home assessments and evaluations for our residents with a special focus on the health issues listed above. Given our new capabilities at the new senior center, the Community Health Worker can also lead and hold additional workshops and classes on health issues important to our senior community.

I am enclosing for your acceptance a notice of the grant award. Additionally, I wish to seek your authorization to enter in to an intermunicipal agreement (IMA) with the Towns of Northborough and Hudson which will allow us to share our CHWs as partners in this grant program as well as a Memorandum of Agreement (MOA) with the Town of Hudson, who will serve as the fiduciary officer responsible for disbursement of the grant funds.

This grant was highly competitive and I wish to recognize and thank the Town of Hudson for inviting us to partner with them on this exciting initiative. Our new Director of Public Health Cathleen Liberty will be available Monday evening should you have any questions. Thank you in advance for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Arthur G. Vigeant', written over the word 'Sincerely,'.

Arthur G. Vigeant
Mayor

Enclosures

- 1. Cover letter from Director of Public Health Cathleen Liberty**
- 2. Grant Award cover sheet**
- 3. IMA between the City of Marlborough and Towns of Hudson and Northborough**
- 4. MOA between the City of Marlborough and the Town of Hudson**



CITY OF MARLBOROUGH

BOARD OF HEALTH

140 Main Street, Lower Level
Marlborough, Massachusetts 01752
Facsimile (508) 460-3625 TDD (508) 460-3610

James Griffin, Chairman
John Curran, MD, Vice Chairman
Robin Williams, Member
Tel (508) 460-3751

March 18, 2015

RE: Prevention & Wellness Trust Fund Grant

Dear Mr. Mayor,

The City of Marlborough is a member of the MetroWest Prevention & Wellness Partnership and one of only nine groups that were awarded grant funds to improve the health of residents with chronic diseases.

As a partner, the Marlborough Board of Health will work to improve the health and safety of the aging community and ultimately reduce tobacco related illness. In order to carry out this work, the City of Marlborough will receive grant funds to hire a temporary community health worker to work directly with our citizens to offer home safety assessments, referrals to tobacco cessation programs, and to promote smoke-free housing.

This wellness and prevention program is critical to improving the health and welfare of the citizens in the Marlborough community. This project is receiving significant national attention and may become a model for other states in the future. The City of Marlborough will benefit greatly from being a part of this important work.

In closing, a notice of grant award spreadsheet has been completed and signed for the Prevention & Wellness Trust Fund Grant. I am requesting that this be submitted to City Council for approval to expend the funds received for the purpose of the grant.

Sincerely,

Cathleen Liberty
Director of Public Health

**CITY OF MARLBOROUGH
NOTICE OF GRANT AWARD**

DEPARTMENT: Health Department **DATE:** 17-Mar-15

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Cathleen Liberty, Director of Public Health

NAME OF GRANT: Prevention & Wellness Trust Fund

GRANTOR: MA Dept. of Public Health via Town of Hudson, MA

GRANT AMOUNT: \$46015.75 (For 2015)

GRANT PERIOD: March 15, 2015-June 30, 2017

**SCOPE OF GRANT/
ITEMS FUNDED** 1. Conduct home safety assessment of elderly patients, who are referred by their
physicians, to reduce the risk of falling at home.
2. Promote voluntary smoke-free policies in housing complexes (apartments and
condos).
3. Other duties relating to community health, case management and housing as
assigned by the Director of Public Health.

**IS A POSITION BEING
CREATED:** Yes - Community Health Worker

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

**ARE MATCHING CITY
FUNDS REQUIRED?** No

IF MATCHING IS NON-MONETARY (MAN HOURS, ETC.) PLEASE SPECIFY:
Supervision and management of hired staff and contractors

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

ANY OTHER EXPOSURE TO CITY?
No

IS THERE A DEADLINE FOR CITY COUNCIL APPROVAL: 23-Mar-15

**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**

**Inter-Municipal Agreement
MetroWest Prevention & Wellness Partnership
Regional Community Health Worker**

THIS AGREEMENT dated as of March 15, 2015 (the "Agreement") is entered into by and between the Towns of Hudson and Northborough, and the City of Marlborough (collectively, the "Municipalities" or "parties;" individually, "Municipality" or "party").

WHEREAS, M.G.L. c. 40, § 4A, as amended, authorizes the chief executive officer of a city or town to enter into agreements with one or more municipalities and other governmental units to jointly perform services and shares costs which any one of them is authorized to perform; and

WHEREAS, the Boards of Health of the Municipalities are committed to efficiently and consistently promote, protect, and preserve public health, and to improve public health outcomes; and

WHEREAS, the Boards of Health of the Municipalities, together with the Town of Framingham, is participating in the Massachusetts Department of Public Health's Prevention & Wellness Trust Fund program as a joint Collaborative, known as the MetroWest Prevention & Wellness Partnership, whose purpose is to improve health outcomes and reduce health care costs associated with certain chronic health conditions through close collaborations between clinic and community health organizations; and

WHEREAS, part of the Prevention & Wellness Trust Fund program will be carried out by Community Health Workers; and

WHEREAS, the Municipalities desire to share the services of a Regional Community Health Worker to carry out the Prevention & Wellness Trust Fund activities; and

WHEREAS, the Town of Hudson, as the lead community of the MetroWest Prevention & Wellness Partnership, and City of Marlborough, as the largest community among the Municipalities, are willing and capable of hiring and hosting such Regional Community Health Workers; and

WHEREAS, pursuant to M.G.L. c. 40, § 4A, each party to this Agreement has obtained authority to enter into this Agreement. The Municipalities have obtained authorization for the joint undertaking by vote of their respective Boards of Selectmen or City Council with the approval of the Mayor. In addition, the Board of Health of each Municipality has recommended approval of this Agreement.

NOW, THEREFORE, the parties, in mutual consideration of the covenants contained herein, intending to be legally bound thereby, agree as follows:

1. Term. The term of this Agreement shall commence, upon execution by the Municipalities, on March 15, 2015, and end on June 30, 2017, unless earlier terminated as set forth herein.
2. Amendment. This Agreement may be amended only in writing when signed by a duly authorized official of each of the member Municipalities.
3. Funding. The funding for this initiative is provided by Massachusetts Department of Public Health's Prevention & Wellness Trust Fund Grant, and a matching grant from MetroWest Health Foundation.
4. Hiring Community. During the Term of this Agreement, the Town of Hudson, acting as the lead community, and City of Marlborough, being the largest community among the Municipalities, shall serve as the Hiring Communities, and shall employ the Regional Community Health Workers. The Town of Hudson and City of Marlborough, through their standard personnel practices, shall each hire a Regional Community Health Worker to provide services described in Exhibit A: Community Health Worker Job Description, which is attached hereto and incorporated herein.
5. Financial Safeguards Statements and Audits. As the Hiring Communities, the Town of Hudson and City of Marlborough, in conjunction with the Town of Northborough, shall ensure compliance with the financial safeguards specified in M.G.L. c.40, § 4A, as amended, and shall maintain accurate and comprehensive records of services performed, costs incurred, and reimbursements and contributions received. The Hiring Communities, in conjunction with the Town of Hudson, will also arrange the performance of regular audits of such records kept and arrange for the submittal of periodic financial statements to issue to the participating municipalities hereto.
6. Indemnification. Each party to this Agreement shall be liable for the acts and omissions of its own employees and not for the employees of any other party in the performance of their obligations under this Agreement to the extent provided by the Massachusetts Tort Claims Act, M.G.L. c. 258. By entering into this Agreement, no party has waived any governmental immunity or limitation of damages, which may be extended to them by operation of law. The Municipalities shall hold each other harmless from any and all claims related to employment or employee benefits, collectively bargained or otherwise, made by persons under their employ. Each party shall indemnify and hold harmless the other parties to this Agreement from and against any claim arising from or in connection with the performance of this Agreement, to the extent the indemnifier would otherwise be liable under a direct claim pursuant to M.G.L. c. 258 including, without limitation, any claim of liability, loss, damages, costs and expenses for personal injury or damage to real or personal property by reason of any negligent act or omission.
7. Municipal Withdrawal or Termination. Any Municipality may withdraw from and terminate its participation in this Agreement upon the provision of at least thirty (30) days prior written notice to the other Municipalities. No such termination shall affect any obligation of indemnification or contractual obligation that may have arisen

hereunder prior to such termination. Termination or withdrawal by one of the Municipalities shall not invalidate this Agreement for the remaining two Municipalities. Notice under this provision shall be provided to each Municipality as follows:

Town of Hudson: Thomas Moses, Executive Assistant
Town of Hudson
78 Main Street
Hudson, MA 01749

Town of Northborough: John W. Corderre
Town Administrator
Northborough Town Offices
63 Main Street
Northborough, MA 01532

City of Marlborough: Arthur G. Vigeant, Mayor
City of Marlborough
140 Main Street
Marlborough, MA 01752

8. Assignment. No Municipality shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without prior written consent of the other Municipalities.
9. Severability. If any provision of this Agreement is held by a court of appropriate jurisdiction to be invalid, illegal or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, or affect the application of such provision to any other circumstances, and the remaining provisions hereof shall not be affected and shall remain in full force and effect.

WITNESS OUR HANDS as of the first date written above.

TOWN OF HUDSON

By its Executive Assistant as approved by the Board of Selectmen,
With no personal liability to himself.

Thomas Moses

Date

TOWN OF NORTHBOROUGH

By its Town Administrator as approved by the Board of Selectmen,
With no personal liability to himself.

John W. Coderre

Date

CITY OF MARLBOROUGH

By its Mayor as approved by the City Council,
With no personal liability to himself.

Arthur G. Vigeant

Date

Exhibit A

Exhibit A

Community Health Worker Job Description

PREVENTION & WELLNESS COMMUNITY HEALTH WORKER

Definition

The Prevention & Wellness Community Health Worker (CHW) is responsible for conducting outreach and education activities related to fall prevention and tobacco cessation as part of the Prevention & Wellness Trust Fund Grant. Work will be conducted across 3 municipalities (Hudson, Marlborough, and Northborough) and will include activities in community and home settings.

Essential Duties and Responsibilities

The essential duties and responsibilities listed below are intended only as illustrations of the various types of responsibilities that may be required. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Responds to project referrals and contacts clients in a timely fashion
2. Conducts community outreach and education about fall prevention, tobacco cessation and smoke-free housing initiatives
3. Schedules and conducts in-home environmental assessments to identify potential fall hazards and smoke intrusion
4. Communicates regularly with clients to keep them engaged in the project
5. Works with clients to develop home safety plans
6. Connects clients to home contractors for safety equipment and home modifications as needed
7. Works with project staff to engage landlords in smoke-free housing policies
8. Collects required client information and documents client interactions
9. Works with project staff to complete reports
10. Provides feedback to project partners
11. Refers clients to other partners for education, counseling, exercise or clinical services as needed
12. Participates in project related meetings, conference calls, webinars and training

Supervision

Works under the administrative supervision of the Supervisor for Community Health Programs in accordance with applicable rules, regulations, and policies. Varied and responsible duties require the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

Recommended Minimum Qualifications

- Commitment to health promotion with special attention to the underserved and diverse communities
- Minimum 3 years of experience working or volunteering in the community
- Knowledge of Hudson, Marlborough and Northborough
- Marlborough or Hudson residency strongly preferred
- Fluency in English and Portuguese required
- Fluency in Spanish a plus
- High school degree or equivalency required, Associates Degree preferred
- Experience working with members of diverse languages and cultures
- Interest or experience working with older adults
- Ability to interact effectively and appropriately with the public and co-workers
- Ability to motivate individuals to change health behavior
- Strong organization skills
- Basic computer skills, willingness to learn new computer programs as needed
- Comfortable working in a variety of environments including office, community and home settings
- Comfortable working in-person with families and individuals

- Comfortable working with a variety of project staff in Hudson, Marlborough and Northborough
- Current Massachusetts driver's license and daily access to a car for use. Good driving history is required.
- Grant funded position through June 30, 2017

Work Environment

Work is performed in office, community and home settings. Local travel is required.

The employee operates standard office equipment.

The employee has ongoing contact with other town departments, outside agencies, and the public by telephone, e-mail, in person, and in writing.

This position may require direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties.

Physical Requirements

Moderate physical effort is required to perform duties under typical office conditions and travel to off-site locations. The employee is frequently required to sit, speak and hear and use hands to operate equipment. Off-site locations may include meeting spaces, clinicians' offices, hospitals, and homes of patients/clients. Vision requirements include the ability to read and analyze documents and use a computer.

A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

MEMORANDUM OF AGREEMENT

by and between

The Town of Hudson
and
The City of Marlborough

WHEREAS, the Town of Hudson, with its principal place of business at 78 Main Street, Hudson, Massachusetts 01749, and the City of Marlborough, with its principal place of business at 140 Main Street, Marlborough, Massachusetts, 01752 may be referred to hereinafter collectively as the "Parties" or individually as a "Party"; and,

WHEREAS, the Town of Hudson, as the Coordinating Partner, submitted an application in response to the Request for Responses issued by the Massachusetts Department of Public Health ("DPH") for the purpose of disbursing grants from the Prevention and Wellness Trust Fund ("PWTF"), and to the MetroWest Health Foundation (MHF) for supplemental funds; and,

WHEREAS, the City of Marlborough agreed to be named as the Partner Organization in such application; and,

WHEREAS, the Town of Hudson has been awarded \$1,732,759.85 by DPH from the PWTF and is eligible for up to \$173,275.00 from the MHF to fund the tasks and activities described in its applications and has entered into an agreement, attached as Exhibit A and incorporated herein by reference, with DPH outlining the terms of its award; and,

WHEREAS, the Town of Hudson and the City of Marlborough desire to enter into this agreement for the purpose of delineating the roles and responsibilities of the Parties with respect to the Grant and intend to be bound by the terms and conditions of this agreement; and,

NOW, THEREFORE, in consideration of the above recitals and for other good and valuable consideration, the Parties agree as follows:

1. **Term.** This agreement is subject to funding by grantors. It shall be effective upon signing by all Parties, and shall be in effect until December 31, 2015 or the conclusion of the Grant, whichever is later. Either party may terminate this agreement sixty (60) days after written notice of intent to do so. In the case of a material breach of either parties' rights or obligations described herein, either party may terminate the agreement immediately through written notice.
2. **Partner Organization Responsibilities.** The City of Marlborough shall support the Town of Hudson as outlined under the "Partnership Expectations" section in Contract Conditions, attached as Exhibit B and incorporated herein.

3. **Additional Responsibilities.** The City of Marlborough shall provide the services as described in the scope of work ("Scope of Work"), attached as Exhibit C and incorporated herein. Any modifications to the Scope of Work must be approved in writing by both Parties.
4. **Budget.** The budget for partner organizations under this PWTf grant as approved by Massachusetts Department of Public Health is attached as Exhibit D and incorporated herein.
5. **Expense Reports.** The City of Marlborough shall submit an expense report, and any associated supporting financial documentation, to the Town of Hudson on a quarterly basis.
6. **Payment.** The Town of Hudson's total payment to the City of Marlborough under this Agreement shall not exceed \$46,015.75, unless otherwise authorized in writing pursuant to paragraph four (4).
7. **Indemnification.** The Parties agree to individually assume responsibility for any and all claims, losses, or liability, arising from injury or death to persons or damage to property occasioned by any act, omission or failure of itself, its sub-recipients, subcontractors, officers, agents and employees, relating to this agreement. The Parties further agree to hold each other harmless from such claims to the extent permitted by law.
8. **Complete Agreement.** This agreement, and the exhibits attached hereto, represents the final and complete understanding of the parties and supersedes all prior agreements and understandings between the parties, and may not be changed unless agreed upon in writing by both parties.
9. **Assignment.** The parties shall not assign nor transfer their respective interests in this Agreement, in part or in whole, without the prior written consent of the other.
10. **Severability.** In the event any provision of this Agreement is found by a court of appropriate jurisdiction to be unlawful or invalid, the remainder of the Agreement shall remain and continue in full force in effect.
11. **Compliance with Conflict of Interest Laws.** The City of Marlborough warrants and represents to the Town of Hudson that, to the best of its knowledge, no officer or employee of the City of Marlborough who has participated in the preparation or negotiation of this Agreement, or who will participate in the execution of this Agreement, nor such employee's spouse, parents, children, brothers or sisters, partner, any business organization in which he or she is serving as an officer, director, trustee, partner or employee, nor any person with whom he or she is negotiating or has any arrangement concerning prospective employment, has a financial interest in this Agreement, except as permitted under Massachusetts General Laws c. 268A, § 6. The City of Marlborough

further warrants and represents to the Town of Hudson that, to the best of its knowledge, no employee of the City of Marlborough has a financial interest, either directly or indirectly, in the Agreement except as permitted under Massachusetts General Laws c. 268A, § 7.

12. **Governing Law and Jurisdiction.** The Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts. The parties agree to submit their respective jurisdiction and venue to the state and federal courts in the Commonwealth of Massachusetts to resolve any disputes or disagreements that may arise under any provision of this Agreement.

IN WITNESS thereof, the Town of Hudson and the City of Marlborough have executed this Agreement:

Thomas Moses
Town of Hudson

Date

Arthur G. Vigeant
City of Marlborough

Date

Exhibit A

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form 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) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at www.mass.gov/osc under Guidance For Vendors - Forms or www.mass.gov/osd under OSD Forms.

CONTRACTOR LEGAL NAME: Town Of Hudson (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: Department Of Public Health MMARS Department Code: DPH	
Legal Address: (W-9, W-4,T&C): 78 Main St, Hudson, MA 017492180		Business Mailing Address: 250 Washington Street, Boston, MA 02108	
Contract Manager: Samuel S. Wong		Billing Address (if different):	
E-Mail: swong@townofhudson.org		Contract Manager: Luz Bonano	
Phone: 978-568-9603	Fax: n/a	E-Mail: luz.bonano@state.ma.us	
Contractor Vendor Code: VC6000191839		Phone: 617-624-5812	Fax: 617-624-5017
Vendor Code Address ID (e.g. "AD001"): AD001. (Note: The Address ID Must be set up for EFT payments.)		MMARS Doc ID(s): INTF4251P01402017003	
		RFR/Procurement or Other ID Number: 402017	
NEW CONTRACT		X CONTRACT AMENDMENT	
PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input type="checkbox"/> <u>Department Procurement</u> (Includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach <u>Employment Status Form</u> , scope, budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)		Enter Current Contract End Date <u>Prior</u> to Amendment: <u>12/31, 2014</u> . Enter Amendment Amount: \$ <u>\$1,732,759.85</u> (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <input checked="" type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)	
The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> <u>Rate Contract</u> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or <u>new</u> Total if Contract is being amended). \$ <u>1,982,670.85</u>			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through <u>EFT</u> 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days <u> </u> % PPD; Payment issued within 15 days <u> </u> % PPD; Payment issued within 20 days <u> </u> % PPD; Payment issued within 30 days <u> </u> % PPD. If PPD percentages are left blank, identify reason: <u> </u> agree to standard 45 day cycle <u> </u> statutory/legal or Ready Payments (G.L. c. 29, § 23A); <input checked="" type="checkbox"/> <u>only initial payment</u> (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) <u>Maximum Obligation and Duration Change (Must include change to current FY)</u>			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 2. may be incurred as of <u> </u> , 20 <u> </u> , a date <u>LATER</u> than the <u>Effective Date</u> below and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 3. were incurred as of <u> </u> , 20 <u> </u> , a date <u>PRIOR</u> to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>12/31, 2015</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the " <u>Effective Date</u> " of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <u>801 CMR 21.07</u> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: _____ Print Title: _____		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Sharon Dyer</u> Print Title: <u>Director, Purchase of Service Office</u>	

Exhibit B

Prevention & Wellness Trust Fund

Contract Conditions

Year One Implementation

Cohort2—January 1, 2015-December 31, 2015

CONTRACT CONDITIONS

- **DPH reserves the right to add additional deliverables throughout the duration of the contract.**
- **Funding levels are subject to adjustment throughout the duration of the contract based on population reach, interventions selected and outcomes.**
- **Scheduled payments may be delayed or withheld if deliverables are not successfully met and approved.**
- **All material deliverables shall be added to the partnership SharePoint page, unless noted below. Unless listed as an exception, DPH will access deliverables through SharePoint only.**

All contract deliverables are subject to review and approval by PWTF staff, including but not limited to:

- Participate in site visit with DPH PWTF Team to review all activities proposed in the partnership workplan.
- Participate in all other required meetings, site visits, trainings and webinars.
- Complete all required surveys requested by DPH evaluation team.
- **January 15, 2014**—1 primary clinical and 1 primary community site for e-Referral is identified and submitted to DPH. **Send information via email to Susan Svencer at: Susan.Svencer@MassMail.State.MA.US**
- **January 30, 2015**—Submit a revised intra-communications plan
- **January 30, 2015**— Contact information for each physician and community champion (per health condition) is added to the partnership contract tree and saved on your partnership SharePoint page. Note: all contact information should be accurate and updated regularly.
- **Date to be determined with TA Coach**—Submit a revised annual workplan with input from TA coach(es)—estimated timeline Jan-Feb 2015.
- **February 9, 2015**—Submit quarterly expenditure report (report through Dec 2014).
- **March 2, 2015**—For any partnership with unspent funds reported in the Feb 2015 expenditure report, submit a revised budget for Year 1 Implementation allocating all unspent funds from capacity building.

- **Date to be determined with TA Coach**—Develop a two-year strategic/sustainability plan to refine the proposed interventions and initiatives (detailed requirements outlined in the scope of service). (estimated timeline March-June 2015).
- **October 12, 2015**—Submit a detailed annual workplan for Implementation Year 2.
- **October 12, 2015**—Submit a proposed budget for Year 2.

Reporting/Budget Requirements:

- Response to progress report/action plans as indicated by DPH.
- Quarterly expenditure reports.
- Budget shall allocate 5% to evaluation as directed by DPH.
- Reconcile all accounts—any unspent funds must be returned to DPH at the end of the contract (June 2017).

Anticipated Payment Schedule:

Payment Vouchers are typically signed at the quarterly learning session. Payments may be tied to approval of deliverables.

Proposed schedule for 2015-2016

January 2015—25% of total annual award

The following dates are estimates and may be adjusted to align with receipt of deliverables:

March 2015—25% June 2015—25% September 2015—25%

COORDINATING PARTNER

Grantee Responsibility

Communication & Administrative Obligations with DPH

- Upload all required documentation to partnership SharePoint page for DPH review on or before deliverable deadline.
- Prior approval in writing from DPH is required before adding or eliminating organizations from the partnership.
- Prior approval in writing from DPH is required for any budget changes greater than 15% of budget category.
- Provide immediate notification to DPH of changes to the primary point of contact.
- Deliverables shall be uploaded, maintained and updated on the partnership SharePoint page.
- Some interventions may require use of statewide contracts—this may require a direct contract between the coordinating partner and the statewide vendor.

Administration with Partners

- Maintain a process for reviewing expenses, maintaining records, reconciling accounts and distributing funds transparently, efficiently and in a timely manner (schedule may be specified by DPH).

- Ensure all members of the partnership have SharePoint credentials—the coordinating partner should encourage use of SharePoint as a partnership resource, as well as, staying informed of DPH updates, resources and requirements.

Communication

- Ensure that all members of the partnership receive copies, understand and abide by DPH scope of service and contract conditions.
- Distribute all other relevant communication (both from partners and DPH) to partners in a timely manner.
- Maintain a list of all partners throughout the duration of the partnership, as well as lists of attendance at partnership meetings. This should be maintained on the partnership SharePoint page.
- Partnership SharePoint page should be updated and maintained regularly.

DPH will assist grantees by:

- Updating PWTF SharePoint page with templates and resources.
- Facilitating the sharing among grantees of best practices and processes.
- DPH, when possible, will assist in facilitating and providing guidance to the coordinating partner in establishing contracts and budget expectations with statewide vendors

PARTNERSHIP EXPECTATIONS

Partnership Infrastructure

- Maintain and improve partnership; share resources, materials and workgroup information through SharePoint; and ensure that partnership structure and activities facilitate the active participation of all partners, including:
 - A majority of partners (community, clinical and municipal) are in attendance and participating in all partnership meetings (i.e. 75-80% participation).
 - Document meeting minutes and participation of members.
 - Document changes in partnership membership.
 - Recruit new partners as needed.
 - Update and refine three-year partner infrastructure plan.
 - Refine and maintain communications plan.
 - Maintain contact list for all partners throughout the duration of the partnership.
- Update and maintain strategic plan for each of the priority conditions in each of the three domains.
- As needed, develop new interventions and strategies to meet benchmarks, for both the general population and any high-need populations.
- Identify and develop plans to address patient barriers and adherence to treatments.
- Continue development, adjustment and implementation of staffing plan(s).
- In coordination with partnership and coordinating partner requirements, refine or adjust annual budget, as needed.
- Maintain active participation in all required meetings, site visits, collaborative learning sessions and trainings.
- Develop and revise long-term sustainability plan.
- Review and abide by DPH scope of service and contract conditions.

Quality Improvement

- In consultation with DPH TA coaches, develop and implement a Continuous Quality Improvement plan.
- Conduct, and document for submission to DPH, at least one PDSA cycle per quarter on one health condition -DPH template provided
- Track and report policy and system changes, as a result of, PWTF activities.
- Develop protocol for periodic analysis of EMR data (or chart audit) to track specified health outcomes of clients referred for services as well as data from client visits, and sharing with community providers to adjust progress toward benchmarks and evaluate implementation of programs.
- Demonstrate organizational commitment to continuous QI through policies, trainings, and systematic cycles of planning, execution, and evaluation in progress reports.

Evaluation

- Participation of partner organizations in collecting qualitative and quantitative data for evaluation of activities.
- Quarterly data submission of aggregate data from all clinical and community sites not sending encounter level data
- Establish yearly outcome targets and milestones with DPH, monitor and report progress to DPH and develop improvement plans.
- Track and document progress toward reaching DPH evaluation measures and benchmarks, as determined by baseline data for each partnership and continue to improve process measures with support from DPH.
- Complete annual survey.
- Develop a plan to capture population health data that is stratified by gender, age, race/ethnicity, preferred language, disability, and/or co-morbid conditions to identify populations at highest risk and with disparate outcomes.
- For community organizations, develop a plan for developing or enhancing record-keeping (data collection and storage) to allow for tracking of their served client population demographics, program utilization, and for feedback into the electronic referral system where appropriate.
- Develop a plan for ongoing assessment of data quality.
- Develop and implement a data-sharing plan for all partners not using e-Referral.
- IT lead, at participating clinical organizations, develops and maintains a project timeline that includes their EMR vendor or additional IT staff as necessary, to: support data extraction for clinical quality improvement work, modification for clinical decision supports, or data fields for e-Referral implementation.
- IT lead at participating clinical and community organizations develops and maintains a project timeline for data sharing process for partners not participating or not initially using e-Referral.

e-Referral & Linkages

- Develop and implement e-Referral plan between at least one clinical entity and one community based entity. Plan includes a timeline to achieve bi-directional communication within 90 days after starting implementation phase; a commitment with EMR vendor(s) to conduct necessary work.
- Develop a training plan to educate patients, community members and clinical personnel on using the e-Referral and Gateway systems in collaboration with DPH.

- Develop and implement a data-sharing plan for all partners using the e-Referral Gateway as opposed to integrated e-Referral. Develop protocols for referring clients from community-based organizations to clinical partners that can be used in lieu of the e-Referral system or Gateway.

SUPPORT AND TECHNICAL ASSISTANCE FROM DPH:

Assistance from DPH to funded partnerships in this phase may include:

General Partnership Support

- Facilitate and share best practices and lessons learned among grantees through a Learning Community convened by DPH.
- Organize and facilitate strategic planning process for each partnership (estimated timeline Jan-March 2015).
- Organize and hold collaborative learning sessions in a central location at least 3 times per year—content of sessions will be based on the needs and desires of grantees.
- Conduct regularly-scheduled TA/coaching site visits.
- Provide training and technical assistance on continuous QI and evaluation techniques—identify vendors to provide technical assistance to community and clinical partners in addition to existing DPH TA staff.
- Provide training and technical assistance for internal and external communications—identify vendors to work with grantees and DPH staff to develop communication plans and materials if needed.

Technical Support for Evaluation, Linkages & e-Referral

- Coordinate state-wide evaluation plan.
- Develop baseline reports on selected health conditions for all grantees.
- Develop and disseminate data collection tools for all grantees.
- Work with grantees to develop process measures, benchmarks, and targets.
- Provide training and technical assistance on using and tracking outcomes.
- Share ongoing data reports with grantees on a regular basis.
- Provide grantees with summary reports of applicable data for each priority condition and all applicable optional conditions, including data sources such as hospitalization and BRFSS by zip code and race/ethnicity (where possible); along with goals for reduction of prevalence and/or incidence of priority diseases/conditions and/or improvement in management of priority diseases/conditions (where applicable) in 3 years.
- Coordinate the development of an open-source e-Referral system.
- Summarize data collected that supports the case each community can make to potential sustainability partners.
- Promote conversations between partnerships and other organizations that may support sustainability efforts.

Exhibit C

Scope of Work

- Ensure support for the project from agency executive leadership
- Designate staff to participate in Executive Committee, Partnership and Workgroup meetings
- Communicate with partners via phone, email and in-person meetings as needed
- Participate in MDPH sponsored webinars, conference call, surveys, polls, questionnaires, site visits, seminars, meetings, and other activities as required
- Make staff available for project-related training
- Provide community based interventions for falls prevention and tobacco cessation and smoke-free housing.
- Collaborate with partners to create referral and feedback protocols for clinical and community sites
- Provide appropriate IT infrastructure for e-referral system and data sharing among partners as needed
- Participate in Quality Improvement activities
- Contribute to partnership workplan, strategic plan, and timeline revisions
- Ensure expenditure of allocated grant funds meets DPH guidelines
- Submit quarterly expenditure reports to the Town of Hudson
- Participate in other PWTF activities as needed

Exhibit D

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 MAR 19 A 11: 53



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

March 18, 2015

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

Re: Request for Possible Purchase of a Parcel of Land on New Street

Dear President Pope:

As Commissioner of the City of Marlborough's Department of Public Works, I believe that the parcel located at 11 New Street and identified as Map 69, Parcel 194 on the Assessors Map of the City of Marlborough provides an opportunity for the DPW. One possibility I mentioned to the Mayor several months ago would be for the DPW to use the existing building on the parcel to store equipment needed for the ongoing landscape maintenance needs of the Senior Center and Ward Park.

I ask for your support in authorizing the Mayor to enter into negotiations for the purchase of this parcel.

Sincerely,

John L. Ghiloni
Commissioner
Department for Public Works

cc: Arthur G. Vigeant, Mayor



City of Marlborough Legal Department

140 MAIN STREET

MARLBOROUGH, MASSACHUSETTS 01752

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

LEGAL@MARLBOROUGH-MA.GOV

DONALD V. RIDER, JR.
CITY SOLICITOR

CYNTHIA M. PANAGORE GRIFFIN
ASSISTANT CITY SOLICITOR

ELLEN M. STAVROPOULOS
PARALEGAL

March 19, 2015

Patricia Pope
President
Marlborough City Council

RE: Executive Session Request –
Special Permit Dispute Involving a Property on South Street

Honorable President Pope and Councilors:

I respectfully request an executive session with the Council on Monday evening for the purpose of discussing litigation strategy in a special permit dispute involving a property on South Street.

I have enclosed a proposed motion for this request.

Thank you for your attention to this matter.

Very truly yours,

Donald V. Rider, Jr.
City Solicitor

Enclosure (Motion)

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2015 MAR 19 A 10:00

MOTION:

It is moved, in conformance with the provision of section 21(a)(3) of Chapter 30A of the General Laws of the Commonwealth, that the Marlborough City Council conduct an executive session for the purpose of discussing litigation strategy in a special permit dispute involving a property on South Street, as an open meeting may have a detrimental effect on the litigating position of the City Council, and the chair hereby declares that an open meeting may have that effect.

It is further moved and stated that the City Council will re-convene in open session after the executive session.



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 MAR 12 P 2:51

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

**Lisa M. Thomas
City Clerk**

MARLBOROUGH, MA

DATE: March 12, 2015

To the City Council:

Owner Name: ANTOINE BITAR

Residential Address: 5 ROLLING RIDGE LANE, DARTON, MA 01812

Telephone Number: 508-981-5080

Business Name: HAWAIIAN JEWELERS

Business Address: 601 DONALD LYNN BLVD. SEASIDE CENTER MALL

Business Telephone Number: 508-303-6595

Owner Signature: *Antoine Bitar*

The above-signed ANTOINE BITAR respectfully requests that he/she be granted a JUNK Dealer / Second Hand license.

In City Council

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

William A. Van Dam
Director, Community Relations

2015 MAR 11 A 9:49



March 4, 2015

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

Dear Ms. Thomas:

I am writing to inform you that NSTAR Gas Company d/b/a Eversource has filed a request with the Massachusetts Department of Public Utilities ("MDPU") to increase gas distribution rates. Eversource is requesting to recover approximately \$46 million of additional revenues to cover investments being made to improve the safety and reliability of gas distribution infrastructure. If approved, the proposed revenue change would represent an increase of approximately 8.6 percent on average across all customers on a total-bill basis.

It is important to note that Eversource has not increased rates since 1991. By the time the new rates would take effect in 2016 as a result of this rate case, Eversource customers will be the beneficiaries of a 24-year period without a change in base distribution rates, representing unparalleled rate stability for natural gas customers.

The monthly bill for a typical residential heating customer is estimated to increase \$11.95 per month, and will remain below the current average residential bill for Massachusetts natural gas companies.

Attached is an updated schedule for the upcoming public hearings scheduled in Boston and Worcester. The public hearings will be followed by a thorough review of the rate request by the MDPU, and new rates would not take effect until January 1, 2016. Please post the attached in Marlborough City Hall through April 30, 2015.

Thank you for your interest in this issue. Please call your Community Relations Specialist JoAnne O'Leary at 508-305-6898 with any questions or if you would like additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "William A. Van Dam".

William A. Van Dam

Attachment



The Commonwealth of Massachusetts

DEPARTMENT OF PUBLIC UTILITIES

NOTICE OF FILING AND RESCHEDULED PUBLIC HEARINGS

D.P.U. 14-150

February 17, 2015

Petition of NSTAR Gas Company, pursuant to G.L. c. 164, § 94 and 220 C.M.R. § 5.00 et seq., for Approval of a General Increase in Gas Rates and a Revenue Decoupling Mechanism.

On December 17, 2014, NSTAR Gas Company ("NSTAR Gas" or "Company") filed a petition with the Department of Public Utilities ("Department") seeking additional revenues through an increase in rates. The Company's last base distribution rate proceeding was in 2005. Boston Edison Company, Cambridge Electric Light Company, Commonwealth Electric Company, NSTAR Gas Company, D.T.E. 05-85 (2005).

The Department has docketed this matter as D.P.U. 14-150 and has suspended the effective date of the proposed rate increase until November 1, 2015, to investigate the propriety of the Company's request. Pursuant to a settlement approved by the Department in 2012, any new rates approved in the instant proceeding will not take effect until January 1, 2016. See Northeast Utilities/NSTAR Merger, D.P.U. 10-170-B (2012).

In the filing, NSTAR Gas seeks to increase rates to generate \$45.9 million in additional revenues, an 8.6 percent increase over current total operating revenues. The requested rate increase is designed to recover: (1) \$33.9 million in additional revenues through base distribution rates (i.e., a 22.5 percent increase in current distribution revenues); and (2) \$12.0 million in additional revenues through reconciling rate recovery mechanisms.

The Company's requested rate increase includes the recovery of merger-related costs and exogenous costs associated with the Department's Order in NSTAR/Northeast Utilities Merger, D.P.U. 10-170 (2012). The requested rate increase also includes an increase in costs associated with the Company's purchase of liquefied natural gas services from an affiliate, Hopkinton LNG Corp.

Further, as part of the filing, NSTAR Gas sets forth proposals associated with the sale of the Company's appliance business and changes to the operation of its Home Heating Protection Plan business. In addition, the Company proposes, pursuant to Investigation into Rate Structures that will Promote Efficient Deployment of Demand Resources, D.P.U. 07-50-A (2008), to

April 9, 2015
Worcester Technical High School
1 Skyline Drive
Worcester, Massachusetts 01605
Time: 7:00 p.m.

Persons interested in commenting on the Company's filing may appear at the public hearings or may file written comments by the close of business (5:00 p.m.) on April 30, 2015. Written comments should be addressed to: Mark D. Marini, Secretary, Department of Public Utilities, One South Station, 5th Floor, Boston, Massachusetts 02110. Receipt by the Department, not mailing, constitutes filing.

In addition to the above filing requirement, one (1) copy of all materials filed with the Department should be sent to Marc J. Tassone, Hearing Officer, Department of Public Utilities, One South Station, 5th Floor, Boston, Massachusetts 02110; and one (1) copy of these documents should be sent to the Company's counsel, Cheryl M. Kimball, Keegan Werlin LLP, 265 Franklin Street, Boston, Massachusetts 02110.

Further, in addition to paper filings with the Department, all documents also must be submitted to the Department in electronic format using one of the following methods: (1) by e-mail attachment to dpu.efiling@state.ma.us and the Hearing Officer, Marc.Tassone@state.ma.us; or (2) on a CD-ROM. The text of the e-mail or CD-ROM must specify: (1) the docket number of the proceeding (D.P.U. 14-150); (2) the name of the person or company submitting the filing; and (3) a brief descriptive title of the document. The electronic filing should also include the name, title, and telephone number of a person to contact in the event of questions about the filing. All documents submitted in electronic format will be posted on the Department's website: <http://www.mass.gov/dpu>.

A copy of the Company's filing is available for inspection during regular business hours at the following locations: (1) the Company's offices, One NSTAR Way, Westwood, Massachusetts 02090; (2) the Cambridge Public Library, 449 Broadway, Cambridge, Massachusetts 02138; (3) the Dedham Public Library, 43 Church Street, Dedham, Massachusetts 02026; (4) the New Bedford Free Public Library, 613 Pleasant Street, New Bedford, Massachusetts 02740; (5) the Plymouth Public Library, 132 South Street, Plymouth, Massachusetts 02360; (6) the Worcester Public Library, 3 Salem Street, Worcester, Massachusetts 01608; and (7) the Department's offices, One South Station, 5th Floor, Boston, Massachusetts 02110. These filings also are available on the Department's website, <http://www.mass.gov/dpu>.

Any person desiring further information regarding the Company's petition should contact the Company's counsel, Cheryl M. Kimball, Esq. at (617) 951-1400. Any person desiring further information regarding this notice should contact Marc J. Tassone, Hearing Officer, Department of Public Utilities, at (617) 305-3500.

**CITY OF MARLBOROUGH
CONSERVATION COMMISSION**

Minutes

January 29, 2015 (Thursday)

**Hudson Town Hall, 78 Main St. Auditorium 2nd floor
7:00 PM**

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 MAR -9 P 3:41

This was a **joint meeting** held with the Ft. Meadow Commission; Hudson Conservation Commission; and Marlborough Conservation Commission.

Marlborough Conservation Commission Members Present: Edward Clancy-Chairman, David Williams, Lawrence Roy, Dennis Demers and Karin Paquin. Also present was Priscilla Ryder-Conservation Officer.

Absent: Allan White and John Skarin.

Hudson Conservation Commission Members Present: Leif Longtine- Chairman; Paul Byrne; David Mercer, David Esteves, Joe Rodrigues, and Marianne Iarossi. Also present was Debbie Craig- Conservation Administrator

Absent: Minot Wood

Ft. Meadow Commission - Lee Thomson-Chair, was present.

Absent: Joe Delginio, Mike Kaczmarek

Public Hearing: Ft. Meadow Reservoir Weed Control – Notice of Intent (NOI)

The hearing was opened by Chairmen Clancy, Longtine and Thomson. Chairman Longtine officiated.

Mr. Dominic Meringolo from Aquatic Control Technology (ACT) presented the Notice of Intent (NOI) wetland application on behalf of the Ft. Meadow Commission. He provided an overview of the lake and problems the lake has experienced in the past with Eurasian and variable water milfoil being most prominent and Fanwort being a newcomer nuisance weed to the lake. ACT has had a contract with the Ft. Meadow Commission over the past 8 years and has been inspecting the lake each spring and performing herbicide treatment as necessary. Treatment is designed to control the invasive non-native plants from taking over the lake. By doing so, the native plants have a better chance of taking hold and keeping the lake healthy. There is always a pre-treatment survey and a post treatment survey to gage what needs to be done and how effective the herbicide was and what the lake health is after treatment. He is requesting permission to treat the lake again as the past permit has expired in both Hudson and Marlborough. At this time, they are proposing the use of the following herbicides when and if conditions and weed growth require it. The application methods and concentrations are dictated by the State and Federal government on the labels which must be strictly adhered to and are outlined in the Notice of Intent (NOI). Permission is sought to use the herbicides: Diquat – for spot treatment of water milfoil; Clipper- for spot treatment of Fanwort (the only spot treatment herbicide on the market for Fanwort control); and Sonar – for full lake treatment of water Milfoil and Fanwort. Sonar requires a long residence time and needs re-application to keep the concentrations at designated levels. All these products are in compliance with the State's

Generic Environmental Impact Report for Lakes and Ponds. Permits will be obtained by ACT from Department of Environmental Protection (DEP) before any use and all application rules shall be followed.

Mr. Meringolo said he knows there was a blue-green algae bloom this summer (2014) in the lake that was a cause for concern and closed the lake to swimming use for a while. The NOI proposes the use of either a copper based or buffered alum treatment to help control algae blooms in the future. The buffered alum is used to bind up the phosphorus in the water column, so it isn't available to "feed" the algae bloom. The copper treatment kills and treats the algae and then accumulates in the soil at the bottom of the lake. The copper treatment must be early in the bloom to be effective. More regular monitoring is required to determine when treatment is needed. This can be measured with a secchi disk to check clarity. If clarity is minimized to less than 4' then there may be an issue. These are options that can be used.

Another member asked about phosphorus in the lake and what we know about its abundance. Mr. Meringolo explained that ACT has not been testing for nutrients they have only been looking at plant growth. A treatment of Alum in the spring may help if conditions warrant, however it is a very expensive treatment. The copper treatment would also need some extensive monitoring too. He explained that controlling phosphorous and doing a watershed plan for the lake will help in the long term, but will not affect short term treatment. Alum is applied early prior to a bloom, copper is applied during the bloom, but not too late.

Chairman Longtine then invited Mr. Mike Celona from the State Department of Public Health to speak. Mr. Celona explained that he has been monitoring algae since 2009 in the State. He noted that blue-green algae is a normal occurrence and is always in all lakes in the State and around the country. However, once in a while, as happened this past summer, under certain circumstances with the right combination of phosphorous + sunshine + stagnant water + higher water temperatures = an algae bloom. On average, blooms that get to a critical health alert stage last about 5 weeks as conditions persist. In some lakes the bloom happens once and never occurs again. Other lakes have a more persistent algae bloom problem. The health concern is that the blue-green algae called Cyanobacteria, in high concentrations can produce a toxin that is not healthy to swim in or for pets/animals to ingest. When concentrations are high, the Mass Dept. of Public Health (MDPH) will take samples, send them to a lab and if it exceeds certain levels, the MDPH will send an advisory to the local Board of Health (BOH) and recommend beaches be closed and areas posted. Last July samples were taken which came back below "concern" levels. But when tested again in August, it came back high which caused the beaches to be closed. The advisory can only be lifted after 2 weeks of testing are "below critical levels". He explained that other lakes in the State had similar problems. Chairman Clancy asked what species of Cyanobacteria were found. Mr. Celona indicated he'd have to get back to him with genus and species.

Chairman Longtine asked if Richard Hartley from Div. of Fish and Wildlife was present, who had been invited to speak about the fish health in the lake, but he was not present.

Chairman Leif opened the questions to the audience and asked everyone to state their names and addresses when speaking: (note these comments are clumped together by speaker when

questions were repeated they are not noted here. The conversation did not necessarily occur in this order.)

Warren Carlson from Marlborough asked what happens to the herbicides used and do they accumulate over time? The consultant explained that the entire herbicides break down quickly into inert products, however copper when used does accumulate in the sediments, so caution must be used when deciding when and how to apply copper treatments. Mr. Carlson also asked about the “all” salt use that the city has adopted and is concerned what impacts the salt is having on the lake and he has seen an abundance of small clams and wondered if they were a problem. Chairman Clancy explained that the Marlborough Conservation Commission has the same question about salt and will be meeting with the Department of Public Works (DPW) to discuss same next week. The clams observed are the invasive “Asian clam” which was discovered quite a few years ago. They are at the northern edge of their range and haven’t created the problems expected when first discovered, but the Commission is watching this as well.

Chris O’Keefe from 39 Cullinane Dr., Marlborough - wanted to know who would be monitoring the algae next year and how that would be paid for. Sam Wong, Hudson Board of Health Director was present and explained that since the BOH in Hudson routinely monitors the beaches in the summer for bacteria, they could also be trained to look at algae in the lake. When clarity is reduced to a certain level, a call can then be made to the Mass Dept. of Public Health (MDPH) to take samples. He agreed to do this for Hudson and the Marlborough Conservation Commission agreed to ask the Marlborough BOH as well.

Dave Domke of 74 Paquin Dr. asked what mechanism is to be used to notify residents about the algae bloom. He noted that because of a sickness, his immune system is suppressed. He swam the day Hudson residents were notified by reverse 911 NOT to swim. He did not receive the notice until 24 hours later. He wasn’t sure why Hudson was notified sooner. No one from the Marlborough BOH was present to answer, but this question will be conveyed to the BOH as a concern.

Gail Barbera from 111 Cullinane Dr., Marlborough - explained that she is with the Lakeshore Dr. Association and has a lot of questions (many similar to those noted above). Of the two issues discussed tonight, weeds and algae, she wondered if treatments happens together. Mr. Meringolo explained that the weeds can be seen and treated on a schedule. The algae has to be treated when it’s present which cannot be predicted. She is concerned about the overall lake health and thinks something more must be done. She raised concerns about lawn fertilizer use and noted that there are plenty of lakes around the State and country which have salt and fertilizer restrictions that come with fines for violations. She advocated education and is willing to help. She was concerned that the city needs to pay more attention to this issue now that they have invested so much money in upgrading Memorial Beach.

Ellen King from Ft. Meadow Dr. in Hudson said that sometimes when she kayaks near Red Spring Rd. it smells. Ms. Ryder and Chairman Clancy noted that the Marlborough BOH had provided a list of septic systems on Red Spring Rd. and provided information about 12 of the 28 systems that exist. Mr. Wong explained that the septic systems should be pumped at least every two years by the homeowners and that documentation should be provided to the BOH. The Commission will follow up with the Marlborough BOH to find out more information and ask to

get a better handle on whether these systems are working properly and if there is any concern with nutrients entering the lake from these systems.

Michael Manning of 302 Lakeshore Dr. Marlborough - asked Mr. Celona about his experience with the lake. Mr. Celona explained that he is responsible to support the local Boards of Health and to help identify the health issues when they arise. His job is not to solve the problem, but just to identify any health issues. He noted that testing does not continue after the beaches are closed, but people still swim in the lake into Sept. and Oct.

Conray Wharff of Hudson – He is the Chairman of the Lake Boon Commission and explained that Lake Boon has had similar issues at Ft. Meadow Reservoir. He agreed that a total lake program is a good idea, everything contributes to the lakes health, including drawdowns, weed treatment, pollution control etc. They did use sonar on their lake which was effective. Now they used a pelletized form of sonar for spot treatments. They have also used Diquat/Reward for spot treatments. He just wanted to lend his support for this weed program and be a resource if necessary. He also noted that there are shallow wells around Lake Boon and the use of Sonar was not an issue in that situation, so shouldn't be on Ft. Meadow Reservoir either.

Henry Powell of 88 Paquin Dr., Marlborough - asked if the salt issue could be addressed with the Dept. of Public Works in Marlborough. (See answer above)

A gentleman who did not identify himself expressed concern that there is no consistent plan for the lake. Chairman Thomson suggested that the Ft. Meadow Commission take the lead and meet with all the associations. He is in charge of the Ft. Meadow treatment budget and if other items need to be addressed, he can ask for funding to address it in his budget. Chairman Leif suggested that it would be a good idea to look into a larger comprehensive plan for the lake in the future and he'd like to work with others on this. Ms. Ryder noted she could help too.

Ruth Brown (mother of Gail Barbera) 111 Cullinane Dr., Marlborough – asked if the lake could be dredged, wondered what information was available on the drains and suggested that everyone get together to make a plan.

Richard Shebak of 6 Elizabeth Rd., Hudson - He explained that it was he who called Ms. Ryder first in July about the algae. He noted the lake is priceless and he would like to see the city and town come up with a whole lake program to protect everything about the lake.

Randy ? (past Ft. Meadow Assoc. president), Marlborough - Repeated comments/questions already made.

Mr. Esteves from Hudson Conservation Commission asked Mr. Thomson who has keys to the boat ramp gate since he's seen lots of boats go in early and is concerned that no one is checking their boats for invasive weeds, because it is before the attendants get there. Mr. Thomson said to please report these observations to him immediately and he'll take away the keys. Only a few early morning fishermen have keys. He'll keep an eye on this too.

There being no more questions, Chairman Clancy closed the Marlborough Public Hearing.
Chairman Longtine closed the Hudson Public Hearing. Draft conditions will be prepared by

Ms. Ryder and Ms. Craig and distributed for consideration at each of the Commissions meetings on Feb. 5, 2015.

Adjournment: There being no further business, the meeting was adjourned at 9:30 PM.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Priscilla Ryder", with a long horizontal flourish extending to the right.

Priscilla Ryder

Conservation Officer

**CITY OF MARLBOROUGH
CONSERVATION COMMISSION**

Minutes

**February 19, 2015 (Thursday)
Marlborough City Hall – 3rd Floor, Memorial Hall
7:00 PM**

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 MAR -9 P 3:41

Members Present: Edward Clancy-Chairman, John Skarin, David William, Lawrence Roy, and Karin Paquin. Also present was Priscilla Ryder-Conservation Officer.

Absent: Allan White and Dennis Demers

Approval of Minutes: The minutes of February 5, 2015 were reviewed and the Commission unanimously voted to approve with a vote of 5-0.

Public Hearings:

Notice of Intent

Elm St. Culvert – The City of Marlborough Dept. of Public Works

Scott Smyers, wetland consultant with Oxbow Associates and Evan Pilachowski, City Engineer were present. Mr. Saluk of Saluk and Associates, the project engineer was not able to attend. Mr. Smyers explained that the project involves the replacement of the existing culvert on Elm St. which conveys Millham Brook. It has washed out a few times and needs to be replaced. Two box culverts will be installed to replace the one culvert. The culverts are designed to meet the openness ration for stream crossings in the new stream crossing regulations. They need to build up both the upstream and downstream areas to prevent scour and erosion. They will be expanding the bottom of the downstream channel with natural stone to create a low flow and high flow area to be more sensitive to water dependent critters. The floor of the lower culvert which will flow all the time has a groove in it to allow for a low flow channel and passageway for critters. He explained that there are 5 wetland resource areas associated with this project: Land Under Water (LUW), Bank, Bordering Vegetated Wetland (BVW); and Riverfront Area (RF). The bank will be reconfigured – so changed but not lost; BVW will be altered in several areas, the plan is to replicate this in two locations – one easily accessible from the road in an old “fill” area, the second in the woods further from the road. Alternative locations were discussed and will be inspected once the snow melts. None of these locations were verified in the field by the Conservation Officer due to the 3' of snow on the ground. The overall impact for LUW and RF are “impact neutral”. Mr. Clancy asked about the construction sequencing plan given that this stream flows all the time and wanted to know the dewatering methods to be used. Mr. Pilachowski indicated that Bruce Saluk can provide this information at the next meeting. Mr. Smyers also indicated that there are some additional catch basins being added to the plan to help with water quality. They will have deep sumps to help capture the sand and debris from entering the stream which is an improvement. After some discussion about the stream flow, the Commission with the applicants consent continued the hearing to the March 19, 2015 meeting.

Notice of Intent

85 Ames St. - Central Steel Supply Co.

Mr. Scott Smyers from Oxbow Associates and Mr. Doucette owner of the property were present. Mr. Smyers explained that they want to add an addition to the building. The new roadway would be within the 100' buffer zone, but a small portion within the 50' buffer zone. 400 sq.ft. will be within the 50' no disturb buffer zone of the Water Supply Protection District which will require relief from the City Council. The work on the roadway will be 44' to the wetland at the closest point. They will be reconfiguring the parking in the back and increasing the impervious surface and are proposing an underground infiltration system to meet the storm water standards. The plan includes an erosion control barrier around the entire site and shows some construction notes which were reviewed on sheet C-2 of the plans. After some discussion, the Commission noted that additional information on the construction sequencing would be required. Ms. Ryder will check the delineation on this plan with the recently approved delineation on the Preserve at Ames (now Talia) plans. If they are the same the Commission can approve this plan, if they are different the applicant will need to wait until the snow is melted to get verification. The Commission with the applicants consent continued the hearing to the March 5th meeting.

Notice of Intent

Lakeside Ave. - Crabtree Lakeshore Williams LLC

Deshang Wang of Creative Land and Water Engineering was present and represented the owners. He explained that they decided to file a separate NOI for the gas line, rather than amending the existing NOI. Because it is a linear project, notification to abutters just needs to be 100 feet on either side of the linear gas line which was simpler. The owners have been negotiating with the Hotel to get the gas connection previously approved on the plans, but have had no luck, therefore they are proposing the installation of a gas line on their property which parallels the back of the Holiday Inn parking lot. A portion of the gas line will cross through a bordering vegetated wetland. The line will be located approximately 5' from the property line. The Commission noted this was within the Water Supply Protection District and asked Ms. Ryder to determine if this project would need to be filed with the City Council as well, given the wetland alteration. She will check. Mr. Wang reviewed the wetland impacted area and the location of the wetland replication area and the plantings to be included in this restoration area. The area to be disturbed is partly mowed and partly shrubs and small trees, which although will be restored to its current grades will require long term maintenance, thus the need for the replication area. Ms. Ryder noted that she had inspected the flags before the snow cover occurred and is OK with the wetland delineation and replication area location. After some brief discussion, the Commission closed the public hearing and a "draft" of the conditions will be reviewed at the next meeting on March 5, 2015.

Notice of Intent DEP 212-1120

358 Berlin Rd. - Marlborough Brazilian SDA Church

At the applicant request the hearing was continued to the March 19th meeting.

Certificate of Compliance

- DEP 212-1131 330 Berlin Rd. – The Commission is still waiting on the deed language required, once this is received a Certificate of Compliance will be considered.

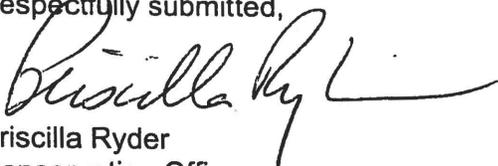
Discussion/Other Business

- Desert – Forest cutting plan (DCR) - Bureau of Forest Fire Control & Forestry – Forest Management Proposal – Hanson Lot – Dated Jan. 21, 2015 - The Commission reviewed this correspondence and discussed the proposal of DCR to do some logging at the Desert Natural Area on the state forest property. The proposal is to do some selective clearing to allow for the regeneration of the pitch pine scrub oak forest type and remove the plantation of “red pines” that were planted there many years ago and are diseased or soon to die due to overcrowding. The Commission has been asked to look at the forest management plan to see if there is any harvesting the city might want to do in conjunction with this harvesting program. Ms. Ryder and Ms. Paquin will be attending a meeting next week to discuss more details and will report back at the next meeting. Comments on the DCR proposal are due March 7th. Ms. Ryder will draft conditions.
- Community Garden sign up will be held this year on March 12, 2015, 7:00 PM @ City Hall Memorial Hall.
- Ft. Meadow Reservoir – Richard Hartley from the Div. of Fish and Wildlife has informed Ms. Ryder that based on his research after our meeting, it appears that a full fish survey of Ft. Meadow Reservoir is long overdue, they will be scheduling a fish survey to be done this coming year, which will provide some data on the fish health of the lake.

Meetings – Next Conservation meetings – March 5th, and March 19th, 2015 (Thursdays)

Adjournment - There being no further business, the meeting was adjourned at 8:35 PM

Respectfully submitted,


Priscilla Ryder
Conservation Officer

**MARLBOROUGH PLANNING BOARD
MARLBOROUGH, MA 01752**

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
February 23, 2015
2015 MAR 10 A 9:33

Call to Order

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

Also in attendance were Board Secretary Melissa Irish & City Engineer Evan Pilachowski.

1. Meeting Minutes:

A. Regular Meeting February 12, 2015

On a motion made by Mr. Fay, seconded by Ms. Hughes, it was voted to approve the minutes of the February 12, 2015 regular meeting as amended. Motion carried. Mr. DuPont abstained.

2. Chair's Business: None

3. Approval Not Required:

A. Decision Boston Post Rd West at Ames Street (Fairfield) VHB inc.

Ms. Hughes read the recommendation from the Engineering Department into the record.

On a motion made by Mr. McCarthy, seconded by Mr. DuPont it was vote to accept the recommendation and placed on file as well as endorse the plan of land believed to be: Approval Not Required Titled Plan of Land Marlborough Massachusetts, Prepared for Fairfield Marlborough Limited Partnership, Prepared by Vanasse, Hangen, Brustlin, Inc Consulting Engineers and Planners, 101 Walnut Street Watertown, MA 02471 Dated February 2, 2015 final revision date February 19, 2015 Scale 1 inch = 160 feet. Creation of 2 lots Lot A-1 18.730 acres, Lot A-2 8.770 acres. Motion carried.

4. Public Hearings: None

5. Pending Sub Division Plans: Updates and Discussion:

A. Engineers Report:

City Engineer Pilachowski presented to the Board that there request to release the bond for Boston Scientific is currently still under review. Additional information has been received and is currently under review. It is his intention that the review should be complete and a recommendation will be presented to the Board at the next regularly scheduled meeting (March 9, 2015).

On a motion made by Mr. Fay seconded by Ms. Hughes item 9C was moved up in the agenda.

C. Proposed changes to Subdivision Rules and Regulations Submitted by City Engineer. (Information from Legal Department)

The nine changes that were sent to the Legal Department for review and proper form have been returned to the Board as requested. Each proposed change was taken in a separate vote to approve and move to the advertising stage, amend, or return to the Legal Department. The votes are as follows:

Proposal 1, Section A676-10.H

On a motion made by Mr. Fay, seconded by Mr. Hodge it was voted to approve the amended language from the Legal Department and move forward to the advertising stage. Motion carried.

Proposal 2, Section A676-10.H1/4

On a motion made by Mr. McCarthy, seconded by Mr. Coveney it was voted to approve the amended language from the Legal Department and move forward to the advertising stage. Motion carried.

Proposal 3, Section A676-10.H1/2

On a motion made by Mr. McCarthy, seconded by Mr. Coveney it was voted to approve the amended language from the Legal Department and move forward to the advertising stage. Motion carried.

Proposal 4, Section A676-26

On a motion made by Mr. Coveney, seconded by Mr. McCarthy it was voted to approve the amended language from the Legal Department and move forward to the advertising stage. Motion carried.

Proposal 5, Section A676-24.A(41/2)

On a motion made by Mr. Fay, seconded by Mr. Coveney it was voted to approve the amended language from the Legal Department and move forward to the advertising stage. Motion carried.

Proposal 6, to be incorporated into Proposal 4, Section A676-26 part 700

On a motion made by Ms. Hughes, seconded by Mr. Fay it was voted to approve the amended language replacing the 2" dimension referred to with 3" and move forward to the advertising stage. Motion carried.

Proposal 7, Section A676-23.A

On a motion made by Mr. Fay, seconded by Ms. Hughes it was voted to approve the amended language from the Legal Department and move forward to the advertising stage. Motion carried.

Proposal 8, Section A676-24.B(1)

On a motion made by Mr. Fay, seconded by Mr. Hodge it was voted to approve the amended language from the Legal Department and move forward to the advertising stage. Motion carried.

Proposal 9, Section A676.I(2)

On a motion made by Mr. Fay, seconded by Mr. Hodge it was voted to approve the amended language from the Legal Department and move forward to the advertising stage. Motion carried.

The following 6 sections are to be amended in more of a housekeeping manner updating antiquated terminology and references.

Section A676-9.B

Section A676-23.H

Section 676 10.A(1)

Section A676-27.A

Section A676-13.C
Section A676-37

On a motion made by Mr. Fay, seconded by Mr. McCarthy it was voted to approve the amended language and move forward to the advertising stage. Motion carried.

Several of the amended sections have sketches associated with them that will need updating/amending as well. Once the sketches are completed the entire process will move forward to the advertising stage for the required public hearing to amend the rules and regulations. City Engineer Pilachowski and the Board Secretary will coordinate that effort.

On a motion made by Mr. DuPont, seconded by Mr. Fay item 9B was moved up in the agenda.

B. Mauro Farms Update

On a motion made by Mr. Fay seconded by Mr. Coveney it was voted to table the discussion/update and move it to an Executive Session discussion at the next regularly scheduled meeting on March 9, 2014 at the start of the meeting. Motion carried

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

7. Definitive Subdivision Submission: None

8. Signs:

A. MEDC Available to discuss changes to event signage possibilities.

Mr. Timothy Cummings Director of MEDC was on hand to discuss the possibilities of changing the procedures for event signage for civic and community group sponsored events.

The signage in question was for events such as but not limited to The Greek Festival, The Masonic Sponsored Car Show, Taste of Marlborough Event, The Festival of Trees as well as a plethora of Rotary Sponsored Events etc. These events normally find their way to appearing in front of the Board in an effort to gain a favorable variance allowing the placement of multiple off premise signs at various locations throughout the City. The process is acknowledged as cumbersome to the normally uninformed member of whichever sponsoring organization is made to appear in front of the Board.

During the ensuing discussion it was determined that there are actually 2 issues that need to be addressed. The first issue is the process and procedure for groups to obtain permission for placement of signs at multiple locations throughout the City.

The second issue falls more under the auspice of Gateway signage at the entrance points to the City. The second issue would incorporate the extraneous signage that seems to be cluttered about the Welcome to Marlborough signs that currently exist while incorporating a section which would allow advertising from the same civic groups and nonprofit agencies hosting events. An additional underlying concern was the incorporation of way finding/directional signage sending people to the proper locations for events taking place within the City.

Ms. Hughes was determined to be the Point Person to interact with Mr. Cummings in working

towards a resolution of the cumbersome process these groups navigate trying to advertise their events, as well as the Gateway Signage issue.

9. Unfinished Business:

A. Blackhorse Farms Update

City Engineer Pilachowski noted that he has no update due to the current weather conditions

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

B. Mauro Farms Update

This item was moved up in the agenda

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

D. Proposed changes to Subdivision Rules and Regulations Submitted by City Engineer. (Information from Legal Department)

This item was moved up in the agenda

10. Informal Discussions: None

11. Correspondence: None

12. Public Notices of other Cities and Towns:

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

B. Town of Framingham, Planning Board Public Hearing(s) (2) March 5, 2015

C. Town of Sudbury, Zoning Board of Appeals, Public Hearing(s) (3) March 2, 2015

D. Town of Northborough, Planning Department Public Hearing March 3, 2015

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

Adjournment: On a motion made by Mr. McCarthy, seconded by Mr. Coveney it was voted to adjourn at 7:56pm. Motion carried.

Respectfully submitted,

Collen Hughes
Clerk

/mai

**MARLBOROUGH SCHOOL COMMITTEE
MARLBOROUGH, MA 01752**

2015 MAR 11 P 2:55

Call to Order

February 24, 2015

1. Chairman Vigeant called the Regular Meeting of the Marlborough School Committee to order at 7:30 pm at the District Education Center, 17 Washington St., Marlborough, MA. Members present included: Mr. Geary, Mrs. Ryan, Mrs. Bodin-Hettinger, Mrs. Matthews & Mr. Walter.

Also present were Superintendent Langlois, Clerk Melissa Irish, MEA Representative Eileen Barry & Student Representative Ryan Wambolt.

Mrs. Hennessy was absent.

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

2. **Pledge of Allegiance:** Was led by Chairman Vigeant.

3. **Presentation:**

A. Special Education Quarterly Presentation

Special Education Director Ms. Heather Geary gave the presentation assisted by: Ms. Karen Sturges Assistant Director of Special Education, Mr. Eric Bloomstein Special Education Supervisor - Whitcomb & Mr. James Parker Special Education Supervisor - MHS.

An electronic version of the presentation is available.

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

5. **Communications:** None

6. **Superintendents Report:**

Mr. Langlois gave his report covering a range of topics including: Selection of High School Principal, Mr. Charles Caliri who was introduced to the Committee, Kindergarten Orientation & Registration, Chromebooks, 9C Budget Reductions, Snow Day Policy, Implementation of District Determined Measures, iPad Rollout, and PBS workshop in Boston March 11, 2015.

7. **Acceptance of Minutes:**

A. Minutes of February 10, 2015 Regular School Committee Meeting

Motion made by Mrs. Matthews, seconded by Chairman Vigeant to accept the minutes from the February 10, 2015 Regular School Committee Meeting. Motion passed 5-0-1.

B. Minutes of February 24, 2015 Special School Committee Meeting

Motion made by Mrs. Matthews, seconded by Chairman Vigeant to accept the minutes from the February 24, 2015 Special School Committee Meeting. Motion passed 5-0-1.

8. **Public Participation:** None

9. Action Items/Reports:

A. Special Needs Job Coach

Mr. Langlois presented the newly titled job description to the Committee noting that this is not a new position but a reworking of an existing unfilled position.

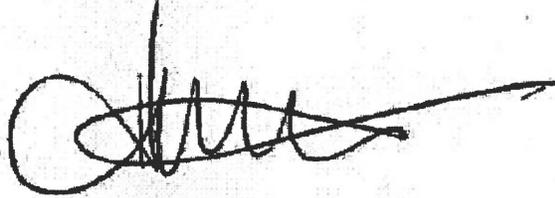
Motion made by Mrs. Bodin-Hettinger, seconded by Chairman Vigeant to accept the newly titled position as amended. Motion passed 5-0-1.

10. Reports of School Committee Sub-Committees: None

11. Members Forum: None

12. Adjournment: Motion made by Mrs. Matthews, seconded by Chairman Vigeant to adjourn at 8:32 pm the motion passed unanimously.

Respectfully submitted,

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

Heidi Matthews
Marlborough School Committee

HM/mai

CITY OF MARLBOROUGH

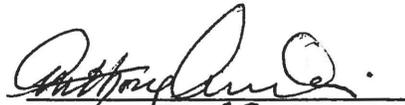
BOARD OF ASSESSORS

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 MAR 18 A 10:07

MEETING MINUTES: February 11, 2015

1. CALL TO ORDER: 9:10 am
MEMBERS PRESENT: Anthony Arruda, Ellen Silverstein
Also in attendance: Harald Scheid , David Manzello, Regional Assessors
Paula Murphy, Head Clerk
2. MOTION TO ACCEPT minutes of the November 25, 2014 meeting : Mr. Arruda,
second Ms. Silverstein
Vote: 2-0
3. APPROVE AND SIGN : Senior Tax Deferral Application & associated documents for 51 Water St
4. DISCUSSION AND VOTE: Real Estate Administrative Abatement due to fire loss
 - 473 Parmenter St
Motion to Grant: Mr. Arruda, second Ms. Silverstein
Vote: 2-0
5. DISCUSSION AND VOTE: Real Estate Abatement Applications
 - 75 Lakeshore Dr, 49 West Main St, 43 Dufresne Dr, 85 Dufresne Dr
90 Goodwin St, 364 Lincoln St
Motion to Grant: Mr. Arruda, second Ms. Silverstein
Vote: 2-0
6. DISCUSSION AND VOTE: Real Estate Abatement Applications
 - 116 Cameron Dr, 123 Kings Grant Rd, 25 Dufresne Dr, 53 Dufresne Dr
71 Dufresne Dr, 81 Dufresne Dr, 820 Concord Rd
Motion to Deny: Mr. Arruda, second Ms. Silverstein
Vote: 2-0
7. DISCUSSION AND APPROVAL: Mr. Scheid proposed assessment based on possessory interest for Verizon cell tower on City owned property at 860 Boston Post Rd East
8. Mr. Scheid informed Board of developing a program in conjunction with MEDC for commercial properties with long duration vacancies to assess on an incremental basis
9. Mr. Scheid informed board of meeting with Dept. of Revenue certification advisor, Bruce Morgan – plan to start certification process late in August
10. MOTION TO CONCLUDE - Mr. Arruda, second Ms. Silverstein
Meeting Adjourned – 10:10






Claims Processing - Amica Scan Center
PO Box 9690
Providence, RI 02940-9690

Toll Free: 1-800-59-AMICA
(1-800-592-6422)
Fax: 1-888-818-7529

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 MAR 11 A 9:50

March 7, 2015

MARLBOROUGH CITY CLERK'S OFFICE
140 MAIN STREET
MARLBOROUGH, MA 01752

File Number: 60002068697
Date of Loss: 01/26/2015
Owner/ Insured: Joren B. Reyes
Street: 57 SIMMONS STREET
Town: MARLBOROUGH
Type of Loss: FREEZE

To Whom This May Concern:

Please be advised that we insure the above named individual(s). A claim has been made for Damage to Real Property and as the insurer; we are presently in the process of adjusting the loss.

We are mandated to comply with Massachusetts General Laws, Chapter 139 and as such, if there are any present liens on the above property, please notify us within 10 days of receipt of this letter. If we do not hear from you, we will be under no obligation to pay you any portion of this claim.

Sincerely,

Victoria E. Blie

Victoria E. Blie AIC, AINS
Claims Department
800-592-6422 x21815
VBLIE@AMICA.COM

cc: Legal



Claims Processing - Amica Scan Center
PO Box 9690
Providence, RI 02940-9690

Toll Free: 1-800-59-AMICA
(1-800-592-6422)
Fax: 1-866-759-3140

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 MAR 12 A 10:08

March 10, 2015

City of Marlborough Clerk
140 Main St.
Marlborough, MA 01752

File Number: 60002072891
Date of Loss: 02/15/2015
Owner/ Insured: Andrea C. Finn
Street: 285 Church St.
Town: Marlborough
Type of Loss: Freeze

To Whom This May Concern:

Please be advised that we insure the above named individual(s). A claim has been made for Damage to Real Property and as the insurer; we are presently in the process of adjusting the loss.

We are mandated to comply with Massachusetts General Laws, Chapter 139 and as such, if there are any present liens on the above property, please notify us within 10 days of receipt of this letter. If we do not hear from you, we will be under no obligation to pay you any portion of this claim.

Sincerely,

Stephen R. Norsek

Stephen R. Norsek AIC
Claims Department
800-592-6422 x21798
SNORSEK@AMICA.COM



cc: legal



Claims Processing - Amica Scan Center
PO Box 9690
Providence, RI 02940-9690

Toll Free: 1-800-59-AMICA
(1-800-592-6422)
Fax: 1-888-999-6832

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 MAR 12 A 10:08

March 9, 2015

City Clerk's Office
140 Main St
Marlborough, MA 01752

File Number: 60002071311
Date of Loss: 02/23/2015
Owner/ Insured: Craig M. Brown
Street: 19 Fish Ln
Town: Marlborough
Type of Loss: Freeze

To Whom This May Concern:

Please be advised that we insure the above named individual(s). A claim has been made for Damage to Real Property and as the insurer; we are presently in the process of adjusting the loss.

We are mandated to comply with Massachusetts General Laws, Chapter 139 and as such, if there are any present liens on the above property, please notify us within 10 days of receipt of this letter. If we do not hear from you, we will be under no obligation to pay you any portion of this claim.

Sincerely,

Catherine J. Enkosky

Catherine J. Enkosky
Claims Department
800-592-6422 x21792
CENKOSKY@AMICA.COM



cc: legal



Claims Processing - Amica Scan Center
PO Box 9690
Providence, RI 02940-9690

Toll Free: 1-800-59-AMICA
(1-800-592-6422)
Fax: 1-866-759-3140

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 MAR 13 A 9 42

March 11, 2015

City of Marlborough Clerk
140 Main Street
Marlborough, MA 01752

File Number: 60002074360
Date of Loss: 03/11/2015
Owner/ Insured: Betina E. Bucciarelli
Street: 849 Boston Post Rd Apt 8c
Town: Marlborough
Type of Loss: Freeze

To Whom This May Concern:

Please be advised that we insure the above named individual(s). A claim has been made for Damage to Real Property and as the insurer; we are presently in the process of adjusting the loss.

We are mandated to comply with Massachusetts General Laws, Chapter 139 and as such, if there are any present liens on the above property, please notify us within 10 days of receipt of this letter. If we do not hear from you, we will be under no obligation to pay you any portion of this claim.

Sincerely,

Stephen R. Norsek

Stephen R. Norsek AIC
Claims Department
800-592-6422 x21798
SNORSEK@AMICA.COM



cc: Legal



Claims Processing - Amica Scan Center
PO Box 9690
Providence, RI 02940-9690

Toll Free: 1-800-59-AMICA
(1-800-592-6422)
Fax: 1-866-759-3140

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2015 MAR 13 A 9 42

March 11, 2015

Marlborough City Clerk
140 Main St.
Marlborough, MA 01752-6071

File Number: 60002072955
Date of Loss: 02/10/2015
Owner/ Insured: Alphonse E. Niski
Street: 60 Heatherwood Dr
Town: Marlborough
Type of Loss: Freeze/Water

To Whom This May Concern:

Please be advised that we insure the above named individual(s). A claim has been made for Damage to Real Property and as the insurer; we are presently in the process of adjusting the loss.

We are mandated to comply with Massachusetts General Laws, Chapter 139 and as such, if there are any present liens on the above property, please notify us within 10 days of receipt of this letter. If we do not hear from you, we will be under no obligation to pay you any portion of this claim.

Sincerely,

Leesa K. Smith

Leesa K. Smith AIC
Claims Department
800-592-6422 x21795
LSMITH@AMICA.COM



cc: legal



Claims Processing - Amica Scan Center
PO Box 9690
Providence, RI 02940-9690

Toll Free: 1-800-59-AMICA
(1-800-592-6422)
Fax: 1-866-759-3140

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 MAR 16 A 10:19

March 12, 2015

Marlborough City Clerk
140 Main St
Marlborough, MA 01752-2785

File Number: 60002075269
Date of Loss: 03/11/2015
Owner/ Insured: Linda M. Spooner
Street: 389 Cook Ln
Town: Marlborough
Type of Loss: Freeze/Water

To Whom This May Concern:

Please be advised that we insure the above named individual(s). A claim has been made for Damage to Real Property and as the insurer; we are presently in the process of adjusting the loss.

We are mandated to comply with Massachusetts General Laws, Chapter 139 and as such, if there are any present liens on the above property, please notify us within 10 days of receipt of this letter. If we do not hear from you, we will be under no obligation to pay you any portion of this claim.

Sincerely,

Leesa K. Smith

Leesa K. Smith AIC
Claims Department
800-592-6422 x21795
LSMITH@AMICA.COM

cc: Legal



Claims Processing - Amica Scan Center
PO Box 9690
Providence, RI 02940-9690

Toll Free: 1-800-59-AMICA
(1-800-592-6422)
Fax: 1-866-759-3140

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 MAR 16 A 10: 20

March 12, 2015

Marlborough City Clerk
140 Main St.
Marlborough, MA 01752

File Number: 60002075329
Date of Loss: 03/05/2015
Owner/ Insured: Louise B. Elias
Street: 79 Deerfield Run Unit 79
Town: Marlborough
Type of Loss: Freeze/Water

To Whom This May Concern:

Please be advised that we insure the above named individual(s). A claim has been made for Damage to Real Property and as the insurer; we are presently in the process of adjusting the loss.

We are mandated to comply with Massachusetts General Laws, Chapter 139 and as such, if there are any present liens on the above property, please notify us within 10 days of receipt of this letter. If we do not hear from you, we will be under no obligation to pay you any portion of this claim.

Sincerely,

Leesa K. Smith

Leesa K. Smith AIC
Claims Department
800-592-6422 x21795
LSMITH@AMICA.COM

CC: Legal



Claims Processing - Amica Scan Center
PO Box 9690
Providence, RI 02940-9690

Toll Free: 1-800-59-AMICA
(1-800-592-6422)
Fax: 1-866-759-3140

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 MAR 18 A 9 39

March 10, 2015

City of Marlborough Clerk
~~45 Williams Street~~ *Town Hall, Main St.*
Marlborough MA 01752

File Number: 60002071191
Date of Loss: 03/01/2015
Owner/ Insured: Edith J. Sussman
Street: 25 Canterbury Way
Town: Marlborough
Type of Loss: Freeze

To Whom This May Concern:

Please be advised that we insure the above named individual(s). A claim has been made for Damage to Real Property and as the insurer; we are presently in the process of adjusting the loss.

We are mandated to comply with Massachusetts General Laws, Chapter 139 and as such, if there are any present liens on the above property, please notify us within 10 days of receipt of this letter. If we do not hear from you, we will be under no obligation to pay you any portion of this claim.

Sincerely,

Stephen R. Norsek

Stephen R. Norsek AIC
Claims Department
800-592-6422 x21798
SNORSEK@AMICA.COM

RECEIVED

MAR 12 2015

cc: legal

Property Unit
PO Box 15147
Worcester MA 01615-0147
Telephone: 800-628-0250 Ext: 6604
Fax Number: 508-926-5660

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 MAR 10 A 9 44

March 05, 2015

MARLBOROUGH CITY CLERK
140 MAIN STREET
MARLBOROUGH MA 01752

Re: Our Insured: Kerri Grainger
Policy Number: HPN 5753237
Claim Number: 15-00504648 001
Date of Loss: 02/28/2015
Property Address: 30 Karopulios Dr Marlborough MA

To whom it may concern :

Claim has been made involving loss, damage or destruction of the above captioned property, which may either exceed \$1,000.00 or cause Mass. General Laws, Ch. 143, Sec. 6 to be applicable. If any notice under Mass. General Laws, Ch. 139, Sec. 3B is appropriate, please direct it to the attention of the undersigned and include a reference to the captioned insured, location, policy number, date of loss, and claim number.

On this date, I caused copies of this notice to be sent to the persons named above at the addresses indicated above by first class mail.

Sincerely,

Staci Spare

Staci Spare
Associate Adjuster
Citizens Insurance Company of America
517-579-6604

CC: Legal



Property Unit
PO Box 15147
Worcester MA 01615-0147
Telephone: 203-641-1548 Ext:
Fax Number: 508-926-5660

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 MAR -9 A 10:17

March 06, 2015

CITY CLERK'S OFFICE
140 MAIN ST
MARLBOROUGH MA 01752

Re: Our Insured: Catherine Young
Policy Number: HVN 8769650
Claim Number: 15-00509222 001
Date of Loss: 02/24/2015
Property Address: 64 DEERFIELD RUN UNIT 69 MARLBOROUGH MA

To whom it may concern:

Claim has been made involving loss, damage or destruction of the above captioned property, which may either exceed \$1,000.00 or cause Mass. Gerferal Laws, Ch. 143, Sec. 6 to be applicable. If any notice under Mass. General Laws, Ch. 139, Sec. 3B is appropriate, please direct it to the attention of the undersigned and include a reference to the captioned insured, location, policy number, date of loss, and claim number.

On this date, I caused copies of this notice to be sent to the persons named above at the addresses indicated above by first class mail.

Sincerely,

Joan Moore

Joan Moore
Sr. Outside Property Adjuster
Massachusetts Bay Insurance Company
203-641-1548 / jop1moore@hanover.com

Property Unit
PO Box 15147
Worcester MA 01615-0147
Telephone: 508-816-2602 Ext:
Fax Number: 508-926-5660

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

March 03, 2015

2015 MAR -9 A 10: 17

CITY CLERK'S OFFICE
140 MAIN ST
MARLBOROUGH MA 01752

Re: Our Insured: Joseph Kenosian
Policy Number: HPN 9924641
Claim Number: 15-00492647 001
Date of Loss: 02/12/2015
Property Address: 721 STOW RD MARLBOROUGH MA

To whom it may concern :

Claim has been made involving loss, damage or destruction of the above captioned property, which may either exceed \$1,000.00 or cause Mass. General Laws, Ch. 143, Sec. 6 to be applicable. If any notice under Mass. General Laws, Ch. 139, Sec. 3B is appropriate, please direct it to the attention of the undersigned and include a reference to the captioned insured, location, policy number, date of loss, and claim number.

On this date, I caused copies of this notice to be sent to the persons named above at the addresses indicated above by first class mail.

Sincerely,

Matthew Kermish

Matthew Kermish
CAT Adjuster
Citizens Insurance Company of America

CC: Legal

The
Hanover
Insurance Group™

Property Unit
PO Box 15147
Worcester MA 01615-0147
Telephone: 800-628-0250 Ext: 5775
Fax Number: 508-926-5660

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 MAR 12 P 4:09

March 12, 2015

CITY CLERK'S OFFICE
140 MAIN ST
MARLBOROUGH MA 01752

Re: Our Insured: Suzanne Neubauer
Policy Number: HPG 6459066
Claim Number: 15-00506032 001
Date of Loss: 02/10/2015
Property Address: 453 BIGELOW ST MARLBOROUGH MA

To whom it may concern:

Claim has been made involving loss, damage or destruction of the above captioned property, which may either exceed \$1,000.00 or cause Mass. General Laws, Ch. 143, Sec. 6 to be applicable. If any notice under Mass. General Laws, Ch. 139, Sec. 3B is appropriate, please direct it to the attention of the undersigned and include a reference to the captioned insured, location, policy number, date of loss, and claim number.

On this date, I caused copies of this notice to be sent to the persons named above at the addresses indicated above by first class mail.

Sincerely,

Irma Delgado

Irma Delgado
CAT Adjuster
Citizens Insurance Company of America

CC: Legal 3/12/15 *[Signature]*

Property Unit
PO Box 15147
Worcester MA 01615-0147
Telephone: 508-816-0942 Ext:
Fax Number: 508-926-5660

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

March 09, 2015

2015 MAR 16 A 10: 20

CITY CLERK'S OFFICE
140 MAIN ST
MARLBOROUGH MA 01752

Re: Our Insured: Richard Tomanek
Policy Number: HPN 7995176
Claim Number: 15-00510151 001
Date of Loss: 02/18/2015
Property Address: 19 WATER ST MARLBOROUGH MA

To whom it may concern :

Claim has been made involving loss, damage or destruction of the above captioned property, which may either exceed \$1,000.00 or cause Mass. General Laws, Ch. 143, Sec. 6 to be applicable. If any notice under Mass. General Laws, Ch. 139, Sec. 3B is appropriate, please direct it to the attention of the undersigned and include a reference to the captioned insured, location, policy number, date of loss, and claim number.

On this date, I caused copies of this notice to be sent to the persons named above at the addresses indicated above by first class mail.

Sincerely,

Nicholas Davis

Nicholas Davis
CAT Adjuster
Citizens Insurance Company of America
508-816-0942

CC: Legal

Property Unit
PO Box 15147
Worcester MA 01615-0147
Telephone: 508-847-6714 Ext:
Fax Number: 508-926-5660

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 MAR 16 A 10:20

March 09, 2015

CITY CLERK'S OFFICE
140 MAIN ST
MARLBOROUGH MA 01752

Re: Our Insured: Jessica Steinberg
Policy Number: HPG 7566603
Claim Number: 15-00494342 001
Date of Loss: 02/11/2015
Property Address: 51 VIOLETWOOD CIR MARLBOROUGH MA

To whom it may concern :

Claim has been made involving loss, damage or destruction of the above captioned property, which may either exceed \$1,000.00 or cause Mass. General Laws, Ch. 143, Sec. 6 to be applicable. If any notice under Mass. General Laws, Ch. 139, Sec. 3B is appropriate, please direct it to the attention of the undersigned and include a reference to the captioned insured, location, policy number, date of loss, and claim number.

On this date, I caused copies of this notice to be sent to the persons named above at the addresses indicated above by first class mail.

Sincerely,

Timothy Swartout, WRT, ASD

Timothy Swartout, WRT, ASD
Outside Property Adjuster
Citizens Insurance Company of America

cc: Legal

Property Unit
PO Box 15147
Worcester MA 01615-0147
Telephone: 770-262-1236 Ext:
Fax Number: 508-926-5660

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

March 13, 2015

2015 MAR 19 A 9:40

TOWN CLERK
140 MAIN STREET
MALBOROUGH MA 01752

Re: Our Insured: Navin Patel
Policy Number: HVN A329604
Claim Number: 15-00494799 001
Date of Loss: 02/16/2015
Property Address: 61 FOLEY RD MARLBOROUGH MA

To whom it may concern :

Claim has been made involving loss, damage or destruction of the above captioned property, which may either exceed \$1,000.00 or cause Mass. General Laws, Ch. 143, Sec. 6 to be applicable. If any notice under Mass. General Laws, Ch. 139, Sec. 3B is appropriate, please direct it to the attention of the undersigned and include a reference to the captioned insured, location, policy number, date of loss, and claim number.

On this date, I caused copies of this notice to be sent to the persons named above at the addresses indicated above by first class mail.

Sincerely,

Hugh Patterson Jr

Hugh Patterson Jr
Sr. Outside Property Adjuster
Massachusetts Bay Insurance Company
770-262-1236



Union Mutual of Vermont Companies

Union Mutual Fire Insurance Company
New England Guaranty Insurance Company, Inc.
Eastern Mutual Insurance Company
Community Mutual Insurance Company

P.O. Box 158 • Montpelier, VT 05601-0158 • www.unionmutual.com

March 6, 2015

**Marlborough Town Clerk
140 Main St
Marlborough, MA 01752**

MASSACHUSETTS GENERAL LAWS, CHAPTER 139 LETTER

**RE: Insured: Joan Conner
Loss Location: 47 Crystal Brook Way #G
Marlborough, MA
Policy Number: hop0033912
Date of Loss: 3/5/2015
Type of Loss: ice dam
Claim #: clm15810**

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 MAR 11 A 9:50

Dear Sir or Madam,

A claim has been made involving loss, damage or destruction of the property captioned above, which may either exceed \$1,000.00 or cause Massachusetts General Laws, Chapter 143, Section 6 to be applicable. If any notice under Massachusetts General Laws, Chapter 139, Section 3B is appropriate, please direct it to the attention of the writer and include a reference to the captioned insured, location, policy number date of loss, cause of loss and claim number.

One this date, I caused copies of this notice to be sent to the persons named above at the addresses indicated above by first claim mail.

Sincerely,

Mike O'Hara
(802)229-5596

cc: Legal

