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CITY OF MARLBOROUGH

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CITY OF MARLBOROUGH

City Council Agenda

Monday, January 12, 2026

8:00 PM

This meeting of the City Council will be held in City Council Chambers, City Hall, 140 Main Street. **PUBLIC ATTENDANCE IS PERMITTED.** This meeting will be televised on WMCT-TV (Comcast Channel 8 or Verizon/Fios Channel 34), or you can view the meeting live on the WMCT-TV website (<https://www.wmct-tv.com/watch>).

1. Minutes, City Council Meeting, December 15, 2025.
2. Minutes, City Council Organizational Meeting, January 5, 2026.
3. From City Council President Ossing – City Council Regular Meeting Schedule and City Council Committee Assignments for the 2026 Legislative Year.
4. Communication from Councilors Ossing & Navin, re: Municipal Aggregation – December 2025 Update.
5. Communication from the Mayor, re: Grant Acceptance for 30 Dell Pro-14 laptops, a charging cart, braille keyboard, a vertical mouse and a trackball mouse from the Massachusetts Broadband Institute awarded to the Public Library to be added to the library's collection for resident use.
6. Communication from the Mayor, re: Grant Acceptance in the amount of \$23,000.00 from the Massachusetts Clean Water Trust awarded to the Department of Public Works to be used for improved cybersecurity to strengthen the Supervisory Control and Data Acquisition systems (SCADA) at the Cedar Hill Water Pumping Station and Standby Facility.
7. Communication from the Mayor, re: Appointment of Judy McDonald to the Council on Aging for a 4-year term to expire on May 6, 2030.
8. Communication from the Mayor, re: Reappointment of Raymond Magee to the Council on Aging for a 4-year term to expire on May 6, 2030.
9. Communication from the Mayor, re: Proposed Salary Ordinance Amendment pursuant to Chapter 125 "Personnel" §6 "Salary Schedule" relative to the position of City Solicitor.
10. Communication from the Mayor, re: Proposed Salary Ordinance Amendment pursuant to Chapter 125 "Personnel" §6 "Salary Schedule" relative to the position of Assistant Fire Chief.
11. Certification from Ward 4 Councilor Heather Gould as required under MGL Chapter 39 §23D ("Mullin Rule"), regarding the Application for a Special Permit from Attorney Gemma Cashman, on behalf of JC Residential and Light Commercial LLC, for outdoor storage as an accessory use for the warehouse located at 1000 Nickerson Road, Order No. 25-1009540C.

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.

12. Certification from Ward 4 Councilor Heather Gould as required under MGL Chapter 39 §23D (“Mullin Rule”), regarding the Application for a Special Permit from Lifestyle Fit LLC d/b/a FRVR Athletics, for a proposed gym for physical fitness classes, team strength and performance training, fitness education, nutrition education and training, and the sale of related fitness clothing and merchandise, to be in an existing building at 214 Cedar Hill Street, Order No. 25-1009581B.
13. Certification from Ward 7 Councilor Matthew Sargent as required under MGL Chapter 39 §23D (“Mullin Rule”), regarding the Application for a Special Permit from Attorney Gemma Cashman, on behalf of JC Residential and Light Commercial LLC, for outdoor storage as an accessory use for the warehouse located at 1000 Nickerson Road, Order No. 25-1009540C.
14. Certification from Ward 7 Councilor Matthew Sargent as required under MGL Chapter 39 §23D (“Mullin Rule”), regarding the Application for a Special Permit from Lifestyle Fit LLC d/b/a FRVR Athletics, for a proposed gym for physical fitness classes, team strength and performance training, fitness education, nutrition education and training, and the sale of related fitness clothing and merchandise, to be in an existing building at 214 Cedar Hill Street, Order No. 25-1009581B.
15. Communication from Solicitor Jason Grossfield, re: Approval of Home Rule Petition relative to Procedure for Layout and Acceptance of Subdivision Roads, Chapter 85 of the Acts of 2025.
16. Communication from Solicitor Jason Grossfield, re: Application for a Special Permit from Lifestyle Fit LLC d/b/a FRVR Athletics, for a proposed gym for physical fitness classes, team strength and performance training, fitness education, nutrition education and training, and the sale of related fitness clothing and merchandise, to be in an existing building at 214 Cedar Hill Street, in proper legal form, Order No. 25-1009581B.
17. Communication from Solicitor Jason Grossfield, re: Application for a Special Permit from Attorney Gemma Cashman, on behalf of JC Residential and Light Commercial LLC, for outdoor storage as an accessory use for a warehouse to be located at 1000 Nickerson Road, in proper legal form, Order No. 25-1009540C.
18. Communication from the Massachusetts School Building Authority (MSBA), re: Approval of Richer Elementary School Project Preferred Schematic.
19. Minutes of Boards, Commissions and Committees:
 - a) Conservation Commission, November 20, 2025.
 - b) Council on Aging, November 18, 2025.
 - c) Cultural Council, September 3, 2025.
 - d) Historical Commission, October 16, 2025.
 - e) Library Trustees, September 2, 2025, October 7, 2025 & November 4, 2025.
 - f) OPEB Trust, December 10, 2025.
 - g) Planning Board, November 17, 2025.
20. CLAIMS:
 - a) Lawrence Barbieri, 96 Blanchette Drive, residential mailbox claim (2a).
 - b) Alicia Mills, 47 Boudreau Avenue, pothole or other road defect.
 - c) Leah Vincuilla, 175 Blanchette Drive, residential mailbox claim (2a).

REPORTS OF COMMITTEES:

UNFINISHED BUSINESS:

Legislative & Legal Affairs Committee

21. **Order No. 25-1009415A: Proposed Change to City Charter relative to §59A for filling vacancies in the office of Mayor and City Council.**

Recommendation of the Legislative & Legal Affairs Committee is to APPROVE.

On a motion by Councilor Robey, seconded by Chair Brown, the Legislative & Legal Affairs Committee recommends approval of the Proposed Charter Change relative to §59A for filling vacancies in the office of Mayor and City Council and further to suspend the rules to refer to the City Solicitor to place in a Home Rule petition format and to carry over to year 2026. Vote 3-0 with a suspension.

Urban Affairs Committee

22. **Order No. 25-1009540C: Special Permit Application from Attorney Gemma Cashman on behalf of JC Residential and Light Commercial, LLC, for outdoor storage as an accessory use for the warehouse located at 1000 Nickerson Road.**

Recommendation of the Urban Affairs Committee is to APPROVE as amended.

Councilor Doucette moved to recommend approval of the Special Permit Decision as amended, it was seconded. After discussion it was approved 2-1 (Robey). The chair stated she would report this out at the December 15, 2025, meeting and ask for a suspension to refer to Solicitor to be put in proper form and to carry this over to 2026 Legislative Session where it would be taken up at the 2nd meeting of January to meet the deadline.

Councilors-at-Large

Sean A. Navin
 Mark A. Oram
 Michael H. Ossing
 Kathleen D. Robey

**Ward Councilors**

Ward 1 – Mark A. Vital
 Ward 2 – David Doucette
 Ward 3 – Robert Preciado
 Ward 4 – Teona C. Brown
 Ward 5 – John J. Irish
 Ward 6 – A. Trey Fuccillo
 Ward 7 – Matthew S. Sargent

Council President

Michael H. Ossing

Council Vice-President

Kathleen D. Robey

**CITY OF MARLBOROUGH
 CITY COUNCIL
 MEETING MINUTES
 MONDAY, DECEMBER 15, 2025**

The regular meeting of the City Council was held on Monday, December 15, 2025, at 8:00 PM in City Council Chambers, City Hall. City Councilors Present: Ossing, Vital, Doucette, Preciado, Brown, Irish, Fuccillo, Sargent, Navin, Oram & Robey. Meeting adjourned at 8:34 PM.

Motion by Councilor Brown, seconded by the Chair to adopt the following:

ORDERED: That the Minutes of the City Council meeting, DECEMBER 1, 2025, **FILE**; adopted.

President Ossing declared the vote of 11 – 0.

Motion by Councilor Irish, seconded by the Chair to adopt the following:

ORDERED: Under authority of MGL Chapter 44, Section 53A, the City Council hereby **APPROVES** the Grant Acceptance in the amount of \$7,000.00 from the Brigham Family Trust awarded to the Public Library to be used to create a “Library of Things” collection; adopted.

President Ossing declared the vote of 11 – 0.

Motion by Councilor Irish, seconded by the Chair to adopt the following:

ORDERED: That the Communication from the Mayor, re: OPEB Trust Update, **FILE**; adopted.

President Ossing declared the vote of 11 – 0.

Motion by Councilor Robey, seconded by the Chair to adopt the following:

ORDERED: That the Communication from Solicitor Jason Grossfield, re: Application for a Special Permit from Attorney Brian Falk, on behalf of 1st Choice Auto Services & Sales, Inc., to modify the preexisting non-conforming auto repair use by adding automobile sales as an accessory use at the property located at 299 Maple Street, in proper legal form, Order No. 25-1009513C, **MOVED TO #9 & FILE**; adopted.

President Ossing declared the vote of 11 – 0.

Motion by Councilor Fuccillo, seconded by the Chair to adopt the following:

ORDERED: That the Communication from Philip Provost & Bill Limberopoulos, re: Request to accept Jewel Road as a public way, referred to **PLANNING BOARD, CITY SOLICITOR & CITY ENGINEER**; adopted.

President Ossing declared the vote of 11 – 0.

Motion by Councilor Doucette, seconded by the Chair to adopt the following:

ORDERED: That the Minutes of following Boards, Commissions and Committees, **FILE**; adopted.

- a) Commission on Disabilities, October 6, 2025.
- b) Municipal Aggregation, December 4, 2025.
- c) Planning Board, November 3, 2025.

President Ossing declared the vote of 11 – 0.

Motion by Councilor Brown, seconded by the Chair to adopt the following:

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

- a) Arthur Lazazzero, 18 Ahlgren Circle, residential mailbox claim (2a).

President Ossing declared the vote of 11 – 0.

Councilor Irish reported the following out of the Finance Committee:

**City Council Finance Committee
December 8, 2025
Minutes and Report**

This meeting convened at 6:30 PM and was held in the City Council Chamber and open to the public. The meeting was televised live on WMCT-TV (Comcast Channel 8 or Verizon/Fios Channel 34) and available for viewing on their website, <https://www.wmct-tv.com>.

Voting Members: Chair Irish, Councilors Vital, Oram, Brown and Fuccillo.

Also Present: President Ossing, Mayor Dumais, Comptroller Doheny, Auditor Smith.

Order No. 25-1009607: Proposed Job Descriptions pursuant to Chapter 125 “Personnel” §5 “Preparation of Classification Descriptions” relative to the positions of Head Clerk and Senior Clerk in the Collector’s Office along with a Transfer Request in the amount of “\$4,051.68” (Four thousand fifty-one dollars and sixty-eight cents) from Assistant Finance Director to Head Clerk to fund the position for the remainder of FY26.

Chair Irish read the communication from Mayor Dumais. Councilor Vital expressed concern regarding the absolute following of the Collins Center Report and suggested that the City Council look separately at each position that is forwarded to the body. Councilor Oram spoke in support of the order.

On a motion to approve by Councilor Brown, seconded by Chair Irish, the Finance Committee recommends approval of the proposed job descriptions along with the Transfer in the amount of “\$4,051.68” relative to the positions of Head Clerk and Senior Clerk in the Collector’s Office from Assistant Finance Director to Head Clerk to fund the position for the remainder of FY26.

Vote 5-0 w/suspension

Order No. 25-1009608: Proposed Job Description pursuant to Chapter 125 §5 “Preparation of Classification Descriptions” relative to the position of Comptroller/Treasurer in addition to a Proposed Employment Contract for Brian Doheny along with a Transfer Request in the amount of \$20,695.00 (twenty thousand six hundred ninety-five dollars) from Assistant Finance Director to Comptroller/Treasurer to fund the contract for the remainder of FY26.

Reports of Committee Continued:

Chair Irish read the communication from Mayor Dumais. Chair Irish and Councilor Oram spoke in support of the proposed job description relative to the position of Comptroller/Treasurer in addition to a Proposed Employment Contract for Brian Doheny along with a Transfer in the amount of \$20,695.00 from Assistant Finance Director to Comptroller/Treasurer to fund the contract for the remainder of FY26.

On a motion by Councilor Vital, seconded by Chair Irish, the Finance Committee recommends approval of the Proposed Job Description, Employment Contract and Transfer Request in the amount of \$20,695.00. Vote 5-0 w/suspension

Motion made and seconded to adjourn; the meeting adjourned at 6:41 PM

Councilor Brown reported the following out of the Legislative & Legal Affairs Committee:

**City Council Legislative & Legal Affairs Committee
December 11, 2025
Minutes and Report**

This meeting convened at 7:00 PM in the City Council Chamber, City Hall. Public attendance was permitted. The meeting was televised on WMCT-TV (Comcast Channel 8 and Verizon/Fios Channel 34) and available for viewing live at <https://www.wmct-tv.com/watch>

Committee Members Present: Chair Brown, Councilor Robey; and Councilor Fuccillo.

Other Councilors Present: Councilors Doucette and Ossing.

Order No. 25-1009415: Proposed Change to City Charter relative to §59A for filling vacancies in the office of Mayor and City Council.

Chair Brown read the communication from President Ossing. Councilor Robey made a motion to approve the Charter Change, seconded by Chair Brown. Discussion followed. Councilor Doucette expressed his concern that the language could give a candidate an upper hand. Councilor Robey was not in agreement with Councilor Doucette, adding that she did not feel it was appropriate to have a vacant ward seat for over a year as happened while Councilor Landers was ill and later passed away. President Ossing and Councilor Fuccillo were in support of the Charter Change. Councilor Doucette stated that the person appointed should not be able to run for the seat. Other councilors present did not share Councilor Doucette's concerns.

On a motion by Councilor Robey, seconded by Chair Brown, the Legislative & Legal Affairs Committee recommends approval of the Proposed Charter Change relative to §59A for filling vacancies in the office of Mayor and City Council and further to suspend the rules to refer to the City Solicitor to place in a Home Rule petition format and to carry over to year 2026.

Vote 3-0 W/Suspension

On a motion by Councilor Robey, seconded by Chair Brown, the meeting adjourned at 7:17 PM

Reports of Committee Continued:

Councilor Robey reported the following out of the Urban Affairs Committee:

**City Council Urban Affairs & Housing Committee
December 11, 2025
Minutes and Report**

This meeting was held in the City Council Chamber and open to the public. The meeting was televised live on WMCT-TV (Comcast Channel 8 or Verizon/Fios Channel 34) and available for viewing on their website, <https://www.wmct-tv.com>.

Voting members present: Chairman Katie Robey, Councilor Doucette, and Councilor Fuccillo. Voting members Preciado and Navin were absent.

Also present: Councilors Brown and Ossing.

Order No. 25-1009540: Special Permit Application from Attorney Gemma Cashman on behalf of JC Residential and Light Commercial, LLC, for outdoor storage as an accessory use for the warehouse located at 1000 Nickerson Road.

Present for the petitioner were Attorney Gemma Cashman and from Lincoln Property Companies, owner of the property—Connie Wijaranakula and Dante Angelucci.

The chair opened the meeting thanking the petitioner for extending the time limit to January 31, 2026, their patience as this went under review by the solicitor and then getting a date set for an Urban Affairs meeting.

Attorney Cashman made some remarks on why they feel this special permit should be approved and the owners of the property discussed the work they have done on the site and urged us to approve the special permit.

The chair stated she had sent the tapes from 2005 to all councilors, so they had an opportunity to look at what was discussed when this change was made. Chair then read part of the opinion from Solicitor Grossfield and read through comments received from three member of the Urban Affairs Committee/City Council in 2005 when the code was amended to allow outdoor storage in LI with all of them stressing the change used the word "and" to combine light non-nuisance manufacturing and assembly of vehicles, not as two separate types of uses. The chair read the comments from the Building Commissioner and from Councilor Ossing, who was a member of the City Council in 2005, with both of them reading the language as two separate types of uses.

The chair stated the draft special permit came in late and thanked the department heads for their quick responses—Asst. Fire Chief Emanuelson, Police Chief Giorgi, Health Director Dinwoodie, City Engineer DiPersio all had no comment. Conservation/Sustainability Officer Ryder offered an amendment to Condition #5, and Building Commissioner Paynton agreed with her recommendation.

The chair asked for comments before reading through the special permit draft decision. Councilor Doucette suggested working around the 2005 change so that someone requesting to do light manufacturing can pull a special permit and get one. Councilor Fuccillo stated he thought the "and" was distributive and that this petitioner should be allowed to have their special permit approved.

Reports of Committee Continued:

The chair read through the draft Special Permit Decision with members agreeing to the change suggested by Ms. Ryder in Condition #5 in the last sentence to add after the words "City Ordinances" the following: *and will require a fence permit from the building department.*

Councilor Doucette moved to recommend approval of the Special Permit Decision as amended, it was seconded. After discussion it was approved 2-1 (Robey).

The chair stated she would report this out at the December 15th meeting and ask for a suspension to refer to solicitor to be put in proper form and to carry this over to 2026 Legislative Session. where it would be taken up at the 2nd meeting of January to meet the deadline.

On a motion made and seconded, the meeting adjourned at 8:10 PM

Suspension of the Rules requested – granted. (President Ossing declared the vote of 11-0).

Motion by Councilor Irish, to move the recommendation of the Finance Committee, seconded by the Chair to adopt the following:

ORDERED: That the Job Descriptions pursuant to Chapter 125 "Personnel" §5 "Preparation of Classification Descriptions" relative to the positions of Head Clerk and Senior Clerk in the Collector's Office, **APPROVED**; adopted.

President Ossing declared the vote of 11 – 0.

Suspension of the Rules requested – granted. (President Ossing declared the vote of 11-0).

Motion by Councilor Irish, to move the recommendation of the Finance Committee, seconded by the Chair to adopt the following:

ORDERED: That the Transfer Request in the amount of \$4,051.68 (Four thousand fifty-one dollars and sixty-eight cents) from Assistant Finance Director to Head Clerk to fund the position for the remainder of FY26, **APPROVED**; adopted.

President Ossing declared the vote of 11 – 0.

CITY OF MARLBOROUGH BUDGET TRANSFERS –									
DEPT:		Comptroller				FISCAL YEAR:		2026	
		FROM ACCOUNT:				TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$92,409.00	\$4,051.68	11440001	50042	Asst Finance Dir/Collector	\$4,051.68	11440002	50550	Head Clerk	\$0.00
Reason:		Surplus as unfilled at this time.				Transfer for upgraded position from senior clerk			
\$4,051.68		Total				\$4,051.68		Total	

Suspension of the Rules requested – granted. (President Ossing declared the vote of 11-0).

Motion by Councilor Irish, to move the recommendation of the Finance Committee, seconded by the Chair to adopt the following:

ORDERED: That the Job Description pursuant to Chapter 125 “Personnel” §5 “Preparation of Classification Descriptions” relative to the position of Comptroller/Treasurer, **APPROVED**; adopted.

President Ossing declared the vote of 10 – 1.

Suspension of the Rules requested – granted. (President Ossing declared the vote of 11-0).

Motion by Councilor Irish, to move the recommendation of the Finance Committee, seconded by the Chair to adopt the following:

ORDERED: That the Mayor is authorized pursuant to MGL Chapter 41 §108N ½ to execute an Employment Contract between the City of Marlborough and Brian Doheny as Comptroller/Treasurer, **APPROVED**; adopted.

President Ossing declared the vote of 10 – 1.

Suspension of the Rules requested – granted. (President Ossing declared the vote of 11-0).

Motion by Councilor Irish, to move the recommendation of the Finance Committee, seconded by the Chair to adopt the following:

ORDERED: That the Transfer Request in the amount of \$20,695.00 (twenty thousand six hundred ninety-five dollars) from Assistant Finance Director to Comptroller/Treasurer to fund the contract for the remainder of FY26, **APPROVED**; adopted.

President Ossing declared the vote of 10 – 1.

CITY OF MARLBOROUGH
BUDGET TRANSFERS –

DEPT:		Comptroller				FISCAL YEAR:		2026	
FROM ACCOUNT:						TO ACCOUNT:			
Available									Available
Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Balance
<u>\$92,409.00</u>	<u>\$20,695.00</u>	<u>11440001</u>	<u>50042</u>	<u>Asst Finance Dir/Collector</u>	<u>\$20,695.00</u>	<u>11330001</u>	<u>50015</u>	<u>Comptroller/Treasurer</u>	<u>\$94,406.09</u>
Reason:		<u>Surplus as unfilled at this time.</u>				<u>Transfer for contractual obligation</u>			
	\$20,695.00	Total			\$20,695.00	Total			

Suspension of the Rules requested – granted. (President Ossing declared the vote of 11-0).

Motion by Councilor Brown, seconded by the Chair to adopt the following:

ORDERED: That the Proposed Change to Marlborough City Charter relative to Section 59A for filling vacancies in the office of Mayor and City Council, referred to the **LEGAL DEPARTMENT TO BE PLACED IN PROPER LEGAL FORM & CARRY OVER TO THE 2026/2027 LEGISLATIVE SESSION**; adopted.

Motion by Councilor Doucette to amend the Proposed Order to bar any person appointed to fill a vacancy from running for that seat for two years, seconded by Councilor Vital.

A discussion took place, and a Point of Order was raised by Councilor Robey that the Council rules require that any amendment more than 10-words need to be in writing. At this time, Councilor Doucette withdrew his amendment and stated he would work with the Solicitor on new language for when this matter is brought back before the Council.

President Ossing then called for the vote on the original motion to refer to the Legal Department and to Carry Over to the 2026/2027 Legislative Session.

President Ossing declared the vote of 11 – 0.

Suspension of the Rules requested – granted. (President Ossing declared the vote of 11-0).

Motion by Councilor Robey, seconded by the Chair to adopt the following:

ORDERED: That the Application for a Special Permit from Attorney Gemma Cashman, on behalf of JC Residential and Light Commercial LLC, for outdoor storage as an accessory use for the warehouse located at 1000 Nickerson Road, referred to the **LEGAL DEPARTMENT TO BE PLACED IN PROPER LEGAL FORM & CARRY OVER TO THE 2026/2027 LEGISLATIVE SESSION**; adopted.

President Ossing declared the vote of 11 – 0.

Motion by Councilor Robey, seconded by the Chair to adopt the following:

ORDERED: That the Application for a Special Permit from Lifestyle Fit LLC d/b/a FRVR Athletics, for a proposed gym for physical fitness classes, team strength and performance training, fitness education, nutrition education and training, and the sale of related fitness clothing and merchandise, to be in an existing building at 214 Cedar Hill Street, **CARRIED OVER TO THE 2026/2027 LEGISLATIVE SESSION**; adopted.

President Ossing declared the vote of 11 – 0.

Suspension of the Rules requested – granted. (President Ossing declared the vote of 11-0).

Councilor Robey updated the City Council on the status of the Richer School Building Committee. The Massachusetts School Building Authority (MSBA) held a meeting to move Marlborough into preferred schematic design for new construction at an estimated cost of \$169,200,000.00. The Richer School Building Committee is very excited to begin the next phase of the work.

Motion by Councilor Navin, seconded by the Chair to adopt the following:

ORDERED: The City Council supports the Municipal Aggregation Committee's unanimous endorsement (Vote 5 – 0) to have the City participate in a low-income community solar discount rate program as part of the City's municipal aggregation plan subject to applicable state requirements, and authorizes the Mayor to negotiate and enter into a memorandum of understanding, administrative services agreement, and/or any other document or agreement necessary to effectuate the above, for a term not to exceed twenty (20) years, subject to the approval of the Commissioner of Public Works, Chief Procurement Officer, and City Solicitor.

APPROVED; adopted.

President Ossing declared the vote of 10 – 1.

Motion by Councilor Robey, to move the recommendation of the Urban Affairs Committee, seconded by the Chair to adopt the following:

ORDERED:

**IN CITY COUNCIL
NOTICE OF DECISION
DECISION ON A SPECIAL PERMIT
ORDER NO. 25-1009513D**

Special Permit Application of:
1st Choice Auto Services & Sales, Inc.
299 Maple Street
Marlborough, MA 01752
Order No. 25-1009513D

Locus:
299 Maple Street
Marlborough, MA 01752
Assessors Map 93 Parcel(s) 36 and 36A

**DECISION ON A SPECIAL PERMIT
ORDER NO. 25-1009513D**

The City Council of the City of Marlborough hereby **GRANTS** the Application for a Special Permit to 1st Choice Auto Services & Sales, Inc. (the "Applicant") to modify a preexisting nonconforming auto repair use and structure by adding an accessory auto sales use at 299 Maple Street, Marlborough, MA in the Commercial Automotive Zoning District, as provided in this Decision and subject to the following Findings of Fact and Conditions.

FINDINGS OF FACT

1. The Applicant, 1st Choice Auto Services & Sales, Inc., is a Massachusetts corporation with an address of 299 Maple Street, Marlborough, MA 01752.
2. The Applicant is the tenant of the property located at 299 Maple Street, Marlborough, Massachusetts, being shown as Parcels 36 and 36A on Assessors Map 93 (the "Site").

3. In accordance with Section 650-12.B, Section 650-17, and Section 650-18.A(25), of the Zoning Ordinance of the City of Marlborough (the "Zoning Ordinance"), the Applicant proposes to modify a preexisting nonconforming auto repair use and structure at the Site by adding accessory auto sales (the "Use"). As shown on the Plans referenced in paragraph 5 below, the Use consists of an auto repair building and accessory parking.
4. The Applicant, by and through its counsel, filed with City Clerk of the City of Marlborough an Application for a Special Permit ("Application") for the Use.
5. In connection with the Application, the Applicant submitted a certified list of abutters, filing fees, and a site plan entitled "Preliminary Site Plan of Map 93, Lots 36 & 36A" by Levesque Geomatics Inc., with the last revision date of October 30, 2025 (the "Plans") attached hereto as "Attachment A".
6. The Application was certified as complete by the Building Commissioner of the City of Marlborough, acting on behalf of the City Planner for the City of Marlborough, in accordance with the Rules and Regulations promulgated by the City Council for the issuance of a Special Permit.
7. The Site is located in the Commercial Automotive Zoning District.
8. The Site has an area of 6,405 square feet +/- as shown on the Plans.
9. The Site's principal building is a preexisting nonconforming structure with respect to setbacks and lot coverage. The Site's auto repair use is preexisting nonconforming with respect to the need for a special permit for such a use on a parcel with an area of less than one acre.
10. Pursuant to the Rules and Regulations of the City Council for the City of Marlborough and applicable statutes of the Commonwealth of Massachusetts, the City Council established a date for a public hearing on the Application and the City Clerk for the City of Marlborough caused notice of the same to be advertised and determined that notice of the same was provided to abutters entitled thereto in accordance with applicable regulations and law.
11. The Marlborough City Council, pursuant to Massachusetts General Laws Chapter 40A, opened a public hearing on the Application on Monday, August 18, 2025. The public hearing was held at the Marlborough City Hall, 140 Main Street. The hearing was closed on August 18, 2025.
12. The Applicant, through its representatives, presented testimony at the public hearing detailing the Use, describing its impact upon municipal services, the neighborhood, and traffic.
13. At the public hearing, no members of the public spoke in opposition to the Use.

**BASED ON THE ABOVE, THE CITY COUNCIL MAKES THE FOLLOWING
FINDINGS AND TAKES THE FOLLOWING ACTIONS**

- A. The Applicant has complied with all Rules and Regulations promulgated by the Marlborough City Council as they pertain to special permit applications.
- B. The City Council finds that the change of use of the preexisting nonconforming use and structure would not be substantially more detrimental to the neighborhood than the existing nonconforming use and structure.
- C. The City Council finds that the preexisting nonconforming use and structure have not been abandoned for a period of two years or more.

- D. The City Council finds that the proposed Use is not enlarged to more than 25% of the floor and ground area of the preexisting nonconforming structure at the Site.
- E. The City Council finds that the proposed Use of the Site is an appropriate use and in harmony with the general purpose and intent of the Zoning Ordinance of the City of Marlborough when subject to the appropriate terms and conditions as provided herein. The City Council makes these findings subject to the completion and adherence by the Applicant, its successors and/or assigns to the conditions more fully set forth herein.
- F. The City Council, pursuant to its authority under Massachusetts General Laws Chapter 40A and the Zoning Ordinance of the City of Marlborough hereby **GRANTS** the Applicant a Special Permit for an accessory auto sales use at 299 Maple Street on a parcel with an area of less than one acre, and a modification of a preexisting nonconforming auto repair use and structure at 299 Maple Street by adding the accessory auto sales use, as shown on the Plans filed, **SUBJECT TO THE FOLLOWING CONDITIONS**, which conditions shall be binding on the Applicant, its successors and/or assigns:
1. Construction in Accordance with Applicable Laws. Construction of all structures on the Site is to be in accordance with all applicable Building Codes and Zoning Regulations in effect in the City of Marlborough and the Commonwealth of Massachusetts and shall be built according to the Plans as may be amended during Site Plan Review.
 2. Site Plan Review. The issuance of the Special Permit is further subject to detailed Site Plan Review by the Site Plan Review Committee, in accordance with the City of Marlborough Site Plan Review Ordinance prior to the issuance of the building permit. Any additional changes, alterations, modifications or amendments, as required during the process of Site Plan Review, shall be further conditions attached to the building permit, and no final occupancy permit shall be issued until the Applicant has complied with all conditions, provided, however, that subsequent to the issuance of this Special Permit and Site Plan Approval, the Site Plan Review Committee may authorize the phasing of site and building work depending upon weather conditions and other factors. Subsequent Site Plan Review shall be consistent with the conditions of this Special Permit and the Plans submitted, reviewed and approved by the City Council as the Special Permit Granting Authority.
 3. Modification of Plans. Notwithstanding conditions #1 and #2 above, the City Council or the Site Plan Review Committee may approve engineering changes to the Plans, so long as said changes do not change the Use as approved herein, or materially increase the impervious area of the Use, reduce the green area, alter traffic flow, or increase the size of the building, all as shown on the Plans.
 4. Incorporation of Submissions. All plans, photo renderings, site evaluations, briefs and other documentation provided by the Applicant as part of the Application, and as amended or revised during the application/hearing process before the City Council and/or the City Council's Urban Affairs Committee, are herein incorporated into and become a part of this Special Permit and become conditions and requirements of the same, unless otherwise altered by the City Council.
 5. Vehicles on Site. The Applicant shall not display more than five (5) vehicles for sale on the Site at any given time. Inclusive of vehicles for sale, the Applicant shall not have more than more than twenty (20) vehicles on the Site at any given time, unless through the Site Plan Review process it is determined that only a smaller number of vehicles can fit on the Site, in which case the smaller number of vehicles will be the maximum allowed.

6. Parking. Parking areas for vehicles under repair, employees, customers, and vehicles on display for sale shall be orderly and in designated striped areas as shown on the Plans. The Applicant shall not park vehicles for sale or under repair off of the Site along public ways.
7. Drainage. As part of Site Plan Review, the Applicant shall work with the City Engineer on options for drainage improvements designed to reduce runoff from the Site.
8. Screening. The car service storage area shall be screened from Maple Street, to be determined during the Site Plan Review process.
9. Planters. The Applicant shall install planters along the front of the property adjacent to the sidewalk and along the northeast sideline of the Site, with the size, number, and specific location of said planters to be determined during the Site Plan Review process, designed to improve the aesthetics of the Site and offer some screening of vehicles under repair. The Applicant shall plant and maintain evergreen plants and flowering plants in the planters.
10. Vehicles Sales License. The Applicant shall obtain and comply with a vehicle sales license from the City's Licensing Board.
11. Noise and Air Quality. The Applicant shall comply with the City's Noise Ordinance and shall comply with all state and federal requirements governing air quality and emissions.
12. Recording of Decision. In accordance with the provisions of Massachusetts General Laws, Chapter 40A, Section 11, the Applicant, its successors and/or assigns, at its expense shall record this Special Permit in the Middlesex South Registry of Deeds after the City Clerk has certified that the twenty-day period for appealing this Special Permit has elapsed with no appeal having been filed, and before the Applicant has applied to the Building Commissioner for a building permit. Upon recording, the Applicant shall forthwith provide a copy of the recorded Special Permit to the City Council's office, the Building Department, and the City Solicitor's office.

Yea: 9 – Nay: 1 – Abstain: 1

Yea: Vital, Doucette, Preciado, Brown, Irish, Fuccillo, Navin, Oram & Ossing.

Nay: Robey.

Abstain: Sargent.

City Council President Ossing read a proclamation from the City Council and presented it to outgoing Councilor-Ward 4 Teona C. Brown.

City Councilor Brown spoke and thanked her family, the residents of Marlborough and the current and former members of the Council.

City Council President Ossing turned the podium over to Councilor Brown to adjourn the meeting.

Motion by Councilor Navin, seconded by the Chair to adopt the following:

ORDERED There being no further business, the regular meeting of the City Council is herewith adjourned at 8:34 PM; adopted.

Councilors-at-Large

Sean A. Navin
 Mark A. Oram
 Michael H. Ossing
 Kathleen D. Robey

**Ward Councilors**

Ward 1 – Mark A. Vital
 Ward 2 – David Doucette
 Ward 3 – Robert Preciado
 Ward 4 – Heather M. Gould
 Ward 5 – John J. Irish
 Ward 6 – A. Trey Fuccillo
 Ward 7 – Matthew S. Sargent

Council President

Michael H. Ossing

Council Vice-President

Sean A. Navin

**CITY OF MARLBOROUGH
 CITY COUNCIL
 MEETING MINUTES
 MONDAY, JANUARY 5, 2026**

Organizational meeting of the City Council held on Monday, January 5, 2026, in City Council Chambers, City Hall. City Councilors Present: Navin, Oram, Ossing, Robey, Vital, Doucette, Preciado, Gould, Irish, Fuccillo, and Sargent.

The City Clerk called the meeting to order at 11:25 AM. The City Clerk then opened the floor for nominations for the election of a City Council President Pro-Tempore of the City Council for 2026.

The name of Councilor A. Trey Fuccillo to be President Pro-Tempore of the City Council for 2026, was placed in nomination by Councilor Michael H. Ossing and seconded by Councilor Sean A. Navin. There were no other nominations.

Assistant City Clerk Wilson Chu called the roll for the election of Councilor A. Trey Fuccillo as President Pro-Tempore of the City Council for the year 2026.

VITAL – Councilor Fuccillo.

PRECIADO – Councilor Fuccillo.

IRISH – Councilor Fuccillo.

SARGENT – Councilor Fuccillo.

ORAM – Councilor Fuccillo.

ROBEY – Councilor Fuccillo.

DOUCETTE – Councilor Fuccillo.

GOULD – Councilor Fuccillo.

FUCCILLO – Councilor Fuccillo.

NAVIN – Councilor Fuccillo.

OSSING – Councilor Fuccillo.

Councilor Fuccillo received 11 votes is elected President Pro-Tempore of the City Council.

Councilor Ossing escorted President Pro Tempore Fuccillo to the podium.

President Pro-Tempore Fuccillo opened the floor for nominations for the office of President of the City Council for the year 2026. The name of Councilor Michael H. Ossing was placed in nomination by Councilor Sean A. Navin and seconded by Councilor Mark A. Vital. There were no other nominations.

The City Clerk called the roll for the election of Michael H. Ossing as President of the City Council for the year 2026.

VITAL – Councilor Ossing.
PRECIADO – Councilor Ossing.
IRISH – Councilor Ossing.
SARGENT – Councilor Ossing.
ORAM – Councilor Ossing.
ROBEY – Councilor Ossing.

DOUCETTE – Councilor Ossing.
GOULD – Councilor Ossing.
FUCCILLO – Councilor Ossing.
NAVIN – Councilor Ossing.
OSSING – Councilor Ossing.

Councilor Ossing received 11 votes is elected President of the City Council.

Councilor Navin escorted President Ossing to the podium.

President Ossing opened the floor for nominations for the office of Vice-President of the City Council for the year 2026. The name of Councilor Sean A. Navin was placed in nomination by Councilor Kathleen D. Robey and seconded by Councilor Mark A. Oram. There were no other nominations.

The City Clerk called the roll for the election of Sean A. Navin as Vice-President of the City Council for the year 2026.

VITAL – Councilor Navin.
PRECIADO – Councilor Navin.
IRISH – Councilor Navin.
SARGENT – Councilor Navin.
ORAM – Councilor Navin.
ROBEY – Councilor Navin.

DOUCETTE – Councilor Navin.
GOULD – Councilor Navin.
FUCCILLO – Councilor Navin.
NAVIN – Councilor Navin.
OSSING – Councilor Navin.

Councilor Navin received 11 votes is elected Vice-President of the City Council.

Motion by Councilor Robey, seconded by the Chair to adopt the following:

ORDERED: That the 2025 City Council Rules be adopted for operation of the Council in 2026, until such time as they may be reviewed and amended, **APPROVED**; adopted.

Council President Ossing thanked Councilor Fuccillo for his service as President Pro-Tempore of the City Council for 2026. He also congratulated Councilor Navin on his election as Vice-President of the City Council for 2026. He thanked the City Clerk and members of his staff for a job well done on the ceremonies held today. He also thanked the members of the Council for their support and confidence in electing him to lead the City Council for 2024. The Council President looks forward to working with all Councilors in the coming year to help move Marlborough forward.

Motion by Councilor Navin, seconded by the Chair to adopt the following:

ORDERED: That that there being no further business, the organizational meeting of the City Council be adjourned at 11:35 AM, **APPROVED**; adopted.

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2026 JAN -6 PM 3: 10

CITY COUNCIL REGULAR MEETING SCHEDULE 2026

January 5
(Organizational Meeting)

January 12

January 26

February 9

February 23

March 9

March 23

April 6

April 27

May 4

May 18

June 8

June 22

July 20

August 17

September 14

September 28

October 5

October 19

November 2

November 16
(Tax Classification Public Hearing)

December 7

December 21

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

CITY COUNCIL COMMITTEES

2026

2026 JAN -8 AM 11:46

Michael H. Ossing, President

Sean A. Navin, Vice-President

FINANCE

John J. Irish

A. Trey Fuccillo
Heather M. Gould
Mark A. Oram
Mark A. Vital

PUBLIC SERVICE

A. Trey Fuccillo

Mark A. Vital
John J. Irish

OPERATIONS & OVERSIGHT

A. Trey Fuccillo

Robert Preciado
Kathleen D. Robey

OPEN SPACE

Kathleen D. Robey

Mark A. Oram
Robert Preciado

PUBLIC SAFETY

Mark A. Vital

John J. Irish
Heather M. Gould

CLIMATE RESILIENCY

David Doucette

Matthew S. Sargent
A. Trey Fuccillo

URBAN AFFAIRS & HOUSING

Kathleen D. Robey

Sean A. Navin
David Doucette
Robert Preciado
Matthew S. Sargent

LEGISLATIVE & LEGAL AFFAIRS

Sean A. Navin

Kathleen D. Robey
Mark A. Oram

PERSONNEL

Mark A. Oram

David Doucette
Sean A. Navin

VETERANS

Matthew S. Sargent

Mark A. Vital
Sean A. Navin

HUMAN SERVICES

Robert Preciado

Heather M. Gould
Mark A. Vital

RULES COMMITTEE

Michael H. Ossing

Kathleen D. Robey
Sean A. Navin

******FIRST** PERSON NAMED SHALL SERVE AS COMMITTEE CHAIR****

The **second** person named denotes Committee Vice-Chair.

The President or Vice-President may serve as an ex-officio member
of any of the above Committees to form the required quorum.



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2026 JAN -7 PM 3:23

Marlborough City Council
Sean A. Navin
Michael H. Ossing
140 Main Street
Marlborough, Massachusetts 01752
(508) 460-3711 TDD (508) 460-3610

December 19, 2025

Honorable Members
Marlborough City Council
City Hall
Marlborough, MA 01752

Re: Municipal Aggregation – December 2025 Update

Dear Honorable Members:

In accordance with Order 25-1009358A, this correspondence informs the City Council of the third quarter 2025 savings from the approved fixed price contract with First Point Power that has provided stability and predictability to participants in the program. The contract with First Point Power runs through November 2028 meter reads.

Colonial Power has compiled the third quarter 2025 data and the city residents saved \$190,787 in their electricity bills compared to the National Grid Basic Service rate. Refer to the table in Attachment 1 and the graph in Attachment 2.

As a reminder, the City contract with First Point Power provides 100% renewable energy (meets the Massachusetts renewable energy requirement of 63% plus 37% National Wind Renewable Energy Credits (RECs)). The savings are even greater when compared to the National Grid Green options.

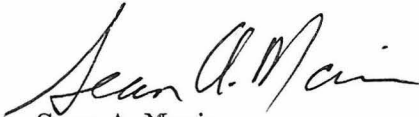
In November 2025, the initial First Point Power contract rate of 0.14150 \$/kWh expired. The City entered a new three year contract with First Point Power that has a contract rate of \$0.13782 \$/kWh. The new contract rate will expire in November 2028. This new rate will save residents that use 600 kWh per month of electricity \$2.21 each month on their electricity compared to the initial contract rate with First Point Power.

Looking ahead to the fourth quarter 2025, the city rate is lower than the National Grid Winter Basic Service rate of 0.15484 \$/kWh (August 2025 to January 2026) and the National Grid Summer Basic Service rate of 0.15372 \$/kWh (February 2026 to July 2026). This is significant as the city residents will continue to see savings over the National Grid Basic Service rate and the goal in Order 25-1009358A will be satisfied by providing stability and predictability to participants in the program.

This information will be updated periodically and forwarded to the Councilors in accordance with Order 25-1009358A.

As Councilors, you can take pride in your decision to support Municipal Aggregation as the program is saving our residents money on their electricity bills. Since the program started in 2007, the total program savings (all rate classes) has saved participants over \$37,760,000 on their electric bills.

Sincerely,



Sean A. Navin
Member, Municipal Aggregation Committee



Michael H. Ossing
Chairman Municipal Aggregation Committee

Attachment 1: Table showing Residential Savings with First Point Power

Attachment 2: 3rd quarter 2025 status report – Graph illustrating Marlboro aggregation savings

Attachment 1

Table Showing Residential Savings with First Point Power

Date	NGrid Basic Service Rate (\$/kW-hr)	City Rate (\$/kW-hr)	City Residential User Savings	City Residential Commercial Industrial Savings
First Quarter 2024	Jan – 0.18213 Feb – 0.18213 Mar – 0.18213	Jan – Mar 0.14150	\$812,509	\$1,171,894
Second Quarter 2024	Apr – Jun 0.18213	Apr – Jun 0.14150	\$887,365	\$797,225
Third Quarter 2024	Jul – 0.18213 Aug – 0.16055 Sep – 0.16055	Jul – Sep 0.14150	\$552,134	\$354,262
Fourth Quarter 2024	Oct – Dec 0.16055	Oct – Dec 0.14150	\$404,991	\$462,260
First Quarter 2025	Jan – 0.16055 Feb – 0.14672 Mar – 0.14672	Jan – Mar 0.14150	\$210,421	\$254,586
Second Quarter 2025	Apr - Jun 0.14672	Apr – Jun 0.14150	\$104,582	\$55,167
Third Quarter 2025	Jul – 0.14672 Aug – 0.15484 Sept – 0.15484	Jul – Sept 0.14150	\$190,787	\$65,801
Fourth Quarter 2025	Oct – 0.15484 Nov – 0.15484 Dec – 0.15484	Oct – 0.14150 Nov – 0.14150 Dec – 0.13782		

- Total residential savings from First Point Power (January 2024 to September 2025) is over **\$3,150,000.00.**
- Total program savings (all rate classes) since inception in 2007 is over **\$37,760,000.**

Prepared December 2025

This report has been prepared by Colonial Power Group with information/data being provided by the Competitive Supplier and National Grid. The purpose of the report is to provide information about the City of Marlborough's Community Choice Power Supply Program, which currently provides competitive power supply to approximately 13,700 customers in the City. The data provided by the Competitive Supplier is not available until three months after the month it is used. For example, power is *Used* in January, *Invoiced* in February, *Paid* in March and *Reported* in April.

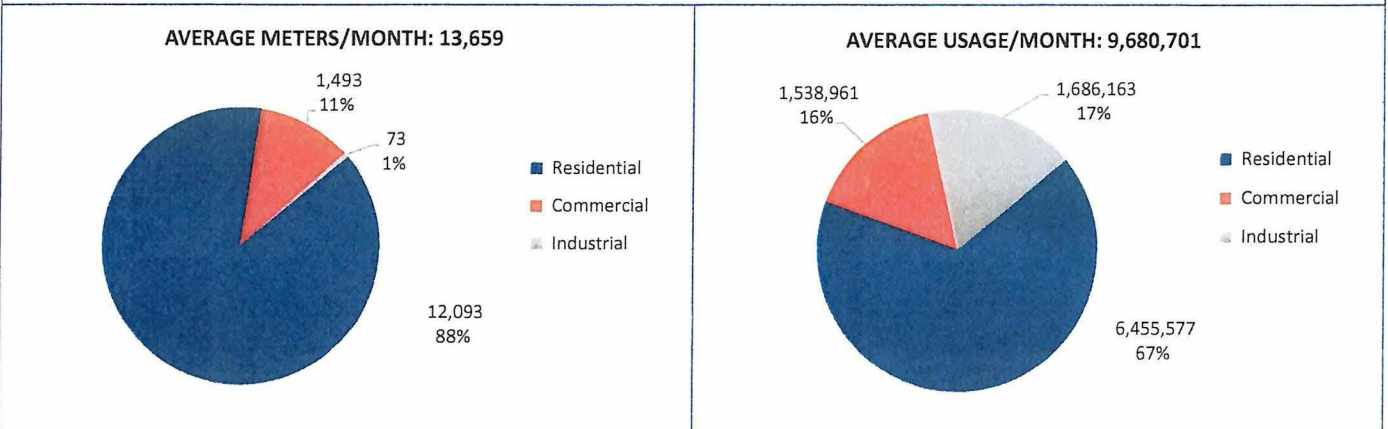
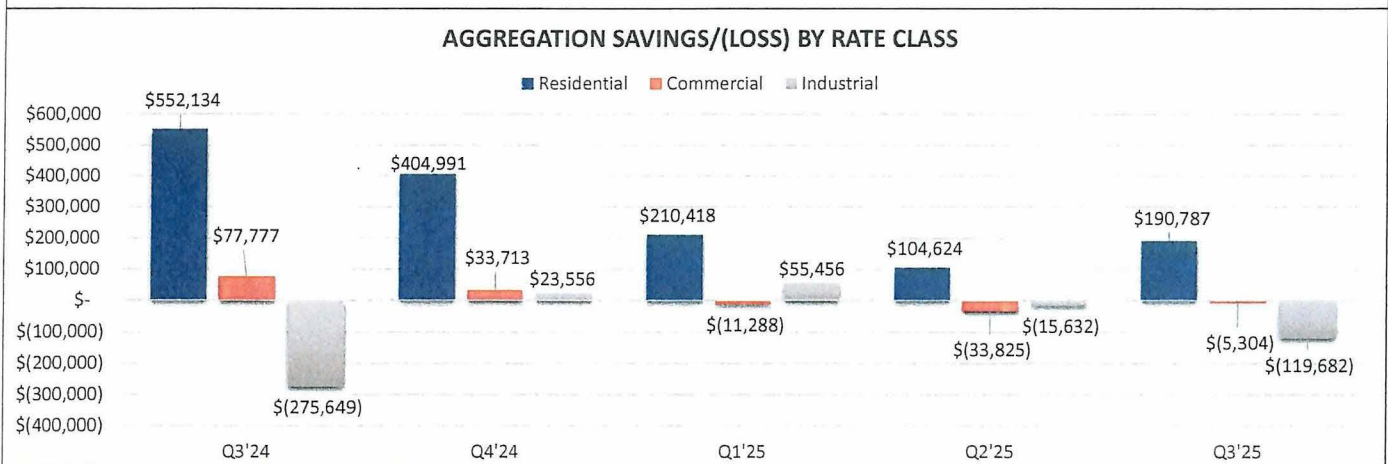
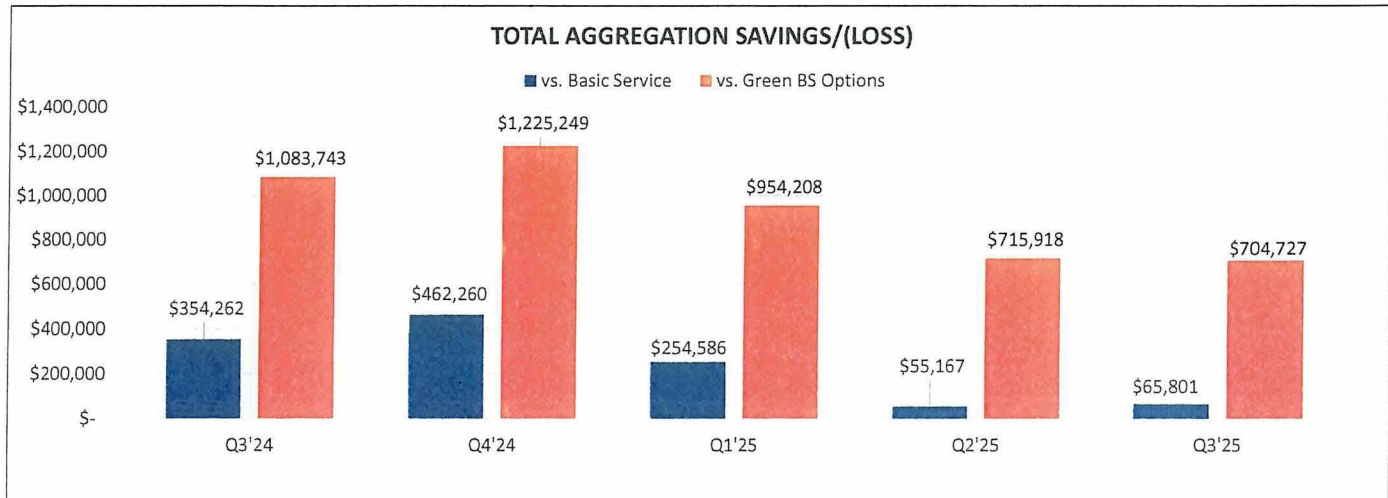
[Click here for more information about the Program](#)

PROGRAM RATES		
Term	January 2024 - November 2025	November 2025 - November 2028
Competitive Supplier	First Point Power	First Point Power
Standard	\$0.14150 / kWh MA Req + 38% National Wind RECs	\$0.13782 / kWh MA Req + 37% National Wind RECs

COMPARISON TO NATIONAL GRID RATES

[Click here for NGRID GreenUp Info](#)

The City's aggregation savings are directly tied to the margin of savings between the Program's rates and National Grid's corresponding Basic Service rates as well as the level of consumption by participating consumers. Basic Service rates change twice a year or more, depending on utility and rate class. As a result, the aggregation rate may not always be lower than the Basic Service rate. The goal of the aggregation is to deliver savings over the life of the Program against the Basic Service rate. However, such savings and future savings cannot be guaranteed.





City of Marlborough

Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2026 JAN -8 AM 11:03

J. Christian Dumais, Mayor

140 Main Street
Marlborough, MA 01752
(508) 460-3770

Mayor@marlborough-ma.gov

January 8, 2026

Council President Ossing
Marlborough City Council
140 Main Street
Marlborough, MA 01752

RE: Grant Acceptance – Marlborough Public Library

Dear Council President Ossing and Councilors,

Enclosed for your acceptance is a grant awarded to the Marlborough Public Library from the Massachusetts Broadband Institute for 30 Dell Pro-14 laptops, a charging cart, a braille keyboard, a vertical mouse and a trackball mouse.

As noted in Director Belisle's attached letter, this equipment will be added to the library's collection for resident use through in-library lending and public access programs.

I would like to thank the Massachusetts Broadband Institute for providing this grant of technology equipment, and to our Library Director, Sara Belisle, for securing it for our residents.

Sincerely,

J. Christian Dumais
Mayor



City of Marlborough
Marlborough Public Library
35 W Main Street
Marlborough, MA 01752
Phone 508-624-6900 FAX 508-485-1494

Sara Belisle
Library Director

1/7/26

Re: Massachusetts Broadband Institute Connected & Online Program

Dear Mayor Dumais,

I'm happy to share that the library has received a grant from the Massachusetts Broadband Institute through their Connected & Online Program. This grant includes 30 Dell Pro 14 laptops, a laptop charging cart, a braille keyboard, trackball mouse, and vertical mouse. These devices will be made available for public use through in-library use lending and public programming.

The Connected & Online Program is funding organizations that will help expand access to education, workforce development, and health monitoring and access. By having these laptops available for the public for use within the library they will be able to take telehealth calls, apply for jobs or attend job interviews, or complete virtual coursework in the comfort of our study rooms or other areas in the library. We will also be able to expand our attendees for programming that require the use of a computer. Library staff teach monthly introductory technology classes for adults, and we have coding classes for children and teens. By having more laptops available we will be able to have more people in our classes.

Please reach out to me with any questions,

Sara Belisle

CITY OF MARLBOROUGH NOTICE OF GRANT AWARD

DEPARTMENT: Library DATE: 1/7/2026

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Sara Belisle

NAME OF GRANT: Massachusetts Broadband Institute Connected & Online Program

GRANTOR: Massachusetts Broadband Institute

GRANT AMOUNT: n/a

GRANT PERIOD: n/a

SCOPE OF GRANT/
ITEMS FUNDED Awarded 30 Dell Pro 14 laptops, laptop charging cart,
braille keyboard, trackball mouse, and vertical mouse

IS A POSITION BEING
CREATED: No

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

ARE MATCHING CITY
FUNDS REQUIRED? No

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

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

ANY OTHER EXPOSURE TO CITY?

No

IS THERE A DEADLINE FOR CITY COUNCIL APPROVAL: No

**DEPARTMENT HEAD MUST SUBMIT THIS FORM, A COPY OF THE GRANT APPROVAL, AND A COVER
LETTER TO THE MAYOR'S OFFICE REQUESTING THAT THIS BE SUBMITTED TO CITY COUNCIL
FOR APPROVAL OF DEPARTMENT TO EXPEND THE FUNDS RECEIVED FOR THE PURPOSE OF THE GRANT**

Sara Belisle

From: Caitlin Schubert
Sent: Wednesday, December 17, 2025 9:17 AM
Subject: Award Notification: Connected & Online Program (Action Required)
Attachments: Finalized Equipment List - C&O.pdf

Importance: High

Dear Applicant,

I am thrilled to announce that your organization has been awarded devices under the Massachusetts Broadband Institute's (MBI) Connected & Online Program! We are excited to see the impact your program will have on the community in 2026.

My name is Caitlin Schubert, the Digital Equity & Broadband Grant Manager with MBI, and I will serve as your main point of contact for this program. Please review the following information carefully regarding your award, timeline, and next steps.

Immediate Action Items

MBI is currently finalizing equipment pricing with our vendors to confirm award details. We anticipate sending out contracts by **EOD Monday, December 22nd**.

- **Contact Verification:** If the primary contact listed on your Submittable application is *not* the person who should receive the contract, please reply to this email with the updated contact info by **10:00 AM this Friday**. I will send a follow-up email notifying you once contracts have been distributed.
- **Signature Deadline:** All contracts must be signed by **January 9th**, unless otherwise approved by MBI. Your contract will include a specific list of the equipment you have been awarded.
- **UEI Number:** If you are still waiting for a UEI number, we cannot issue your contract until this is provided. Please send this to me immediately upon receipt to avoid delays.

Note on Equipment Specifications

Due to supply chain availability and licensing requirements, there have been some updates to the equipment specifications:

- **Upgrades:** We are excited to announce that, based on feedback, the **Dell Pro 14 laptops have been upgraded to 16GB RAM** and the **Desktops have been upgraded to 32GB RAM**.
- **Software:** Please note that 2-year subscriptions for Microsoft 365 and anti-virus software could not be purchased in bulk; these will now be provided as a **one-year subscription**.

Attached is an updated list detailing the specific devices being offered.

Next Steps (Mid-January)

After the New Year, I will reach out to provide more information on timeline for device delivery, deployment, and provide information on the a mandatory training all awardees will need to attend prior to April 1st regarding reporting expectations.

If you have any additional questions, please reach out directly to me. Congratulations again!

Best,

Caitlin Schubert

Broadband & Digital Equity Grants Manager

Pronouns: She, Her, Hers

P: 508-870-0312

Mass Tech Collaborative | Mass Broadband Institute



Interested in ecosystem events & future funding opportunities?

[Subscribe](#) to **MBI's monthly newsletter!**



City of Marlborough

Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

J. Christian Dumais, Mayor

2026 JAN -8 AM 11:03

140 Main Street
Marlborough, MA 01752
(508) 460-3770

Mayor@marlborough-ma.gov

January 8, 2026

Council President Ossing
Marlborough City Council
140 Main Street
Marlborough, MA 01752

RE: Grant Acceptance – Department of Public Works

Dear Council President Ossing and Councilors,

Enclosed for your review and acceptance is a grant awarded to the Department of Public Works in the amount of \$23,000.00 from the Massachusetts Clean Water Trust.

This cybersecurity grant will be used to strengthen the Supervisory Control and Data Acquisition “SCADA” systems at the Cedar Hill water pumping and standby facilities. This is a control system used in water treatment to monitor and control operations in real-time.

As noted in the attached cover letter from Commissioner Scott, the grant will support upgrades to the technology, data collection and the network for one of our drinking water resources.

I would like to thank the DPW Commissioner Ted Scott and his team for securing this grant for the City.

Sincerely,

J. Christian Dumais
Mayor



City of Marlborough
Department of Public Works

135 NEIL STREET
 MARLBOROUGH, MASSACHUSETTS 01752
 TEL. 508-624-6910

THEODORE L. SCOTT P.E.
 COMMISSIONER

CHRISTOPHER S. LAFRENIERE
 ASST. COMMISSIONER, UTILITIES

JAMES E. DASCOLI
 ASST. COMMISSIONER, OPERATIONS

THOMAS DIPERSIO, JR. P.E., P.L.S.
 CITY ENGINEER

MARK J. DASCOLI
 CAPITAL PROJECTS MANAGER

December 11, 2025

Mayor J. Christian Dumais
 City Hall
 140 Main Street
 Marlborough, MA 01752

Re: Cybersecurity Improvement Grant – Project DWC-25-28

Dear Mayor Dumais:

The Department of Public Works is pleased to report that the City of Marlborough has been awarded a **Cybersecurity Improvement Grant** from the Massachusetts Clean Water Trust in the amount of **\$23,000**. These funds will support cybersecurity and SCADA infrastructure improvements at the Cedar Hill Water Pumping Station and Standby Facility—the City's primary source of drinking water. The grant will be used to advance operational technology (OT) network documentation, evaluate existing SCADA architecture, and develop implementation-level cybersecurity upgrades consistent with MassDEP and EPA guidance.

I respectfully request that you submit this grant award to the City Council for formal acceptance and approval. A copy of the grant approval and acceptance form have been included for Council review and consideration.

Please contact me if you require any additional information.

Sincerely,

Theodore L. Scott, P.E.
 Commissioner of Public Works

CITY OF MARLBOROUGH NOTICE OF GRANT AWARD

DEPARTMENT: Department of Public Works DATE: 12/10/2025

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Ted Scott- DPW Commissioner

NAME OF GRANT: Cybersecurity Improvement Grant

GRANTOR: Massachusetts Clean Water Trust

GRANT AMOUNT: \$23,000.00

GRANT PERIOD: Calendar Year(s) 2025 / 2026

SCOPE OF GRANT/
ITEMS FUNDED Support cybersecurity and SCADA infrastructure improvements
at the Cedar Hill Water Pumping Station and Standby Facility.

IS A POSITION BEING
CREATED: No

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

ARE MATCHING CITY
FUNDS REQUIRED? No

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

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

ANY OTHER EXPOSURE TO CITY?

No

IS THERE A DEADLINE FOR CITY COUNCIL APPROVAL: No

**DEPARTMENT HEAD MUST SUBMIT THIS FORM, A COPY OF THE GRANT APPROVAL, AND A COVER
LETTER TO THE MAYOR'S OFFICE REQUESTING THAT THIS BE SUBMITTED TO CITY COUNCIL
FOR APPROVAL OF DEPARTMENT TO EXPEND THE FUNDS RECEIVED FOR THE PURPOSE OF THE GRANT**



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

100 Cambridge Street Suite 900 Boston, MA 02114 • 617-292-5500

Maura T. Healey
Governor

Kimberley Driscoll
Lieutenant Governor

Rebecca L. Tepper
Secretary

Bonnie Heiple
Commissioner

November 1, 2025

Theodore Scott, Commissioner of Public Works
City of Marlborough
135 Neil Street,
Marlborough, MA, 01752.

RE:
City of Marlborough
DWSRFC No. 28
PAC No. DWC-25-28
PWS Name- Marlborough DPW Water Div. (MWRA)
PWS ID- 2170000

Dear Theodore Scott:

The Massachusetts Department of Environmental Protection, Drinking Water Program (DWP), is pleased to inform you that the Project Approval Certificate for the above-referenced project has been signed and forwarded to the Massachusetts Clean Water Trust (the 'Trust'). Grant agreements will be executed with you by the Trust, pending an affirmative vote from the Board of Trustees.

The attached copy of your Project Approval Certificate allows you to proceed with your project without loss of potential eligibility in accordance with the provisions of 310 CMR 45.00, subject to the conditions of the certificate.

Please refer to the project schedule contained in Exhibit B of your Project Approval Certificate. The schedule is an important condition of the Division's approval. If your project falls behind schedule, you must request a revision to the schedule from the Division. Any such request must be in writing and be supported with adequate documentation, as there is a pressing demand by other municipalities for these limited funds.

If you have any questions on this information, you may contact the MassDEP/DWP at program.director-dwp@mass.gov, subject: Cybersecurity Improvement Grant.

Sincerely,

Yvette DePeiza
Program Director,
MassDEP Drinking Water Program

Attachment: Project Approval Certificate
ecc:

DWP CERO: Randy Swigor
Wright- Pierce: Jeffrey Souza

PAC
DESCRIPTION TRANSMITTAL FORM

City of Marlborough

Local Government Unit

NEW 11/01/2025

Issued

DWC-25-28

PAC Number

Project: **Cybersecurity Improvement Grant**

Project No. **DWSRFC-28**

Project Description:

Network Segmentation, Improving Remote Access Security, Upgrading, Replacing, Removing Unsupported and End of Life Hardware, Software and OS, Documentation & Asset Inventory

Contract/Transmittal Notes

Certificate No. DWC-25-28

11/01/2025

Page 1 of 5

DEPARTMENT OF ENVIRONMENTAL PROTECTION
DRINKING WATER PROGRAM

PROJECT APPROVAL CERTIFICATE

A. PROJECT DESCRIPTION

1. Applicant: City of Marlborough
2. Address: 135 Neil Street, Marlborough, MA, 01752
3. Project Contact/Telephone: Christopher S. LaFreniere - Telephone: 508-624-6910
4. Reviewer: Gufran Bulbul-gufran.bulbul@mass.gov
5. PWS ID: 2170000
6. Project Number / Description: DWSRFC-28/ Cybersecurity Improvement Grant

B. APPROVED FUNDING

Eligible Costs approved for cyber security improvements: \$23,000

C. CERTIFICATION

The Department of Environmental Protection (the "Department") hereby determines and certifies to the Massachusetts Clean Water Trust (the "Trust") in accordance with M.G.L. c. 21, s.27A, M.G.L. c. 29C, (the "Enabling Act"), and 310 CMR 45.00 (the "Regulations") (with all capitalized terms not otherwise defined herein having the meaning given such terms in the Regulations) as follows:

1. This Project Approval Certificate (the "Certificate") is issued by the Department in accordance with M.G.L. c. 21, s. 27A, the Enabling Act, and the Regulations, for the State Revolving Fund Project (the "Project") of the Applicant (the "Applicant") described above. The Department has approved the Project and hereby certifies to the Trust the total Costs of the Project determined by the Department to be eligible for financial assistance pursuant to Sections 6 and 6A of the Enabling Act ("Eligible Costs"). The Department's eligibility determination in Exhibit A complies with the applicable provisions of the Regulations.
2. This Certificate and the Department's approval of the Project is conditioned upon; (i) the Applicant's compliance with the terms and conditions of the Applicant's certification contained in its Application for financial assistance; (ii) the Applicant's compliance with the Project schedule contained in Exhibit B and the Special Conditions contained in Exhibit C; (iii) the execution and delivery by the Applicant and the Department of a Project Regulatory Agreement for the Project (the "Project Regulatory Agreement") in form and substance satisfactory to the Department; and (iv) the Applicant's compliance with the executed Project Regulatory Agreement, as determined by the Department. The Project Regulatory Agreement shall be incorporated by reference in each Financing Agreement and/or Grant Agreement (collectively, "Financing Agreement") between the Trust and the Applicant, and failure by the Applicant to comply with the Project Regulatory Agreement shall constitute an event of default under the Grant Agreement.
3. The Project meets eligibility requirements.

4. This Certificate is issued by the Department on the basis of information provided by the Applicant in its Application for financial assistance and the representations of the Applicant contained therein. The Applicant has agreed to promptly notify the Department of any material change in the information contained in the Application, which change may be grounds for modification or rescission of this Certificate. This Certificate is further subject to modification or rescission because of any change in law subsequent to the date of this Certificate and prior to the date any financial assistance is provided by the Trust in accordance with this Certificate.

5. The Department has determined that the Applicant has demonstrated adequate technical, financial, and managerial capability.

FOR THE DEPARTMENT OF ENVIRONMENTAL PROTECTION

C. W. York delg

Date: 11/01/2025

Yvette DePeiza,
Drinking Water Program Director

Certificate No. DWC-25-28

11/01/2025

Exhibit A

ELIGIBILITY DETERMINATION

<u>SOURCE</u>	<u>ELIGIBLE COST</u>	<u>INELIGIBLE COST</u>
Network Segmentation, Improving Remote Access Security, Upgrading, Replacing, Removing Unsupported and End of Life Hardware, Software and OS, Documentation & Asset Inventory	\$23,000	\$0
Total	\$23,000	\$0

Certificate No. DWC-25-28

11/01/2025

Page 4 of 5

PROJECT SCHEDULE

Exhibit B

Project

Project Start

Project Completion

Cybersecurity Improvement Grant

11/01/2025

01/31/2026

Exhibit C**SPECIAL CONDITIONS**

- (1) The Applicant shall ensure that any prime contracts or subcontracts for services, construction, goods or equipment for the Project contains the applicable Affirmative Action and Minority/Women Business ('M/WBE') requirements in the Department's Regulations and the federal Disadvantaged Business Enterprise (DBE) rule. The Applicant shall comply with the Civil Rights Act of 1964, 42 USC s.2000(a) et seq., as amended, and all Executive Orders and regulations promulgated hereunder. The Applicant shall ensure that any prime contracts or subcontracts for services, construction, goods or equipment for the Project contain the M/WBE utilization goals of 4.2% MBE and 4.5% WBE.
- (2) The Applicant shall submit an executed copy of the contract for engineering services to the Department within sixty (60) days of the date of contract execution. The Applicant understands that no payments for the Project will be processed until such contract has been submitted to the Department.
- (3) Prior to receiving final payment for the Project, the Applicant shall certify to the Department that all work included in the Project Regulatory Agreement for the Project, as approved by the Department, has been completed and performed in accordance with the Project Regulatory Agreement.
- (4) The Applicant shall establish accounts for the Project which shall be maintained in accordance with generally accepted government accounting standards.
- (5) The Applicant understands and agrees that the Department's issuance of a Project Approval Certificate for this Project or entry into a Project Regulatory Agreement does not constitute the Department's sanction or approval of any changes or deviation from any applicable state regulatory or permit standards, criteria, or conditions, or from the terms or schedules of state enforcement actions or orders applicable to the Project.
- (6) The Applicant agrees to provide any Project information and documentation requested by the Department. The Applicant shall maintain all Project records for seven (7) years after the issuance of final payment or until any litigation, appeal, claim, or audit that is begun before the end of the seven (7) year period is completed or resolved, whichever is longer.
- (7) Any proposed change in Project-related contracts which substantially modifies the Project initially proposed shall be submitted to the Department for prior approval.
- (8) The Applicant's implementation of the Project, shall comply with all applicable requirements of state and local laws, ordinances, by-laws, rules and regulations.
- (9) The Applicant agrees to adhere to the procurement requirements in Title 2 of the Code of Federal Regulations (CFR) §§ 200.318 through 200.327.



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

100 Cambridge Street Suite 900 Boston, MA 02114 • 617-292-5500

Maura T. Healey
Governor

Kimberley Driscoll
Lieutenant Governor

Rebecca L. Tepper
Secretary

Bonnie Heiple
Commissioner

November 1, 2025

Theodore Scott, Commissioner of Public Works
City of Marlborough
135 Neil Street,
Marlborough, MA, 01752.

RE:

City of Marlborough
DWSRFC No. 28
PWS Name- Marlborough DPW Water Div. (MWRA)
PWS ID- 2170000
Cybersecurity Improvement Grant
Notice To Proceed

Dear Theodore Scott:

The Massachusetts Department of Environmental Protection, Drinking Water Program (DWP), has reviewed various submittals from City of Marlborough regarding the cybersecurity improvement grant. Following an administrative review, the DWP provides approval under 310 CMR 45.00, which governs projects within the Commonwealth's Drinking Water State Revolving Fund (DWSRF) Program. You may proceed with the professional services and planning contract.

If you have any questions on this information, you may contact the MassDEP/DWP at program.director-dwp@mass.gov, subject: Cybersecurity Improvement Grant.

Sincerely,

Yvette DePeiza

Program Director,
MassDEP Drinking Water Program

ecc:

DWP CERO: Randy Swigor
Wright- Pierce: Jeffrey Souza



City of Marlborough

Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2026 JAN -8 AM 11:03

J. Christian Dumais, Mayor

140 Main Street
Marlborough, MA 01752
(508) 460-3770
Mayor@marlborough-ma.gov

January 7th, 2026

Council President Ossing
Marlborough City Council
140 Main Street
Marlborough, MA 01752

RE: Appointment of Judy McDonald to the Marlborough Council-on-Aging

Dear Council President Ossing and Councilors,

I am pleased to submit for your approval the appointment of Judy McDonald to the Marlborough Council-on-Aging. According to City Ord. § 161-2, members of the Council-on-Aging serve for four years, with their terms expiring on the first Monday in May after appointment. The expiration of this appointment shall be 05/06/2030.

Judy was a resident of Marlborough and moved to Hopkinton. There is no requirement that one needs to be a Marlborough resident to be on the COA. Enclosed with this letter is a list of volunteer activities she has done for the community, that includes being a volunteer for the Senior Center. I want to thank Judy for stepping up and wanting to be more involved with our Senior Center and the Marlborough community.

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

Sincerely,

J. Christian Dumais
Mayor

Hello!

I am Judy McDonald. I'm interested in a position on the Marlborough Council on Aging board. I am a former Marlborough resident, first as a child, (1960-1975), then again as an adult with my husband and daughter (1996-2022). We then moved to an over 55 community in Hopkinton.

I was an RN for 42 years, and in Boston at the Beth Israel Deaconess Hospital for 36 of those years, as an ICU nurse.

I was a member of the Marlborough Junior Woman's Club for 9 years, volunteered in the school system as a "room mother" for 5 years, and I presently work (volunteer) in the Daybreak program here at the Marlborough Senior Center.

I would be honored to be considered as a member of the COA board.

Sincerely,

Judy McDonald

11 Bandon Lane

Hopkinton Ma 01748



City of Marlborough

Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2026 JAN -8 AM 11:03

J. Christian Dumais, Mayor

140 Main Street
Marlborough, MA 01752
(508) 460-3770

Mayor@marlborough-ma.gov

January 7, 2026

Council President Ossing
Marlborough City Council
140 Main Street
Marlborough, MA 01752

RE: Re-Appointment of Raymond Magee to the Marlborough Council-on-Aging

Dear Council President Ossing and Councilors,

I am pleased to submit for your approval the reappointment of Raymond Magee to the Marlborough Council-on-Aging. According to City Ord. § 161-2, members of the Council-on-Aging serve for four years, with their terms expiring on the first Monday in May after appointment. The expiration of this appointment shall be 05/06/2030.

Mr. Magee completed his first term with the COA and would like to continue as mentioned in his attached letter. The COA has much insight with the day-to-day operations, and I am pleased that Raymond wants to continue the work.

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

Sincerely,

J. Christian Dumais
Mayor

793 Stevens Street
Marlborough, MA 01752
11 December 2025

Mayor Dumais,

I have completed my first term on the Council on Aging on 22 November 2025. If it pleases you, I would like to continue the work of the Council on Aging for a second term. Would you please present this request to the City Council for approval.

Thank you for your support.

Raymond Magee



City of Marlborough

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CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

J. Christian Dumais, Mayor

Office of the Mayor

2026 JAN -8 AM 11:03

140 Main Street
Marlborough, MA 01752
(508) 460-3770

Mayor@marlborough-ma.gov

January 8, 2026

Council President Ossing
Marlborough City Council
140 Main Street
Marlborough, MA 01752

RE: Salary Ordinance Amendment – City Solicitor

Dear Council President Ossing and Councilors,

Enclosed for your review and approval please find an amendment to the City's salary ordinance for the City Solicitor position.

The purpose of this ordinance update is to bring this position into alignment with others that have previously been sent down. The proposed changes are part of our ongoing effort to finalize updates for all positions. Given that this position has not been updated since 2017, an adjustment is necessary to reflect current market conditions, support employee retention, remain competitive with surrounding communities, and strengthen long-term succession planning within the department. With only cost-of-living adjustments applied since 2017-and no additional incentives or stipends comparable to those included in union contracts-these positions are being reviewed to ensure just wages within the Commonwealth and surrounding areas.

I appreciate your consideration and please do not hesitate to contact me or my office with any questions.

Sincerely,

J. Christian Dumais
Mayor

ORDERED:

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," AS FOLLOWS:

I. By adding to the salary schedule referenced in Section 125-6, the following:

Position	Effective Date	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
		Start	6 months of service	1 year of service	2 years of service	3 years of service	4 years of service	5 years of service
City Solicitor	January 1, 2026							\$175,000.00

II. This ordinance shall supersede and replace any existing rate for said position (if applicable) in the current salary schedule.

III. The effective date of these amendments shall be as set forth above.

ADOPTED

In City Council

Order No. 26-XXX

Adopted

Approved by Mayor

J. Christian Dumais

Date:

A TRUE COPY

ATTEST:

Position	Effective Date	Non Union Employees						
		Step 1	p 2	Step 3	Step 4	Step 5	Step 6	Stu
		Start	6 months of service	1 year of service	2 years of service	3 yrs. of service	4 yrs. of service	5 yrs. of service
							</	

Ordinance

Be it ordained by the City Council of the City of Marlborough that the Code of the City of Marlborough, as amended, be further amended by amending Chapter 125, Section 6, Salary Schedule as follows:

- A. This salary schedule shall take effect January 1, 2017
- B. The position of Senior Clerk (nonunion) shall now be titled Administrative Assistant
- C. The position of Financial Assistant (nonunion) shall now be titled DPW Financial Analyst
- D. All positions on the 7 Step schedule shall work a 40-hour work week

Position	Effective Date	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
		Start	6 months of service	1 year of service	2 years of service	3 yrs. of service	4 yrs. of service	5 yrs. of service
		Non Union Employees						
Position	Effective Date	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
		Start	6 months of service	1 year of service	2 years of service	3 yrs. of service	4 yrs. of service	5 yrs. of service



City of Marlborough

Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

J. Christian Dumais, Mayor

2026 JAN -8 AM 11:03

140 Main Street
Marlborough, MA 01752
(508) 460-3770

Mayor@marlborough-ma.gov

January 8, 2026

Council President Ossing
Marlborough City Council
140 Main Street
Marlborough, MA 01752

RE: Salary Ordinance Amendment – Assistant Fire Chiefs

Dear Council President Ossing and Councilors,

Enclosed for your review and approval please find an amendment to the City's salary ordinance for the Assistant Fire Chiefs positions.

The purpose of this ordinance update is to bring this position into alignment with the Deputy Police Chief position. With impending changes in the Fire Department in the coming weeks, it is necessary to re-evaluate the Assistant Fire Chiefs salaries to ensure it remains competitive, supports retention of our highly valued employees, and prepares for an anticipated vacancy. Based on current union salaries in lower-ranked positions, it is important to maintain a competitive salary for those who supervise these roles. This adjustment is necessary not only for retention and competitive recruitment, but also to uphold appropriate organizational and professional standards within the department. As noted in other correspondence, the salary for the Assistant Fire Chiefs have not been updated since 2017, and I feel now is the time to amend this ordinance.

I appreciate your consideration and please do not hesitate to contact me or my office with any questions.

Sincerely,

J. Christian Dumais
Mayor

ORDERED:

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," AS FOLLOWS:

I. By adding to the salary schedule referenced in Section 125-6, the following:

Position	Annual Salary						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	Start	6 months of service	1 year of service	2 years of service	3 years of service	4 years of service	5 years of service
Assistant Fire Chief	\$165,000.00	\$168,300.00	\$172,000.00	\$175,500.00	\$179,100.00	\$183,000.00	\$186,700.00

II. The effective date for the above salary schedule shall be October 8, 2025.

III. The above position is 40 hours per week.

IV. This ordinance shall supersede and replace any existing rate for said position(s) (if applicable) in the current salary schedule.

ADOPTED

In City Council

Order No. 26-XXX

Adopted

Approved by Mayor

J. Christian Dumais

Date:

A TRUE COPY

ATTEST:



IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 27, 2017

ORDERED:

Be it ordained by the City Council of the City of Marlborough, acting upon a recommendation of the Mayor, that the Code of the City of Marlborough as amended, be further amended in Chapter 125, Section 6 "Salary Schedule" as follows:

Non Union Employees								
Position	Effective Date	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
		Start	6 months of service	1 year of service	2 years of service	3 yrs. of service	4 yrs. of service	5 yrs. of service
Assistant Chief	January 23, 2017							\$140,000.00
	July 1, 2017							\$142,800.00

Be and is herewith **APPROVED**.

First Reading, suspended; Second Reading, adopted; Passage to Enroll, adopted; passage to Ordain; adopted. No objection to passage in one evening.

ADOPTED
In City Council
Order No. 17-1006795B-1

Approved by Mayor
Arthur G. Vigeant
Date: March 3, 2017

TRUE COPY
ATTEST:

Lucia M. [Signature]
City Clerk

CERTIFICATION PURSUANT TO G. L. c. 39, SECTION 23D ("MULLIN RULE")RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2026 JAN -7 PM 2:07

I, Heather Gould (name), hereby do swear and certify
under the pains and penalties of perjury as follows:

1. I am a member of Council (council, board or
commission).

2. I missed a single hearing session on the matter of Special Permit
Outdoor Storage 1000 Nickerson which was held on 10/6/25.

3. On 12/23/25 (date) I examined all the evidence and testimony
received at the hearing session that I missed which included a review of (initial which one(s)
applicable):

- a. _____ official audio recording of the missed hearing session; or
- b. ☒ official video recording of the missed hearing session; or
- c. _____ official transcript of the missed hearing session.

This certification shall become a part of the record of the proceedings in the above
matter.

Signed under the pains and penalties of perjury this 7 day of January, 2026

Heather M. Gould

Signature of Member

Received as part of the record of the above matter:

Date: _____

CERTIFICATION PURSUANT TO G. L. c. 39, SECTION 23D ("MULLIN RULE")RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2026 JAN -7 PM 2:07

I, Heather M. Gould (name), hereby do swear and certify
under the pains and penalties of perjury as follows:

1. I am a member of City Council (council, board or
commission).

2. I missed a single hearing session on the matter of Special Permit
Fitness center Cedar Hill which was held on 12/22/25.

3. On 1/4/26 (date) I examined all the evidence and testimony
received at the hearing session that I missed which included a review of (initial which one(s)
applicable):

- a. _____ official audio recording of the missed hearing session; or
- b. X official video recording of the missed hearing session; or
- c. _____ official transcript of the missed hearing session.

This certification shall become a part of the record of the proceedings in the above
matter.

Signed under the pains and penalties of perjury this 4th day of January, 2026

Heather M. Gould
Signature of Member

Received as part of the record of the above matter:

Date: _____



City of Marlborough
Office of the City Council

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2026 JAN -7 PM 4: 14

CERTIFICATION PURSUANT TO MGL CHAPTER. 39, §23D ("MULLIN RULE")

I, Matthew Sargent (name), hereby do swear and certify

under the pains and penalties of perjury as follows:

1. I am a member of the City Council (council, board or commission).

2. I missed a single hearing session on the matter of Special Permit
outdoor storage 1900 Nicholson rd

which was held on 10/6/25.

3. On 1/3/26 (date) I examined all the evidence and testimony received at the hearing session that I missed which included a review of (initial which one(s) applicable):

- a. ☐ official audio recording of the missed hearing session; or
- b. ☒ official video recording of the missed hearing session; or
- c. ☐ official transcript of the missed hearing session.

This certification shall become a part of the record of the proceedings in the above matter.

Signed under the pains and penalties of perjury this 7 day of January, 2026.

Signature of Member



City of Marlborough
Office of the City Council

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CITY OF MARLBOROUGH

2026 JAN -7 PM 4:14

CERTIFICATION PURSUANT TO MGL CHAPTER. 39, §23D ("MULLIN RULE")

I, Matthew Sargent (name), hereby do swear and certify

under the pains and penalties of perjury as follows:

1. I am a member of the City Council (council, board or commission).

2. I missed a single hearing session on the matter of Special Permit
214 Cedar Hill St Fitness Center

which was held on 12/22/25.

3. On 1/3/26 (date) I examined all the evidence and testimony received at the hearing session that I missed which included a review of (initial which one(s) applicable):

- a. ☐ official audio recording of the missed hearing session; or
- b. ☒ official video recording of the missed hearing session; or
- c. ☐ official transcript of the missed hearing session.

This certification shall become a part of the record of the proceedings in the above matter.

Signed under the pains and penalties of perjury this 7 day of January, 2026.

Signature of Member



City of Marlborough

Legal Department

140 MAIN STREET

MARLBOROUGH, MASSACHUSETTS 01752

TEL (508) 460-3771 FAX (508) 460-3698 TDD (508) 460-3610

LEGAL@MARLBOROUGH-MA.GOV

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CITY OF MARLBOROUGH

JASON D. GROSSFIELD
CITY SOLICITOR

JEREMY P. MCMANUS
ASSISTANT CITY SOLICITOR

KAYLA A. CAMPBELL
PARALEGAL

January 7, 2026

Michael H. Ossing, President
Marlborough City Council
City Hall
140 Main Street
Marlborough, MA 01752

Re: City Council Order No. 25-1009478: Home Rule Petition Regarding Procedure for Layout and Acceptance of Subdivision Roads

Dear Honorable President Ossing and Councilors:

I write to advise of the approval of a special act, Chapter 85 of the Acts of 2025, following the City's prior authorization of a home rule petition to seek special legislation concerning the above referenced matter. Enclosed is a copy of Chapter 85 of the Acts of 2025, signed into law on December 10, 2025.

Chapter 85 authorizes the City to use a simplified procedure for the municipal layout and acceptance of subdivision roads as set forth in more detail in the new legislation.

Please contact me if you have any questions.

Respectfully,

Jason D. Grossfield
City Solicitor

Enclosure

cc: J. Christian Dumais, Mayor
Steven W. Kerrigan, City Clerk

Chapter ⁸⁵
of the Acts of 2025

T H E C O M M O N W E A L T H O F M A S S A C H U S E T T S

In the One Hundred and Ninety-Fourth General Court

AN ACT PROVIDING A SIMPLIFIED PROCEDURE FOR THE LAYOUT AND ACCEPTANCE OF
SUBDIVISION ROADS IN THE CITY OF MARLBOROUGH.

*Be it enacted by the Senate and House of Representatives in General Court
assembled, and by the authority of the same, as follows:*

SECTION 1. (a) Notwithstanding chapters 79 and 82 of the General Laws or any other general or special law to the contrary, the city of Marlborough may employ the procedure set out in this act for municipal layout and acceptance of roads constructed within a subdivision in accordance with a definitive subdivision plan that has been approved by the planning board of the city of Marlborough pursuant to the subdivision control law under section 81K of chapter 41 of the General Laws.

(b) The planning board, upon request of either the mayor or city council, or upon its own initiative, shall hold a public hearing on the issue of the laying out and acceptance of a specific road or roads, at which time interested persons shall be given an opportunity to be heard. Not less than 7 days prior to such hearing, written notice of the hearing shall be: (i) sent by first-class mail, postage prepaid, to the owner of record of each property abutting the road or roads as they appear from records kept by the city of Marlborough assessors, which shall be conclusive evidence of ownership for the purposes of this act; and (ii) given by publication in a newspaper of local circulation or posting on the bulletin board of the city clerk's office. Not more than 21 days after the public hearing, the planning board shall prepare a written certification that said road or roads have been laid out and constructed in accordance with a plan referenced and described in the certification, if the planning board so determines. The certification shall identify all municipal easements including, but not limited to, utility, drainage, access and other easements, shown on such plan. Such plan, which may be an existing approved and recorded definitive subdivision plan, shall show the boundaries and measurements of the road or roads and any municipal easements. The planning board shall submit the planning board's certification to the city council.

H 4439

(c) Within 45 days of the receipt of the planning board's certification, the city council or a standing committee of the city council shall hold a meeting for the sole purpose of considering whether it is in the public interest to layout and accept the certified road or roads as a public way.

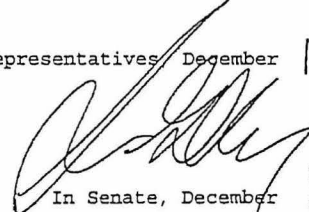
After the meeting, if the city council determines, upon a majority vote, that it is in the public interest to layout and accept the road or roads as a public way, the city council shall vote to adopt for recording at the registry of deeds an order of acceptance containing the city council's vote and attaching the planning board's certification. Said order shall be presented to the mayor in accordance with section 55 of chapter 43 of the General Laws.

(d) The order of acceptance shall be recorded not more than 90 days after the date upon which the order is in force and, upon recording, shall, with no additional notice or other action required, vest in the city of Marlborough the ownership in fee to the road or roads, together with the ownership of all municipal easements identified in the certification, including, but not limited to, utility, drainage, flowage, access and other easements shown on the plan, for all municipal purposes including, but not limited to, access, repair, improvement, reconstruction, removal and replacement, as well as all pipes, structures and other improvements located within the road and municipal easements unless excluded by the order of acceptance. No owner of, or holder of any interest in, land comprising the road, land abutting the road so accepted or land subject to an easement shown on the plan shall have any claim for compensation against the city on account of such acceptance.

SECTION 2. This act shall take effect upon its passage.

House of Representatives December 1, 2025.

Passed to be enacted,

 Speaker.

In Senate, December 1, 2025.

Passed to be enacted,

 President.

December 10, 2025.

Approved,

at 6 o'clock and 10 minutes, P. M.



Governor.



City of Marlborough

Legal Department

140 MAIN STREET

MARLBOROUGH, MASSACHUSETTS 01752

TEL (508) 460-3771 FAX (508) 460-3698 TDD (508) 460-3610

LEGAL@MARLBOROUGH-MA.GOV

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CITY OF MARLBOROUGH
JASON D. GROSSFIELD
CITY SOLICITOR
2026 JAN -8 AM 10:00
JEREMY P. MCMANUS
ASSISTANT CITY SOLICITOR
KAYLA A. CAMPBELL
PARALEGAL

January 7, 2026

Michael H. Ossing, President
Marlborough City Council
City Hall
140 Main Street
Marlborough, MA 01752

RE: City Council Order No. 25-1009581
Special Permit Decision, The Lifestyle Fit LLC, d/b/a FRVR Athletics
214 Cedar Hill Street, Marlborough, MA

Dear Honorable President Ossing and Members:

In accordance with Chapter 650-59C(13) of the Marlborough Zoning Ordinance, I provide this letter as to the legal form of the City Council's proposed findings on the above-referenced special permit application. Enclosed is a copy of the proposed decision which incorporates the recommendations of the Urban Affairs Committee. I certify that it is in proper legal form.

Please contact me if you have any questions.

Respectfully,

Jason D. Grossfield
City Solicitor

Enclosures

cc: J. Christian Dumais, Mayor
William Paynton, Building Commissioner

_____, 2026

**NOTICE OF DECISION
GRANT OF SPECIAL PERMIT**

In City Council
Order No. 25-1009581

Application of:
The Lifestyle Fit LLC d/b/a FRVR Athletics
6 Camelot Circle
Dudley, MA 01571

Locus:
214 Cedar Hill Street
Marlborough, MA 01752
Assessors Map 115, Parcel 6A

DECISION

The City Council of the City of Marlborough hereby **GRANTS** the application of The Lifestyle Fit LLC, as provided in the DECISION and subject to the Findings of Fact and Conditions therein.

Decision date: January ____, 2026

The Decision of the City Council was filed in the Office of the City Clerk of the City of Marlborough on the _____ day of January, 2026.

APPEALS

Appeals, if any shall be made pursuant to Massachusetts General Laws, Chapter 40A, Section 17 and shall be filed within twenty (20) days after the date of the filing of this Notice of Decision in the Office of the City Clerk of the City of Marlborough, MA.

A TRUE COPY
ATTEST:

City Clerk

ORDERED:**IN CITY COUNCIL
DECISION ON A SPECIAL PERMIT****ORDER NO. 25-1009581**Application of:

The Lifestyle Fit LLC d/b/a FRVR Athletics
6 Camelot Circle
Dudley, MA 01571

Locus:

214 Cedar Hill Street
Marlborough, MA 01752
Assessors Map 115, Parcel 6A

The City Council of the City of Marlborough (the "City Council") hereby GRANTS the application for a Special Permit to The Lifestyle Fit LLC, a Massachusetts limited liability company having a mailing address of 6 Camelot Circle, Dudley, MA 01571, to operate a gym with physical fitness classes and training as provided in this Decision and subject to the following Findings of Fact and Conditions.

FINDINGS OF FACT

1. The Lifestyle Fit LLC, a Massachusetts limited liability company having a mailing address of 6 Camelot Circle, Dudley, MA 01571, is herein referred to as "Applicant."
2. The Applicant is the lessee of a portion (+/- 5700 SF) of certain real property located at 214 Cedar Hill Street, Marlborough, MA, as shown on Marlborough Assessors Maps as Map 115, Parcel 6A (the "Site").
3. The Applicant, on or about October 16, 2025, filed with the City Clerk of the City of Marlborough an application for a Special Permit (the "Application"). The Applicant intends to operate a gym and physical fitness classes, team strength and performance training, fitness education, nutrition education and training, and the sale of related fitness clothing and merchandise in a portion of an existing building at the Site (the "Use") consistent with the use category "Retail Sales and Service <75,000 square feet gross floor area (19)(43)" as set forth in Section 650-17 and 18 of the zoning ordinance of the City of Marlborough (the "Zoning Ordinance").
4. The Site is located in the Industrial Zoning District.
5. In connection with the Application, Applicant filed a Special Permit Application, certified list of abutters, filing fee and a parking plan dated September 23, 2025 (the "Site Plan," attached hereto as "**Attachment A**").

6. The Application was certified as complete by the Building Commissioner of the City of Marlborough, acting on behalf of the City Planner for the City of Marlborough, in accordance with the Rules and Regulations promulgated by the City Council for the issuance of a Special Permit.

7. Pursuant to the Rules and Regulations of the City Council and applicable statutes of the Commonwealth of Massachusetts, the City Council established a date for a public hearing on the Application and the City Clerk of the City of Marlborough caused notice of the same to be advertised said date and determined that notice of the same was provided to abutters entitled thereto in accordance with applicable regulations and law.

8. The Marlborough City Council, pursuant to Mass. Gen. Laws c. 40A, held a public hearing on November 17, 2025, concerning said Application. The hearing was held at Marlborough City Hall, 140 Main Street. The hearing was opened and closed at that meeting.

9. The Applicant presented testimony at the public hearing detailing the Use, Application, and describing the nature of its intended services to be provided and its improvements to the Site. No one spoke in opposition to the proposed Special Permit.

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

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

B) The City Council finds that the proposed Use at the Site is an appropriate use and in harmony with the general purpose and intent of the Zoning Ordinance when subject to the appropriate terms and conditions as provided herein. The City Council makes these findings subject to the completion and adherence by the Applicant, its successors and/or assigns to the conditions more fully set forth herein.

C) The City Council, pursuant to its authority under Mass. Gen. Laws c. 40A and the Marlborough Zoning Ordinance, GRANTS the Applicant a Special Permit for a gym with physical fitness classes and training at the Site, SUBJECT TO THE FOLLOWING CONDITIONS, which conditions shall be binding on the Applicant, its successors and/or assigns:

CONDITIONS

1. Compliance With Building Regulations. Buildout and modification of the Site to be occupied shall be in accordance with all applicable building codes and zoning regulations in effect in the City of Marlborough and Commonwealth of Massachusetts. No use of the Site shall be made pursuant to this special permit unless and until a certificate of occupancy is obtained for the Use from the Building Commissioner.
2. Compliance with Local, State and Federal Laws. The Applicant agrees to comply with all rules, regulations, and ordinances of the City of Marlborough, Commonwealth of

Massachusetts, and the Federal Government as they may apply to the construction, maintenance, and operation of Applicant's Use at the Site, as supplemented by applicable conditions of this Special Permit.

3. Incorporation of Plans and Drawings. All terms, conditions, requirements, approvals, plans, and drawings provided by the Applicant as part of this Special Permit Application and as amended during the application/hearing process before the City Council and/or the City Council's Urban Affairs Committee, including the Site Plan, are herein incorporated into and become part of this Special Permit and become conditions and requirements of the same, unless otherwise altered by the City Council.
4. Compliance of Signs with Sign Ordinance. All signage installed at the Site shall comply with the City of Marlborough Sign Ordinance, without variance.
5. Hours. The maximum hours of operation of the Use shall be Monday through Sunday, 5:00 a.m. to 9:00 p.m.
6. Parking. Parking for the Use shall be consistent with the off-street parking plan as shown in the Site Plan in accordance with Section 650-48 of the Zoning Ordinance, with the Applicant having access to spots labeled 1-13, and the Applicant is not precluded from using the other labeled off-street parking spots shown on the Site Plan subject to any limitations that may exist for use by other tenants of the building.
7. Recording of Decision. In accordance with the provisions of Mass. Gen. Laws c. 40A, § 11, the Applicant, its successors and/or assigns, at its expense, shall record this Special Permit in the Middlesex South Registry of Deeds after the City Clerk has certified that the twenty-day period for appealing this Special Permit has elapsed with no appeal having been filed. Upon recording, the Applicant shall forthwith provide a copy of the recorded Special Permit to the City Council's office, the Building Department, and the City Solicitor's office.

Yea: ____ - Nay: ____ - Absent - ____

Signed by City Council President
Michael H. Ossing

ADOPTED
In City Council
Order No. #25-1009581

ATTACHMENT A

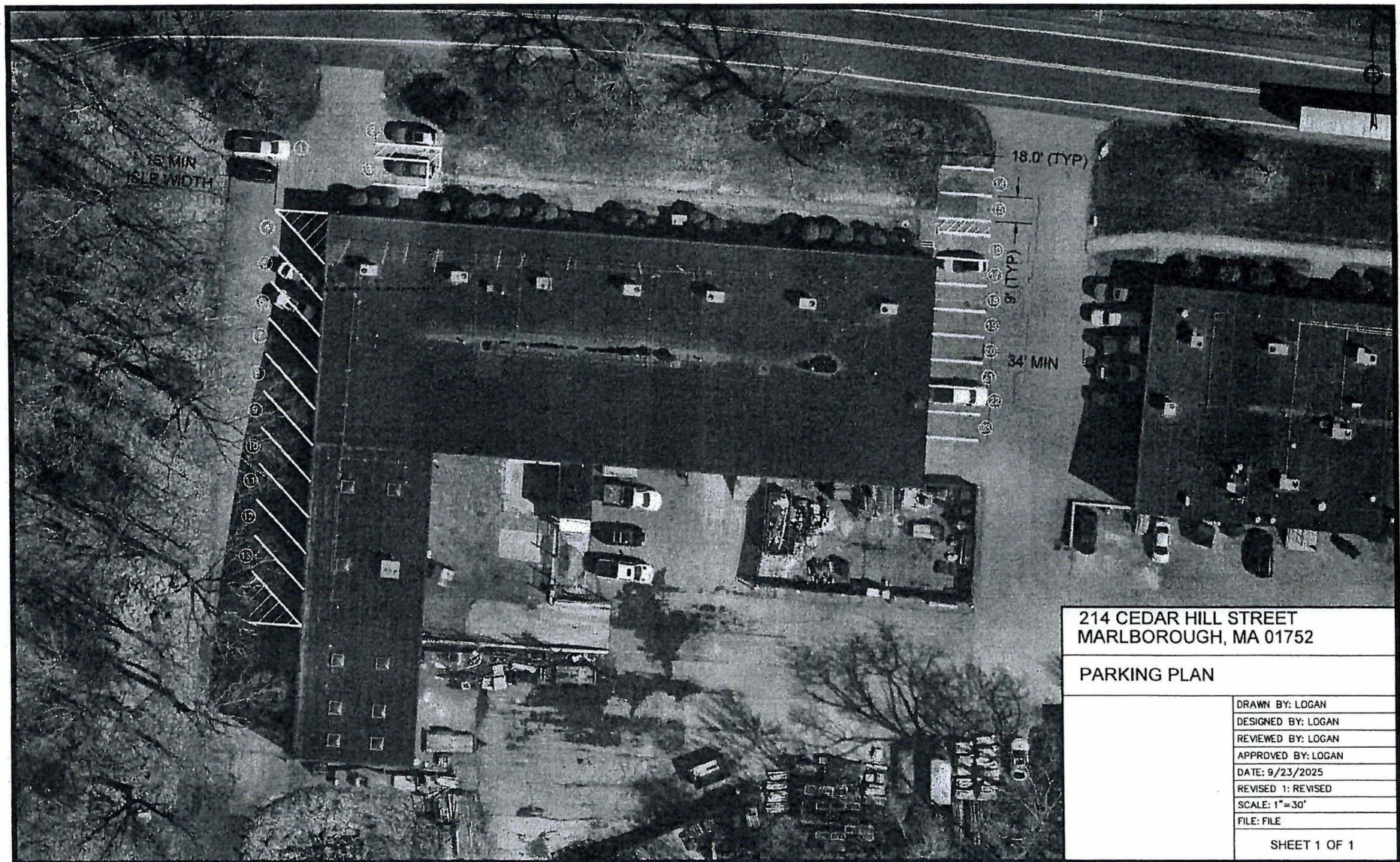


Exhibit A



City of Marlborough

Legal Department

140 MAIN STREET

MARLBOROUGH, MASSACHUSETTS 01752

TEL (508) 460-3771 FAX (508) 460-3698 TDD (508) 460-3610

LEGAL@MARLBOROUGH-MA.GOV

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CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

JASON D. GROSSFIELD
CITY SOLICITOR

JEREMY P. MCMANUS
ASSISTANT CITY SOLICITOR

KAYLA A. CAMPBELL
PARALEGAL

January 8, 2026

Michael H. Ossing, President
Marlborough City Council
City Hall
140 Main Street
Marlborough, MA 01752

RE: City Council Order No. 25-1009540
Special Permit Decision, JC Residential and Light Commercial LLC
1000 Nickerson Road, Marlborough, MA

Dear Honorable President Ossing and Members:

In accordance with Chapter 650-59C(13) of the Marlborough Zoning Ordinance, I provide this letter as to the legal form of the City Council's proposed findings on the above-referenced special permit application. Enclosed is a copy of the proposed decision. I certify that it is in proper legal form.

Please contact me if you have any questions.

Respectfully,

Jason D. Grossfield
City Solicitor

Enclosures

cc: J. Christian Dumais, Mayor
William Paynton, Building Commissioner

_____, 2026

**NOTICE OF DECISION
GRANT OF SPECIAL PERMIT**

In City Council
Order No. 25-1009540

Application of:
JC Residential and Light Commercial LLC

Locus:
1000 Nickerson Road, Marlborough, MA 01752
Assessors Map 88, Parcel 36

DECISION

The City Council of the City of Marlborough hereby **GRANTS** the Application of JC Residential and Light Commercial LLC, with a mailing address of 2443 Ash Street, Palo Alto, California 94306, as provided in the DECISION and subject to the Findings of Fact and Conditions contained therein.

Decision date: _____, 2026

The Decision of the City Council was filed in the Office of the City Clerk of the City of Marlborough on the _____ day of _____, 2026.

APPEALS

Appeals, if any shall be made pursuant to Massachusetts General Laws, Chapter 40A, Section 17 and shall be filed within twenty (20) days after the date of the filing of this Notice of Decision in the Office of the City Clerk of the City of Marlborough, MA.

A TRUE COPY
ATTEST:

City Clerk

ORDERED:

IN CITY COUNCIL
DECISION ON A SPECIAL PERMIT

Application of:
JC Residential and Light Commercial LLC

Locus:
1000 Nickerson Road, Marlborough, MA 01752
Assessors Map 88, Parcel 36

ORDER NO. 25-1009540
DECISION ON AN APPLICATION FOR SPECIAL PERMIT

The City Council of the City of Marlborough (the "City Council") hereby **GRANTS** the Application for a Special Permit to JC Residential and Light Commercial LLC (the "Applicant"), for outdoor storage as an accessory use, as provided in this Decision and subject to the following Findings of Fact and Conditions.

FINDINGS OF FACT

1. The Applicant, JC Residential and Light Commercial LLC, is a limited liability company organized under the laws of the State of Delaware, registered as a foreign limited liability company in the Commonwealth of Massachusetts, having a principal office at 38000 Hills Tech Drive, Farmington Hills, Michigan 48331.
2. The Applicant is the current tenant of a portion of the property located at 1000 Nickerson Road, Marlborough, Massachusetts 01752, as shown on Marlborough Assessor's Map 88, Parcel 36 (the "Site").
3. On August 14, 2025, the Applicant filed with the City Clerk of the City of Marlborough, an Application to City Council for Issuance of Special Permit (hereinafter referred to as the "Application").
4. Under Article V, Section 650-17 and 650-18(A)(26) of the City of Marlborough Zoning Ordinance (the "Zoning Ordinance"), the Application proposes outdoor storage as an accessory use to one of the permitted uses in the zoning district in which the main building and lot is located – warehousing and light non-nuisance manufacturing (the "Use").
5. The Site is located in the Limited Industrial Zoning District.

6. As shown on the Plans referenced in paragraph 7 below, the Use will consist of: an outdoor storage area that will occupy a portion of the existing parking lot at the Site, which shall be secured with a twelve (12) foot chain link fence with mesh (the "Project").
7. In connection with the Application, the Applicant submitted: (a) Application to City Council for Issuance of Special Permit, (b) Filing Fee check in the amount of \$500.00, (c) Abutters List, (d) Special Permit – Summary Impact Statement, (e) Special Permit Application Certification by Planning Department, (f) Tax Payment Certification, (g) Authorization Letter from Owner, and (i) Site plan set dated August 7, 2025, prepared by Bohler (the "Plans") attached hereto as "Attachment A".
8. The Application was certified as complete by the Building Commissioner of the City of Marlborough, acting on behalf of the City Planner for the City of Marlborough, in accordance with the Rules and Regulations promulgated by the City Council for the issuance of a Special Permit.
9. The Site has an area of 12 +/- acres, as shown on the Plans.
10. Pursuant to the Rules and Regulations of the City Council for the City of Marlborough and applicable statutes of the Commonwealth of Massachusetts, the City Council established October 6, 2025 as the date for a public hearing on the Application and the City Clerk for the City of Marlborough caused to be advertised notice of said hearing and determined that notice of the same was provided to abutters entitled thereto in accordance with applicable regulations and law.
11. The City Council, pursuant to Massachusetts General Laws Chapter 40A, opened a public hearing on the Application on October 6, 2025 (the "Public Hearing"). The public hearing was held at Marlborough City Hall, 140 Main Street. The hearing was closed on said date.
12. The Applicant, through its representatives, presented testimony at the Public Hearing detailing the Use, describing its impact upon municipal services, the neighborhood, and traffic. At the Public Hearing, no members of the public spoke in favor or in opposition to the Use.

**BASED ON THE ABOVE, THE CITY COUNCIL MAKES THE FOLLOWING
FINDINGS AND TAKES THE FOLLOWING ACTIONS:**

A. The Applicant has complied with all Rules and Regulations promulgated by the City Council as they pertain to special permit applications.

B. The City Council finds that the proposed Use at the Site is an appropriate use and in harmony with the general purpose and intent of the Zoning Ordinance when subject to the appropriate terms and conditions as provided herein. The City Council makes these findings subject to the completion and adherence by the Applicant, its successors and/or assigns to the conditions more fully set forth herein.

C. The City Council, pursuant to its authority under Massachusetts General Laws Chapter 40A and the Zoning Ordinance, **GRANTS** the Applicant a Special Permit for outdoor storage as an accessory use at the Site, as shown on the Plans, **SUBJECT TO THE FOLLOWING CONDITIONS**, which conditions shall be binding on the Applicant, its successors and/or assigns:

CONDITIONS

1. Construction in Accordance with Applicable Laws. Construction of all structures on the Site shall be in accordance with all applicable building codes and zoning regulations in effect in the City of Marlborough and the Commonwealth of Massachusetts and shall be built according to the Plans.
2. Site Plan Review. The issuance of the Special Permit is further subject to detailed Site Plan Review by the Site Plan Review Committee, in accordance with the City of Marlborough Site Plan Review Ordinance. Any additional changes, alterations, modifications or amendments, as required during the process of Site Plan Review, shall be further conditions of the Use. Subsequent Site Plan Review shall be consistent with the conditions of this Special Permit and the Plans submitted, reviewed and approved by the City Council as the Special Permit Granting Authority.
3. Modification of Plans. Notwithstanding Conditions #1 and #2, the Site Plan Review Committee may approve engineering changes to the Plans, so long as said changes do not change the Use as approved herein, or materially increase the impervious area of the Use, reduce the green area, alter traffic flow, or increase the size of the building, all as shown on the Plans. Any modification of the conditions of this special permit or the Use as approved herein shall first require modification of this special permit.
4. Compliance with Applicable Laws. The Applicant shall comply with all applicable municipal, state, and federal rules, regulations, and ordinances as they may apply to the construction, maintenance and operation of the Project and the Use at the Site, including, without limitation, compliance with local Conservation Commission orders, the Massachusetts Environmental Policy Act (MEPA), and the State Building Code.
5. Incorporation of Submissions. All plans, photo renderings, site evaluations, briefs and other documentation provided by the Applicant as part of the Application, and as amended or revised during the application/hearing process before the City Council and/or the City Council's Urban Affairs Committee, are herein incorporated into and become a part of this Special Permit and become conditions and requirements of the same, unless otherwise altered by the City Council.
6. Fencing. In accordance with Section 650-18(A)(26) of the Zoning Ordinance, the Applicant shall install solid fencing to screen areas of the Site used for the storage of equipment and materials from the street and adjacent properties, and shall maintain the fencing in good repair. The fencing shall comply with the requirements of all applicable City Ordinances and will require a fence permit from the Building Department.

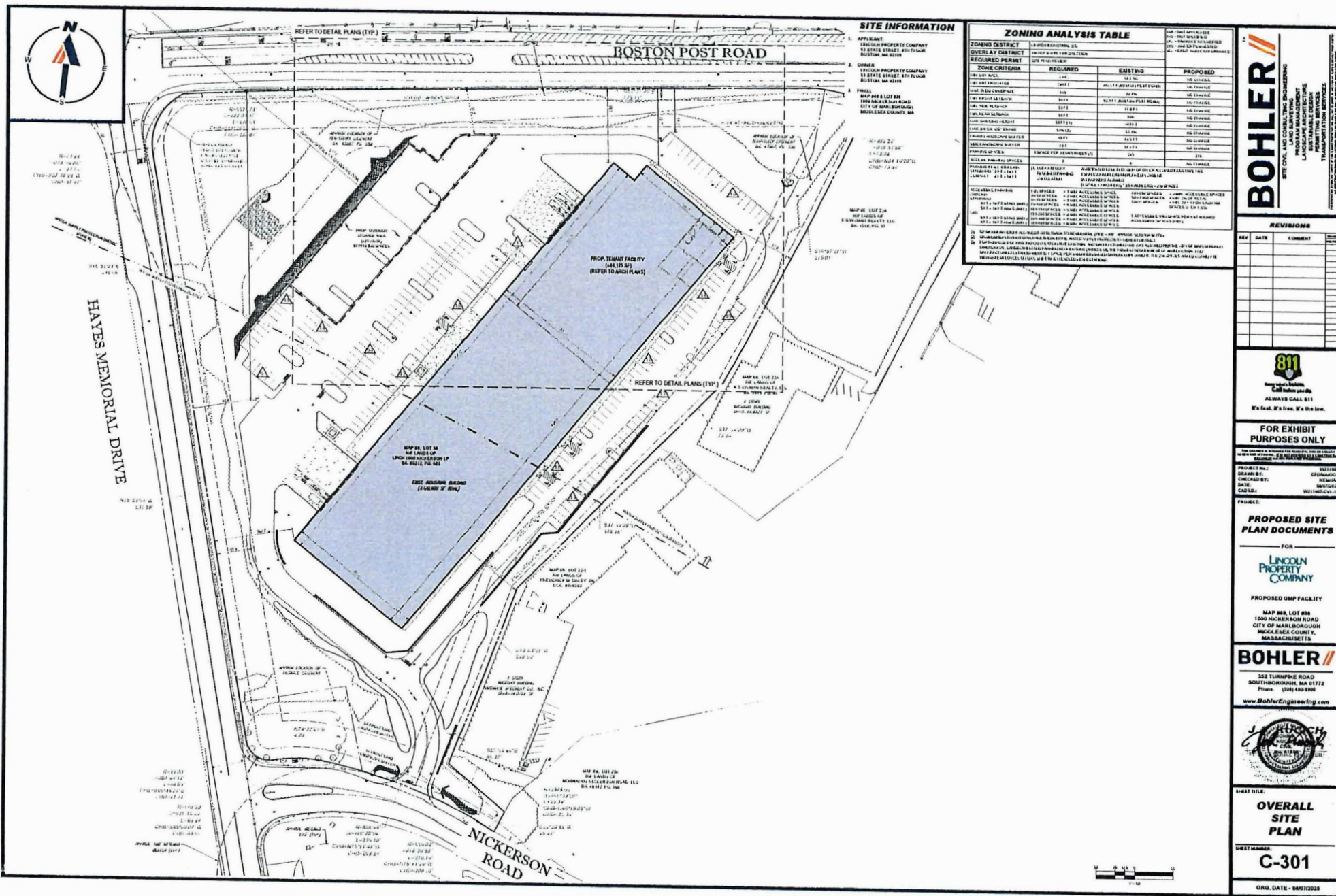
7. Signs. Signage at the Site shall comply with the City's Sign Ordinance.
8. Noise and Air Quality. The Applicant shall comply with the City's Noise Ordinance and shall comply with all state and federal requirements governing air quality and emissions.
9. Water Supply Protection District. Applicant shall comply with all requirements of the City's Water Supply Protection District (Section 650-24 of the Zoning Ordinance), as applicable, and this decision does not authorize any exception to the prohibitions on uses and requirements of said ordinance.
10. Recording of Decision. In accordance with the provisions of Massachusetts General Laws Chapter 40A, Section 11, the Applicant at its expense shall record this Special Permit in the Middlesex South Registry of Deeds after the City Clerk has certified that the twenty-day period for appealing this Special Permit has elapsed with no appeal having been filed, and before the Applicant has applied to the Building Commissioner for a building permit. Upon recording, the Applicant shall forthwith provide a copy of the recorded Special Permit to the City Council's office, the Building Department, and the City Solicitor's office.

Yea: ____ - Nay: ____ - Absent: ____

Signed by City Council President
Michael H. Ossing

ADOPTED
In City Council
Order No. 25-1009540

ATTACHMENT A



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CITY OF MARLBOROUGH

DEC 15 - 8 AM 11:48

Massachusetts School Building Authority

Deborah B. Goldberg
Chair, State Treasurer

James A. MacDonald
Chief Executive Officer

Mary L. Pichetti
Executive Director / Deputy CEO

December 15, 2025

The Honorable J. Christian Dumais
Mayor, City of Marlborough
Office of the Mayor
140 Main Street
Marlborough, MA 01752

Re: City of Marlborough, Richer Elementary School

Dear Mayor Dumais:

On December 12, 2025, the Massachusetts School Building Authority's Board of Directors voted to approve the City of Marlborough's Preferred Schematic for the Richer Elementary School project. Based on this approval, enclosed is a Design Enrollment Certification for 950 students in grades K-5 for your review and execution. The enclosed Design Enrollment Certification will replace the previous Study Enrollment Certification, which was signed by the City of Marlborough on February 22, 2024, and submitted to the MSBA.

Please sign and return the attached certification within 21 calendar days to document the City of Marlborough's agreement on the design enrollment for the Richer Elementary School project.

If you have any questions or comments, please do not hesitate to contact Claire Lerner (Claire.Lerner@MassSchoolBuildings.org).

Sincerely,



Michael McGurl
Director of Capital Planning

Cc: Legislative Delegation
Michael H. Ossing, President, Marlborough City Council
Katie Robey, Vice-President, Marlborough City Council
Diane Smith, City Auditor, City of Marlborough
Michelle Bodin-Hettinger, Vice Chair, Marlborough School Committee

Page 2

December 15, 2025

Marlborough, Richer Elementary School, Preferred Schematic Design Enrollment Letter

Denise Ryan, Member, Marlborough School Committee
Theodore Scott, P.E., Commissioner, Department of Public Works, City of
Marlborough
Krista Holmi, Chief Procurement Officer, City of Marlborough
Heather Gutierrez, Chief of Staff, City of Marlborough
Amanda Belliveau, Executive Administrator to the Mayor's Office, City of Marlborough
Joseph Trolla, Member, Marlborough School Building Committee
Dr. Jason DeFalco, Interim Superintendent, Marlborough Public Schools
RJ Skaza, Assistant Superintendent, Marlborough Public Schools
Matthew Wells, Director of Finance and Operations, Marlborough Public Schools
Lisa Richards, Richer Elementary School Principal, Marlborough Public Schools
Jon Lemieux, Owner's Project Manager, The Vertex Companies, LLC
Chris Eberly, Owner's Project Manager, The Vertex Companies, LLC
Matthew Sturz, Owner's Project Manager, The Vertex Companies, LLC
Steve Theran, Owner's Project Manager, The Vertex Companies, LLC
Peter A. Caruso Jr., Designer, Lamoureux Pagano Associates | Architects, Inc.
Christina Bazelmans, Designer, Lamoureux Pagano Associates | Architects, Inc.
File: 10.2 Letters (Region 2)

MSBA Project No. 202201700025

**MASSACHUSETTS SCHOOL BUILDING AUTHORITY
CITY OF MARLBOROUGH
RICHER ELEMENTARY SCHOOL
DESIGN ENROLLMENT CERTIFICATION**

As a result of a collaborative analysis with the Massachusetts School Building Authority (the "MSBA") of enrollment projections and space capacity needs for the proposed project at the Richer Elementary School, the City of Marlborough hereby acknowledges and agrees that the design of the proposed project at the Richer Elementary School shall be based on an enrollment of no more than 950 students in grades K-5. The City of Marlborough further acknowledges and agrees that, pursuant to 963 CMR 2.00 *et seq.*, the MSBA shall determine the square feet per student space allowance and total square footage for an elementary school serving 950 students in grades K-5. The City of Marlborough acknowledges and agrees that it has no right or entitlement to any particular design enrollment, square feet per student space allowance, or total square footage and that it has no right or entitlement to a design enrollment any greater than 950 students for the Richer Elementary School, and further acknowledges and agrees that it shall not bring any claim or action, legal or equitable, against the MSBA, or any of its officers or employees, for the purpose of obtaining an increase in the design enrollment of the Richer Elementary School that it has acknowledged and agreed to herein. The City of Marlborough further acknowledges and agrees that, among other things, the design enrollment, square feet per student space allowance, and total square footage of the Richer Elementary School shall be subject to the approval of the MSBA's Board and that the final approval of a proposed project at the Richer Elementary School shall be within the sole discretion of the MSBA's Board.

The undersigned, for themselves and the City of Marlborough, hereby certify that they have read and understand the contents of this Design Enrollment Certification and that each of the above statements is true, complete and accurate. The undersigned also hereby certify that they have been duly authorized by the appropriate governmental body to execute this Certification on behalf of the City of Marlborough and to bind the City of Marlborough to its terms.

Chief Executive Officer

Duly Authorized Representative of School Committee

Date

Date

Superintendent of Schools

Date

Conservation Commission
Minutes of November 20, 2025, 7:00 PM
140 Main St. – Marlborough City Hall – 3rd Floor (Memorial Hall)

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 CITY OF MARLBOROUGH
 2025 DEC 19 AM 9:28

Members Present: Ed Clancy – Chair, Liz Austin, Dave Williams, John Skarin, Allan White, Rob McCabe, Bill Dunbar, also present, Priscilla Ryder-Conservation Officer.

Absent: none

The hearing was recorded on Microsoft TEAMS

Minutes: Minutes of November 6, 2025, were reviewed and on a motion by Mr. White second by chair were unanimously approved 7-0.

Public hearings:

Notice of Intent

321 Stow Rd. – Hiten Mehta – Continued to December 18, 2025.

Applicant proposes the construction of a garage and realignment of a driveway within a 100' buffer zone to bordering vegetated wetlands.

The applicant requested to have the meeting continued to December 18, 2025.

Request for Determination of Applicability

162 Farm Rd. – Greg Aviza

Applicant proposes to add drainage along his driveway and replace 500' of driveway. Work is near wetlands.

Mr. Aviza was present and explained that he plans to reconstruct the driveway but it will not be widened, and no trees will be cutdown. The overall intent is to install an underdrain on the uphill side of the driveway and add three cross drains. This will prevent their long driveway from icing up. After reviewing the project with Mr. Dunbar and Ms. Ryder, Mr. Aviza agreed that the drainage will be installed now as part of this request, but that the entire driveway replacement and waterline improvements will require a Notice of intent. The pipe going under the driveway will be 2' underground perforated pipe. There being no further questions from the Commission or the public the hearing was closed. The commission reviewed drafted conditions which Ms. Ryder provided. On a motion by Mr. Skarin to issue a Negative Determination with Conditions as drafted and amended, noting that this work is ONLY for the drainage and patching the driveway, second by Chair a unanimous vote of 7-0 to approve. Mr. Aviza agreed he will file a Notice of Intent for the replacement of the entire driveway and waterline spring 2026.

Abbreviated Notice of Resource Area Delineation – Continued to December 18, 2025.

365 South St. – New England Power Company

Applicant is requesting confirmation of certain wetland resource area boundaries delineated on the subject property.

Matt Kelly from Epsilon Associates spoke on behalf of the applicant. He explained that at this substation they are looking for a delineation of the wetlands to be approved so they can return for additional work in the future at this stie. He noted that he had received Ms. Ryders call that the flags were missing, and the area was reflagged today so should be visible. He also noted that DEP has provided comments on this delineation and has questioned the stream being perennial. He will provide a response to the Commission and DEP to address DEP's comments. He noted that the state code states there needs to be bathrooms in every substation. If they install or replace a control house a bathroom

is required A date will be picked prior to the Conservation Commission meeting for a site visit walk prior to the next meeting. This hearing was continued to the next meeting on Dec. 18, 2025.

Request for Determination of Applicability – Continued to December 18, 2025.

Simarano Dr. and Cedar Hill (Map 116 Lots 11 & 13) – Post Road Realty Inc.

Applicant requests a jurisdictional determination in review of whether (2) vegetated wetlands are non-state and local jurisdictional Isolated Vegetated Wetlands or jurisdictional Bordering Vegetated Wetlands under Massachusetts Wetland Protection Act.

Certificate of Compliance

DEP 212-1215 – 107 Simarano Dr. – Now known as Green District Blvd.

Review snow removal change request. Review path maintenance and site stormwater operation and maintenance plan. Katie Montelli from Post Road Dev. was present to answer questions from the Commission they had at last meeting. She reviewed the response letter dated October 28, 2025 from Post Road regard snow storage which was a big concern for the Commission. Applicant claims that trucking the snow out of parking lot would cost too much money. There was already an agreement about how they were going to handle the snow removal in the original Order of Conditions plans which they wish to follow, and not the revised plans provided in early 2025 Chair Clancy asked how many parking spots are needed on the site. It was answered that there is one parking spot per bedroom. Mr. Dunbar noted that the salt is bad for the land, it can't be placed on the landscaped area or the landscaping will die. Chair Clancy noted this project was billed as a "green district" and putting salt there is going against just that. Ms. Montelli noted that they do have an energy efficient building and less parking lots (so no place to store snow on pavement) and they have a green roof and native plants, so they have created a "greener" development. She noted that Phase 1 is at 90 percent and phase 2 is at 80 percent. Mr. Williams noted that last winter they were dumping snow over the wall into wetlands. Ms. Montelli noted that there is signage "no snow dumping" now per the original plan to prevent snow dumping over the wall. The request is simply to allow snow storage along the landscape perimeters of the parking lots (excluding wetland areas) as shown on the original plan and as outlined in the letter they will be required to Ms. Ryder. On a motion by Mr. Skarin second to Chair and on a 7-0 vote a full Certificate of Compliance with added conditions was discussed.

Discussion/ Correspondence/Other Business

Forest Cutting Plan

Correspondence from DCR Forester - A 1-year extension of a cutting permit was issued to DCR for the Chipman Lot at the Desert Natural Area.

Next Conservation Commission meetings: December 18, 2025 & January 8, 2026 (no meeting Dec. 4th, please note the first meeting in January will be 2nd Thursday since the first Thursday is January 1st.)

Adjournment

There being no further business on a motion by Mr. White second by Chair to adjourn, the Commission voted unanimously 7-0 to adjourn at 8:20 pm.

Respectfully submitted,

Priscilla Ryder
Conservation/Sustainability Officer
PR/cs

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CITY OF MARLBOROUGH

2025 DEC 16 PM 2:27



City of Marlborough Council on Aging Board Minutes of November 18, 2025, Meeting

The regular meeting of the Council on Aging Board was held on Tuesday, November 18, 2025, at 9:00 AM at the Marlborough Senior Center, 40 New Street.

Present: Board members - Judy Benedetto, Leslie Biggar, Joseph Bisol, Pat Gallier, Zella Haesche, Raymond Magee, Ann Maichin, Donna Scalcione, and Marylou Vanzini.

Absent Board members: Kathy Faddoul and Judy Kane

Executive Director: Trish Pope

Meeting adjourned at 9:40 AM

Ordered: The minutes of the October 14, 2025 meeting.

Motion: Marylou Vanzini Seconded: Leslie Biggar

The minutes of the October 14th meeting were distributed previously. There were no corrections or changes. The minutes of the October 14th meeting were approved as distributed.

Board vote: Unanimously approved.

Ordered: Executive Director's Report – Trish Pope

- Medicare open enrollment full – Seniors are being advised to call the Medicare assistance line 1-800-633-4227.
- Sand for Seniors to continue – Delivery date is scheduled for December 12th – 75 seniors will receive deliveries.
- Zumba in January & February – No Thursday classes.
- Jazz Brunch – January 13th will be in bulletin.

- Senior Center Program/Activity Survey Results – 41 responses
Trish indicated it was a learning experience “mostly good.” The Board voted to defer specific questions until the December meeting so that all can absorb the data collected.
- The Pop-up pantry has been working well in lieu of the issues with the funding for the SNAP program.
- Friends of the Marlborough Seniors will be hosting a chocolate bar.

Ordered: Board vote to allow Chair to serve a third term on Board.

In the Council on Aging By-laws Section 3.4, the terms of the Board members are defined as follows: ***Council on Aging members shall serve for no more than two (2) terms of four (4) years; however, member terms may be extended by majority vote of the Council.***

The current Chair will complete his second full term on May 04, 2026.

A board vote is required to allow the Chair to serve a third term.

Motion: To allow the current Chair Joe Bisol to serve a third term on the COA board which would begin immediately after the conclusion of his second term on May 04, 2026.

Board Members Voting Yes: Judy Benedetto, Leslie Biggar, Pat Gallier, Zella Haesche, Raymond Magee, Ann Maichin, Donna Scalcione, and Marylou Vanzini.

Abstention: Joseph Bisol – Conflict of Interest

Ordered: Discussion and review to changes to Massachusetts open meeting law.

- Joe reviewed the requirements to post the meeting agenda 48 hours in advance. The 48 hours EXCLUDES weekends and holidays.
- The chair must announce at the beginning of the meeting that a recording is taking place.
- He described the elements of Public access and the right to video and audio record the meeting.

- A draft copy of minutes must be available for public review within 10 calendar days.
- Any request for draft minutes must be submitted to Steven Kerrigan in the City Clerk's office.

Ordered: Chair – Updates

- FY 2026 Formula Grant Award – Joe distributed a schedule depicting the recently awarded formula grant. Marlborough received a total of \$149,040 which is based upon the 2020 census individuals over the age of 60. The 2020 census reports that there were 9,315 seniors in Marlborough. The schedule also showed the grant amounts for the surrounding communities.
- Joe distributed a Letter from Massachusetts Councils on Aging regrading a claim by Mr. Tiernan that there are unspent grant funds awarded to COA's that could be redirected to fund other state programs.
- Council on Aging agenda and minutes on City's website. Joe indicated that he spoke to Mark Gibbs (IT Directory) and Heather Gutierrez the Mayor's Chief of staff and they both indicated that progress is being made. The plan is to have all the board agendas and minutes from January 2018 through current on the website.
- Joe distributed the summary of Springwell updates that is prepared by Springwell. The summary reflects items discussed by the Springwell Board at its recent meeting.
- Other Business – A questioned was raised as to why tickets purchased for luncheon events cannot be given to another senior if the original ticket holder cannot attend the event. Trish explained that there is a waiting list for these events and in fairness to those on the list the policy has been to refund the money to individual(s) who cannot attend and offer the opportunity to attend, to the next person on the wait list.

Ordered: Chair – Recognition of Donna Scalcione service to the Board.

Joe thanked Donna for her service to the Board. He indicated that volunteers like Donna give of themselves and helps the city to meet the requirements of governing Boards.

Ordered: There being no further business, the regular meeting of the Council on Aging Board is herewith adjourned at 9:40 AM; adopted.

Motion: Leslie Biggar **Seconded:** Zella Haesche

Board unanimously approved.

THIS DOCUMENT REPRESENTS THE MINUTES OF THE MEETING.

**ALL SUPPORTING DOCUMENTATION ASSOCIATED WITH THESE MINUTES IS
ON FILE AT THE MARLBOROUGH SENIOR CENTER,
40 NEW STREET, MARLBOROUGH.**

The Following is a list of the additional documentation on file:

Marlborough Senior Center Program/Activity Survey Results

**Massachusetts Open Meeting Law Guide & Educational Materials
<https://www.mass.gov/info-details/massachusetts-law-about-open-meetings>**

FY 2026 Mass Formula Grant Worksheet

**Letter from: Massachusetts Councils on Aging regarding claim that
COA's are not spending all grant funds.**

Springwell Updates for COA's – October 2025

Submitted by: Kathy Faddoul, Secretary

Approved by COA Board – Meeting Date: 12 / 16 / 2025

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2025 DEC 18 PM 2:42



Marlborough Cultural Council Meeting Minutes

Date: Wednesday, September 3, 2025 at 6:00 PM

Location: Marlborough City Hall, Memorial Hall

After approved, email as Word doc to:

skerrigan@marlborough-ma.gov

wchu@marlborough-ma.gov

imcintyre@marlborough-ma.gov

mpeltier@marlborough-ma.gov

Members Present:

Andrea Bibi	Maureen Fowler
Harmony Larson	Alicia Fox
Marcia Waldman	Andrea Merritt

Members Absent:

Mary Avery	

- I. Call to Order at 6:04pm.
- II. Approve Meeting Minutes from August. Andrea moved to approve, Maureen seconded.
All in favor.
- III. Council Items
 - o FY26 Grant Cycle opened 9/2/25. Discuss promotion plan.
 - Facebook / Instagram posts: need to follow up with Mary about getting Alicia the credentials asap
 - a) MCC
 - Email schools and PTOs, Boys & Girls Club, Makers Artist Collective, library, Post Rd Art Center, Lost Shoe, Community Advocate, Patch, Word on the Street, Picco, Vin Bin etc.

- a) Area for improvement: MCC distribution list: Harmony to set up Google doc and get started and share (make editable)

- Hang Posters
- Mayor's newsletter (Sept & October)
- Marlborough Walks – discussion continued from the August meeting. Please review meeting minutes for history.
 - Create a project overview: description / budget / schedule / map - Alicia and Harmony to meet on Monday to draft this.
 - Need to review how we do a LCC initiated program holdback (Harmony)
- NEW: NEFA / MAPC "Make it Public for MA Municipalities" 2026 Cohort offers training and funding for temporary public arts projects
 - Info session: Tues, September 9, 2025 10-11am
 - Harmony is inquiring about our eligibility as MCC members
 - Commitment: mural, The Rock, Boots pilot, music in the common,
 -
- Upcoming events, confirm who can attend:
 - September 14: Food Truck & Arts Festival on Main Street, 11am - 5pm
 - a) Mary and Harmony are going and can stay all day
 - b) Andrea Bibi and Maureen can come in the afternoon

○

IV. FY25 Grant Cycle

- Updates from Treasurer
 - Mary is not in attendance so we are skipping this topic.

V. Harmony made a motion to adjourn at 7:03. Andrea seconded.

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MARLBOROUGH HISTORICAL COMMISSION

MEETING MINUTES
October 16, 2025
CITY HALL, 140 MAIN STREET
MAYORS MEETING ROOM, 7:00 PM

Board Members: Meeting comes to order 6:58 PM

Brendan Downey, Chair – Present
Stefanie Ferrecchia – Present
Kathleen Newton – Present
Peter Welsh – Present
Adrian Gilbert, Secretary – Present

1. Motion put forth and seconded to approve July 17, 2025, minutes. Motion passes 5-0
Brendan Downey, Chair – Aye
Stefanie Ferrecchia - Aye
Kathleen Newton – Aye
Peter Welsh – Aye
Adrian Gilbert – Aye
2. Correspondence & Communications
No correspondence
3. Current Business
 - A. Nat Bowen of the Marlborough DPW has volunteered to generate a computer application identifying Historic trees to support Scenic Roads program. Discussed with Brendan Downey concerning information to include. Adrian Gilbert will reach out to Nat Bowen for additional details.
 - B. New developer for vacant lot on Main Street located next to PICCO. Brendan Downey and Kathleen Newton plan to attend City Council meeting, October 20, 2025, to discuss development plans.
 - C. Brief review of REV250 events since meeting of October 27, 2025:
 - a. Commemorative Coins are available and being sold.
 - b. Celebration 250 planning committee meeting every other week. Still looking for help.
 - c. Cannon in honor of Knox Trail is finished; Mayor's Office has issue with Bartlett Park.
 - d. Cemetery walking tours; October 18, 2025, rain date not required. Started at 4pm-5:15pm with an evening tour 5:30pm – 6:45pm. Approximate number of attendees, 90 to 110. Plan to have another Tour in Spring of 2026.
 - e. William's Tavern at MCC, November 16, 2025. Based on ticket sales attendance will be approximately 250. Commemorative Coin included in price. Schedule worked out with Doug Rowe for event. DAR and SAR Color Guards, cannons, re-enactors, Williams family decedents
 - f. Soldiers' plaque estimate is \$8600. Increased costs due to space for additional names and City Seal.
 - g. Next meeting of REV 250 is November 10th, 2025, Marlborough Public Library at 5:00PM

4. Motion to Adjourn meeting, 8:11 PM. Motion passes 5-0

Brendan Downey, Chair – Aye
Open seat, Vice Chair
Stefanie Ferrecchia - Aye
Kathleen Newton – Aye
Peter Welsh – Aye
Adrian Gilbert – Aye

Respectfully Submitted,
Adrian Gilbert, Secretary
Marlborough Historical Commission



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**Marlborough Public Library Board of Trustees
Meeting Minutes September 2, 2025
Meeting held at the Marlborough Public Library**

2025 JAN -7 PM 2:56

The meeting was called to order by Fred Haas at TIME p.m.

Board Members attending: Tom Abel, Nena Bloomquist, William Brewin, Fred Haas, Samantha Khosla, Janice Merk, Robyn Ripley, Deborah Jakubowski Russ, Rustin Kyle

Also attending: Sara Belisle, Library Director; Morgan Manzella, Assistant Director; Elizabeth Zadoo, Carla Thompson

Documents Reviewed/Referenced: Minutes of June 3, 2025 meeting, Trust Fund/State Aid Report June-July 2025, Director's Report June – August 2025

Proceedings

1. **Minutes:** A motion to accept the minutes for the June 3, 2025 passed. (Ripley/Haas)
2. **Staff Introduction – Carla Thompson**

Director Belisle introduced Carla Thompson. She first joined the Library in 2018 as a part-time employee. Ms. Thompson coordinates the home delivery service. She also works on the circulation desk to support patrons, trains employees, manages the museum pass program, and runs the adult book club. She took over management of the home delivery service when a staff member retired. The program was suspended during the pandemic and re-started at New Horizons, Christopher Heights, and Marie Esther Health Center. When it re-started, 5 people got weekly deliveries. The service expanded to include home delivery and now there are more than 100 people in the program with ~12-20 people receiving deliveries weekly. Ms. Thompson said that she helps manage orders and deliveries for patron book clubs. A year ago, the program got large enough to need more support. Ms. Thompson solicited volunteers from the staff and then got volunteer delivery drivers. There are four volunteer drivers; two go out every Friday and they share the deliveries for New Horizons and the private homes. Director Belisle said that there is no need to advertise the program because word of mouth is enough. She saw the program was growing and it needed more than a 19 hour/week position. Ms. Thompson said managing the delivery service is her passion. She wants to develop the program further and share her knowledge of its operations.

The Trustees thanked Ms. Thompson for her work and for her time.

3. Trust Funds/ State Aid Report:

Director Belisle gave the financial reports for June – August. Normally June is an active month for spending for state aid on the collection, library cards, and conference expenses for Assistant Director Morgan Manzella to attend the ALA Conference. The Director reported that she spent less state aid than last year to reserve funds for small emergencies. FY26 began on July 1. The MBLC held its monthly meeting at the Library. In August, the Friends gave a generous donation to support programming.

A motion to accept the state aid reports passed. (Merk/Haas)

Director Belisle requested permission to use \$4200 of state aid funds to engage Ingram to do a diversity audit of the Library collection. The collection has never been audited; an internal audit would require a lot of time and labor. Ingram will review the collection and make recommendations. A Trustee asked if the audit includes the large print catalogue. Director Belisle was not sure, but said the staff could do it themselves. The large print collection is small.

A motion to approve \$4200 of state aid to engage Ingram to audit the Library collection passed. (Merk/Haas)

4. Friends of the Marlborough Public Library Report

Elizabeth Vadoo informed the Board that the Friends presented a check for \$7000 to the Library in August. The mini golf fundraiser was very successful and drew new people to the Library. The nighttime fundraiser that was age 18+ had the best attendance. The attendees enjoyed the decorations the whole sponsors set up at the golf tees. The Coffee Loft won the prize for best decorations.

The Friends will host a book sale on a weekend in November. They will also host a preview on Friday night for Marlborough library card holders.

5. Marlborough Public Library Foundation Report

Trustee Russ informed the Board that the Foundation will send a newsletter at the end of September. The Foundation is looking to raise the last \$41,000 to meet the \$2 million goal. They hope to meet the goal this year. The Trustees commended the Foundation for their success.

6. Director's Report

Staff

Director Belisle reported that 4 part-time positions were posted at the end of June. A new Head of Teen Services, Jessica Wright, started in July. She has 5 years of experience as Teen Librarian at the West Boylston Public Library. Two new Part-Time Reference Librarians and six new Part-Time Library Staff Assistants joined the Library staff this summer. Two summer interns assisted with Lego Lunch and one was chosen to stay on staff as a morning Library Page. Two Part-Time Library Staff Assistants in the Children's department resigned; one of the positions was filled and the other one is being posted.

In June, the staff enjoyed an ice cream social. They also participated in a summer reading challenge.

Building

Director Belisle reported that the landscaping is complete and will be maintained by the landscape contractor. DPW and the Department of Conservation are making signs to explain the conservation purpose of the landscaping. A volunteer will label the plants that can be seen easily from the sidewalk.

The electric car charging stations that were planned for the parking lots will be installed. The City got a grant to install them, so it is cheaper. There will be a total of 8 spots with one of them marked as accessible.

Patrons

Two trespass orders were issued in July to two individuals. Both patrons in question violated the behavior policy. The police were called when the situations escalated and required their assistance.

Programming

Director Belisle reported that the summer programs were successful. The theme of Summer Reading was gaming and the Library held gaming-related programs for all ages. The most successful was the end of summer reading carnival. A team of staff built carnival games, rented a dunk tank and popcorn maker, and organized food vendors for a 3 hour mini carnival. Attendees won tickets that they were able to redeem for prizes or put toward a raffle of local business baskets. Director Belisle estimated about 200+ people attended the event. The Lego Lunch was well attended; ~700 children participated.

Summer Reading

The Summer Reading program had a significant increase this year: 317 Children, 80 Teens, and 111 Adults participated. Trustee Merk asked what drove the increased interest. Director Belisle said that Jennie Jerista, Head of Children's Services, visited schools last spring and met with classes. Jessica Wright, Head of Teen Services, also did outreach to the middle school and high school. Next year's summer theme is "Plant a Seed: Read."

American Library Association Conference

Assistant Director Manzella and Head of Technical Services, Rachel Stone, attended the American Library Association conference in Philadelphia this year. Assistant Director Manzella said they both attended different classes and workshops. She said it was nice to meet librarians from all over the country and to talk with colleagues who are also dealing with federal funding cuts.

Outreach

Library tours were held for Approach International adult ESL school. Director Belisle connected with the property management of Vesa and will be dropping off Library welcome brochures for new residents. The library attended 4 farmers markets and hosted a storytime.

Collection

The Library received a request for reconsideration for the book "The Pronoun Book" by Cassandra Jules. After review, the book will remain in the library collection within the parenting section. A letter was sent to the patron and the challenge was reported to the American Library Association.

Proposed State Aid Budget FY 26

Balance as of September 2, 2025 - \$105,477

Anticipated state aid revenue

January 2026 - \$45,000

June 2026 - \$45,000

Director Belisle reported that grants for ebooks are going down and prices on Overdrive are up 20%. There will be fewer ebooks this year. The MBLC cut down databases, due to federal budget cuts. The state MBLC budget assumed no federal funding for FY26. It received the balance of money allocated in FY25, but MBLC assumes it will not receive any funds for next fiscal year. The next question is whether MBLC's stage budget will be decreased.

Chair Haas asked if there is a petition drive to let people know what is happening to library funding. Director Belisle said there is a brochure for Marlborough, but the best thing to do is to contact state representatives. MBLC cuts will affect the Library directly.

Director Belisle reported that the Library will resume Sunday hours on September 21. The Library will be open from 1:00-5:00 through May 17. Hurray!

7. Old Business

Trustee Khosla said she and Trustee Ripley discussed ways to engage graduating high school seniors to continue to use the Library. There will be more to discuss later.

8. New Business

Trustee Brewin asked if the local history room could be lit at night. The reading room is lit and at night the building seems lopsided. Director Belisle said she will contact Facilities to program the lights.

Chair Haas noted that the November meeting is scheduled on an election day. He asked if the Trustees wanted to reschedule the meeting or keep the usual time. The Trustees chose not to reschedule.

Per the by-laws, nominations for Board positions will be due in October.

Director Belisle will complete three years as Director in December. The Board will do a formal performance review as part of the contract renewal.

Director Belisle that the Library will be closed on Closures around December 26, 2025 and January 2, 2026, per the union contract for City employees.

9. Adjournment

The meeting was adjourned at 8:18. (Brewin/Haas)

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2026 JAN -7 PM 2:56

**Marlborough Public Library Board of Trustees
Meeting Minutes October 7, 2025
Meeting held at the Marlborough Public Library**

The meeting was called to order by Fred Haas at 7:01 p.m.

Board Members attending: Tom Abel, Nena Bloomquist, William Brewin, Fred Haas, Samantha Khosla, Robyn Ripley, Deborah Jakubowski Russ, Rustin Kyle

Also attending: Sara Belisle, Library Director; Allison Gotarz

Documents Reviewed/Referenced: Minutes of September 2, 2025 meeting, Trust Fund/State Aid Report September 2025, Director's Report September 2025

Proceedings

1. **Minutes:** A motion to accept the minutes for the September 2, 2025 passed.
(Ripley/Haas)

2. **Trust Funds/ State Aid Report:**

Director Belisle reported that state aid was used to pay for the online calendar for the year, museum passes, and professional development (Mass Library Association annual dues).

A motion to accept the state aid reports passed. (Abel/Haas)

3. **Friends of the Marlborough Public Library Report**

Elizabeth Zadoo reported that the Friends are planning two events: Friends of the Library Week October 20 – 24 will serve as a recruitment drive to raise awareness of the Friends. The Friends want to host an event with a local restaurant as a fundraiser. The November Book Sale will be held the evening of November 21 and during the day on November 22, and 23. On Nov. 21, the sale will be open to Marlborough library card holders with a paid admission to pre-shop the sale. Lost Shoe Brewing and Roasting Company, a Marlborough business, will be on hand to serve beer and cider. Ms. Zadoo said the Friends will promote the sale for sustainable Christmas shopping. November 22 will be the regular sale day. November 23 will be a close out sale day. There is a standing book sale in the cafe that is going well. The Friends plan to add DVDs to the sale.

4. **Marlborough Public Library Foundation Report**

Trustee Jakubowski Russ reported that the Foundation sent a newsletter and met last month. Director Belisle attended the meeting and discussed projects the Foundation might fund. A mural for the children's room was considered.

5. Director's Report

Staff

Director Belisle reported that September and August were busy training new staff. Katelyn Rivela, a part-time Library Staff Assistant, resigned to attend graduate school full-time and aspires to be a school librarian. Job positions for part-time Library Staff Assistants in Children's and Circulation have been posted. Director Belisle led a training in collection development and weeding for the reference staff. The training reviewed purchasing strategies and philosophies along with an overview of the C.R.E.W. method which is the baseline for thinking about weeding the collection to ensure that information is up-to-date. Director Belisle will attend the Massachusetts Library Association Advocacy Boot Camp on October 7.

Building

A group of Teen volunteers from the New England Innovation Academy helped pick up trash and did some weeding on the Library property. The DPW has started to install the EV charging stations in the parking lot. When installation is complete, National Grid will connect the chargers.

Director Belisle reported that Sunday hours started as of September 21st with 79 patrons. On September 28, 134 patrons visited; on October 5, 113 patrons visited. The Community Advocate will publish an article to announce Sunday hours.

Collections

Director Belisle reported that Staff Selections will be managed differently. It will be treated like a display with items changing frequently. "Shelf Talkers" have been introduced around the collection. The talkers clip onto the shelves and staff can recommend books, authors, or series and share why they think someone should borrow that title. This is part of the strategic plan to find creative ways to promote the collection and increase borrowing.

Outreach

Jennie Jerista, Head of Children's Services, visited Little Sprouts, a new early education and childcare center. She held a story time and provided information about the Library's 1,000

Books Before Kindergarten program. Jessica Wright, the Head of Teen Services, visited NEIA and met with the librarian from Assabet Technical High School. She intends to meet with AMSA and MPS. MPS no longer has a school librarian at Whitcomb Middle School.

Director Belisle informed the Trustees that ICE was at the Library. They did not enter the building, but were in the parking lot. They were looking for someone on the street. There was no incident, but they were there for a few hours.

Jan Brett, the picture book author of "The Mitten" and "The Christmas Sweater," will be at the Library on November 29 at 5:00 p.m. This event is held in partnership with Word on the Street, which will provide staff to support the event. This will be the author's only Massachusetts stop on the book tour. WMCT will broadcast a simulcast of the event. The author will do a 30 minute drawing demonstration.

Director Belisle provided the October statistics.

6. Staff Introduction: Jessica Wright

Director Belisle introduced Jessica Wright. Ms. Wright worked at West Boylston Library for 5 years as the teen librarian prior to joining Marlborough in July. Ms. Wright has been learning about the regular operations of the Library, onboarding with other departments, and learning more about the community. Ms. Wright has started to manage the teen collection and started delivering programs to teens at the start of September. She is getting to know the teens and understand what programs they want. She restarted the teen advisory board, visited the New England Innovation Academy, and hosted its students and administrators at the Library. Ms. Wright met the librarian at the high school and they have plans to connect throughout the year and to offer programs at the school. Ms. Wright said her long term goals include developing the collection with additional languages, increasing teen programming initiatives, and providing more volunteer opportunities for teens. Chair Haas asked what is the big driving demand of the teens. Ms. Wright said she is working with older teens and they are interested in career-related and education-related programs. There are also opportunities for younger people to tutor. In general, gaming and crafting programs and food programs are popular.

The Trustees thanked Ms. Wright for her visit.

7. Artwork Donation

Director Belisle reported that the Library has received an offer of a donation from the estate of the late Hazel Miele. Ms. Miele was a longtime member of the Friends of the Library and chaired the membership committee for 5 years. The art piece comes from the Polaroid Museum Replica collection. It is a replica of Henry Rousseau's work *Jaguar Attacking a Horse*. Director Belisle provided a picture of the work. Ms. Miele purchased the work for \$1500. The work is 42" x 53". A plaque acknowledging the gift will be hung next to the picture.

The Trustees asked if there are any restrictions on the gift. She said there are not.

8. Policy Update – Public Display Policy

Director Belisle presented a proposed revision to the Marlborough Public Library Public Display Policy. This is an all-encompassing policy, based on advice from the City Solicitor. The Trustee subcommittee reviewed the draft prior the meeting. The proposed revision states where displayed are permitted: café and gallery. The local history room is not included in the policy as displays in that room are part of programming.

A motion to approve the revised policy passed. (Khosla/Haas)

9. Old Business

There was no old business.

10. New Business

Director Belisle, Assistant Director Manzella, and representative of the Friends Elizabeth Zadoo left the meeting. A motion for a roll call vote to go into Executive Session (Abel/Haas) was made at 7:47 p.m.

Abel: yes

Bloomquist: yes

Brewin: yes

Haas: yes

Jakubowski Russ: yes

Khosla: yes

Kyle: yes

Ripley: yes

Motion to end the Executive Session was made at 8:40 p.m. (Abel/Haas)

Abel: yes

Bloomquist: yes

Brewin: yes

Haas: yes

Jakubowski Russ: yes

Khosla: yes

Kyle: yes

Ripley: yes

11. Adjournment

The meeting was adjourned at 8:41. (Abel/Haas)

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Marlborough Public Library Board of Trustees
Meeting Minutes November 4, 2025
Meeting held at the Marlborough Public Library

2026 JAN -7 PM 2:56

The meeting was called to order by Fred Haas at 7:00 p.m.

Board Members attending: Nena Bloomquist, William Brewin, Fred Haas, Samantha Khosla, Rustin Kyle, Janice Merk, Robyn Ripley, Deborah Jakubowski Russ

Also attending: Sara Belisle, Library Director; Morgan Manzella, Assistant Director; Elizabeth Zadoo

Documents Reviewed/Referenced: Minutes of October 7, 2025 meeting, Trust Fund/State Aid Report October 2025, Director's Report October 2025

Proceedings

1. **Minutes:** A motion to accept the minutes for the October 7, 2025 passed with minor corrections. (Ripley/Haas)

2. **Trust Funds/ State Aid Report:**

Director Belisle said the state aid was spent on programming and a webinar. A motion to accept the state aid reports passed. (Ripley/Haas)

3. **Friends of the Marlborough Public Library Report**

Elizabeth Zadoo reported that the Friends are looking forward to the book sale in November.

4. **Marlborough Public Library Foundation**

Trustee Merk said she posted on the Foundation page about the Carnegie grant; it has almost 8,000 views with positive reactions and comments. The news got out to the community.

Trustee Bloomquist said the Foundation received a donation of over \$2000 in honor of Judy Hays. Donations continue to come in.

5. **Director's Report**

Staff

Director Belisle reported that two open part-time library assistant positions have been filled.

Building

The Marlborough DPW installed the EV chargers are ready to be hooked up by National Grid. The City is currently waiting for National Grid to install the 3 utility poles needed to connect the chargers to the grid.

Grants

Director Belisle reported that the Library received a gift of \$10,000 from the Carnegie Corporation in celebration of the 250th anniversary of the signing of the declaration of independence and to honor Andrew Carnegie's Legacy of building libraries across the country. All Carnegie libraries in the United States that still operate as a library will receive this gift. The staff want to present some events for the 250th anniversary of the American Revolution. There will be at least two events – a reenactment and a lecture about Henry Knox.

The Library submitted a cultural council grant application for funding for summer reading programs and for a mural contest for the Children's Room. The mural will go in the children's reading nook between the two trees. Director Belisle applied for a grant from the Massachusetts Broadband Institute for 30 laptops, 3 blood pressure monitors, and some assistive technology accessories. These laptops will be used for in-library use lending and to supplement the fleet we have for programming. Director Belisle applied for a grant from the Brigham Family Trust to help start our Library of Things Collection.

Collections

Director Belisle reported that a new digital resource, TumbleBookLibrary, was added to the collection. This is an eBook platform that focuses on K-6 books. It includes picture books, graphic novels, books in Spanish and French, educational videos, and puzzle games. The resource can be accessed through the Library's website or through an app. October was Banned Books Week and library staff put together a very successful display by the Welcome Desk. There was much positive feedback by patrons. It was also a great conversation starter for families. The collection audit has started and the results should be available before the end of November.

Outreach

Head of Teen Services, Jessica Wright, visited Thrive, an organization that offers support and activities for people with developmental disabilities. Thrive currently makes a weekly trip to the Library's Teen Space. Ms. Wright brought a craft activity with her and is now working with Rachel Kindred, Programming and Outreach Librarian, to develop a social program for adults with developmental disabilities in partnership with Thrive. Director Belisle met with the new Interim Superintendent to discuss the Library's partnership with the schools. The Superintendent toured the library, met the heads of Teen and Children's Services, and discussed the community-wide challenges with kids and teens. Only the Marlborough high school has a library; the middle school does not. Director Belisle reported that she expects to have a more formal summer reading program with the schools to further incentivize the program and to ensure equitable access for kids to borrow books. The Director and the Superintendent discussed support systems for high need families to help them get signed up with library cards and participate in programs.

Director Belisle reported that "The Book Drop" celebrated its 1 year anniversary on WMCT. Toys for Tots has set up their annual collection boxes. The Library is planning a food drive to support the Community Cupboard and will offer a small raffle prize for donations.

Jan Brett program

Director Belisle reported that registration opened on Monday, November 3 and is full. The registration limit is 250 and the wait list is full. The event is on Saturday, Nov. 29. A webpage has been made for the event with a FAQ. Facilities will provide extra chairs, WMCT will provide the Simulcast, and the Police will direct street parking for the tour bus. Local bookstore Word on the Street will provide volunteers for crowd management. Director Belisle will also ask the Friends for assistance if anyone is available.

Director Belisle asked the Board for permission to close the Library at 2:00 p.m. on November 29 to enable the staff to set up and manage the event at 5:00 p.m. Approximately 150 people will be seated in the Grice and then simulcast in the Children's Room and the Children's Programming Room and the basement for overflow. She checked with the Mayor's office and they raised no objections.

Motion to close the Library at 2:00 p.m. on Saturday, November 29 to prepare for the Jan Brett program on the same day at 5:00 p.m. passed. (Khosla/Haas)

6. 2026 Trustee Scholarship

Trustee Bloomquist said the Marlborough schools need to know by November 20 if the Board is hosting the scholarship competition and what the question will be. The Board reviewed the question and made minor changes. The deadline for submissions will be on March 20, 2026.

7. Old Business

Chair Haas gave Director Belisle her performance review. It will be signed and provided to City Hall.

8. New Business

Chair Haas reminded the Board that it needs to nominate a slate of officers for the upcoming term. Chair Haas, Vice Chair Brewin, and Secretary Khosla agreed to stand for re-election. Chair Haas invited other Board members to stand for election, too.

The Massachusetts Board of Library Commissioners held its annual meeting in Shrewsbury. The Board agreed to invite them to meet in Marlborough next year.

Director Belisle said that Sunday hours are popular, but attendance is affected by the New England Patriots' schedule. Attendance dips when the Patriots play at 1:00 p.m. The Library is not hosting any programs on Sunday yet. She said they might hold a concert or a puzzle swap.

Vice Chair Brewin announced that the Williams Tavern Dinner will be held on Sunday, November 16, at the Marlborough Country Club.

9. Adjournment

The meeting was adjourned at 7:58 p.m. (Merk/Haas)

CITY OF MARLBOROUGH

OTHER POST-EMPLOYMENT BENEFITS ("OPEB") TRUST BOARD MEETING

December 10, 2025

Regular Meeting Minutes

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2025 DEC 16 AM 8:39

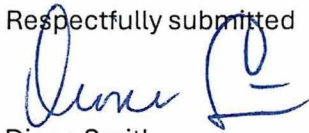
Call to order: 2:08 pm

Members Present: Brian Doheny, Diane Smith, Michael Ossing and Al Weaver

Members Absent:

- The Trustees voted 4-0 to approve the October 10, 2025 meeting minutes.
- Mike Ossing gave a brief update on the November 2025 OPEB Trust value being at ~\$27.7 million (up \$100,000 from October).
- Brian Doheny gave an update on the transfer of \$795,143.80 from FY26 free cash. The original schedule was to invest the funds in 8 equal installments starting November 2025 (\$99,392.98 per month). However, Bartholomew & Company will be investing the funds starting December 2025 to June 2026 due to a process change that has since been corrected. There will be two \$99,392.98 payments in December (\$198,785.96) and \$99,392.98 deposits each month from January to June 2026.
- Representative Kurtis Thompson from Odyssey Advisors appeared before the board. Kurtis discussed the updated actuarial valuation date of June 30, 2025. The total OPEB liability went from \$160,042,237 to \$152,601,977 for a decrease of \$7,440,260. The funded ratio increased from 13.44% to 17.21%. The fully funded date for OPEB is now June 30, 2040. A reduction of 9 years from last year's report.
- Brian Doheny has prepared the OPEB performance annual update letter to the City Council and the Mayor. This will appear on the December 15, 2025 City Council agenda.
- Next meeting to be held mid-March of 2026.
- Motion made and seconded to adjourn at 3:11 pm. Approved 4-0.

Respectfully submitted



Diane Smith

**MINUTES
MARLBOROUGH PLANNING BOARD
MARLBOROUGH, MA 01752**

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2025 DEC 16 PM 3:13

1A

Call to Order**November 17, 2025**

The Meeting of the Marlborough Planning Board was called to order at 7:00 pm in Memorial Hall, 3rd Floor City Hall, 140 Main Street, Marlborough, MA. Members present: Barbara Fenby, Patrick Hughes, George LaVenture, and Chris Russ. Meeting support provided by City Engineer, Thomas DiPersio. Members Absent: Sean Fay and James Fortin.

On a motion by Mr. LaVenture, seconded by Dr. Fenby, the Board voted to nominate Mr. Russ as Chair Pro tem. Yea: Fenby, Hughes, LaVenture and Russ. Nay: 0. Motion carried. 4-0.

1. Draft Meeting Minutes**A. November 3, 2025**

On a motion by Dr. Fenby, seconded by Mr. LaVenture, the Board voted to accept and file the November 3, 2025, meeting minutes. Yea: Fenby, Hughes, LaVenture and Russ. Nay: 0. Motion carried. 4-0.

2. Chair's Business**A. Mosher Lane, Forest Trail Subdivision – No updates****B. Clover Street Improvements – No updates****3. Approval Not Required****A. 163 Main Street, Marlborough, MA 01752**

Applicant: TAJ Estates of Marlborough, LLC, 95 E. Main St, Westborough, MA 01581

Owner: City of Marlborough, 140 Main St, Marlborough, MA 01752

Surveyor: Bruce Saluk & Associates, Inc., 576 Boston Post Rd E, Marlborough, MA 01752

Deed: Book: 71612, Page: 15

i. Form A**ii. Plan of land Dated: October 2, 2025**

Bruce Saluk spoke on behalf of the ANR. He explained the purpose of the plan is to alter the lot lines to accommodate the project that is going in there. A 6-story building with 67 units and 59 parking spaces.

Mr. DiPersio explained parcel F and G are currently owned by the City and currently hold a staircase. The developer is purchasing parcel F and City Council will likely vote tonight for this to go to Urban Affairs. Once the stairs are demolished this parcel will then be the footprint for the building and the developer is going to reconstruct the stairs to go around the building on parcel G along with some utilities. Site Plan Review Committee is working with the developer on all the logistics of maintaining public access. He explained the purchase is going to happen quickly because of the special permit timeline and the expiration date.

On a motion by Mr. LaVenture, seconded by Dr. Fenby, the Board voted to refer the ANR plan for 163 Main Street to the Engineering Division for review.

4. Public Hearings (None)**5. Subdivision Progress Reports****A. 547 Stow Road (Quinn Road)****i. Correspondence from Thomas DiPersio, bond reduction estimate**

Mr. LaVenture read the November 13, 2025, correspondence into the record.

**MINUTES
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MARLBOROUGH, MA 01752**

On a motion by Dr. Fenby, seconded by Mr. La Venture the Board voted to accept and file City Engineer, Thomas DiPersio's November 13, 2025, correspondence and to reduce the bond amount securing the construction of the 547 Stow Road, Quinn Road Subdivision from \$186,000.00 to \$151,000.00 as indicated in Mr. DiPersio's correspondence. Yea: Fenby, Hughes, La Venture and Russ. Nay: 0. Motion carried. 4-0.

B. 689 Pleasant Street (Jewell Road)

i. Correspondence from Philip Provost & Bill Limberopoulos – Request for acceptance

Mr. DiPersio explained he is hopeful to provide his recommendation to the Board at their next meeting on street acceptance and that he would follow up with the Legal Department on their review of the deeds. He explained he received the hazardous waste document today for the open space parcel and that the Legal Department would also need to review this. He then provided procedural guidance, once the Board receives the Engineering Division and Legal Department's reviews and the Board is satisfied, the Board would then make recommendation to City Council for street acceptance.

ii. Correspondence from Thomas DiPersio, bond reduction estimate

Mr. LaVenture read the November 13, 2025, correspondence into the record.

On a motion by Dr. Fenby, seconded by Mr. LaVenture, the Board voted to accept and file Philip Provost's October 31, 2025, and City Engineer, Thomas DiPersio's November 13, 2025, correspondences and to reduce the bond amount securing the construction of the 689 Pleasant Street, Jewell Road Subdivision from \$114,000.00 to \$95,000.00 as indicated in Mr. DiPersio's correspondence. Yea: Fenby, Hughes, La Venture and Russ. Nay: 0. Motion carried. 4-0. The Board also acknowledged Mr. Provost's notification that construction is complete.

C. 0 Stevens Street (Tobin Road)

i. Correspondence from Charles Bourque & Mike Carney – Extension request

Mr. LaVenture read the October 30, 2025, correspondence into the record.

Michael Carney spoke on behalf of the subdivision. He explained they are waiting on stormwater and discussed the difficulties due to ledge on site. They are hopeful to have 3 site plans done within the next few weeks. He explained the roadway, stormwater, water and sewer have been installed and that they don't want to install the curbing until after the drilling and blasting has been completed.

Dr. Fenby requested the applicant submit their extension request on a formal letter providing an update and detailing the request. Mr. Carney agreed.

Mr. Carney explained they are requesting a 24-month extension based on the schedules of their subcontractors and to accommodate drilling and blasting. The preliminary plan is to start shooting the site sometime in late December, early January and to start digging to get at least 2 basements going and then work through the rest of the lots in March. Hopefully get everything cleared up and ready for foundations likely in June.

The Administrator confirmed their current extension is through December 2, 2025, and that the Planning Board's next meeting is scheduled for December 1, 2025.

On a motion by Dr. Fenby, seconded by Mr. LaVenture, the Board voted to accept and file the correspondence. Yea: Fenby, Hughes, LaVenture and Russ. Nay: 0. Motion carried. 4-0.

**MINUTES
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The Administrator explained the correspondence from Pamela Wilderman below may appear as a violation but that it is not. The request for the blight inspection was a request as part of the extension request and was put through the City's online permitting system. She also explained the required tax document indicating all taxes have been paid was provided and is in the file.

ii. Correspondence from Pam Wilderman – blight

Mr. LaVenture read the November 5, 2025, correspondence into the record.

On a motion by Dr. Fenby, seconded by Mr. LaVenture, the Board voted to accept and file the correspondence.

Yea: Fenby, Hughes, LaVenture and Russ. Nay: 0. Motion carried. 4-0.

D. 76 Broad Street (Pettes Road) – No updates

E. Water's Edge & Sterling Woods (Farooq Ansari) – No updates

6. Preliminary/Open Space/Limited Development Subdivision (None)

7. Definitive Subdivision (None)

8. Signs (None)

9. Correspondence (None)

10. Unfinished Business

A. Working Group

Mr. LaVenture explained the Working Group is on Holiday hiatus and would regroup early next year.

B. Paper Street

11. Calendar Updates

A. 547 Stow Road (Quinn Road) Chuck & Tim Black

Approved: February 26, 2024 Next Steps: - Lot S2, or \$228,000 cash deposit held for street acceptance
Current Status: - Roadway under construction

B. 689 Pleasant Street (Jewell Road) William Limberopoulos

Approved: June 26, 2023 Next Steps: - (Lot 6 held for street acceptance)
Current Status: - Roadway under construction

C. 0 Stevens Street (Tobin Road) Charles Bourque & Michael Carney

Approved: November 7, 2022, extension approved through December 2, 2025
Next Steps: - (Lot 4 held for street acceptance)
Current Status: - Roadway under construction

D. 76 Broad Street (Pettes Road) Camila & Garrett Marino

Certificate of Vote Approved: February 8, 2021, Covenant Signed: July 14, 2023 (OLD RULES AND REGS)
Next Steps: - Preconstruction meeting

E. Stratton Woods

Current Status: Waiting on developer to respond to correspondence

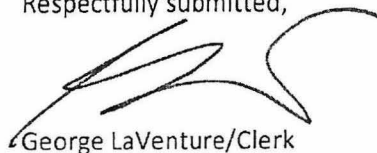
12. Public Notices of other Cities & Towns (None)

**MINUTES
MARLBOROUGH PLANNING BOARD
MARLBOROUGH, MA 01752**

The Board discussed their holiday party and chose a tentative date of December 15th.

On a motion by Mr. Hughes, seconded by Mr. LaVenture, the Board voted to adjourn the meeting. Yea: Fenby, Hughes, LaVenture and Russ. Nay: O. Motion carried. 4-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'G. LaVenture', written over a horizontal line.

George LaVenture/Clerk

/kml