

REGULAR MEETING
OCTOBER 19, 2020
TIME: 8:00 PM

IN CITY COUNCIL
ABSENT
LOCATION: CITY HALL, 140 MAIN STREET, 2ND FLOOR

CONVENED:
ADJOURNED:
RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2020 OCT 15 P 1:30

This meeting of the City Council will be held virtually on Monday, October 19, 2020 at 8:00 PM with Councilors attending in person and/or remotely. **NO PUBLIC ATTENDANCE WILL BE PERMITTED.** This meeting will be televised on WMCT-TV (Comcast Channel 8 or Verizon/Fios Channel 34) or you can view the meeting using the link under the Meeting Videos tab on the city website (www.marlborough-ma.gov).

1. Minutes, City Council Meeting, October 5, 2020.
2. Communication from the Mayor, re: Certification of Free Cash in the amount of \$15,047,854.00.
3. Communication from the Mayor, re: Grant Acceptance in the amount of \$29,484.00 from the Metropolitan Area Planning Council (MAPC) awarded to MEDC to fund the city shuttle three days per week for on demand meal deliveries, groceries and medical appointments booked through the Senior Center through December 31st.
4. Communication from the Mayor, re: Grant Acceptance in the amount of \$17,328.50 from the Center for Tech and Civic Life awarded to the City Clerk's Office to fund election workers, additional cleaning and temporary help for elections due to COVID-19.
5. Communication from the Mayor, re: Reappointment of Eileen Bristol as City Collector, for a 2-year term effective from date of Council confirmation.
6. Communication from the Mayor, re: Appointment of Mary Watson Avery to the Cultural Council for a 3-year term from date of Council confirmation.
7. Communication from the Mayor, re: LED Streetlight Retrofit Project Update.
8. Communication from City Solicitor Jason Grossfield, re: Proposed Ordinance Amendment to Chapter 328 of the Code, "Fire Department Fees", in proper legal form, Order No. 20-1008095.
9. Communication from City Clerk Steven Kerrigan, re: Election Information.
10. Communication from Code Enforcement Officer Ethan Lippett, re: Applications for three (3) previously installed signs, Evviva Trattoria, 142 Apex Drive, within the HRMUOD, Order No. 16/20-1006443.
11. Minutes of Boards, Commissions and Committees:
 - a) School Committee, August 25, 2020, September 22, 2020 & October 2, 2020.
 - b) Conservation Commission, September 17, 2020.
 - c) Fort Meadow Commission, June 18, 2020, July 16, 2020 & August 20, 2020.
 - d) Library Trustees, September 1, 2020.

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.

REPORTS OF COMMITTEES:

UNFINISHED BUSINESS:

From Public Services Committee

12. **Order No. 20-1008097: Application for Livery License from Eduard Zholudev d/b/a Easy Airport Limo Services to operate at 15 Indian Lane.**

Recommendation of the Public Services Committee is to approve with one (1) vehicle. Chair addressed the petition indicating he met with the applicant on his own outside of City Hall due to Covid-19 as the applicant does not have a computer with a camera to participate remotely. Chair stated Chief of Police, Building Commissioner and Ward Councilor are without objection to the issuance of the livery license application and applicant has a parking space to accommodate the operation of one vehicle as requested in the application. Motion made by Councilor Irish, seconded by Chair, to recommend approval of the application from Eduard Zholudev for a livery license, d/b/a Easy Airport Limo Services to operate one (1) vehicle at 15 Indian Lane. Roll call Vote: In favor: Irish, Perlman and Landers.

From Finance Committee

13. **Order No. 20-1008093A: Proposed Salary Ordinance Amendment, City Code Chapter 125, §6, position of Director of Veterans Services.**

Recommendation of the Finance Committee is to approve. The Finance Committee reviewed the Mayor's letter dated September 10, 2020 requesting a seven-step salary ordinance, minimum \$63,933.94/maximum \$72,000.00 with authorization to waive maximum of two steps on the salary schedule and a revised job description for the Veterans Director position. The Mayor stated he would not be waiving any steps. Roll Call Vote, the Finance Committee voted 5-0 to approve the new salary ordinance and job description for the Veterans Director.

14. **Order No. 20-1008093B: Updated Job Description for the position of Director of Veterans Services.**

Recommendation of the Finance Committee is to approve. The Finance Committee reviewed the Mayor's letter dated September 10, 2020 requesting a seven-step salary ordinance, minimum \$63,933.94/maximum \$72,000.00 with authorization to waive maximum of two steps on the salary schedule and a revised job description for the Veterans Director position. The Mayor stated he would not be waiving any steps. Roll Call Vote, the Finance Committee voted 5-0 to approve the new salary ordinance and job description for the Veterans Director.

15. **Order No. 20-1008094A: Proposed Salary Ordinance Amendment, City Code Chapter 125, §6, position of Paralegal.**

Recommendation of Finance Committee is to approve. The Finance Committee reviewed the Mayor's letter dated September 10, 2020 requesting a seven-step salary ordinance, minimum \$51,200.33/maximum \$57,659.89 with authorization to waive maximum of two steps on the salary schedule and a revised job description for the Paralegal position. Roll Call Vote, the Finance Committee voted 5-0 to approve the new salary ordinance and job description for the Paralegal.

16. **Order No. 20-1008094B: Updated Job Description for the position of Paralegal.**

Recommendation of Finance Committee is to approve. The Finance Committee reviewed the Mayor's letter dated September 10, 2020 requesting a seven-step salary ordinance, minimum \$51,200.33/maximum \$57,659.89 with authorization to waive maximum of two steps on the salary schedule and a revised job description for the Paralegal position. Roll Call Vote, the Finance Committee voted 5-0 to approve the new salary ordinance and job description for the Paralegal.

17. **Order No. 20-1008095: Proposed amendment to City Code Chapter 328, "Fees", making changes to §2 "Fire Department Fees".**

Recommendation of the Finance Committee is to approve. The Finance Committee reviewed the Mayor's letter dated September 10, 2020, requesting adjustments to the Marlborough Fire Department Permit Fees per the recommendation of Fire Chief Breen, as well as a comparative fee schedule study of surrounding communities. Roll Call Vote, the Finance Committee voted 5-0 to approve the amended fee schedule



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2020 OCT 15 A 10:00

**CITY OF MARLBOROUGH
OFFICE OF CITY CLERK
Steven W. Kerrigan
140 Main St.
Marlborough, MA 01752
(508) 460-3775 FAX (508) 460-3723**

OCTOBER 5, 2020

Regular meeting of the City Council was held on Monday, October 5, 2020 at 8:00 PM in City Council Chambers, City Hall. City Councilors Present: Ossing, Doucette, Dumais, Tunnera, Irish, Navin & Landers. Councilors Participating Remotely: Oram, Perlman, Robey & Wagner. Meeting adjourned at 9:09 PM.

Council President Ossing explained that this meeting is being held under the Emergency Order of the Governor allowing relief from the Open Meeting Law (MGL c. 30A §20). The Emergency Order allows for remote participation by public bodies. President Ossing further stated that all votes of the City Council will be taken by roll call vote pursuant to 940 CMR 29.10.

The City Council President asked for a roll call to confirm attendance of all City Councilors.

Present: 11 – Absent: 0

Present: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

ORDERED: That the Minutes of the City Council meeting, September 21, 2020, **FILE**; adopted.

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

ORDERED: That the Proposed Ordinance Amendment to Chapter 125 of the Code of the City of Marlborough to add a new §10(C) granting the Mayor authority to waive any two steps of the salary schedule and also adding a new §18(A) (4) allowing the Mayor the authority to grant an additional week of vacation time effective at the time of employment for all non-union personnel, refer to **PERSONNEL COMMITTEE**; adopted.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH THAT THE CITY CODE OF THE CITY OF MARLBOROUGH, AS AMENDED, BE FURTHER AMENDED AS FOLLOWS:

- I. By amending Chapter 125 (“Personnel”), Section 125-10, entitled “Starting minimum rate”, by **inserting** a new Section 125-10(C) to read as follows:
 - C. Notwithstanding anything to the contrary in this chapter, for all other employees, in order to reflect an employee’s prior experience or performance, the Mayor is authorized to waive any two steps on a salary schedule established under this chapter, at time of hiring or during employment, subject to available appropriation of funds. Any waiver of more than two steps shall require approval by the City Council.

II. By amending Chapter 125 (“Personnel”), Section 125-18, entitled “Vacations”, by **inserting** a new Section 125-18(A)(4) to read as follows:

- (4) Notwithstanding anything to the contrary in this chapter, for all other employees, in order to credit an employee’s experience in prior public or private employment, the Mayor is authorized to grant an increase of up to one (1) additional week of annual vacation time which may be made effective at any time of employment. Upon granting, said additional time shall accrue on a pro-rated basis per completed month in that calendar year, and thereafter shall be received annually. Any increase in annual vacation time above one (1) week shall require approval by the City Council.

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

ORDERED: That the Communication from the Mayor, re: New Hires for the Marlborough Fire Department, **FILE**; adopted.

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

ORDERED: That the Communication from City Solicitor Jason Grossfield, re: Proposed License to Encroach for Handicap Access Ramps, 270-276 Main Street, in proper legal form, Order No. 20-1008045, **FILE**; adopted.

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

ORDERED: That the Communication from City Solicitor Jason Grossfield, re: Proposed Salary Ordinance Amendment for the position of Director of Civil Defense, Order No. 20-1008056A, **REPORTS OF COMMITTEE**; adopted.

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

ORDERED: That the Communication from City Clerk, Steven Kerrigan, re: State Election Call, **FILE**; adopted.

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

ORDERED: That the Communication from Attorney Brian Falk on behalf of WP Marlborough MA Owner, LLC (Waypoint Residential), re: Request to Extend Time Limitations to January 20, 2021 at 10:00 PM, on the Application for Special Permit to build a multifamily residential project in the Business District to be known as Walcott Heritage Farms, consisting of 188 units in 4 buildings at 339 Boston Post Road East (McGee Farm), **APPROVED**; adopted.

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

ORDERED: That there being no objection thereto set **MONDAY NOVEMBER 16, 2020** as the **DATE FOR PUBLIC HEARING**, on the Application for Modification of Special Permit of Garden Remedies, Inc., to amend condition #8 relative to the hours of operation for the medical and adult use marijuana retail establishment located at 416 Boston Post Road East, refer to **URBAN AFFAIRS COMMITTEE & ADVERTISE**; adopted.

Yea: 10 – Nay: 1

Yea: Wagner, Doucette, Dumais, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

Nay: Tunnera.

ORDERED: That the Communication from National Grid, re: Notification of emergency work being performed on the electrical distribution system that serves certain sections of Roundtop Road, **FILE**; adopted.

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

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

- a) School Committee, September 8, 2020.
- b) Conservation Commission, September 3, 2020.
- c) Commission on Disabilities, September 8, 2020.
- d) Library Trustees, June 2, 2020.
- e) Planning Board, August 24, 2020 & September 14, 2020.
- f) Retirement Board, July 28, 2020 & August 25, 2020.

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

Reports of Committees:

Councilor Landers reported the following out of the Public Services Committee:

Meeting Name: City Council Public Services Committee

Date: September 22, 2020

Time: 6:30PM

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

Councilors Present: Voting Members: Chair Landers and Councilor Irish; Councilor Perlman participating remotely; Other Members: Councilors Navin, Tunnera, Dumais, Ossing; Councilor Robey participating remotely.

Order No.20-1008087: Application for Livery License from Eduard Zholudev d/b/a Easy Airport Limo Services to operate at 15 Indian Lane
-Referred to Public Services Committee

Chair Landers called the roll – Councilors Landers and Irish present and Councilor Perlman participating remotely.

Chair addressed the petition indicating he met with the applicant on his own outside of City Hall due to Covid-19 as the applicant does not have a computer with a camera to participate remotely.

Chair stated Chief of Police, Building Commissioner and Ward Councilor are without objection to the issuance of the livery license application and applicant has a parking space to accommodate the operation of one vehicle as requested in the application.

Motion made by Councilor Irish, seconded by Chair, to recommend approval of the application from Eduard Zholudev for a livery license, d/b/a Easy Airport Limo Services to operate one (1) vehicle at 15 Indian Lane.

Roll call Vote: In favor: Irish, Perlman and Landers

Motion made and seconded to adjourn; Roll Call Vote: In favor: Perlman, Irish, Landers
Meeting adjourned at 6:35PM

Councilor Dumais reported the following out of the Personnel Committee:

Meeting Name: City Council Personnel Committee

Date: October 1, 2020

Time: 7:30PM

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

Councilors Present: Chair Dumais, Councilors Landers and Doucette; Other Members: Councilors Navin, Ossing, Irish; Councilor Wagner participated remotely

Order No.20-1008104: Communication from Mayor Vigeant with APPOINTMENT of Sean Divoll as DPW Commissioner for a five-year term and a request to start him at step two of the salary schedule and to grant him four (4) weeks of vacation time.

-REFER TO PERSONNEL

Councilors Landers, Doucette and Dumais were present in the Chamber.

Reports of Committee Continued:

The Mayor addressed the vacation time. As vacation time for Non-Union or Other Employees is set forth in the City Code, the Mayor will be submitting for the October 5, 2020 City Council agenda an amendment to the Code to authorize the Mayor to grant one additional week of vacation (5 days) under certain conditions to be enumerated in the proposed ordinance and to allow further additional vacation days with City Council approval.

Councilors interviewed Mr. Divoll.

Motion made by Councilor Doucette, seconded by Chair, to recommend approval of the appointment of Sean Divoll as DPW Commissioner for a five-year term and the request of Mayor Vigeant to start him at step two of the salary schedule. All in favor – Vote 3-0

Motion made by Councilor Doucette, seconded by Chair, to adjourn. Meeting adjourned at 7:55PM.

The Chair agreed to suspend the Rules at the October 5, 2020 meeting to approve the appointment of Sean Divoll as DPW Commissioner for a five-year term with an anticipated start date of October 19, 2020 and the request to start Sean Divoll at step two of the salary schedule (\$127,473.75) as requested by Mayor Vigeant.

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

Meeting Name: City Council Legislative and Legal Affairs

Date: September 22, 2020

Time: 6:02PM

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

Councilors Present: Voting Members: Chair Tunnera, Councilor Landers and Councilor Robey participating remotely; Other Members: Councilors Navin, Irish, Dumais, Ossing; Perlman arrived remotely 6:14PM

Also Present: DPW Commissioner Scott; City Engineer DiPersio and Building Commissioner Cooke; City Solicitor Grossfield and Attorney Aykanian participating remotely

Order No.20-1008045: Communication from Atty. Sem Aykanian on behalf of Paul Griffin, Jr., Trustee of Union Realty Trust, re: Proposed License to Encroach for the purpose of placing a handicap access ramp at 270-276 Main Street

-REFER TO LEGISLATIVE & LEGAL AFFAIRS

Chair Tunnera called the roll – Councilors Tunnera and Landers present and Councilor Robey participating remotely.

Atty. Aykanian addressed the request of his client to encroach on city property to place a handicap ramp at 270-276 Main Street. Atty. Aykanian confirmed his review of the revised draft license from the City Solicitor and that it was in acceptable form as amended. He stated the license is revocable by the city if his client does not comply with the requirements as set forth in the Encroachment Order. Solicitor Grossfield, City Engineer DiPersio and Building Commissioner Cooke addressed the proposed license to place a handicap ramp—the access ramp is subject to administrative site plan review, the owner will bear all costs associated with its construction and is aware of the requirements except for the recommended change from brick to granite curbing to match the existing granite curb along the road.

Reports of Committee Continued:

Building Commissioner Cooke stated this specific block of Main Street can accommodate the ramp due to the wide width of the sidewalk not available elsewhere downtown.

Atty. Aykanian supported reporting of the proposed license out of committee at the October 5, 2020 meeting understanding his client will work out the details during site plan review.

Motion made by Councilor Robey, seconded by Chair, to approve the amended license at the October 5, 2020 meeting. Chair Tunnera will request a suspension of the rules as supported by the committee.

Roll call Vote to approve the license as amended by the Solicitor: Landers, Robey, Tunnera in favor.

Roll call Vote to adjourn: Landers, Robey, Tunnera in favor. Meeting adjourned at 6:25PM

Councilor Irish reported the following out of the Finance Committee:

**Marlborough City Council Finance Committee
Tuesday September 22, 2020
In Council Chambers**

Present: Chairman Irish; Finance Committee members Councilors Tunnera and Dumais; Councilors Perlman and Oram participating remotely; Councilors Landers, Navin, Ossing and Robey/participating remotely were also in attendance. The meeting convened at 6:40PM.

1. **Order #20-1008069: Transfer \$2,500,000. from Undesignated Fund to various Capital Outlay Accounts for Capital Improvements.** The Finance Committee reviewed the Mayor's letter dated August 20, 2020 requesting a transfer of \$2,500,000.00 from free cash to fund various projects, upgrades and new equipment. The Finance Committee recommended the following:
 - \$65,250.00, Capital Outlay-Fire for Personal Protective Equipment – Roll Call Vote, Approved 5-0
 - \$65,000.00, Capital Outlay-Public Facilities for Cameras at 2 Fire Stations – Roll Call Vote, Approved 5-0
 - \$218,000.00, Capital Outlay-Police for Cruisers and Radios – Roll Call Vote, Approved 5-0
 - \$220,940.00, Capital Outlay-DPW Equipment for Freightliner w/lift – Roll Call Vote, Approved 5-0
 - \$1,930,810.00, Capital Outlay-DPW Projects, Overlay and Mill various roads – Roll Call Vote, POSTPONED in Committee until the Mayor submits a list of the roads to be repaired.

The Finance Committee agreed to requesting a suspension of the rules at the October 5, 2020 City Council meeting to approve the transfers.

Reports of Committee Continued:

2. **Order #20-1008091: Transfer \$440,000.00 from the Economic Development Special Revenue Fund to MEDC Funding for purchase of 481 Elm Street, potential site of fire station:** The Finance Committee reviewed the Mayor's letter dated September 10, 2020 requesting the transfer of \$440,000.00 to purchase 481 Elm Street, a 1.23 acre +/- parcel of land and house that recently came up for sale and a portion of it has been identified as part of a potential site of a west-side fire station project. MEDC will transfer back any funds and land. Prior to approval of a fire station lot, there will be a hearing for both the public and City Council input. The Mayor will submit a plan of the property prior to the next meeting.

Roll Call Vote, Approved 4-1 (Tunnera opposed to the transfer)

The FINCOM agreed to requesting a suspension of the rules at the October 5, 2020 City Council meeting to approve the transfer pending receipt of a plan of the subject property.

3. **Order #20-1008092: Salary Ordinance, City Code Chapter 125, s6, position of Comptroller:** The Finance Committee reviewed the Mayor's letter dated September 10, 2020 requesting a salary increase, maximum \$147,000.00 for the Comptroller position effective September 28 due to failed attempts over the past nine months to fill the vacant position. The position has been posted with a \$15,000.00 increase pending approval by the City Council.

Roll Call Vote, the Finance Committee voted 5-0 to approve the salary ordinance.

The Finance Committee agreed to requesting a suspension of the rules at the October 5, 2020 City Council meeting to approve the new salary ordinance for the Comptroller.

4. **Order #20-1008056A and 1008056B: Salary Ordinance, City Code Chapter 125, s6, position of Civil Defense Director and revised Job Description:** The FINCOM reviewed the Mayor's letter dated July 16, 2020 requesting a revised salary schedule and job description for the Civil Defense Director position to include salary of \$15,000.00 per year except during a declared state of emergency by the Governor. During a state of emergency, in addition to the above annual salary rate, an hourly rate of \$60.00 per hour could be authorized by the Mayor subject to the rate being at least 75% reimbursable to the City by the federal or state government programs, available appropriation and prior approval as to hours and duties performed.

Roll Call Vote, the Finance Committee voted 5-0 to approve the new salary ordinance and job description for the Civil Defense Director.

The Finance Committee agreed to requesting a suspension of the rules at the October 5, 2020 City Council meeting to approve the new salary ordinance and job description for the Civil Defense Director.

5. **Order #20-1008093A and 1008093B: Salary Ordinance, City Code Chapter 125, s6, position of Veterans Director and revised Job Description.** The Finance Committee reviewed the Mayor's letter dated September 10, 2020 requesting a seven-step salary ordinance, minimum \$63,933.94/maximum \$72,000.00 with authorization to waive maximum of two steps on the salary schedule and a revised job description for the Veterans Director position. The Mayor stated he would not be waiving any steps.

Reports of Committee Continued:

Roll Call Vote, the Finance Committee voted 5-0 to approve the new salary ordinance and job description for the Veterans Director.

6. **Order #20-1008094A and 1008094B: Salary Ordinance, City Code Chapter 125, s6, position of Paralegal and revised Job Description.** The Finance Committee reviewed the Mayor's letter dated September 10, 2020 requesting a seven-step salary ordinance, minimum \$51,200.33/maximum \$57,659.89 with authorization to waive maximum of two steps on the salary schedule and a revised job description for the Paralegal position.

Roll Call Vote, the Finance Committee voted 5-0 to approve the new salary ordinance and job description for the Paralegal.

7. **Order #20-1008095: Proposed amendment to City Code Chapter 328, Fire Department Fees.** The Finance Committee reviewed the Mayor's letter dated September 10, 2020, requesting adjustments to the Marlborough Fire Department Permit Fees per the recommendation of Fire Chief Breen, as well as a comparative fee schedule study of surrounding communities.

Roll Call Vote, the Finance Committee voted 5-0 to approve the amended fee schedule.

Roll Call Vote, the Finance Committee adjourned at 8:25 PM.

Suspension of the Rules requested – granted

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

ORDERED: That the Appointment of Sean Divoll as DPW Commissioner for a five-year term, and pursuant to Chapter 125 §10 of the Code, the Mayor is authorized to start him at step two (\$127,473.75) of the salary schedule, **APPROVED**; adopted.

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

Suspension of the Rules requested – granted**Yea: 11 – Nay: 0****Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.**

ORDERED

LICENSE TO ENCROACH

That this License to Encroach, subject to Site Plan Approval, to the record owner of 270-276 Main Street, Marlborough, Massachusetts (the “Licensee”), identified as Map 69, Lot 218 of the City’s Assessor’s Maps, is hereby authorized, to: encroach on and occupy, to the extent applicable, a portion of the layout of Main Street, for the purpose of constructing handicap access ramps at Licensee’s sole cost and expense, as shown on a sketch to be attached hereto and made a part hereof.

The design and construction of said handicap access ramps shall conform to the applicable provisions of the requirements of the Architectural Access Board of the Commonwealth of Massachusetts, the Americans with Disabilities Act, the City of Marlborough Building and Inspectional Departments and the City of Marlborough Public Works Department.

The Licensee, its heirs and assigns, by the construction of said access ramps, hereby agrees to indemnify and save harmless the City of Marlborough, Massachusetts, and its officials, employees, agents, and representatives from any and all injury, loss or damage of whatever nature occurring upon or about said access ramps and/or the real property of the City hereinbefore described, no matter how caused, including but not limited to, all costs, expense and liabilities, including reasonable attorney’s fees, incurred in connection with any injury, loss or damage or any claim or proceeding brought thereon or defense thereof. Licensee shall not cause any lien to be placed on any portion of the City’s property. The obligations in this paragraph shall survive termination of this License.

Licensee shall provide the City with a certificate of insurance evidencing its maintenance of public liability and property damage insurance in sum of One Million Dollars each, naming the City of Marlborough as an additional insured on said policies.

Failure to comply with the above requirements shall cause this License to terminate at the sole discretion of the City, and Licensee shall remove all encroachments at its sole cost. Licensee shall, within thirty (30) days of receipt of this License, record same at Licensee’s expense.

Attach: Sketch Plan

APPROVED; adopted.**Yea: 11 – Nay: 0****Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.**

Suspension of the Rules requested – granted

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

ORDERED That the Transfer Request in the amount of \$569,190.00 which moves funds from Undesignated Fund to various Capital Outlay accounts to fund Capital Improvement projects, **APPROVED**; adopted.

CITY OF MARLBOROUGH BUDGET TRANSFERS --											
DEPT:		Various				FISCAL YEAR:		2021			
Available Balance		FROM ACCOUNT:				TO ACCOUNT:				Available Balance	
Amount	Org Code	Object	Account Description:		Amount	Org Code	Object	Account Description:		Available Balance	
\$5,580,425.00	\$569,190.00	10000	35900	Undesignated Fund	\$65,250.00	19300006	58512	Capital Outlay-Fire		\$0.00	
	Reason:	To fund various capital requests					Personal Protective Equipment				
					\$65,000.00	19300006	58467	Capital Outlay-Public Facilities		\$0.00	
						Cameras at 2 Fire Stations					
					\$218,000.00	19300006	58593	Capital Outlay-Police		\$0.00	
	Reason:						Cruisers and Radios				
					\$220,940.00	19300006	58731	Capital Outlay-DPW Equipmer		\$0.00	
	Reason:						Freightliner w/lift				
	\$569,190.00	Total			\$569,190.00	Total					

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

Suspension of the Rules requested – granted

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

ORDERED That the Transfer Request in the amount of \$440,000.00 which moves funds from Economic Development to MEDC Funding to fund the purchase of 481 Elm Street as a potential site of the west-side fire station, **APPROVED**; adopted.

CITY OF MARLBOROUGH

BUDGET TRANSFERS --

DEPT:		Mayor				FISCAL YEAR:		2021	
FROM ACCOUNT:						TO ACCOUNT:			
Available	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available
Balance									Balance
\$1,264,262.52	\$440,000.00	27000099	42440	Economic Development	\$440,000.00	11740006	53950	MEDC Funding	\$0.00
	Reason:	Elm Street property purchase							
	\$440,000.00	Total			\$440,000.00	Total			

Yea: 9 – Nay: 2

Yea: Wagner, Doucette, Dumais, Irish, Navin, Landers, Oram, Ossing, & Perlman.

Nay: Tunnera & Robey.

Suspension of the Rules requested – granted

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

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	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
Comptroller - Treasurer	\$130,531.79	\$133,142.43	\$135,805.27	\$138,521.38	\$141,291.81	\$144,117.64	\$147,000.00

II. This ordinance shall supersede and replace any existing rate for said position (if applicable) in the current salary schedule. The mayor is authorized to waive a maximum of two (2) steps on the salary schedule for this position, subject to available appropriation.

III. The effective date of this amendment shall be September 28, 2020; adopted.

Suspend First Reading; Adopt Second Reading; APPROVED.

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

Passage to Enroll; APPROVED.

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

Passage to Ordain; APPROVED.

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

No objection to passage in one evening.

Motion by Councilor Irish to amend the Salary Ordinance for the Director of Civil Defense to reflect the effective date of September 28, 2020.

APPROVED; adopted.

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

Suspension of the Rules requested – granted

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

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 AS FOLLOWS:

- I. By amending Chapter 125, entitled “Personnel”, by adding to the salary schedule referenced in Section 125-6, the following:

Position	Effective Date	Minimum	Step 1	Step 2	Maximum
Director of Civil Defense	September 28, 2020				\$15,000.00*

* During a declared state of emergency by the governor of the Commonwealth, in addition to the above annual salary rate, an hourly rate of pay of \$60.00 per hour may be authorized by the Mayor, subject to: (1) said hourly rate being at least 75% reimbursable to the city by the federal or state government, (2) available appropriation; and (3) approval of the Mayor as to duties and hours to be performed.

- 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 this amendment shall be September 28, 2020.

Suspend First Reading; Adopt Second Reading; APPROVED.

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

Passage to Enroll; APPROVED.

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

Passage to Ordain; APPROVED.

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

No objection to passage in one evening.

Suspension of the Rules requested – granted

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

ORDERED That the Proposed Job Description as updated (attached hereto) for the Director of Civil Defense position as submitted by the Mayor, **APPROVED**; adopted.

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

Suspension of the Rules requested to allow a communication from the Mayor – granted

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

ORDERED That a petition to the General Court, accompanied by a bill for a special law relating to the City of Marlborough to be filed with an attested copy of this order, be, and hereby is, approved under Clause (1) of Section 8 of Article 2, as amended, of the Amendments to the Constitution of the Commonwealth of Massachusetts, to the end that legislation be adopted precisely as follows, except for clerical or editorial changes of form only:

**AN ACT AMENDING AN ACT AUTHORIZING THE CITY OF
MARLBOROUGH TO GRANT AN ADDITIONAL LICENSE FOR THE SALE
OF ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES.**

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. Section 1(d) of chapter 306 of the acts of 2018 is hereby amended by striking out the words “2 years” and inserting in place thereof the following words: - “3 years”.

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

APPROVED; adopted.

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

ORDERED There being no further business, the regular meeting of the City Council is herewith adjourned at 9:09 PM; adopted.

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.



City of Marlborough Office of the Mayor

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

Arthur J. Vigeant
RECEIVED MAYOR
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
Patricia M. Bernard
EXECUTIVE AIDE
2020 OCT 15 A 11:57
Michele N. O'Brien
EXECUTIVE SECRETARY

October 15, 2020

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

Re: Certification of Free Cash

Honorable President Ossing and Councilors:

I am pleased to inform you that the Massachusetts Department of Revenue (DOR) recently certified the amount of \$15,047,854.00 in "free cash" for the City of Marlborough. This achievement is another sign of our strong economic growth and an endorsement of our financial stewardship.

Marlborough's smart fiscal policies are reflective in our financial success, as well as our team effort approach. I would like to thank Auditor Diane Smith, interim Comptroller Steve Cirello, President Michael Ossing, and Finance Chair John Irish for their hard work and continued dedication.

As in years past, I will submit transfer requests later this fiscal year to move 10 percent of the free cash amount to our OPEB account and 10 percent to our stabilization account.

Thank you for your continued partnership, and please do not hesitate to contact me with any questions.

Sincerely,

Arthur Vigeant
Mayor

Enclosure

Patricia Bernard

From: Mayor
Sent: Thursday, October 15, 2020 11:08 AM
To: Patricia Bernard
Subject: FW: Notification of free cash approval - Marlborough
Attachments: Marlborough FC 21.pdf

Massachusetts Department of Revenue Division of Local Services

Geoffrey E. Snyder, Commissioner
Sean R. Cronin, Senior Deputy Commissioner of Local Services

10/15/2020

NOTIFICATION OF FREE CASH APPROVAL - City of Marlborough

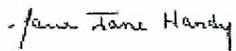
Based upon the un-audited balance sheet submitted, I hereby certify that the amount of available funds or "free cash" as of July 1, 2020 for the City of Marlborough is:

General Fund \$15,047,854.00

This certification is in accordance with the provisions of G. L. Chapter 59, §23, as amended.

Certification letters will be emailed to the mayor/manager, board of selectmen, prudential committee, finance director and treasurer immediately upon approval, provided an email address is reported in DLS' Local Officials Directory. Please forward to other officials as you deem appropriate.

Sincerely,



Mary Jane Handy
Director of Accounts
Massachusetts Department of Revenue



City of Marlborough Office of the Mayor

140 Main Street
Marlborough, Massachusetts 01752
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Arthur G. Vigeant
MAYOR

Patricia M. Bernard
EXECUTIVE AIDE

Michele N. O'Brien
EXECUTIVE SECRETARY

October 15, 2020

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

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2020 OCT 15 A 10:47

Re: Grant acceptance request MAPC Grant Award for Transportation

Honorable President Ossing and Councilors:

I am requesting a grant acceptance in the amount of \$29,484.00 to the Marlborough Economic Development Corp. for the grant award from the Metropolitan Area Planning Committee. This grant will fund the City Shuttle three days per week on demand for meal deliveries, groceries and medical appointments booked through our Senior Center through December 31st.

We thank the MAPC for supporting our transportation service for our senior and veteran population through this pandemic.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures

**CITY OF MARLBOROUGH
NOTICE OF GRANT AWARD**

DEPARTMENT: MEDC DATE: 10/15/2020

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Meredith Harris

NAME OF GRANT: Emergency COVID-19 Taxicab, Livery & Hackney
Partnership Grant Funds

GRANTOR: MAPC

GRANT AMOUNT: 29,484.00

GRANT PERIOD: confirming with MAPC - conflicting dates on paperwork

SCOPE OF GRANT/
ITEMS FUNDED Transportation for Senior Citizens and Veterans for meal deliveries, groceries
and medical appointments

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 City is reimbursing MEDC for the funding

**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**



SMART GROWTH AND REGIONAL COLLABORATION

AGREEMENT BETWEEN THE METROPOLITAN AREA PLANNING COUNCIL
AND

The City of Marlborough

FOR THE DISBURSEMENT AND USE OF
EMERGENCY COVID-19 TAXICAB, LIVERY, AND HACKNEY PARTNERSHIP GRANT FUNDS

This Agreement is made and entered into by and between the METROPOLITAN AREA PLANNING COUNCIL ["MAPC"], a public body politic and corporate established by Chapter 40B, Sections 24 through 29, of the Massachusetts General Laws with its principal office located at 60 Temple Place, Boston, Massachusetts, 02111, and The City of Marlborough with its principal office located at 140 Main Street, Marlborough, MA 01752 ("Grantee").

Recitals

WHEREAS, MAPC through its partnership with Massachusetts Development Finance Agency ("MassDevelopment"), conducted a Notice of Funding Opportunity seeking applications from city and towns, regional transit authorities and others who would develop and operationalize a program with taxi, livery and hackney companies ("Service Providers") to provide transportation and delivery services to Commonwealth vulnerable populations during the COVID-19 emergency; and

WHEREAS, Grantee submitted a Grant Application in response to MAPC's Notice of Funding Opportunity that met the criteria therein; and

WHEREAS, Grantee has agreed to comply with the terms and conditions set forth herein; and

WHEREAS, Grantee shall incorporate this Agreement, with all Exhibits identified herein, in all contracts with Service Provider,

NOW THEREFORE, MAPC and the Grantee (alternatively referred to as "the Parties") in consideration of the mutual covenants set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

Terms and Conditions

- 1. Payment:** MAPC will disburse a single payment of \$ 29,484 to the Grantee in accordance with the services identified and described in the Grantee's Grant Application, which terms are annexed and incorporated herein. Payment shall be effectuated by via check or by electronic funds transfer, as may be agreed upon between the parties, as soon as possible after the execution of this Agreement and pending the receipt of funds to MAPC from MassDevelopment.
- 2. Term:** The Term of this Agreement shall be from the date of execution of the Agreement by MAPC, up and until December 31, 2021.
- 3. Reporting Requirements:** Grantee is wholly responsible for documenting the use of said funds and keeping accurate and detailed records as to how the funding is deployed. Grantee is also wholly responsible for reporting on the use of said funds to any authorized party seeking such information and it shall hold MAPC harmless from any such obligations. Grantee will retain such records in accordance with the Massachusetts State Records Law, MGL c. 66. MAPC retains the right at any time to seek and obtain information on the use of said funding from Grantee, but at no time will MAPC be responsible for the accuracy or completeness of the records it obtains.



SMART GROWTH AND REGIONAL COLLABORATION

4. Grantee will ensure that grants funds will not be awarded to any Service Provider that is currently debarred from receiving Commonwealth of Massachusetts funds or from working in the Commonwealth of Massachusetts.
5. **Release and Indemnification:** To the extent permitted by law, the Grantee hereby agrees that it shall indemnify, defend and hold harmless MAPC and MassDevelopment and all of their officers, agents and employees, against all suits, claims, demands and liabilities of every name and nature, both at law and in equity, based upon or arising out of any action taken by the Grantee in its performance of this agreement or upon the Grantee's failure to comply with the terms of this Agreement in the performance of its work, whether by it, its employees, or sub-contractors.
6. **Assignment:** This Agreement is non-assignable by either party.
7. **Severability:** In the event any provision of this Agreement is found by a court of appropriate jurisdiction to be unlawful or invalid, the remainder of the Agreement shall remain and continue in full force and effect.
8. **Termination of Agreement:** MAPC or the Grantee may terminate this Agreement upon immediate written notice should the other party fail to perform substantially in accordance with the terms of the Agreement with no fault attributable to the other. In the event of a failure to materially perform by Grantee, MAPC shall immediately deliver notice of such breach, which notice shall be accompanied by a description of the nature of the failure, and MAPC shall set a date not less than 7 business days by which Grantee shall cure the failure. If Grantee fails to cure within the time as may be required by the notice, MAPC may at its option, terminate the Agreement. Notwithstanding any language to the contrary within this Agreement, MAPC may terminate this agreement without cause at any time, effective 7 days beyond a termination date stated in a written notice of termination. In the event of termination, Grantee shall be responsible to return any unexpended funds to MAPC within 7 business days.
9. **Compliance with Conflict of Interest Laws:** Grantee warrants and represents to MAPC that, to the best of its knowledge, no officer or employee of Grantee who participated in the preparation of the Grant Application or this Agreement, or who will participate in the execution of this Agreement, nor such employee's spouse, parents, children, brothers or sisters, partner, any business organization in which he or she is serving as officer, director, trustee, partner or employee, nor any person with whom he or she is negotiating or has any arrangement concerning prospective employment, has a financial interest in this Agreement, except as permitted under Massachusetts General Laws, Chapter Two Hundred Sixty-Eight A, Section Six. Grantee further warrants and represents to MAPC that, to the best of its knowledge, no employee of Grantee has a financial interest, either directly or indirectly, in the Agreement except as permitted under Massachusetts General Laws, Chapter Two Hundred Sixty-Eight A, Section Seven.
10. **Governing Law and Jurisdiction:** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts. Both parties agree to submit their respective jurisdiction and venue to the state and federal courts in the Commonwealth of Massachusetts to resolve any disputes or disagreements that may arise under any provision of this Agreement.



SMART GROWTH AND REGIONAL COLLABORATION

- 11. COVID-19 Safety Guidelines:** Grantee shall require all Service Providers to follow and keep current with COVID-19 safety guidelines as they may be amended from time to time.
- 12. Special Purpose Funding:** This grant is made to fund the special purpose services, due to the COVID 19 pandemic, requested in the Grant Application. In the event that the need for such services no longer exists and there is unexpended grant money, such unexpended funds will be returned to MAPC unless otherwise agreed in writing.
- 13. Funding Term:** Notwithstanding any other terms of this Agreement, grant funds must be expended by March 31, 2021. Unexpended grant funds will be returned to MAPC unless otherwise agreed in writing.
- 14. Complete Agreement:** This Agreement, and Grant Application and the Grantee's completed application, provided as Exhibits A and B hereto, constitute the total agreement of the parties and supersede all prior agreements and understandings between the parties and may not be changed unless agreed upon in writing by both parties. Any and all amendments to these terms shall only be effective upon the written agreement of MAPC and Grantee.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers on the date written below.

For: THE METROPOLITAN AREA PLANNING COUNCIL

Name: Marc Draisen
(Print)

Date: 9/17, 2020

Title: Executive Director

Signature:

For: The City of Marlborough

Name: Arthur Vigeant
(Print)

Date: 9/9, 2020

Title: Mayor

Signature:



City of Marlborough Office of the Mayor

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

Arthur G. Vigeant
MAYOR

Patricia M. Bernard
EXECUTIVE AIDE

Michele N. O'Brien
EXECUTIVE SECRETARY

October 15, 2020

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

Re: Grant acceptance request for Clerk's Office - Election

Honorable President Ossing and Councilors:

I am requesting a grant acceptance in the amount of \$17,328.50 to fund election workers and additional cleaning expenses due to COVID-19.

This grant is awarded from the Center for Tech and Civic Life. We thank this organization for their support received for additional expenses that will accrue while running the voting stations during a pandemic.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2020 OCT 15 A 10:47



City of Marlborough
Office of the City Clerk

140 Main Street
Marlborough, Massachusetts 01752
Telephone (508) 460-3775 Facsimile (508) 460-3723

Steven W. Kerrigan
City Clerk

Wilson Chu
Assistant City Clerk

October 14, 2020

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



RE: Center for Tech and Civic Life Grant for Election Office

Dear Mayor Vigeant,

We are pleased to submit to you a grant award in the amount of \$17,328.50 from the Center for Tech and Civic Life awarded to the City Clerk's Office. This grant will be used to assist with funding of election workers, additional cleaning expenses due to COVID-19, polling place costs and temporary staffing related to the 2020 election cycle. These funds will help to offset the additional costs the Clerk's Office has seen due to the increase in volume of Vote by Mail.

We would like to thank the Center for Tech and Civic Life for awarding these funds to the City of Marlborough. We are happy to answer any questions that you or the City Council have regarding this grant.

Sincerely,

Steven W. Kerrigan
City Clerk

Wilson Chu
Assistant City Clerk

Enclosure

**CITY OF MARLBOROUGH
NOTICE OF GRANT AWARD**

DEPARTMENT: City Clerk's Office DATE: 10/14/2020

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Steven Kerrigan, City Clerk

NAME OF GRANT: COVID-19 Election Resources

GRANTOR: Center for Tech and Civic Life

GRANT AMOUNT: \$17,328.50

GRANT PERIOD: June 15, 2020 to December 31, 2020

SCOPE OF GRANT/
ITEMS FUNDED Provide funds to assist with payment of election workers, additional cleaning
expenses, polling place costs, Temporary staffing

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?

IS THERE A DEADLINE FOR CITY COUNCIL APPROVAL: ASAP

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



CENTER FOR
TECH AND
CIVIC LIFE

October 9, 2020

Marlborough City, Massachusetts

City Clerk

140 Main Street

Marlborough, MA 01752

Dear Steven Kerrigan,

I am pleased to inform you that based on and in reliance upon the information and materials provided by Marlborough City, the Center for Tech and Civic Life (“CTCL”), a nonprofit organization tax-exempt under Internal Revenue Code (“IRC”) section 501(c)(3), has decided to award a grant to support the work of Marlborough City (“Grantee”).

The following is a description of the grant:

AMOUNT OF GRANT: \$17,328.50 USD

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Marlborough City in 2020 (“Purpose”).

Before CTCL transmits these funds to Grantee, CTCL requires that Grantee review and sign this agreement (“Grant Agreement”) and agree to use the grant funds in compliance with the Grant Agreement and with United States tax laws and the laws and regulations of your state and jurisdiction (“Applicable Laws”). Specifically, by signing this letter Grantee certifies and agrees to the following:

1. Grantee is a local government unit or political subdivision within the meaning of IRC section 170(c)(1).
2. This grant shall be used only for the Purpose described above, and for no other purposes.
3. Grantee has indicated that the amount of the grant shall be expended on the following specific election administration needs: Poll worker recruitment funds, hazard pay, and/or training expenses, Polling place rental and cleaning expenses for early voting or Election Day, and Temporary staffing. Grantee may allocate grant funds among those needs, or to other public purposes listed in the grant application, without further notice to or permission of CTCL.
4. Grantee shall not use any part of this grant to make a grant to another organization, except in the case where the organization is a local government unit or political subdivision within the meaning of IRC section 170(c)(1) or a nonprofit organization tax-exempt under IRC section 501(c)(3), and the subgrant is intended to accomplish the Purpose of this grant. Grantee shall take reasonable steps to ensure that any such subgrant is used in a manner consistent with the terms and conditions of this Grant Agreement, including requiring that subgrantee agrees in writing to comply with the terms and conditions of this Grant Agreement.
5. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant. The Grantee shall expend the amount of this grant for the Purpose by December 31, 2020.
6. Grantee is authorized to receive this grant from CTCL and certifies that (a) the receipt of these grant funds does not violate any Applicable Laws, and (b) Grantee has taken all required, reasonable and necessary steps to receive, accept and expend the grant in accordance with the Purpose and Applicable Law.
7. The Grantee shall produce a brief report explaining and documenting how grant funds have been expended in support of the activities described in paragraph 3. This report shall be sent to CTCL no later than January 31, 2021 in a format approved by CTCL and shall include with the report a signed certification by Grantee that it has complied with all terms and conditions of this Grant Agreement.
8. This grant may not supplant previously appropriated funds. The Grantee shall not reduce the budget of the Municipal Clerk (“the Election Department”) or fail to



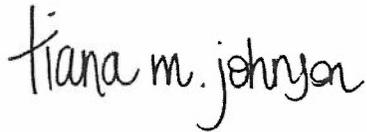
appropriate or provide previously budgeted funds to the Election Department for the term of this grant. Any amount supplanted, reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.

9. CTCL may discontinue, modify, withhold part of, or ask for the return all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above terms and conditions of this grant have not been met, or (b) CTCL is required to do so to comply with applicable laws or regulations.
10. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs for the Purpose may be applied to the grant.

Your acceptance of and agreement to these terms and conditions and this Grant Agreement is indicated by your signature below on behalf of Grantee. Please have an authorized representative of Grantee sign below, and return a scanned copy of this letter to us by email at grants@techandciviclif.org.

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,



Tiana Epps Johnson

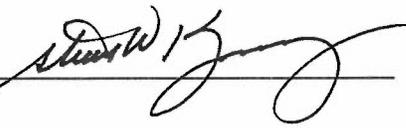
Executive Director

Center for Tech and Civic Life



CENTER FOR TECH & CIVIC LIFE
233 N. MICHIGAN AVE., SUITE 1800
CHICAGO, IL 60601
HELLO@TECHANDCIVICLIFE.ORG

GRANTEE

By: 

Title: CITY CLERK

Date: OCTOBER 14, 2020



CENTER FOR TECH & CIVIC LIFE
233 N. MICHIGAN AVE., SUITE 1800
CHICAGO, IL 60601
HELLO@TECHANDCIVICLIFE.ORG



City of Marlborough Office of the Mayor

140 Main Street
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www.marlborough-ma.gov

Arthur J. Vigeant
MAYOR

Patricia M. Bernard
EXECUTIVE AIDE

Michele W. O'Brien
EXECUTIVE SECRETARY

October 15, 2020

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

Re: Reappointment of Collector Eileen Bristol

Honorable President Ossing and Councilors:

I am pleased to enclose for your confirmation the reappointment of Collector Eileen Bristol for a term of two years from City Council confirmation.

Ms. Bristol has been with the City for over four years while helping automate and cross-train the office. We are appreciative of Ms. Bristol's assistance as she has pitched in as a temporary, interim Treasurer to handle all the check signing since February. She continues to run a professional office providing exemplary customer service to the residents of Marlborough.

Thank you for your consideration of this reappointment and please do not hesitate to contact me with any questions.

Sincerely,

Arthur Vigeant
Mayor

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MARLBOROUGH
2020 OCT 15 A 10:47



City of Marlborough Office of the Mayor

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Arthur G. Vigeant
MAYOR

Patricia M. Bernard
EXECUTIVE AIDE

Michele N. O'Brien
EXECUTIVE SECRETARY

October 15, 2020

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

Re: Appointment to the Cultural Council

Honorable President Ossing and Councilors:

I am pleased to inform you that I am appointing Mary Watson Avery to the Cultural Council. Mary was referred to us by Councilor Perlman to fill an open position.

I have enclosed a copy of her letter explaining her interest and her resume for your review. Mary is an artist and has a lifelong interest in the arts. She holds a Bachelor's in fine arts from Manhattanville College, a Master of science at Wheelock College and continuing education at Harvard University. Her enthusiasm for the arts will be an asset to the Cultural Council.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures

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CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2020 OCT 15 A 10:47

September 11, 2020

Trish Bernard

Executive Aid to the Mayor

Marlborough MA

Dear Ms. Bernard,

Greetings! I am writing today to submit my application to serve on Marlborough's Cultural Council.

As a Marlborough resident since 2002, I have a strong connection to and sense of gratitude for the community that has been such a positive element of my family's life. As an educator, and the proud mother of two sons who attended Marlborough public schools, I also have an on-going interest in how our community values learning and the opportunity to participate in enriching experiences that reflect our diverse city. But, most of all, it is as a life-long artist and passionate champion of the arts that I hope to support our community by serving on the Cultural Council. I believe this would allow me the chance to contribute to the city that means a great deal to me.

I have attached my resume, and would welcome the opportunity to answer any questions or submit additional information.

Best,

Mary Watson Avery

185 Hemenway St

Marlborough MA

MARY WATSON AVERY

185 Hemenway Street
Marlborough, MA

EDUCATION:

- 1995** **Harvard University**, Cambridge, MA: Graduate School of Education,
Consequences of Trauma & Violence in the Life of the Developing Child.
- 1992** **Wheelock College**, Boston, MA: MS Infant and Toddler Studies.
- 1987** **Manhattanville College**, Purchase, NY: BFA Studio Art; Minor:
Education

ADMINISTRATIVE EXPERIENCE:

- 9/2009-** **Connected Beginnings Training Institute**
Present University of Massachusetts Donahue Institute, Shrewsbury MA
Director (2012-Present)
Program Manager (2011-2012)
Training & Professional Development Coordinator (2009-2011)

Responsibilities include the management of all Connected Beginnings Training Institute activities, including budgeting, planning, and coordinating the professional development and training activities of the Institute; providing trainings, mentoring trainers and coaches; writing and editing curriculum; providing consultation on issues related to social emotional growth, addressing challenging behavior, infant/child development, and advocating on behalf of young children and their families.

- 1/2015-** **Aspire Institute**
5/2018 Wheelock College, Boston MA
Senior Program Director

Responsibilities included the supervision of all Aspire programs in coordination with the Executive Director; direct supervision of program managers and program operations; providing support in the development, proposal, budgeting, and execution of Aspire projects.

M.W. Avery

7/2003 – **Family Connections**, Children’s Hospital Boston, Boston, MA
9/2009 *Project Director*

Responsibilities included the development and implementation of the Family Connections Project, a preventive intervention model partnering with Early Head Start/ Head Start programs to build staff capacity in reaching out to depressed parents and their families. Duties include supervising early childhood mental health consultants in the field, designing and providing trainings, the creation and refinement of documentation tools, the creation of a comprehensive collection of website learning materials as well as a children’s book about maternal depression, entitled *When My Mom Is Sad* (2010, Avery& Beardslee).

2/2001- **Parent Center**, Brighton MA
3/2003 *Family Preservation Child Care Director*

Responsible for the management of the child care component in a family preservation program, duties included: supervision, assessment and coordination of teaching staff; managing all issues pertaining to state licensing; presenting topics in staff training sessions; documenting and reporting information concerning child’s and family’s welfare for the Department of Social Services; assessing and consulting on the development of children and quality of parent/child attachment and interaction; describing, documenting and reporting efforts of program for charitable organizations; coordination of community resources.

6/1998 – **Harvard University Graduate School of Education**
6/2004 **Risk & Prevention Program**, Cambridge, MA
Instructor
Community Site/Practicum Coordinator

Responsibilities included the development and implementation of the syllabus for the Early Childhood/Childhood year-long practicum didactic course (co-taught with Caroline Watts); acting as a liaison between community early childhood practicum sites and Harvard University; supervision of students; and the design and implementation of trainings for practicum site staff on a variety of topics including design of environment and best practice in early childhood education.

MEMBERSHIP: Teams, Task Forces, Councils & Committees

- 1/2012-
Present Member of White Rabbit Studios
406 Lincoln St
Marlborough, MA
- 2009-
Present Massachusetts Pyramid Model State Leadership Team
- 2019-
Present Massachusetts Statewide Family Engagement Center Advisory
Council
- 2015-
2018 Massachusetts Association of Infant Mental Health
Infant Mental Health Competency Task Force
- 2013- Massachusetts Early Intervention Planning Council

COLLABORATIONS: Selected of Projects & Publications

- 8/2015-
2/2017 **Contributor to Video Series**
Building Supportive Environments for Young Children
Understanding Challenging Behavior in Young Children
The Center for Early Childhood Education
Eastern Connecticut State University
Willimantic, CT
<http://www.easternct.edu/cece/environments-rules-and-expectations/>
<http://www1.easternct.edu/cece/understanding-challenging-behavior-in-young-children/>
- Beardslee, W.R., Avery, M.W., Ayoub C, Watts, C.L., & Lester, P.
(2010). Building Resilience: The power to cope with adversity. *Zero to Three*, 31 (1), p. 50-51
- Beardslee, W.R., Ayoub, C. Avery, M.W., Watts, C, L, & O'Carroll.
(2010). Family Connections: An approach for strengthening early care systems in facing depression and adversity. *American Journal of Orthopsychiatry*, 80(4), p. 482-495
https://www.researchgate.net/publication/47447606_Family_Connections_An_Approach_for_Strengthening_Early_Care_Systems_in_Facing_Depression_and_Adversity
- 6/1995 –
4/1999 **Scholastic, Inc., New York, NY**
Contributing Editor: *Early Childhood Today* and *Parent and Child* magazines.
- 1995 *What Is Beautiful?* (Tricycle Press) by Maryjean Watson Avery and David M. Avery.



City of Marlborough
Office of the Mayor

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

Arthur G. Vigeant
MAYOR

Patricia M. Bernard
EXECUTIVE AIDE

Michele N. O'Brien
EXECUTIVE SECRETARY

October 15, 2020

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

Re: LED Streetlight Retrofit Project Update

Honorable President Ossing and Councilors:

I am pleased to enclose for your review an update from National Grid confirming the completion of the LED Streetlight Retrofit Project.

The City has reduced its kilowatt usage by upgrading all street lights to LED and is receiving a significant savings as noted in the attached letter from National Grid.

Thank you for your support in this initiative and please do not hesitate to contact me with any questions.

Sincerely,

Arthur Vigeant
Mayor

Enclosure

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2020 OCT 15 A 10:47



October 13th, 2020
Marlborough City Hall
140 Main St.
Marlborough MA 01752

Attn: Mayor Arthur Vigeant
Re: LED Lighting Project

Dear Mr. Mayor:

I write to thank and congratulate the City of Marlborough on the completion of the LED Streetlighting Retrofit project. As you know, the city pays rental and electricity costs for 2,711 streetlights, and at your direction, we retrofitted these high-pressure sodium (HPS) streetlights to light-emitting diode (LED) fixtures. The work began in 2019 and completed this spring. I am happy to report that the city is now enjoying improved lighting and energy savings.

In addition to the ongoing energy savings, we are able to provide a custom incentive of \$204,203 through our energy efficiency programs. This is based on a projected annual reduction of approximately 800,000 kWh. These energy savings will help the city in its ongoing energy reduction and sustainability efforts. It is also worth noting that the new fixtures are 'dark sky compliant', meaning that they are designed to produce significantly less 'light trespass' than the HPS fixtures which they replaced.

I also need to acknowledge the Department of Public Works for their partnership and collaboration as we worked through this project. We anticipate a similar incentive to assist with the deployment of electric vehicle charging stations throughout the city.

I encourage you and the DPW to continue working with our incentive programs, and to maximize the benefits and savings available. Again, thank you for participating in our energy efficiency programs, and we look forward to continuing this very effective partnership.

Bob

Robert Moran
Principal Manager, Customer and Community

nationalgrid

245 South Main St

Hopedale MA 01747

508 482 1283 / 508 922 7460

Cc: Ted Scott, DPW Acting Director; Tom DiPersio, City Engineer, Priscilla Ryder, Conservation / Sustainability Officer

Sean McGloin, National Grid Municipal Energy Efficiency



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

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2020 OCT -6 P 3:47

JASON D. GROSSFIELD
CITY SOLICITOR

JASON M. PIQUES
ASSISTANT CITY SOLICITOR

HEATHER H. GUTIERREZ
PARALEGAL

October 6, 2020

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

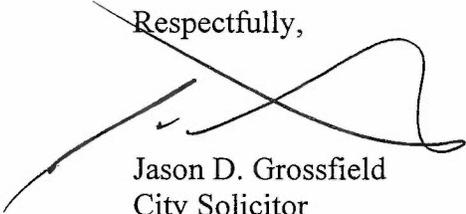
Re: Order No. 20-1008095: Proposed Amendment to the Code of the City of Marlborough,
Fire Department Fees

Dear Honorable President Ossing and Councilors:

In connection with the above-referenced item, enclosed please find the proposed order, in proper legal form, as recommended by the Finance Committee at its September 22, 2020 meeting.

Please contact me if you have any questions.

Respectfully,


Jason D. Grossfield
City Solicitor

Enclosure

cc: Arthur G. Vigeant, Mayor
Kevin J. Breen, Fire Chief
Stephen Cirillo, Acting Comptroller

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 AS FOLLOWS:

A. Chapter 328, Section 328-2 entitled “Fire Department Fee Schedule” is hereby amended to read as follows:

Type	Fee
Home fire/smoke	\$100
Sprinkler	\$50
Blasting	\$100
Alarm installation/replacement	\$50
Home occupancy	\$50
Insurance reports	\$0
LPG storage	\$100
Re-inspections	\$50
Oil burners	\$100
Temporary permits	\$50
Wet systems	\$50
Site assessment	\$250
Underground tank storage	\$100
Tank truck inspections	\$50
Underground tank removal	\$100
Cutting/welding	\$100
Aboveground tank storage	\$50
Flammable liquid storage	\$100
Miscellaneous	\$50
Black powder storage	\$25
Smokeless powder storage	\$25
Burning permits	\$0
Installation and maintenance of Fire Department and Police Department Communications system	\$50

B. Effective Date. These amendments shall take effect on January 1, 2021.

ADOPTED
In City Council
Order No. 20-1008095
Adopted



City of Marlborough
Office of the City Clerk

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
OCT 15 A 8:45

Steven W. Kerrigan
City Clerk

140 Main Street
Marlborough, Massachusetts 01752
Telephone (508) 460-3775 Facsimile (508) 460-3723

Wilson Chu
Assistant City Clerk

October 15, 2020

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

Re: State Election Update

Dear President Ossing and Councilors:

I wanted to provide the City Council and residents of Marlborough with an update on the State Election which will take place on Tuesday, November 3, 2020. The City Clerk's Office has been working tirelessly to ensure that every request for a Vote by Mail or Absentee ballot is sent as quickly and efficiently as possible. As of the Wednesday, October 14, 2020 our office has processed **9,780** requests for Vote by Mail/Absentee Ballots. I am proud to say that all of these ballots have been mailed. Residents are reminded that they have until Wednesday, October 28, 2020 at 5:00 PM to submit a request for a Vote by Mail/Absentee ballot application. If any resident has not and wishes to register to vote they have until Saturday, October 24, 2020. This can be completed either by visiting the Clerk's Office, mailing in their form or completing the registration online. We encourage everyone to register for this and all future elections!

In-person Early Voting begins on Saturday, October 17, 2020 at 9:00 AM and continues each day until Friday, October 30, 2020 at 5:00 PM. Once again In-person Early Voting will take place at the Marlborough Senior Center, 40 New Street. I have attached the days and hours available each day in addition to having them posted on the City Clerk's page of the website. I am happy to report that all fourteen (14) precinct locations throughout the city will be open on Election Day, Tuesday, November 3, 2020 from 7:00 AM to 8:00 PM to welcome voters who want to vote in person in their respective polling places.

Voters have multiple ways in which they can return their Vote by Mail/Absentee ballots. They can be mailed back to our office using the postage paid envelope that was provided; they can drop them off in the drop boxes located at the front and rear entrances to City Hall or in the drop box in the lobby of City Hall.

All of the work that has been happening behind the scenes during this election season would not be possible if it were not for the hard work, and dedication of the staff in the Clerk's Office and Election workers who have assisted us throughout this process. There are too many names to mention here; however, I do want to offer my thanks to Wilson Chu, Leo Mercado and Melissa Peltier the full-time members of the Clerk's Office, who have worked extremely hard to ensure all voters of Marlborough receive their ballot and the information necessary regarding this election. Their work has not gone unnoticed! I would like to thank in advance all of the Election workers who will be manning the Early Voting and Polling locations for this election. I am humbled by the number of people who have contacted our office offering to serve as election workers even during this pandemic. The extraordinary efforts of my staff and our election workers is a true testament of their dedication to the city and its voters.

I urge residents to continue to check the city website and Facebook page as we will continue to update information as we get closer to Election Day. If residents have questions, they can contact the City Clerk's Office at (508) 460-3775.

Thank you for the opportunity to provide you and our residents with this update.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steven W. Kerrigan', written over a horizontal line.

Steven W. Kerrigan
City Clerk

Enclosure

City of Marlborough
Commonwealth of Massachusetts

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2020 OCT -7 A 8:40



Pamela A. Wilderman (X30201)
Ethan Lippitt (X 30200)
Code Enforcement
140 Main Street
Marlborough, MA 01752
Phone: (508) 460-3776 (x30201)
Fax: (508) 460-3736
Email: pwilderman@marlborough-ma.gov
elippitt@marlborough-ma.gov

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

RE: Signage
Evviva Trattoria
142 Apex Drive

Dear Chairperson Ossing and Members:

Attached please find three (3) applications for the already installed signage at the above referenced location. This office became aware of the completed work on August 12, 2020 and sent a warning to the location on that day of the violations of the sign ordinance:

- Chapter 526.3 "No sign shall be erected, altered or relocated without a permit issued by the Building Commissioner..."
- Chapter 526.4 "No sign shall be painted or posted directly on the exterior surface of any wall"
- Chapter 650-35.H.(1) of the overlay district "A maximum of two wall signs, individual-letter signs, logo signs or projecting signs affixed to a building for each store, business or tenant. No sign shall project above the highest line of the roof, parapet or building. Each wall sign, individual-letter sign, or roof sign shall not exceed an area of 2.5 square feet for each linear foot of the storefront, business front or occupied tenant space for each applicable business or tenant advertised. In the event that a storefront, business front or occupied tenant space occupies more than one front of a building, the longest front shall be utilized to calculate the total area per wall sign, individual-letter sign, logo sign or projecting sign (up to a maximum of two). The total area as calculated herein shall be the applicable maximum area for each sign and not split between the two."

The attached applications are still in violation of Chapter 526.4 and 9 by being painted directly on the building and by exceeding the allowed flat-wall signage by over 1,000 square feet. Additionally, while some of the signage may be considered artwork, the ordinance is clear as to what constitutes a sign:

Any object, device, display or structure or part thereof which is placed outdoors or which is visible from outdoors, which is used to advertise, identify, display, direct or attract attention to an object, person, institution, organization, business, product, service, event or location by any means, including words, letters, figures, design, symbols, fixtures, colors, illumination or projected images. "Sign" shall include, without limiting the generality of the foregoing, billboards, pennants, ribbons, streamers, banners, flags, balloons, moving devices, strings of lights and similar devices. "Sign" shall not include national or state flags, official announcements or signs of government or temporary holiday decorations customarily associated with any national, local or religious holiday.

The Code Enforcement Office has been extremely generous in allowing signage to assist businesses notifying the public that they are open by allowing unpermitted banners, flags and yard signs during the Covid crisis as "temporary" signage. This is not a temporary installation nor is it a type of sign you will find elsewhere in the City of Marlborough. We also note that the restaurant's location in Westford has no such signage.

In addition to these notes, the applications themselves are lacking in items that are required of all sign permits within the City including but not limited to, signature of responsible party, telephone number, size of the façade and cost of the sign. In addition to this the sign that was installed and then applied for as it relates to the permit was labeled as 4'-0" by 4'-0", has been incorrectly measured as it is 7'-5" wide and 5'-7.5" tall.

In 2017 this body approved three wall signs of approximately 94 square feet apiece at this location. In 2018 a small change was made to the signs when the name was revised to Evviva Trattoria in place of the original Evviva Cucina. Those signs still appear to be located on the building for an additional 282 square feet of signage and three additional signs making any approval of the attached sign permit applications 1568 square feet of signage.

As always, please feel free to contact my office if you have any questions or if we can be of any further assistance to you.

Sincerely,



Ethan Lippitt
Code Enforcement Officer

10-6-2020

ENC: Sign Applications

Cc: File



City of Marlborough BUILDING DEPARTMENT

140 Main Street
Marlborough, Massachusetts 01752

Date: 9/11/20 Permit No. _____

Address/Location of Sign: 142 Apex Drive

Name of Business: Evvia Trattoria

Name of Owner of Business: Evvia Cucina Marlborough LLC Telephone: 978-850-4029

Type of Sign: (check off which applies)

Flat Wall Free Standing Awning Banner Projecting

Does this site have a Special Permit: YES NO

Is this a replacement of a same size existing sign(s): YES NO

Dimensions Sign:

Length 4' Width 4' Height (Free Standing) — Area 16 sq. ft.

Location of Sign on Bld.: North South East West

Dimensions Façade:

Length _____ Width _____ Area _____

Signature of Responsible Party _____ Telephone _____

Installer Company _____ Mura Telephone: _____

Email _____

I hereby declare that I have the authority to request this permit and that the statements and information provided are true and accurate to the best of my knowledge and belief as well as to conform to the City's current Sign Ordinance and MA State Building Code, signed under the pains and penalties of perjury.

Signature [Handwritten Signature]

Date 9/14/20

Cost of Sign(s) _____

Permit Fee \$ _____

FOOD TO CHEER • FOOD TO CHEER

ITALIAN INSPIRED
LOCALLY MADE



EVVIVA TRATTORIA



City of Marlborough

BUILDING DEPARTMENT

140 Main Street
Marlborough, Massachusetts 01752

Date: 9/11/20 Permit No. _____

Address/Location of Sign: 142 Apex Drive

Name of Business: Evvia Trattoria

Name of Owner of Business: Evvia Cucina Marlborough LLC Telephone: 978-850-4029

Type of Sign: (check off which applies)

Flat Wall Free Standing Awning Banner Projecting

Does this site have a Special Permit: YES NO

Is this a replacement of a same size existing sign(s): YES NO

Dimensions Sign:

Length: 30' Width: 16' Height (Free Standing): — Area: 480 s.f.

Location of Sign on Bld.: North South East West

Dimensions Façade:

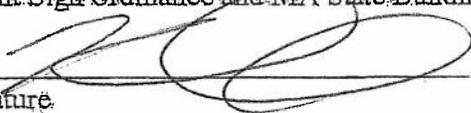
Length: _____ Width: _____ Area: _____

Signature of Responsible Party: _____ Telephone: _____

Installer Company: _____ Mural * Telephone: _____

Email: _____

I hereby declare that I have the authority to request this permit and that the statements and information provided are true and accurate to the best of my knowledge and belief as well as to conform to the City's current Sign Ordinance and MA State Building Code, signed under the pains and penalties of perjury.

Signature: 

Date: 9/14/20

Cost of Sign(s): _____

Permit Fee \$: _____

* Applicant expressly reserves its right to challenge the Building Department's determination that the proposed artwork is a "sign" that is subject to municipal regulation.





City of Marlborough

BUILDING DEPARTMENT

140 Main Street
Marlborough, Massachusetts 01752

Date: 9/11/20 Permit No. _____

Address/Location of Sign: 142 Apex Drive

Name of Business: Evvia Trattoria

Name of Owner of Business: Evvia Cucina Marlborough LLC Telephone 978-850-4029

Type of Sign: (check off which applies)

Flat Wall Free Standing Awning Banner Projecting

Does this site have a Special Permit YES NO

Is this a replacement of a same size existing sign(s) YES NO

Dimensions Sign:

Length 79' Width 10' Height (Free Standing) — Area 790 s.f.

Location of Sign on Bld. North South East West

Dimensions Façade:

Length _____ Width _____ Area _____

Signature of Responsible Party _____ Telephone _____

Installer Company — Mural Telephone: _____

Email _____

I hereby declare that I have the authority to request this permit and that the statements and information provided are true and accurate to the best of my knowledge and belief as well as to conform to the City's current Sign Ordinance and MA State Building Code, signed under the pains and penalties of perjury.

Signature [Signature]

Date 9/14/20

Cost of Sign(s) _____

Permit Fee \$ _____

EVVIVA TRATTORIA



FCC

Verona
LIFE



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2020 OCT 14 A 11:01

Marlborough Public Schools

School Committee
17 Washington Street, Marlborough, MA 01752
(508) 460-3509

Call to Order

August 25, 2020

1. Chairman Vigeant called the regular meeting of the Marlborough School Committee to order at 7:30 p.m. at the District Education Center, 17 Washington Street, Marlborough, MA. Members present included Heidi Matthews, Denise Ryan, Katherine Hennessy, and Daniel Caruso. Member Michelle Bodin-Hettinger was remotely present. Also, physically present were Superintendent Michael Bergeron and Director of Finance and Operations, Douglas Dias. Assistant Superintendent of Teaching and Learning, Mary Murphy, and MEA Representative, Eileen Barry were remotely present.

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

2. **Pledge of Allegiance:** Chairman Vigeant led the Pledge of Allegiance.

Superintendent Bergeron read the public participation guidelines, which include a phone number to call for this public hearing.

3. **Presentation:** None.
4. **Committee Discussion/Directives:** None.
5. **Communications:** None.
6. **Superintendent's Report:**

Superintendent Bergeron included the link to the state website, which reports daily updates of COVID-19 data. Each Wednesday the state will release an updated COVID-19 Community-Level Data Map showing the average daily case rate per 100,000 people.

Mr. Bergeron provided a chart of the school day start and end times for students and teachers. Preschool parents will receive communications from Andrew Bernabei about their times. The New Elementary School will officially have a name as soon as Mayor Vigeant signs the necessary documents.

The Superintendent included the in-school calendar for Cohort A and B in his report. Cohort A begins in person school on September 21st, which is the same day Cohort B begins their remote learning.

www.mps-edu.org



Marlborough Public Schools

School Committee
17 Washington Street, Marlborough, MA 01752
(508) 460-3509

Superintendent Bergeron discussed the complicated questions about switching between the district's hybrid model and the full remote learning option. Earlier this month, the district published a FAQ about how students could switch from the hybrid model to the full remote model, or vice versa, if health data changed and enough notice was given by families to the school system. However, due to restrictions and guidelines for in-person teaching, it is now more difficult for those who opted into the full remote learning option to transition to the school's hybrid model for partial in-person teaching. Therefore, the district is asking parents who opted into the full remote learning model to commit to that educational program. There are numerous factors to consider for students who want to switch between learning models, which the Superintendent outlined in his report. Some factors include students' health and quality of education, as well as teachers' abilities. The steps families must take to switch between learning models are outlined in the Superintendent's report, along with a brief timeline.

Superintendent Bergeron thanked the Policy subcommittee for their work on the face mask policy. Bandanas and 'gators' are not considered to be masks or to provide the same level of protection. The district has purchased masks for every student and staff member, and they expect compliance with this school policy.

Mr. Bergeron stressed the importance of collective responsibility; everyone must work together and play their roles to make this school year safe and successful for all involved. It is important that staff and students do not come to school if they are sick, and if they have COVID-19 symptoms they should be tested. There will be no attendance awards this year.

A. Director of Finance & Operations Report

Doug Dias, the Director of Finance and Operations, reported that the Operations Reopening Committee still meets weekly, with School Committee members and MEA members making up part of the committee.

The summer meal program has served 17,000 meals to the community since June 29th. Mr. Dias thanked the district's food service workers who have worked throughout this pandemic. The summer meal program will extend through September 17th. Families should expect changes to the food service program when students begin school on September 21st. These plans will be finalized soon, and more details will be provided in future updates.

www.mps-edu.org



Marlborough Public Schools

School Committee
17 Washington Street, Marlborough, MA 01752
(508) 460-3509

Mr. Dias reminded parents to register for using the buses. Only 25 students are allowed on each bus, and each student will have an assigned seat to themselves. He urged parents to email transportation@mps-edu.org if they wish to register students or have a transportation question. If families have decided to opt into the full remote learning model but already registered for transportation, then they will automatically be removed from the transportation list.

The HVAC consultant is reviewing buildings' systems and implementing COVID-19 related recommendations. MHS Staff will receive a report from Dan Riley regarding the school's systems and a list of action items from Facilities.

Mr. Dias explained that the administration proposes the elimination of preschool tuition for FY21, but they will revisit reinstatement in FY22. The administration will bring that forward to the Committee at the next meeting.

Mr. Dias provided the committee with a fiscal update, based on information from state officials, about Chapter 70 for FY21. He emphasizes the need to carefully monitor budgetary developments at state and local levels throughout and following this pandemic. The district is preparing for a constrained fiscal environment in FY22.

Mrs. Hennessy expressed her gratitude for how hard the Operations team has worked.

B. Director of Student Services

Jody O'Brien, the Director of Student Services, reported that special education services are required for in-person and remote learning environment; services could look different than they did prior to the pandemic. A FAQ for special education parents is attached to her report and will be translated to other languages. This FAQ will be distributed to parents by August 26th. Mrs. O'Brien explained that the special education department is contacting parents to confirm their child's learning model. Virtual meetings will be scheduled with parents prior to school opening to collect questions, concerns, and feedback after presenting them with more information.

Mrs. O'Brien briefly reflected on the special education instruction and services available back in March and then explained that DESE released an advisory on August 17th with guidance and actions for the district to take.

Mrs. O'Brien discussed the general education recovery supports needed due to the impact this pandemic has had on students, but many of these supports will probably be unable to be implemented until students are fully back in school.

www.mps-edu.org



Marlborough Public Schools

School Committee
17 Washington Street, Marlborough, MA 01752
(508) 460-3509

Some special education students may need COVID-19 compensatory services in addition to these recovery supports for various reasons. New IEP services may be needed as well. On August 20th, DESE held a state-wide meeting to review the advisory. Mrs. O'Brien reported the findings of that meeting. Districts will have until December 15th to meet/communicate with parents of high-risk students to determine if their students require compensatory services. There was no timeline for when compensatory services need to be implemented or completed. Based on the guidance, a pre-planned robust summer program, along with additional after-school programs for next year, would help meet the needs of students impacted by the closure and alleviate some compensatory services.

C. Assistant Superintendent of Teaching & Learning

Mrs. Murphy, the Assistant Superintendent of Teaching and Learning, attached the Summer Mini-Course Catalog to her report. From June 23rd to August 25th mini-courses were offered, and there were about 250 registrations. About 150 educators attended the technology-based courses.

Mrs. Murphy explained that the district has contacted families registered for the full remote learning option. Registrations are being verified to confirm student enrollment and classroom teacher assignments for the hybrid and full remote learning models. Mrs. Murphy's report details the specifications of the remote classrooms and in-person classrooms.

Schools will be contacting families about their students' teacher(s) and schedules once classroom teacher assignments are finalized. In addition, K-12 teachers in all models will be reaching out to families prior to the first day of school. They will schedule time for students and families to receive technology and materials needed for the first day of school.

Mrs. Murphy further explained the hybrid model in response to Mrs. Hennessy's question. Students on their remote learning week will have a scheduled time to learn a mini lesson taught by their classroom teacher to setup learning for the following day. Mrs. Murphy addressed the potential ways attendance could be tracked during remote learning weeks.

In response to Mrs. Ryan's question, Mr. Dias explained that whether a kindergartener is in the AM or PM cohort will depend on their transportation routes, and those details are being sorted out.

www.mps-edu.org

It is the policy of the Marlborough Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, gender identity, age or disability in its education programs, services, activities or employment practices.



Marlborough Public Schools

School Committee
17 Washington Street, Marlborough, MA 01752
(508) 460-3509

Mrs. Murphy discussed more classroom details as well as how some teachers may cover multiple grades or be certified to teach multiple subjects.

Mrs. Murphy explained a bit about AP courses and their potential format.

7. Acceptance of Minutes:

A. Minutes of the July 14, 2020 School Committee Meeting

Motion made by Mrs. Matthews, seconded by Chairman Vigeant to accept these minutes.

Motion passed 6-0-0. Yes: Bodin-Hettinger, Caruso, Hennessy, Matthews, Ryan, and Vigeant.

B. Minutes of the July 28, 2020 School Committee Meeting

Motion made by Mrs. Matthews, seconded by Chairman Vigeant to accept these minutes.

Motion passed 6-0-0. Yes: Bodin-Hettinger, Caruso, Hennessy, Matthews, Ryan, and Vigeant.

C. Minutes of the August 11, 2020 School Committee Meeting

Motion made by Mrs. Matthews, seconded by Chairman Vigeant to accept these minutes.

Motion passed 6-0-0. Yes: Bodin-Hettinger, Caruso, Hennessy, Matthews, Ryan, and Vigeant.

8. Public Participation:

A Marlborough resident, Dorena Griffins of 84 Kings Grant Road, called the public participation phone-line to question whether there will be any specialties throughout the district.

Another Marlborough resident, Cynthia Landers of 127 Ash Street, called the public participation phone-line to express her appreciation for the attention paid to teachers at School Committee meetings. She further explained that she hopes our school district will not follow state guidance that claimed teachers who are teaching virtually must do so in their classrooms.

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Marlborough Public Schools

School Committee
17 Washington Street, Marlborough, MA 01752
(508) 460-3509

9. Action Items/Reports

A. Policies for First Read

Motion made by Mrs. Hennessy, seconded by Chairman Vigeant to suspend the rules and vote on these policies.

Motion passed 6-0-0. Yes: Bodin-Hettinger, Caruso, Hennessy, Matthews, Ryan, and Vigeant.

1. Policy 7.200 School Calendar

Mrs. Matthews pointed out a format issue on this policy.

Motion made by Mrs. Hennessy, seconded by Chairman Vigeant to approve this policy as amended.

Motion passed 6-0-0. Yes: Bodin-Hettinger, Caruso, Hennessy, Matthews, Ryan, and Vigeant.

2. Policy 8.031 Non-Resident Students

Motion made by Mrs. Hennessy, seconded by Chairman Vigeant to approve this policy.

Motion passed 6-0-0. Yes: Bodin-Hettinger, Caruso, Hennessy, Matthews, Ryan, and Vigeant.

3. Policy 8.080 Student Assignment

Motion made by Mrs. Hennessy, seconded by Chairman Vigeant to approve this policy.

Motion passed 6-0-0. Yes: Bodin-Hettinger, Caruso, Hennessy, Matthews, Ryan, and Vigeant.

4. Policy 8.100 Attendance

Motion made by Mrs. Hennessy, seconded by Chairman Vigeant to approve this policy.

Motion passed 6-0-0. Yes: Bodin-Hettinger, Caruso, Hennessy, Matthews, Ryan, and Vigeant.

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5. Policy 8.500 Face Mask/Face Coverings

Mrs. Hennessy noted that this policy will be changed to read just "Face Mask."

Mr. Superintendent emphasized that face masks are required, and there is an expectation that all students will wear face masks.

Motion made by Mrs. Hennessy, seconded by Chairman Vigeant to approve this policy.

Motion passed 6-0-0. Yes: Bodin-Hettinger, Caruso, Hennessy, Matthews, Ryan, and Vigeant.

6. Policy 9.100 Visitors in Schools

Motion made by Mrs. Hennessy, seconded by Chairman Vigeant to approve this policy.

Motion passed 6-0-0. Yes: Bodin-Hettinger, Caruso, Hennessy, Matthews, Ryan, and Vigeant.

B. Acceptance of Donations and Gifts

Lifetouch Photo. Lifetouch photo donated \$115.97 to Whitcomb Middle School.

Motion made by Mrs. Matthews, seconded by Chairman Vigeant to accept this donation.

Motion passed 6-0-0. Yes: Bodin-Hettinger, Caruso, Hennessy, Matthews, Ryan, and Vigeant.

First Church Congregational. The First Church Congregational donated \$2,520.00, in the form of gift cards, to Marlborough Public Schools.

Motion made by Mrs. Matthews, seconded by Chairman Vigeant to accept this donation.

Motion passed 6-0-0. Yes: Bodin-Hettinger, Caruso, Hennessy, Matthews, Ryan, and Vigeant.

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10. Reports of School Committee Sub-Committees:

Mrs. Hennessy stated that the Policy Committee has been meeting frequently to move forward policies that will be brought to the next School Committee meeting on September 8th.

Mrs. Matthews thanked MEA members and others who have worked with MPS to come up with solutions for safely reopening school.

11. Members' Forum:

Mrs. Matthews is going to sign the warrant.

Mrs. Hennessy apologized for using the wrong word choice when speaking about something staff members had been contacted about at the previous meeting. She then thanked the Superintendent for creating working groups and MEA members for their collaboration in these groups. Mrs. Hennessy shared a personalized, sincere message to School Committee members, everyone involved in the reopening process, and the public.

12. Adjournment:

Motion made by Mrs. Matthews, seconded by Chairman Vigeant to adjourn at 8:38 p.m. Motion passed 6-0-0. Yes: Bodin-Hettinger, Caruso, Hennessy, Matthews, Ryan, and Vigeant.

Respectfully submitted,

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

Heidi Matthews
Secretary, Marlborough School Committee

HM/jm

Approved September 8, 2020

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School Committee
District Education Center
25 Union Street, Marlborough, MA 01752
(508) 460-3509

Call to Order

September 22, 2020

1. Vice-Chair Bodin-Hettinger called the regular meeting of the Marlborough School Committee to order at 7:30 p.m. at 17 Washington Street, Marlborough, MA. Members present included Heidi Matthews, Earl Geary, Denise Ryan, Mrs. Hennessy, and Daniel Caruso. Also present were Superintendent Michael Bergeron, Director of Finance and Operations, Douglas Dias, Assistant Superintendent of Teaching and Learning, Mary Murphy, and Director of Student Services, Jody O'Brien. Remotely present was MEA Representative, Eileen Barry.

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

2. **Pledge of Allegiance:** Mrs. Bodin-Hettinger led the Pledge of Allegiance.

Superintendent Bergeron read the public participation guidelines, which include a phone number to call for this public hearing.

3. **Presentation:** None.

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

5. **Communications:** None.

Motion made by Mrs. Hennessy, seconded by Mrs. Bodin-Hettinger to suspend the rules and jump to Item 9A.

Motion passed 6-0-0.

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9. Action Items/Reports

A. Policies for First Read

Motion made by Mrs. Hennessy, seconded by Mrs. Bodin-Hettinger to suspend the rules, add the additional seven policies to the agenda, and consider all of these policies for voting tonight.

Motion passed 6-0-0.

1. Policies for Movement to Another Chapter

Mrs. Hennessy presented a few policies to move into another chapter; nothing within the policies would change except their numbers. The movements proposed are as follows:

Policy 7.100 Heat Modification would move to 8.700.

Policy 7.150 Athletics would move to 8.710.

Policy 7.160 Athletic Concussion would move to 8.720.

Policy 7.160a Sports Related Concussion would move to 8.720a.

Policy 7.180 Student Athletic and Activity would move to 8.200.

Policy 7.191 Student Fee would move to 8.190.

Motion made by Mrs. Hennessy, seconded by Mrs. Bodin-Hettinger to move these policies from Chapter Seven to Chapter Eight.

Motion passed 6-0-0.

2. Policy 4.200 School Cancellation

Motion made by Mrs. Hennessy, seconded by Mrs. Bodin-Hettinger to approve this policy.

Motion passed 6-0-0.

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3. Policy 8.000 Student Health Services

This policy will be replacing Policy 8.010 Student Health.

Motion made by Mrs. Hennessy, seconded by Mrs. Bodin-Hettinger to approve this policy.

Motion passed 6-0-0.

4. Policy 8.004 First Aid

Motion made by Mrs. Hennessy, seconded by Mrs. Bodin-Hettinger to approve this policy.

Motion passed 6-0-0.

B. Policy Removal

1. Policy 8.010 Student Health

Motion made by Mrs. Hennessy, seconded by Mrs.-Bodin Hettinger to remove this policy.

Motion passed 6-0-0.

C. Policies for Approval

1. Policy 8.001 Student Welfare

Motion made by Mrs. Hennessy, seconded by Mrs.-Bodin Hettinger to approve this policy.

Motion passed 6-0-0.

2. Policy 8.003 Administering of Medicines to Students

Motion made by Mrs. Hennessy, seconded by Mrs.-Bodin Hettinger to approve this policy.

Motion passed 6-0-0.

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3. Policy 8.002 Physical Examination of Students

Mrs. Matthews recommended an amendment to clarify that students will be providing proof of a physical examination from their doctor; school nurses will not perform these physical examinations.

Motion made by Mrs. Hennessy, seconded by Mrs.-Bodin Hettinger to approve this policy as amended.

Motion passed 6-0-0.

4. Policy 8.005 Safety Programs

Motion made by Mrs. Hennessy, seconded by Mrs.-Bodin Hettinger to approve this policy.

Motion passed 6-0-0.

5. Policy 7.920 Promotion of Middle School

Mrs. Matthews recommended an amendment to this policy.

Motion made by Mrs. Hennessy, seconded by Mrs.-Bodin Hettinger to approve this policy as amended.

Motion passed 6-0-0.

6. Policy 7.900 Promotion of Elementary School

Motion made by Mrs. Hennessy, seconded by Mrs.-Bodin Hettinger to approve this policy.

Motion passed 6-0-0.

7. Policy 6.850 School Hours

Mrs. Matthews recommended an amendment.

Motion made by Mrs. Hennessy, seconded by Mrs.-Bodin Hettinger to approve this policy as amended.

Motion passed 6-0-0.

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Motion made by Mrs. Matthews, seconded by Mrs. Bodin-Hettinger to suspend the rules and move to Item 7.
Motion passed 6-0-0.

7. Acceptance of Minutes:

A. Minutes of the September 8, 2020 School Committee Meeting

Motion made by Mrs. Matthews, seconded by Mrs. Bodin-Hettinger to accept these minutes.
Motion passed 6-0-0.

Motion made by Mrs. Matthews, seconded by Mrs. Bodin-Hettinger to suspend the rules and move to Item 9.
Motion passed 6-0-0.

9. Action Items/Reports

D. Acceptance of Donations and Gifts

MA DESE 116 OpenSciEd Field Test Grant. Stephanie Gill, Supervisor of Science and Engineering 6-12, applied for and received this grant valued at \$10,350.00.
Motion made by Mrs. Matthews, seconded by Mrs. Bodin-Hettinger to accept this grant.
Motion passed 6-0-0.

6. Superintendent's Report:

Superintendent Bergeron will present his report later in the meeting.

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A. Director of Finance & Operations Report

Mr. Doug Dias, the Director of Finance and Operations, reported an update on food services. Pickup locations and time periods have been reported to parents. Families can show up to a pickup location, on Mondays and Thursdays, and tell the staff how many meals they would like.

Mr. Dias explained that students can still register to ride the bus. He emphasized some bus safety guidelines they must follow.

Within buildings, high touch areas are constantly being cleaned by staff. Custodial staff are performing a deep clean of buildings each evening as well.

Mr. Dias informed the public that there are many opportunities to join the return to school efforts. Many positions have been posted within different departments of MPS. Superintendent Bergeron noted that there is a need for substitute teachers as well.

B. Director of Student Services Report

Mrs. Jody O'Brien, the Director of Student Services, updated the committee on school nurses and telehealth services. School nurses across the district have been training staff on health and safety protocols in preparation for school re-opening. School nurses have partnered with Walgreens and CVS to have on-site clinics for school staff to receive their flu shots. There will be an outdoor flu shot clinic for students during one weekend in October at the high school as well. There may be more flu shot clinics scheduled to meet the state requirement that students receive flu shots by December 31, 2020.

Mrs. O'Brien stated that numerous staff and faculty members have participated in tele-health trainings to be able to continue to provide these services remotely to students. She also provided background info on these tele-health services. The expectation is that an adult is present in the home during these conferences, but as Mrs. O'Brien pointed out, older students may not be comfortable discussing certain things in front of a parent/guardian.

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10. Reports of School Committee Sub-Committees:

Mrs. Hennessy thanked her Policy Sub-Committee members for all their hard work. There is a policy meeting set for early October.

11. Members' Forum:

Mrs. Bodin-Hettinger requested a staffing update for the next meeting.
Mrs. Hennessy thanked everyone for the re-opening of school.

Superintendent Bergeron requested that we take a brief recess to allow for Chairman Vigeant to join the meeting shortly.

Motion made by Mrs. Matthews, seconded by Mrs. Bodin-Hettinger to take a brief recess at 8:11 pm.

Motion passed 6-0-0.

Return from recess at 8:35 with Mayor Vigeant joining the meeting remotely.

6. Superintendent's Report:

Superintendent Bergeron presented his report, which is attached to the agenda.

Mr. Bergeron encouraged parents of fifth graders to watch the music video on the front page of the district's website.

He also directed people to the Goodnow Elementary School welcome video on the MPS website as well.

In his report, the Superintendent included information on the protocols and metrics that will be used to transition between learning models in 2020-2021.

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Superintendent Bergeron recommended that Marlborough High School switches from hybrid learning to remote learning on Thursday, September 24, 2020. This recommendation comes after reviewing data on positive COVID-19 cases for students. Students who tested positive for COVID-19 were not attending school in-person. The anticipated return date for in-school learning would be October 13, 2020. Public health data will be reviewed before then to determine if students can return to school at that date or if remote learning should be extended. In-person athletic practices and games are also on hold for the time being. Limited programming at MHS will continue in-person during this remote learning period. These programs include Pathways, Connections, and post-graduate programs.

Mr. Bergeron emphasized the need to follow guidelines to stop the spread of COVID-19 and return to in-person school.

The School Committee will vote during the week of October 5th on whether MHS can return to in-person learning.

Superintendent Bergeron explained that the first few days of school went smoothly, and he thanked those involved in making that happen.

Mr. Bergeron noted that our COVID-19 map for the city will be red on Wednesday (tomorrow), as we are now high risk. He also explained that several weeks of data are analyzed when making decisions about school.

Mrs. Matthews stressed the importance of following the rules during this time.

Chairman Vigeant discussed some COVID-19 data regarding the city of Marlborough. He supports the Superintendent's recommendation for MHS to go fully remote.

Mrs. Hennessy reiterated what others stated about the need to be smart and safe. She explained that everyone is enduring similar challenges during this pandemic, and the community needs to come together and do what is necessary to enable students to return to school and for this virus to diminish.

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8. Public Participation:

A Marlborough resident, Erin Grimes at 10 Oak Road, called the public participation phone-line to express that the school is doing a wonderful job with the hybrid model. She wondered whether the challenges of remote learning will be addressed.

Another Marlborough resident, Allison Conlon, called the public participation phone-line to ask if the decision to make MHS remote would trickle down and force the elementary schools or middle school to also go remote.

Another Marlborough resident, Jason Young at 593 Stow Road, called the public participation phone-line to voice his concern about the decision that MHS will switch to remote learning.

Another Marlborough resident, Jennifer Smith at 73 Ferrecchia Drive, called the public participation phone-line to praise the Marlborough teachers for their flexibility, bravery, and knowledge.

It should be noted that members of the public may provide comment by dialing in to the specified number and conference ID during virtual School Committee meetings or via email before the meeting to superintendent@mps-edu.org. Public participation is a time for your comments to be heard by the committee; it is not a question and answer session.

Motion made by Chairman Vigeant, seconded by Mrs. Bodin-Hettinger to approve the Superintendent's recommendation to switch MHS to remote learning.

Motion passed 7-0-0. Yes: Vigeant, Geary, Hennessy, Ryan, Caruso, Matthews, and Bodin-Hettinger.

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12. Adjournment:

Motion made by Heidi Matthews, seconded by Mrs. Bodin-Hettinger to adjourn at 9:06 p.m.

Motion passed 7-0-0. Yes: Caruso, Matthews, Geary, Hennessy, Ryan, Vigeant, Bodin-Hettinger.

Respectfully submitted,

Heidi Matthews
Secretary, Marlborough School Committee

HM/jm

Approved October 13, 2020

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2020 OCT 14 A 11:01

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School Committee
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Call to Order

October 2, 2020

1. Chairman Vigeant called the special meeting of the Marlborough School Committee to order at 12:17 PM at the Early Childhood Center-School Committee Conference Room, 17 Washington Street, Marlborough, MA. Members remotely present included Chairman Arthur Vigeant, Katherine Hennessy, Daniel Caruso, Heidi Matthews, Denise Ryan, Michelle Bodin-Hettinger. Members physically present included Earl Geary. Also, physically present were Superintendent Michael Bergeron, and Director of Finance and Operations, Douglas Dias. Remotely present were Eileen Barry, MEA President.

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

2. Action Items/Reports

A. Return MHS to In-Person Learning

Chairman Vigeant discussed that the move back to hybrid learning was being expedited after a discussion with Superintendent Bergeron. Superintendent Bergeron stated that the move to remote that was voted on at the September 22, 2020 meeting was done with an abundance of caution. As of Wednesday, September 30, 2020 all cases associated with MHS had recovered and his recommendation is to bring the students back on Monday, October 5, 2020, earlier than the original October 13, 2020 date. Cohort A is scheduled to return on October 5th and Cohort B students have only been remote. He is working with Mr. Riley to make up the lost in-person learning for students in Cohort B, being sure to give parents/guardians plenty of notice understanding that some students may help care for younger siblings.

Mr. Caruso wanted to know the reason why the original time of two weeks remote was decided upon. Mr. Bergeron explained that any spread from those current cases would be within a two-week period and be quarantined to prevent additional spread. A report from Wednesday, September 30, 2020 indicated that all cases related to MHS had recovered and there are no active cases. After a discussion with Mayor Vigeant and Mr. Riley, MHS Principal, the recommendation is for students to return a week earlier than expected. There is daily contact with the Board of Health and the state.

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Mayor Vigeant said there is justification for going back on Monday; we want to get those kids back in school and keep them in school. Elementary students have had a full cycle of the hybrid model. He also stated that the state had no input in the decision to get the kids back. And, if it happens again, we should not give a definitive date for return.

Mrs. Hennessy appreciates having the meeting to discuss getting kids back in school. We are only as good as the information provided to us by the Board of Health and families and students. Families need to be provided with clear & appropriate information. She said other communities with the same issues are implementing a fine structure. Mr. Bergeron stated he would defer to the city. The school district cannot levy a fine and he has not had that discussion with the Board of Health. Principal Riley and his team are working hard on the importance on in-school learning and accountability by students and families. Superintendent Bergeron has spoken with Chief Giorgi about egregious breaking of the rules and has the department's full support.

Mrs. Hennessy brought up fines as a point of discussion for awareness and keeping kids safe and in school. She complimented the administrative team and staff at the high school for the quick pivot for kids learning this week. She said it shows the strength of the district with all that has been done to bring equity for Cohort B.

Mrs. Bodin-Hettinger asked Superintendent Bergeron to explain the process that took place at Whitcomb this week. He said that a student from week 1, Cohort A tested positive. Those who were in the classroom environment with the student were contacted and notified they had to quarantine for fourteen days. Staff members who were in contact were also notified they would need to quarantine for fourteen days. The process worked as designed. After a Leadership Meeting, it has been decided to make a slight tweak to the notification to parents/guardians (from **will** to **have been** contacted) when the message is sent.

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Mayor Vigeant commented that the whole thing is a learning process and is evolving every day. He gave kudos to staff in schools, Superintendent Bergeron and John Garside, from the Board of Health. They are working over and above to keep all informed and are being transparent with the public. And, the public needs to be transparent with us. If kids are not feeling well, they need to be kept at home; they should not send children to school sick. The city is hiring two COVID ambassadors to work with city and schools to get the information out to all corners of the community.

A motion was made by Mrs. Bodin-Hettinger and seconded by Chairman Vigeant for students to return to the hybrid model, at Marlborough High School, on Monday, October 5, 2020.

Mrs. Hennessy asked for a point of clarity concerning extracurricular activities. Superintendent Bergeron stated that sports and extracurricular activities would also resume on October 5, 2020.

Chairman Vigeant called for a roll call vote:

- Mrs. Ryan – Yes
- Mrs. Bodin-Hettinger – Yes
- Mr. Geary – Yes
- Mr. Caruso – Yes
- Mrs. Hennessy – Yes
- Mrs. Matthews – Yes
- Chair - Yes

3. Adjournment motion to adjourn same order – all yes

Motion made by Mr. Caruso, seconded by Chairman Vigeant to adjourn.

Chairman Vigeant called for a roll call vote:

- Mrs. Ryan – Yes
- Mrs. Bodin-Hettinger – Yes
- Mr. Geary – Yes
- Mr. Caruso – Yes
- Mrs. Hennessy – Yes
- Mrs. Matthews – Yes
- Chair – Yes

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The meeting adjourned at 12:42 PM.

Respectfully submitted,

Heidi Matthews
Secretary, Marlborough School Committee

HM/ps

Approved October 13, 2020

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**CITY OF MARLBOROUGH
CONSERVATION COMMISSION**

**September 17, 2020
7:00 pm
Minutes**

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2020 OCT -8 A 9:08

Chairman Clancy opened the meeting and read the announcement that the meeting was being held virtual due to the COVID-19 pandemic as required by the Governor, and that the meeting was being held on the Microsoft Teams platform and was being recorded as outlined on the agenda.

Present: On a roll call vote with the following yeas: Edward Clancy; David Williams, Allan White, William Dunbar, Karin Paquin and John Skarin- 6 members present. Also present was Priscilla Ryder Conservation Officer.

Absent: Dennis Demers

Approval of Minutes: The minutes of August September 3, 2020 were approved on a motion by Mr. Skarin second by chair to accept the minutes as written 6-0 with the following yeas: Edward Clancy-chairman, David Williams, Allan White, Karin Paquin, William Dunbar, and John Skarin.

Public hearings:

Request for Determination of Applicability

167 Cullinane Dr. – Richard White

Richard White and Diana Sandini were both present. They explained that they wanted to remove the existing wooden retaining wall and replace it with a stone retaining wall. The old wall is starting to sluff and the soil above the wall is starting to migrate into the lake. They would like to prevent any further deterioration by replacing the wall. They understand that they will have to carry the materials to the site by hand from the driveway. They will add crushed stone under the footings which will be cement mixed on site. The Commission asked questions about the footing foundation, some of the existing structures on the site seen in the aerial photo, and the water level when the lake is down. Ms. Ryder noted that later this evening the Commission will be reviewing a request to draw down the lake on Oct. 19th, 2020. After some additional discussion on wall type and construction company, the Commission closed the hearing. On a motion by Mr. Skarin, second by chairman to approve the project with a negative determination with standard conditions and a condition to pin the wall prior to construction, so it is replaced in kind, the Commission voted unanimously 6-0 with the following roll call of all yeas: Edward Clancy, David Williams, Allan White, Karin Paquin, William Dunbar, and John Skarin.

Notice of Intent

192 Reservoir St. - David Dowd

David Dowd has the property under agreement and is proposing to build a house on the existing foundation that was built in 1998. Since 1998 the foundation has been covered with a "pool cover" to keep out the elements. He explained that the Commission issued a permit back then and he'd like to finish the project. Unfortunately, the foundation was not built according to the original plans, so it is a non-conforming foundation and falls within the Floodplain and Wetlands Protection district (FWPD).

The foundation is only 25' from the water instead of the 30' from the water's edge which is required. He will be seeking a special permit from the Zoning Board of Appeals (ZBA). He would like to add a deck and a walkway behind the house and a walkway down to the water's edge. He noted that he also wanted to clear out some of the non-native invasive plants that are in the back yard. Chairman Clancy asked about the new deck and how it would be secured to the ground. Mr. Dowd explained they would be on sona tubes to hold up the posts. He is proposing a sliding door at the back, so may have a second patio outside the sliding doors. He explained that he will not cut any of the trees along the shoreline, except if they are dead or already strangled with bittersweet, he believes two are already compromised. After further discussion he said he might have two decks and a patio. There was a discussion about the floodplain which is shown as elevation 262' on the plans. The Commission asked for clarification of what activities could occur in the 30' setback required in the regulations. Ms. Ryder reviewed the regulation and noted that no development is permitted without first getting a special permit from the ZBA under the FWPD. The Commission noted that the Commission's 20' no touch zone would still be in play. However, Ms. Ryder noted that the slope below the deck and walkway is steep and the Commission should find out what is being removed and what will be replanted and what the back yard will look like. Chairman Clancy made it clear that the Commission DOES need to see a planting plan. After some additional discussion it was agreed that a site visit was in order and Tuesday, September 22 at 5:00 PM at 192 Reservoir St. was the date and time chosen. The hearing was continued to the Oct. 1, 2020 agenda.

**Notice of Intent - (212-1226) Review Draft Order of Conditions
86 Roosevelt St. (Map 55 Parcel 49) - Carlos Marcolino**

Dan Bremser and Jacob Lemieux from Hancock Associates were both present and explained that they had revised the plan slightly to include the existing erosion control line which is slightly closer to the proposed foundation, and have shown the trees, one or two of which they would like to remove as it will impact the house and the roots will be disturbed. As noted at the previous meeting this property lies within the Water Supply Protection District (WSPD) and therefore has a 50' no disturb zone from the wetland edge, which was previously approved with an Order of Resource Area Delineation (ORAD). Mr. Lemieux explained that he had received confirmation from Tom DiPersio that the sewer line and connection had been approved.

Mr. Clancy asked how they expect to dig the footings when they only have 4' to the edge of the no disturb zone. All footings are over excavated to place forms to pour concrete. In his opinion and several other Commission members agreed, there isn't enough room. Mr. Bremser noted that they would have to work carefully and would need to work from the street side of the project. Mr. Dunbar noted that the applicant hasn't given any consideration to reducing the size of the house or moving it forward or anything to create a bigger gap behind the house. After much discussion about this, Mr. Bremser and Mr. Lemieux suggested that the hearing be continued and they would discuss with the owner whether the house configuration can be changed, as they can hear the Commission is not ready to approve something this close. The Commission agreed and the hearing was continued to the Oct. 1st Commission meeting.

Notice of Intent (3 separate filings as noted below)

Hayes Memorial Dr. - The Gutierrez Company

Israel Lopez from the Gutierrez Co. and Carlton Quinn from Allen and Major were both present. Mr. Lopez explained that they have revised the plans based on comments from the Engineering Department comments and felt comfortable with proceeding with the review of the Order of Conditions. Mr. Clancy noted that he would like to review the changes made since the last meeting based on Tom DiPersio comments. He reviewed the letter from David Robinson dated September 11, 2020 in response to the comments submitted to them by e-mail from Tom DiPersio dated Sept. 3, 2020. The changes noted have been reflected on the plans. Some of the changes included, the location of the Geotech fabric for the large retaining walls, all infiltration systems having inspection ports, some utility elevation adjustments, and creating access to the detention basins for maintenance purposes. After these were discussed the Commission reviewed each lot separately:

Lot L - Construct an 80,880 s.f. warehouse distribution center with associated parking, drainage, utilities and landscaping. Map 99, Parcel 1 and Map 88 Parcel 35. Work is proposed near wetlands.

Ms. Ryder noted that the replication area on this lot which had been reconstructed after the test pits were dug will need to be documented in and conditions added to the draft conditions related to monitoring and reporting about this. She noted that the other changes made based on Mr. DiPersio comments appear to have been addressed, she's waiting for final approval from Mr. DiPersio. The Applicant noted they are confident they have addressed all the issues and know they will need to reopen the meeting if changes need to be made. So, the Commission closed the hearing. The Commission then reviewed the draft Order of Conditions and noted the condition above to be added. On a motion from Mr. Skarin, second by Mr. Clancy to approve the Order of Conditions as drafted and amended. The Commission voted unanimously with all yeas as follows on a roll call vote: Edward Clancy, David Williams, Allan White, Karin Paquin, William Dunbar, and John Skarin.

Lot K - Construct a 29,540 ± s.f. warehouse distribution center with associated parking, drainage, utilities and landscaping. Map 88, Parcel 1 and Map 88 Parcel 35. Work is proposed near wetlands

Ms. Ryder noted that the other changes were made based on Mr. DiPersio's comments appear to have been addressed, she's waiting for final approval from Mr. DiPersio. The Applicant noted they are confident they have addressed all the issues and know they will need to reopen the meeting if changes need to be made. So, the Commission closed the hearing. The Commission then reviewed the draft order of conditions and noted the condition above to be added. On a motion from Mr. Skarin, second by Mr. Clancy to approve the Order of Conditions as drafted and amended. The Commission voted unanimously with all yeas as follows on a roll call vote: Edward Clancy, David Williams, Allan White, Karin Paquin, William Dunbar, and John Skarin.

Lot M - Construct a 24,020 ± s.f. warehouse distribution center with associated parking, drainage, utilities and landscaping. Assessors Map 88 Parcel 1 and Map 99, Lots 1 & 6. Work is proposed near wetlands.

Ms. Ryder noted that the other changes made based on Mr. DiPersio's comments appear to have been addressed, she's waiting for final approval from Mr. DiPersio. The Applicant noted they are confident they have addressed all the issues and know they will need to reopen the meeting if changes need to

be made. So, the Commission closed the hearing. The Commission then reviewed the draft Order of Conditions and noted the condition above to be added

Discussion/Correspondence:

- **FY 2021 Mass Wildlife Habitat Management grant applications** - Ms. Ryder noted that the applications are due in mid-October for this grant and was looking for ideas on what to apply for. Mr. Clancy noted that using goats at Orchard Estates II parcel to get rid of the poison ivy and return the area to a meadow might be a possibility. Ms. Paquin noted that for land that isn't huntable you get less points. However, it might be worth the application. Other members noted that they would think about it and share ideas if they came up with any.
- **DEP 212-1215 Green District – 107 Simarano Dr. – pre-construction meeting discussion**
Present for this discussion were: Joe Peznola – Hancock Associates Civil Engineering Project Manager, Dave Cowell – Hancock associates Erosion Control Monitor, John Shipe SC – Owner's Representative, Matt Cohen – PHI Project Manager, Jim Gallagher – PHI Superintendent, Jeff Bergeron – PHI Project Executive; Jason Souza – G Lopes Project Manager

Mr. Peznola explained that the project is ready to begin work, as required in the Order of Conditions. They have assembled the construction crew and erosion consultant to review construction procedure as required. They would like to start site work this fall as they need to move a lot of material before they start building. They are only looking to do work on Phase 1 at this time, so will not be discussing the foot bridges or foot paths. They will be seeking a foundation permit probably in October sometime. They anticipate putting in roads and detention basins and moving soil this fall. Clearing work is expected in mid-October. They expect to remove logs as there are some big trees and salvage the rest. The Commission noted that in some areas the invasive plants are thick and need to be removed and treated separately than then uncontaminated materials. Mr. Peznola explained the construction sequencing as outlined on the plans shown and discussed temporary swales and basins that have been properly sized. He explained that Mr. Cowell from his office would be the erosion control consultant and will be monitoring the site weekly and after each storm event. The trailer location and roadway construction and temporary surface were discussed to ensure easy access and a stable roadway surface. Ms. Ryder noted that the detention basin pipe location was to be evaluated in the field before any clearing and wanted to be sure she is called prior to any clearing to see that staked out location, the intent was to choose a path with the least tree removal. After some discussion about rock removal etc. the Commission was satisfied that the team assembled understood the rules and could begin construction. The Commission thanked them for coming.

- **Ft. Meadow Reservoir drawdown 2020 discussion-** Lee Thompson, Chairman of the Ft. Meadow Commission was present and made a request to have the lake lowered this fall starting on October 19th to allow for wall repair and weed control along the lake. On a motion by Mr. White, second by the chairman the Commission voted unanimously 6-0 to approve the drawdown for Oct. 19, 2020 on a roll call vote all yeas: Edward Clancy, David Williams, Allan White, Karin Paquin, William Dunbar, and John Skarin.

- **Phragmites Treatment Ft. Meadow Reservoir 2020** - Mr. Thomson also noted that the consultant had gone out on the lake today to see if Phragmites treatment is needed, the Commission agreed that this could be approve the treatment contingent on the consultant's recommendation. On a motion by Mr. White, second by the chairman the Commission voted unanimously 6-0 to approve phragmites treatment this year if recommended by consultant, on a roll call vote all yeas: Edward Clancy; David Williams, Allan White, Karin Paquin, William Dunbar, and John Skarin.

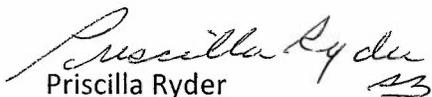
Certificate of Compliance:

- 212-1156 85 Dufresne Dr. – Full Certificate of Compliance- Ms. Ryder indicated the fence has not yet been installed, therefore this item was continued to the next meeting on Oct. 1, 2020.
- 212-1221 190 Sudbury St. – Full Certificate of Compliance- Ms. Ryder noted that the work has been completed and shared some photos of the completed work taken that morning. The owner Susan Gottschlich was also present at the meeting. Ms. Ryder noted that the plantings along the edge looked good, but the soil is still raw, so some mulched leaves on both banks would help prevent any washing out. The homeowner said she would do this. After some discussion on a motion by Ms. Paquin second by chairman to issue a full Certificate of Compliance the Commission voted unanimously 6-0 to approve on a roll call vote of all yeas: Edward Clancy, David Williams, Allan White, Karin Paquin, William Dunbar, and John Skarin.

Next Conservation Commission meetings – October 1st and 15th, 2020

Adjournment: There being no further business, on a motion by Mr. White second by the Chairman to adjourn, the unanimous vote 6-0 with a roll call of yeas: Edward Clancy, David Williams, Allan White, Karin Paquin, William Dunbar, and John Skarin. The meeting was adjourned.

Respectfully submitted,



Priscilla Ryder

Conservation/ Sustainability Officer



CITY OF MARLBOROUGH
Marlborough, Massachusetts 01752

Fort Meadow Commission

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2020 OCT 13 A 9:57



TOWN OF HUDSON
Hudson, Massachusetts 01749

June 18, 2020 Fort Meadow Commission Meeting Minutes

7:01 PM - Meeting called to order via Zoom

In attendance:

- Marlborough Commissioners Lee Thomson and Paul Gould and agent Carl Blatchley
- Hudson Commissioner Gary Pelletier
- Three residents from Hudson and/or Marlborough

Minutes:

- Minutes from May 21, 2020 meeting were reviewed and approved by Commissioners Lee Thomson, Paul Gould and Gary Pelletier as written
- Recreation Department
 - The Marlborough beach to open on 6/26/2020. The launch will be open 4 days a week, Thursdays & Fridays: 2PM-8PM, and Saturdays and Sundays from 10AM-8PM
 - The Hudson beach is closing for renovations on 6/19/2020
- Incidents
 - Many swimmers are swimming beyond the buoys at the Marlborough beach. The Commissioners have been instructing them on the dangers of swimming beyond those buoys and having them return to the swimming area
- Algae and Weeds
 - The lake will be treated for weeds on 6/29/2020, appropriate signs will be posted, letters were sent to abutters and notices printed in the papers
- Marker buoys
 - The Commissioners voted unanimously to purchase three 5-inch buoys to replace damaged ones
 - Agent Carl Blatchley will make the purchase and have them picked up to save shipping costs
- 2020 commission staffing
 - An agent is needed to assist in the east basin
- Fisherman Registration
 - The Marlborough recreation department asked the commissioners to issue a key to a fisherman who had not gotten one last year when they were replaced. The vote was unanimous.
- 2020 Remaining Meeting Schedule
 - Meetings will be on the 3rd Thursday of the months of June, July, August, and September via Zoom teleconferencing until further notice as defined by the towns of Marlborough and Hudson

7:26 PM - Meeting adjourned



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TOWN OF HUDSON
Hudson, Massachusetts 01749

July 16, 2020 Fort Meadow Commission Meeting Minutes

7:01 PM - Meeting called to order via Zoom teleconferencing

In attendance:

- Marlborough Commissioners Lee Thomson and Paul Gould
- Hudson Commissioner Gary Pelletier

Minutes:

- Minutes from June 18, 2020 meeting were reviewed and approved by Commissioners Lee Thomson, Paul Gould and Gary Pelletier as written
- Recreation Department
 - Marlborough Memorial Beach is open, and incidents and problems have stopped.
 - Hudson Centennial Beach will remain closed for the season due to construction.
- Incidents
 - A boat owner was speeding after dark on July 10. The owner was located and spoken to.
 - Boats remaining at the launch after closing were noticed and dealt with on three occasions by Commissioner Thomson.
 - On July 12, a swimmer was left 300 feet from a boat for 20 minutes, a neighbor rescued and returned him to the boat.
 - Commissioner Thomson located and reprimanded the boat owner.
- Algae and Weeds
 - Several complaints of weeds remaining after the treatment are in the process of being investigated.
- Marker buoys
 - Three new marker buoys have been ordered and paid for.
- Fisherman Registration
 - The fisherman log will be updated and distributed. An email will be sent to all participants reminding them of their responsibilities.
- 2020 Remaining Meeting Schedule
 - Meetings will be on the 3rd Thursday of the months of June, July, August, and September via Zoom teleconferencing until further notice as defined by the towns of Marlborough and Hudson

7:26 PM - Meeting adjourned



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Fort Meadow Commission

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TOWN OF HUDSON
Hudson, Massachusetts 01749

August 20, 2020 Fort Meadow Commission Meeting Minutes

7:02 PM - Meeting called to order via Zoom teleconferencing

In attendance:

- Marlborough Commissioners Lee Thomson and Paul Gould, and Marlborough Agent Carl Blatchley
- Hudson Commissioner Gary Pelletier

Minutes:

- Minutes from July 16, 2020 meeting were reviewed and approved by Commissioners Lee Thomson, Paul Gould, and Gary Pelletier as written.
- Recreation Department
 - The Marlborough recreation department reported that one recent weekend the boat launch needed to be closed because there was no trailer parking available given the high number of boats launched that day.
- Incidents
 - Residents near Centennial Beach complained about illegal fireworks being set off during a weekday evening from a house near the beach. A commissioner politely spoke to the owner of the home about the legality and noise. The owner's response was rude and disrespectful.
 - Jet ski swapping of drivers continues at the launch. The launch is available for putting boats in and out only. Commissioner Lee Thomson will speak to the recreation department.
 - A Lakeshore Drive resident called the commission reporting algae. The commission contacted the health department who reported after inspection that none was found.
 - An unhealthy and badly leaning pine tree in the narrows was reported to the commission. After pictures and investigation, it was found to potentially compromise travel through the narrows. The Conservation Commission was contacted and will handle the problem with the property owner.
 - The commissioners and agent were reminded that sunset is occurring earlier now, and they should be vigilant in reminding boats to be lighted and proceed at headway speed after sunset.
 - It was reported that the number of boats and jet skis on the lake, especially on the weekends, is greater than in past years. There were three jet ski operators in the Cullinan cove who were talked to about safety. A general concern was expressed about jet ski safety on the lake. The commission agreed to have additional discussion on the topic and consider recommendations to improve safety.
- Algae and Weeds
 - Commissioner Lee Thompson is working with the Conservation Commission and the weed control contractor to schedule the after-treatment survey and report.



CITY OF MARLBOROUGH
Marlborough, Massachusetts 01752

Fort Meadow Commission



TOWN OF HUDSON
Hudson, Massachusetts 01749

- Drawdown
 - The commissioners voted unanimously to recommend a drawdown this year unless the weed control company indicates otherwise.
- Marker Buoys & Dock Supplies
 - It was reported the commission has what is needed at this point except for a reel of rope.
- Fisherman Registration
 - Fisherman should contact the Marlborough Recreation Department about fisherman registration issues.
- 2020 Meeting Schedule
 - Meetings will be on the 3rd Thursday of the months of June, July, August, and September via Zoom teleconferencing until further notice as defined by the towns of Marlborough and Hudson

7:43 PM - Meeting adjourned

Marlborough Public Library Board of Trustees
Meeting Minutes

September 1, 2020
Bigelow Auditorium, Marlborough Public Library

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2020 OCT 14 P 2:07

Meeting called to order by Tom Abel at 7:08pm

Board Members Present: Tom Abel, Fred Haas, Nena Bloomquist, Robyn Ripley, Janice Merk, Karen Bento, Rustin Kyle, Bill Brewin

Board Members Absent: Samantha Khosla

Also Present: Margaret Cardello, Library Director

Documents Reviewed/Referenced:

1. Agenda
2. Minutes from the June 2, 2020 meeting
3. Trust Fund/State Aid report for June, July and August 2020
4. Director's Report
5. Library Reopening Proposal
6. Northeast Document Conservation Center estimates

Proceedings:

1. **Minutes:** *A motion (Bloomquist/Brewin) to approve the minutes from the June 2, 2020 meeting was passed.*
2. **Trust Fund Reports:** *A motion (Merk/Haas) to approve the Trust Fund Reports for June, July and August 2020 was passed.*
3. **Director's Report:**
 - Margaret provided the following operation updates:
 - The building has remained closed through the summer but has been staffed from 9am – 5pm Monday through Friday (6:30pm on Wednesdays) by the 6 staff members who were not laid off, and Margaret.
 - The contactless pickup service has been extremely well received by the community and is working very well. It has proven to be very labor-intensive, however. Supporting this important service, processing items that are being returned in accordance with COVID-19 safety guidelines, and supporting many patron calls takes up nearly all of the team's time. As a result, programming has had to slow down, the weekly news digest has changed to a monthly format, and collection updates have been sporadic. Processing of new items is also backlogged.

- The very high level of activity over the past few months demonstrates the important role the library plays for the citizens of Marlborough. From June 8 through the end of August:
 - 13,265 items were borrowed by MPL patrons
 - 2,500+ bags were prepared and picked up through the contactless pickup services
 - 10,482 items were checked in (books, movies and other items)
 - 20 virtual events were held, not including the twice-weekly virtual storytimes on Facebook
 - 170 children and teens participated in the Summer Reading program
- Margaret has been working on a library reopening plan which would enable patrons to enter the library by appointment to browse the main floor, use computers, etc. Margaret has been participating in virtual meetings with other librarians throughout the state to share reopening ideas. She will be sharing a proposal with the Mayor and HR Director on Sept. 2. Reopening the library would require hiring back several staff members.
- Some physical changes have already been implemented in preparation for reopening, including plexiglass around the service desks. The Fire Department has supplied the library staff with masks, gloves and hand sanitizer.
- The MPL annual statistical report to the Mass. Board of Library Commissioners (MBLC) is due October 2, and the financial report is due on Nov 6. The reporting period will focus on FY20 data from July 1, 2019 through March 2020, since most libraries shut down in March.
- The library renovation and expansion project has continued to move forward. The Design Development phase has been completed, and another cost estimate that is valid through September 2021 confirmed that the project remains on budget. The current focus is selecting a design for the glass fritting, which is a pattern in the glass that lessens solar impact and boosts LEED scores. Once this design has been selected, a new set of renderings will be developed to show the detailed aspects of the exterior. Detailed construction documents must be completed and submitted to the MBLC by January 2021.

4. **Committee Reports:**

- Marlborough Public Library Foundation:
 - MPLF Chair Nena Bloomquist informed the Trustees that the Foundation would be sending a letter to all donors to update them on the status of the renovation and expansion project, and assure them that their donations would still be used for this purpose.

5. **Old Business:**

- None

6. New Business

- Margaret received a request from Bob Fagone, Chair of the Historical Commission, and Nat Bowen, DPW, to assist with the preservation and digitization of a book recently found in the City Clerk's safe. The book contains handwritten notes from the founding of the Town of Marlborough in 1660. Margaret received a proposal from the Northeast Document Conservation Center, which she shared with the Trustees for consideration. The Trustees discussed using Trust Funds, including one specifically established to preserve historical documents, to cover the costs. *A motion (Brewin/Ripley) to table the request until the board's next meeting was passed.*

7. Adjournment: *A motion (Ripley/Bloomquist) to adjourn was approved via roll call vote at 8:25pm.*

Minutes submitted by Janice Merk.