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CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2023 JUN 22 AM 1:30

CITY OF MARLBOROUGH

City Council Agenda

Monday, June 26, 2023

8:00 PM

This meeting of the City Council will be held in City Council Chambers, City Hall, 140 Main Street. **PUBLIC ATTENDANCE IS PERMITTED.** This meeting will be televised on WMCT-TV (Comcast Channel 8 or Verizon/Fios Channel 34), or you can view the meeting using the link under the Meeting Videos tab on the city website (www.marlborough-ma.gov).

1. Minutes, City Council Meeting, June 5, 2023.
2. Minutes, Special City Council Meeting, June 12, 2023.
3. PUBLIC HEARING on the Application for a Wireless Special Permit from Kristen LeDuc on behalf of Dish Wireless to install three (3) Wireless Antennas and related equipment on the rooftop at 2 Mount Royal Avenue, Order No. 23-1008913.
4. PUBLIC HEARING on the Application for Modification of Special Permit from Ralph Aronov on behalf of Green Gold Group, Inc., to amend the hours of operation, type of use, and to allow for internally illuminated signage at the adult use marijuana retail establishment located at 910 Boston Post Road East within the Wayside District, Order No. 20/23-1008062E (X 21-1008326 & 21-1008371).
5. Communication from the Mayor, re: Notification of appointment of ADA Compliance Officer.
6. Communication from Assistant City Solicitor Jeremy McManus, re: Proposed Zoning Amendment to Chapter 650 "Zoning" §36 "Executive Residential Overlay District" (EROD) to increase the cap on the number of multifamily dwelling units allowed from 475 to 950, in proper legal form, Order No. 23-1008872.
7. Communication from Assistant Building Commissioner William Paynton, re: Request for Approval for Replacement of two (2) Flat Wall Signs and a Free-Standing Sign, Fairfield Inn, 105 Apex Drive, within the Hospitality and Recreation Mixed Use Overlay District (HRMUOD).
8. Communication from the Planning Board, re: Favorable Recommendation on the Proposed Zoning Amendment to Chapter 650 "Zoning" §36 "Executive Residential Overlay District" (EROD) to increase the cap on the number of multifamily dwelling units from 475 to 950, Order No. 23-1008872.
9. Communication from the Retirement Board re: MGL Chapter 32, §103(j) Cost of Living increase (COLA).
10. Communication from Central MA Mosquito Control Project, re: Personnel will be in the community responding to residents' concerns about mosquitos on various dates in July 2023.

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.

11. Application for Taxi/Livery License from Tim Ending d/b/a Platinum Care Plus, to operate a Livery Service with one vehicle, 67 Forest Street, #267.
12. Petition from Lightpath, to install underground cable in conduit and other equipment within the public way on Cedar Hill Street near D'Angelo Drive.
13. Application for Special Permit from Rick Marino, Trustee on behalf of Marco Realty Trust, to expand a pre-existing nonconforming use pursuant to City Code Chapter 650 "Zoning" §12(B) at 13-15 Mechanic Street.
14. Minutes of Boards, Commissions and Committees:
 - a) School Committee, May 23, 2023.
 - b) Council on Aging, May 9, 2023.
 - c) Library Board of Trustees, September 6, 2022, January 3, 2023, February 7, 2023, March 7, 2023, & April 4, 2023.
 - d) Planning Board, April 24, 2023 & May 8, 2023.
15. CLAIMS:
 - a) Edward Mcmanus, 44 Queens View Road, other property damage and/or personal injury.
 - b) Minh Tran, 21 Mohican Path, pothole or other road defect.

REPORTS OF COMMITTEES:

UNFINISHED BUSINESS:

Councilors-at-Large

Mark A. Oram
 Michael H. Ossing
 Samantha Perlman
 Kathleen D. Robey

**Ward Councilors**

Ward 1 – Laura J. Wagner
 Ward 2 – David Doucette
 Ward 3 – J. Christian Dumais
 Ward 4 – Teona C. Brown
 Ward 5 – John J. Irish
 Ward 6 – Sean A. Navin
 Ward 7 – Donald R. Landers, Sr.

Council President

Michael H. Ossing

Council Vice-President

Kathleen D. Robey

**CITY OF MARLBOROUGH
 CITY COUNCIL
 MEETING MINUTES
 MONDAY, JUNE 5, 2023**

The regular meeting of the City Council was held on Monday, June 5, 2023, at 8:00 PM in City Council Chambers, City Hall. City Councilors Present: Ossing, Wagner, Doucette, Dumais, Brown, Irish, Navin, Landers, Oram, Perlman & Robey. Meeting adjourned at 8:48 PM.

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

ORDERED: That the Minutes of the City Council meeting, MAY 22, 2023, **FILE**; adopted.

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

ORDERED: That the Minutes of the Special City Council meeting, MAY 25, 2023, **FILE**; adopted.

That the CONTINUED PUBLIC HEARING on the Petition from Andrew Delli Carpini on behalf of Colbea Enterprises, LLC, pursuant to Chapter 342 “Gasoline Stations and Car Washes” §2 “Exceptions” of the Code to operate a gas station/convenience store (Shell Station) at 342 Boston Post Road East on a 24-hour basis, Order No. 23-1008870A, all were heard who wish to be heard, hearing closed at 8:21 PM, adopted.

- a) Communication from Attorney James Hall on behalf of Colbea Enterprises, LLC, re: Memorandum in support of Petition for 24-hour operation of gas station/convenience store (Shell Station) at 342 Boston Post Road East, Order No. 23-1008870A.

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

That the PUBLIC HEARING on the Application for Special Permit from Andy Fitz, on behalf of JP Morgan Chase Bank to install a drive-thru ATM for the Chase Bank branch to be located at 189 Boston Post Road West, Order No. 23-1008890, all were heard who wish to be heard, hearing closed at 8:34 PM, adopted.

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

Suspension of the Rules requested – granted.

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

ORDERED: That the Reappointment of Nena Bloomquist to the Library Board of Trustees for a 3-year term to expire August 26, 2024, **APPROVED**; adopted.

Suspension of the Rules requested – granted.

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

ORDERED: That the Reappointment of Paul Gould to the Fort Meadow Commission for a 3-year term to expire on February 24, 2026, **APPROVED**; adopted.

Suspension of the Rules requested – granted.

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

ORDERED: That the Reappointment of Stefanie Ferrecchia to the Community Development Authority for a 3-year term to expire on March 9, 2026, **APPROVED**; adopted.

Suspension of the Rules requested – granted.

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

ORDERED: That the Reappointment of Dr. Joseph Tennyson to the Board of Health for a 3-year term to expire on February 2, 2026, **APPROVED**; adopted.

Suspension of the Rules requested – granted.

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

ORDERED: That the Reappointment of Debra McManus to the Commission on Disabilities for a 3-year term to expire on October 21, 2025, **APPROVED**; adopted.

Suspension of the Rules requested – granted.

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

ORDERED: That the Reappointment of Linda Clark to the Board of Registrars for a 3-year term to expire on April 1, 2026, **APPROVED**; adopted.

Suspension of the Rules requested – granted.

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

ORDERED: That the Reappointment of John Skarin to the Conservation Commission for 3-year term to expire on March 7, 2025, **APPROVED**; adopted.

Suspension of the Rules requested – granted.

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

ORDERED: That the That the Reappointment of Karin Paquin to the Conservation Commission for 3-year term to expire on May 5, 2026, **APPROVED**; adopted.

Suspension of the Rules requested – granted.

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

ORDERED: That the Reappointment of Ellen Silverstein to the Board of Assessors for a 3-year term to expire on September 8, 2026, **APPROVED**; adopted.

Suspension of the Rules requested – granted.

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

ORDERED: That the Reappointment of David Morticelli to the Community Development Authority for a 3-year term to expire on March 23, 2026, **APPROVED**; adopted.

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

ORDERED: That the Capital Transfer Request in the amount of \$1,598,076.10 which moves funds from Free Cash to Capital Outlay for various departmental needs as outlined, referred to the **FINANCE COMMITTEE**; adopted.

Available Balance	Amount	FROM ACCOUNT:			Amount	TO ACCOUNT:			Available Balance
		Org Code	Object	Account Description:		Org Code	Object	Account Description:	
<u>\$1,964,940.48</u>	<u>\$1,598,076.10</u>	<u>10000</u>	<u>35900</u>	<u>Undesignated Fund</u>	<u>\$152,000.00</u>	<u>19300006</u>	<u>55300</u>	<u>Capital Outlay-Voting Equip</u>	<u>\$0.00</u>
	Reason:	<u>To fund various capital requests</u>				<u>Polling equipment</u>			
					<u>\$325,076.10</u>	<u>19300006</u>	<u>58593</u>	<u>Capital Outlay-Police Dept</u>	<u>\$2,362.55</u>
						<u>Cruisers, vests, tasers</u>			
					<u>\$380,000.00</u>	<u>19300006</u>	<u>58618</u>	<u>Capital Outlay-IT</u>	<u>\$0.00</u>
	Reason:					<u>Firewall replacement</u>			
					<u>\$25,000.00</u>	<u>19300006</u>	<u>58512</u>	<u>Capital Outlay-Fire Dept</u>	<u>\$0.00</u>
	Reason:					<u>Mattresses</u>			
					<u>\$15,000.00</u>	<u>19300006</u>	<u>52750</u>	<u>Capital Outlay-Veterans</u>	<u>\$0.00</u>
	Reason:					<u>Galvanized square veterans signs</u>			
					<u>\$701,000.00</u>	<u>19300006</u>	<u>58731</u>	<u>Capital Outlay-DPW Equipment</u>	<u>\$58.57</u>
	Reason:					<u>DPW Equipment</u>			
	<u>\$1,598,076.10</u>	<u>Total</u>			<u>\$1,598,076.10</u>	<u>Total</u>			

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

ORDERED: That the Communication from the Mayor, re: Proposed Zoning Amendments to Chapter 650 "Zoning" to add a new §37A "Multi-Family MBTA Housing Overlay District" relative to Multi-Family Zoning Requirements for MBTA Communities, referred to the **URBAN AFFAIRS COMMITTEE**; adopted.

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

ORDERED: That the Communication from City Solicitor Jason Grossfield, re: Request for Executive Session to discuss litigation strategy relative to JW Capital Partners, LLC and Marlborough TOTG LLC v. City of Marlborough (Land Court No. 23 MISC 000199), **MOVED TO THE END OF AGENDA & FILE**; adopted.

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

ORDERED: That the Communication from Central MA Mosquito Control Project, re: Personnel will be in the community responding to residents' concerns about mosquitos on various dates in June 2023, **FILE**; adopted.

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

ORDERED: That the Request by the Sudbury Companies of Minute and Militia for a Temporary Sign at the corner of Route 20 and Hagar Road from September 23, 2023, to October 1, 2023, for the 2023 Colonial Faire and Muster at the Wayside Inn, **APPROVED**; adopted.

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

ORDERED: That there being no objection thereto set **MONDAY JUNE 26, 2023**, as the **DATE FOR PUBLIC HEARING**, on the Application for a Wireless Special Permit from Kristen LeDuc on behalf of Dish Wireless to install three (3) Wireless Antennas and related equipment on the rooftop at 2 Mount Royal Avenue, referred to the **PUBLIC SERVICES COMMITTEE & ADVERTISE**; adopted.

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

ORDERED: That there being no objection thereto set **MONDAY JUNE 26, 2023**, as the **DATE FOR PUBLIC HEARING**, on the Application for Modification of Special Permit from Ralph Aronov on behalf of Green Gold Group, Inc., to amend the hours of operation, type of use, and to allow for internally illuminated signage at the adult use marijuana retail establishment located at 910 Boston Post Road East within the Wayside District, referred to the **URBAN AFFAIRS COMMITTEE & ADVERTISE**; adopted.

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

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

- a) School Committee, May 9, 2023.
- b) Conservation Commission, April 6, 2023 & May 4, 2023.
- c) Cultural Council, April 26, 2023.
- d) Traffic Commission, March 29, 2023.

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

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

- a) Emma LeBlanc, 244 Glen Street, other property damage and/or personal injury.

Reports of Committees:

Councilor Irish reported the following out of the Finance Committee:

**City Council Finance Committee
May 25, 2023
Minutes and Report**

This meeting convened at 7:15 PM in the Council Chamber and was open to the public. The meeting was televised on WMCT-TV (Comcast Channel 8/Verizon/Fios Channel 34) and available for viewing using the link under the Meeting Videos tab on the city's home page, www.marlborough-ma.gov.

Voting Members Present: Chair Irish, Councilors Dumais, Perlman, Brown and Oram.

Non-Voting Members Present: Councilors Ossing, Landers, Navin, Robey, Doucette, and Wagner.

Finance Director Jones, City Auditor Smith and DPW Commissioner Divoll addressed the following orders.

Order No. 23-1008878: Communication from Mayor Vigeant with Transfer Request in the amount of \$600,500.00 from Reserve for Salaries and Undesignated Fund to FIRE DEPARTMENT PAYROLL accounts to cover contractual obligations for the Fire Department.

Reports of Committee Continued:

On a motion by Councilor Perlman, seconded by Chair, the committee voted to recommend approval of the transfer under a Suspension of the Rules at the meeting on June 5, 2023. Vote 5-0

Order No. 23-1008879: Communication from Mayor Vigeant with Transfer Request in the amount of \$94,037.90 from Undesignated Fund to Fringes to cover the shortfall in the 1% non-pensionable stipend paid to all city employees.

On a motion by Councilor Perlman, seconded by Chair, the committee voted to recommend approval of the transfer. Vote 5-0

Order No. 23-1008880: Communication from Mayor Vigeant with Transfer Request in the amount of \$9,102.00 from Undesignated Fund to Substance Abuse Coordinator to fund the position for the remainder of the year.

On a motion by Councilor Oram, seconded by Chair, the committee voted to recommend approval of the transfer. Vote 5-0

Order No. 23-1008882: Communication from Mayor Vigeant requesting Council authorization to set spending limits for the following accounts: Parks and Recreation Revolving Account: \$1,275,000.00; Council on Aging Revolving Account: \$150,000.00; Public Safety Revolving Account: \$203,000.00; Water and Sewer Revolving Account: \$500,000.00.

On a motion by Councilor Oram, seconded by Chair, the committee voted to recommend approval of the transfer. Vote 5-0

Motion made and seconded to adjourn; meeting adjourned at 7:45 PM.

Suspension of the Rules requested – granted.

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

ORDERED: That the Transfer Request in the amount of \$600,500.00 from Reserve for Salaries and Undesignated Fund (Free Cash) to Fire Department payroll accounts to cover contractual obligations for the Fire Department, **APPROVED**; adopted.

CITY OF MARLBOROUGH BUDGET TRANSFERS --										
DEPT:		Fire				FISCAL YEAR:		2023		
Available Balance	Amount	FROM ACCOUNT:		Account Description:	Amount	TO ACCOUNT:		Account Description:	Available Balance	
		Org Code	Object			Org Code	Object			
\$5,089,564.80	\$259,600.00	10000	35900	Undesignated Fund	\$25,449.78	12200001	50334	Battalion Chief	\$74,757.59	
	Reason:	To fund the ratified Fire Union contract								
\$340,900.00	\$340,900.00	1990006	57820	Reserve for Salaries	\$275,585.94	12200001	50450	Firefighter	\$607,829.56	
					\$21,594.50	12200001	50800	Fire Captains	\$68,036.70	
					\$41,957.59	12200001	50810	Fire Lieutenants	\$127,851.71	
					\$378.55	12200003	51481	OT-Special Services	\$5,759.15	
					\$33,566.39	12200003	51300	Additional Gross OT	\$282,561.44	
					\$2,462.41	12200003	51324	OT-Vehicle	\$12,458.69	
CITY OF MARLBOROUGH BUDGET TRANSFERS --										
DEPT:		Fire				FISCAL YEAR:		2023		
Available Balance	Amount	FROM ACCOUNT:		Account Description:	Amount	TO ACCOUNT:		Account Description:	Available Balance	
		Org Code	Object			Org Code	Object			
					\$5,495.92	12200003	51328	Call Fire OT	\$40,638.12	
					\$106,378.57	12200003	51920	Sick Leave BuyBack	\$61,035.60	
					\$29,936.35	12200003	51490	Holiday	\$92,227.62	
					\$7,919.57	12200003	51430	Longevity	\$14,306.10	
					\$20,688.89	12200003	51440	Educational Incentive	\$41,800.38	
					\$9,339.75	12200003	51450	Night Shift Differential	\$23,420.21	
					\$13,348.70	12200003	51480	EMT	\$26,283.91	
					\$6,397.09	12200003	51226	First Responder	\$16,223.50	
	\$600,500.00	Total			\$600,500.00	Total				

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

ORDERED: That the Proposed Fiscal Year 2024 Operating Budget as submitted by Mayor Vigeant in the amount of \$188,751,024.00 which represents a 4.57% increase over the Fiscal Year 2023 appropriation, **POSTPONED UNTIL THE JUNE 12, 2023, CITY COUNCIL MEETING**; adopted.

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

ORDERED: That the Marlborough City Council meet in executive session under Purpose 3 of the Open Meeting Law, MGL c. 30A, s. 21(a)(3), to “discuss strategy with respect to...litigation if an open meeting may have a detrimental effect on the...litigating position of the public body” regarding the pending matter, *JW Capital Partners, LLC and Marlborough TOTG LLC v. Marlborough City Council* (Land Court No. 23 MISC 000199), as the chair hereby declares that discussion in an open session may have a detrimental effect on the City and the City Council’s litigating position.

The City Council will not re-convene in open session after the Executive Session.

APPROVED; adopted.

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

ORDERED There being no further business, the regular meeting of the City Council is herewith adjourned at 8:48 PM; adopted.

Councilors-at-Large

Mark A. Oram
 Michael H. Ossing
 Samantha Perlman
 Kathleen D. Robey



RECEIVED
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 CITY OF MARLBOROUGH
 JUN 15 AM 10:10

Ward Councilors

Ward 1 – Laura J. Wagner
 Ward 2 – David Doucette
 Ward 3 – J. Christian Dumais
 Ward 4 – Teona C. Brown
 Ward 5 – John J. Irish
 Ward 6 – Sean A. Navin
 Ward 7 – Donald R. Landers, Sr.

Council President

Michael H. Ossing

Council Vice-President

Kathleen D. Robey

**CITY OF MARLBOROUGH
 CITY COUNCIL
 MEETING MINUTES
 MONDAY, JUNE 12, 2023**

The special meeting of the City Council was held on Monday, June 12, 2023, at 7:00 PM in City Council Chambers, City Hall. City Councilors Present: Ossing, Wagner, Doucette, Dumais, Brown, Irish, Navin, Landers, Oram, & Perlman. Absent: Robey. Meeting adjourned at 7:06 PM.

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

ORDERED: That the Mayor and Finance team revise the FY 2024 budget and add the funding amounts itemized below:

- \$4,590.00 to the City Clerk Department, Assistant City Clerk line item 11610002 50290.
- \$17,600.00 to the Elections Department to fund the Clerk line item 11620002 50141.

APPROVED; adopted.

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

ORDERED: That the Transfer Request in the amount of \$9,102.00 which moves funds from Undesignated Fund (Free Cash) to Substance Use Coordinator to fund the position for the remainder of the year, **APPROVED;** adopted.

CITY OF MARLBOROUGH									
BUDGET TRANSFERS -									
DEPT:		Board of Health				FISCAL YEAR:		2023	
FROM ACCOUNT:					TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$5,089,564.80	\$9,102.00	10000	35900	Undesignated Fund	\$9,102.00	15120001	50607	Substance Use Coordinator	\$0.00
Reason:		To fund the new position through year-end							
	\$9,102.00	Total			\$9,102.00	Total			

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

ORDERED: That the Transfer Request in the amount of \$94,037.90 which moves funds from Undesignated Fund (Free Cash) to Fringes to cover the shortfall in the 1% non-pensionable stipend paid to all city employees, **APPROVED** subject to the submittal by the Mayor and approval by the City Council of the following, adjustment to the FY 2024 budget to fund the Assistant City Clerk salary (Account 11610002 50290 add \$4,590.00) and fund the Election Department Part-Time Clerk position (Account 11620002 50141 add \$17,600.00); adopted.

CITY OF MARLBOROUGH									
BUDGET TRANSFERS -									
DEPT:		Finance/Treasurer				FISCAL YEAR:		2023	
FROM ACCOUNT:					TO ACCOUNT:				
Available									Available
Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Balance
\$5,089,564.80	\$94,037.90	10000	35900	Undesignated Fund	\$94,037.90	11990006	51500	Fringes	\$0.00
Reason:		To fund 1% stipend shortfall							
	\$94,037.90	Total			\$94,037.90	Total			

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

ORDERED: That no more than three hundred fifty thousand dollars (\$350,000.00) shall be expended from the Parks and Recreation Revolving Fund during fiscal year 2024, unless otherwise authorized by City Council and Mayor, **APPROVED**; adopted.

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

ORDERED: That no more than one hundred twenty thousand dollars (\$120,000.00) shall be expended from the Public Safety Revolving Fund during fiscal year 2024, unless otherwise authorized by City Council and Mayor; adopted.

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

ORDERED: That no more than one hundred fifty thousand dollars (\$150,000.00) shall be expended from the Council on Aging Revolving Fund during fiscal year 2024, unless otherwise authorized by City Council and Mayor, **APPROVED**; adopted.

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

ORDERED: That no more than five hundred thousand dollars (\$500,000.00) shall be expended from the Water and Sewer Revolving Fund during fiscal year 2024, unless otherwise authorized by City Council and Mayor, **APPROVED**; adopted.

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

ORDERED: That the Fiscal Year 2024 Budget as submitted by Mayor Vigeant in the amount of \$188,751,024.00 which represents a 4.57% increase over the Fiscal Year 2023 appropriation be modified by **REDUCING** the amounts listed in the table and resulting in an amended FY 2024 Municipal Operating Budget in the amount of \$187,810,924.00.

Department	Account # Description	Reduction
1920 Property & Building Maintenance	50291 Asst Comm Facilities	(\$2,050.00)
1920 Property & Building Maintenance	52120 Electricity	(\$100,000.00)
1990 Other Government	57820 Reserve for Salaries	(\$300,000.00)
2200 Fire Department	51300 Gross OT	(\$50,000.00)
3032 Maintenance Schools	Asst Comm Facilities	(\$2,050.00)
3032 Maintenance Schools	5220 Natural Gas	(\$100,000.00)
8600 Solid Waste	52935 Solid Waste Disposal	(\$86,000.00)
9300 Capital Projects	58595 City Hall Equipment	(\$300,000.00)
TOTAL REDUCTION		(\$940,100.00)

It is further Ordered that the Fiscal Year 2024 Operating Budget be further modified by requesting that Mayor Vigeant increase the total budget by appropriating the following:

Department	Account # Description	Adjustment
1610 City Clerk	50290 Asst. Clerk	+\$4,590
1620 Elections	50141 Clerk	+\$17,600
TOTAL		+\$22,190
6100 Library	50475 Head Adult Services	Unable to fund position without salary ordinance. Request Mayor submit salary ordinance
6100 Library	50478 Program Outreach Coordinator	Unable to fund position without salary ordinance. Request Mayor submit salary ordinance

APPROVED; adopted.

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

ORDERED There being no further business, the special meeting of the City Council is herewith adjourned at 7:06 PM; adopted.



IN CITY COUNCIL

Marlborough, Mass., _____ JUNE 5, 2023 _____

ORDERED:

That there being no objection thereto set **MONDAY JUNE 26, 2023**, as the **DATE FOR PUBLIC HEARING**, on the Application for a Wireless Special Permit from Kristen LeDuc on behalf of Dish Wireless to install three (3) Wireless Antennas and related equipment on the rooftop at 2 Mount Royal Avenue, be and is herewith referred to the **PUBLIC SERVICES COMMITTEE & ADVERTISE**.

Ninety days after public hearing is 09/24/23 which falls on a Sunday, therefore 09/25/23 would be considered the 90th day.

ADOPTED

ORDER NO. 23-1008913



IN CITY COUNCIL

Marlborough, Mass., JUNE 5, 2023

ORDERED:

That there being no objection thereto set **MONDAY JUNE 26, 2023**, as the **DATE FOR PUBLIC HEARING**, on the Application for Modification of Special Permit from Ralph Aronov on behalf of Green Gold Group, Inc., to amend the hours of operation, type of use, and to allow for internally illuminated signage at the adult use marijuana retail establishment located at 910 Boston Post Road East within the Wayside District, be and is herewith referred to the **URBAN AFFAIRS COMMITTEE & ADVERTISE**.

Ninety days after public hearing is 09/24/23 which falls on a Sunday, therefore 09/25/23 would be considered the 90th day.

ADOPTED

ORDER NO. 20/23-1008062E
X 21-1008326
X 21-1008371



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2023 JUN 20 PM 2:30

Arthur G. Vigeant
MAYOR

Trish Bernard
EXECUTIVE AIDE

Jailyn Bratica
EXECUTIVE ADMINISTRATOR

City of Marlborough
Office of the Mayor

140 Main Street
Marlborough, Massachusetts 01752
508.460.3770 Fax 508.460.3698 TDD 508.460.3610
www.marlborough-ma.gov

June 20, 2023

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

RE: Notification of ADA Compliance Officer

Honorable President Ossing and Councilors,

I wish to inform you that I have designated Human Resources Director John Harmon as the city's Compliance Officer in conjunction with the Americans with Disabilities Act (ADA). Mr. Harmon will ensure the accessibility of information to individuals with disabilities and will be our initial point person for all ADA related matters.

Should the need arise, we also have our Building Commissioner and Legal Department at our disposal to address any facility or regulatory compliance. I am confident our team will handle any matters that are brought to our attention and further ensure our full compliance with all applicable laws and regulations.

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

Sincerely,

Arthur G. Vigeant
Mayor

cc: John Harmon
Debra McManus, Commission on Disabilities Chair



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
2023 JUN 22 AM 11:22

JASON D. GROSSFIELD
CITY SOLICITOR

JEREMY P. MCMANUS
ASSISTANT CITY SOLICITOR

BEATRIZ R. ALVES
PARALEGAL

June 22, 2023

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

Re: Council Order No. 23-1008872
Proposed Zoning Amendment re: Executive Residential Overlay District

Dear Honorable President Ossing and Councilors:

In connection with the above-referenced item, enclosed please find the proposed ordinance amendment, as requested and recommended by the Urban Affairs Committee. I have reviewed the amendment and placed it in proper legal form.

I also reviewed the amendment to determine the necessary quantum of vote required for adoption under the Zoning Act, M.G.L. c. 40A, §5 (as revised by Chapter 358 of the Acts of 2020). In my opinion, adoption of the amendment requires a simple majority vote by the City Council.

Chapter 358 reduced the number of votes required to enact certain kinds of zoning ordinances from a $\frac{2}{3}$ supermajority to a simple majority, including an amendment to allow by special permit: mixed-use development and multi-family housing in an eligible location. In my opinion, in allowing for mixed-use development within the Executive Residential Overlay District (EROD), and in providing for an increase of the total number of units in the EROD zoning district, this amendment further allows for mixed-use development and multi-family housing to be allowed by special permit. In my opinion, the subject land area comprising the EROD zoning district generally constitutes an "eligible location" for purposes of MGL c. 40A¹. I note both the purpose of the EROD zoning district, which includes enabling residential and mixed-use development, and the district's proximity to existing commercial districts. *Marl. City Ord. Sec. 650-36(A)*.

Please contact me if you have any questions.

Respectfully,

Jeremy P. McManus
Assistant City Solicitor

Enclosure

cc: Arthur G. Vigeant, Mayor
Tin Htway, Building Commissioner

¹ Section 1A of the Zoning Act, MGL c. 40A, defines "eligible locations" to include areas that by virtue of their infrastructure, transportation access, existing underutilized facilities or location make highly suitable locations for residential or mixed use smart growth zoning districts, including without limitation: areas of concentrated development, including town and city centers, other existing commercial districts in cities.

ORDERED:

THAT, PURSUANT TO SECTION 5 OF CHAPTER 40A OF THE GENERAL LAWS, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH THAT CHAPTER 650 OF THE CODE OF THE CITY OF MARLBOROUGH, AS MOST RECENTLY AMENDED, BE FURTHER AMENDED AS FOLLOWS:

I. By amending Chapter 650 (Zoning), Section 650-36 (Executive Residential Overlay District), Subsection C(1), to read as follows (new text shown as underlined):

- (1) The City Council shall be the permit granting authority for special permits and site plan approvals in the EROD. Special permits shall require a two-thirds-vote of the City Council, except when only a simple majority vote is required pursuant to M.G.L. c. 40A, § 9; site plan approvals shall require a simple majority vote.

II. By amending Chapter 650 (Zoning), Section 650-36 (Executive Residential Overlay District), Subsection D(2), to read as follows (deleted text shown as ~~strikethrough~~, new text shown as underlined):

(2) The following additional uses are permitted by special permit in the EROD:

- (a) Multifamily dwellings, provided that the total number of units within the entire EROD shall not exceed ~~475~~ 950.
- (b) Restaurant, cafe with or without table service (including outside seating and service) without drive-through.
- (c) Restaurant, cafe with or without table service (including outside seating and service) with drive-through, provided that said facilities have no dedicated driveway with a curb cut on a public way.
- (d) Health, sports and fitness clubs (indoor and/or outdoor) and related facilities.
- (e) Retail sales and services.
- (f) Brew pubs.
- (g) Distilleries with attached restaurants.
- (h) Accessory solar energy installations, including but not limited to rooftop systems and solar parking canopies.
- (i) Uses allowed by special permit in the underlying zoning district.
- (j) Mixed-use development, consisting of a combination of by right or special permit residential/business uses as listed in this section (§ 650-36, et seq.).

III. The effective date of these amendments shall be the date of passage.

ADOPTED

In City Council

Order No. 23-

Adopted

City of Marlborough
Commonwealth of Massachusetts

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CITY OF MARLBOROUGH

2023 JUN -1 PM 4: 34



William Paynton, MCBO
Assistant Building Commissioner
140 Main Street
Marlborough, MA 01752
Phone: (508) 460-3776 XT 30203
Fax: (508) 460-3736
Email: wpaynton@marlborough-ma.gov

City Council Sign Approval Form

6/1/2023

To City Council President and all Councilors,
Included in this form is an applicant seeking approval from City Council as it relates to the signage project at the below address. Attached to this form is a copy of the sign that is proposed.

Address of Location seeking approval at 105 Apex Drive
PERMIT NUMBER: SP-23-39
Replacement sign for Fairfield Inn. Entrance Elevation E01

Zoning District:
Meets Current Sign Code:
Planning Board Variance:

HRMUOD Hospitality and Recreation
YES
NO

William Paynton, MCBO
Assistant Building Commissioner

CC File
 City Council
 Commissioner Htway

SP-23-39

Sign Permit

Status: Active

Date Created: May 26, 2023

Applicant

Jason Parillo
jayparillo@hotmail.com
1001 Edgell Road
01701
Framingham, Massachusetts 01701
6172304434

Primary Location

105 APEX DR
MARLBOROUGH, MA 01752

Owner:

WALKER REALTY LLC
C/O RYAN DEVELOPMENT LLC WESTFORD, MA 01886

Permit Application Status

Staff please update during the application process.

Permit Application Status

Building Plans Under Review

Location Information

Name of Business

Fairfield By Marriott

Name of Owner of Business

Fairfield Inn & Suites by Marriott

Telephone Number of Business

617 230 4434

Is this a 1 or 2 Family Dwelling?

No

Sign Information

Type of Sign

Flat Wall

Please check all that apply:

Special Permit Approval

Variance Approval

New or Replacement?

Replacement

Cost of sign(s) (\$)

5,000

Is this sign illuminated?

Yes

Please provide UL Listing for appliance

--

Replacement Sign Information

Is this a replacement of a same size existing sign(s)?

No

Dimension Information**Façade Dimensions (linear feet)****Façade Dimensions Length**

83

Sign Dimensions**Sign Length**

4

Sign Width

13

Area

52

Location of Sign on Building

Entrance Elevation

Installer Information**Company Name**

Pro Sign Servicer

Installer Telephone #

617 230 4434

Installer Email

jayparillo@hotmail.com

Notice**Applicant Signature**

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 pains and penalties of perjury.

Applicant Signature

Jason Parillo

05/26/2023

Title of Applicant

Authorized Agent

Property Owner Authorization**Property Owner Contact Information****Contract Telephone Number (Business)**

617 230 4434

Contact Email

mpeeler@truenorthhotels.com

Authorized Agent Street Address

110 Forge River Parkway

Contact Title

Fairfield Inn & Suites by Marriott

Contact Telephone Number (Cell)

617 230 4434

Authorized Agent Information**Authorized Agent Full Name**

Jason Parillo

Authorized Agent City/Town

Raynham

Authorized Agent State

MA

Authorized Agent Zip

02767

Telephone Number (contact)

617 230 4434

Signature (for permit)**Building Official Signature**

--

Attachments

-  Fairfield Inn_Marlborough_Production_R5 (052523).pdf
Uploaded by Jason Parillo on May 26, 2023 at 8:23 am
-  Fairfield Inn_Marlborough_Production_R5 (052523).pdf
Uploaded by Jason Parillo on May 26, 2023 at 8:23 am
-  Stratus Letter of Authorization.pdf
Uploaded by Jason Parillo on May 26, 2023 at 8:22 am

History

Date	Activity
May 26, 2023 at 8:14 am	Jason Parillo started a draft of Record SP-23-39
May 26, 2023 at 8:22 am	Jason Parillo added attachment Stratus Letter of Authorization.pdf to Record SP-23-39
May 26, 2023 at 8:23 am	Jason Parillo submitted Record SP-23-39
May 26, 2023 at 8:23 am	changed the deadline to Jun 25, 2023 on payment step Sign Permit Fee on Record SP-23-39
May 26, 2023 at 8:24 am	completed payment step Sign Permit Fee on Record SP-23-39
May 26, 2023 at 8:24 am	approval step Application Review was assigned to Iliana Cabrera-Serrano on Record SP-23-39
May 26, 2023 at 11:14 am	Iliana Cabrera-Serrano added Record SP-23-39 to project 105 APEX DR-2023-FAIRFIELD BY MARRIOTT SIGNS
May 26, 2023 at 11:15 am	Iliana Cabrera-Serrano approved approval step Application Review on Record SP-23-39
May 26, 2023 at 11:15 am	approval step Sign Design Review was assigned to William Paynton on Record SP-23-39
May 26, 2023 at 11:15 am	Iliana Cabrera-Serrano changed Permit Application Status from "" to "Building Plans Under Review" on Record SP-23-39

Timeline

Label	Status	Activated	Completed	Assignee	Due Date
 Sign Permit Fee	Paid	May 26, 2023 at 8:23 am	May 26, 2023 at 8:24 am	-	06/25/2023
 Application Review	Complete	May 26, 2023 at 8:24 am	May 26, 2023 at 11:15 am	Iliana Cabrera-Serrano	-
 Sign Design Review	Active	May 26, 2023 at 11:15 am	-	William Paynton	-
 Sign Permit	Inactive	-	-	-	-
 Sign Inspection	Inactive	-	-	-	-

Stratus™

stratusunlimited.com

888.503.1569

SITE ADDRESS:

MARSHA: BOSMF

105 Apex Dr

Marlborough, MA 01752-1856

Stratus Project Manager: Amy Bradl

[View in Google Maps](#)

OWNER'S SCOPE OF WORK:

- Owner to provide (1) primary circuit (120v) for EACH sign location.
- Sign contractor is responsible for all secondary wiring. If primary is not present at time of install, the owner is responsible for making the final connection.
- Owner is to provide unrestricted access to the area behind where each sign is located.
- The access panel is to be approx. 24" x 36".
- 5/8" plywood blocking is to be provided behind where each sign and lighting is to be installed.

SIGN PACKAGE:

- (1) Face-Lit 48" Stacked Channel letterset
- (2) Face-Lit 36" Stacked Channel letterset
- (1) FF-M8

CUSTOMER APPROVAL / SIGNATURE:

SIGNATURE: _____ DATE: _____

Fairfield

BY MARRIOTT



MARLBOROUGH, MA 01752-1856

1

G:\ACCOUNTS\MARRIOTT\FAIRFIELD INN\2022\MA\Fairfield Inn_Marlborough
Fairfield Inn_Marlborough_Products_RS.cdr

Infinite possibilities, ideal solutions.

E01

FACE LIT CHANNEL LETTERS

FF-CL-30-S-BW-Right

Scale: 1/2"=1'-0"

50.0 square feet

Channel Letter Specifications:

Construction:
3" x .040" aluminum channel letter with .063" aluminum backs/
1.5-2.0mm aluminum channel letter cases

Face Material:
3/16" 2447 white acrylic or 3/16" Plaskolite 2406 white acrylic w/
dual-color film to match Pantone® 5405 C Blue - "Fairfield" &
3M 3635-222 Black Dual-Color Film - "by Marriott"

Trim Cap:
1" black/factory painted black trim cap

Illumination:
GE 7100K White LED's as required
or Sloan Prism 24 6500K White LED's as required
Power Supplies and all electrical to be housed within weather tight enclosure on backside of parapet wall

Exterior Finish:
Pre-finished black

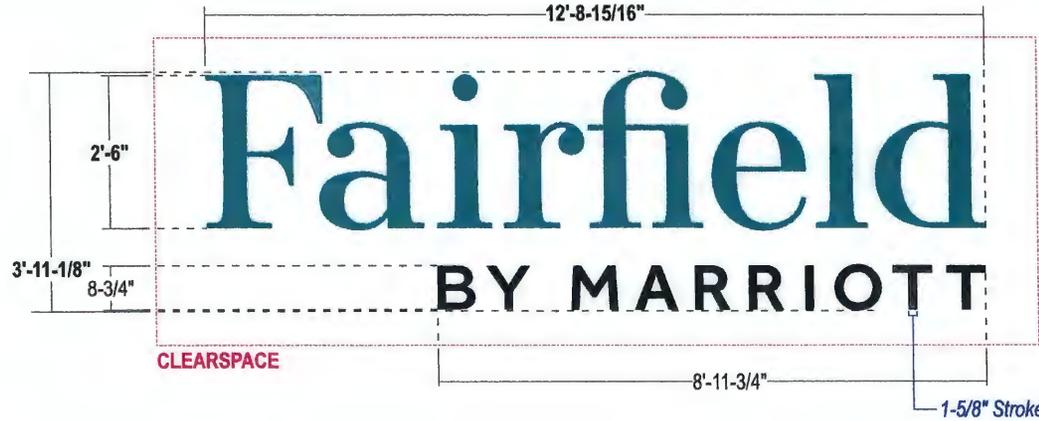
Interior Finish:
Paint reflective white/ powder coating RAL9003, glossy finish

Wall Material, Install & Quantity:

Wall Material:
EIFS with Wood Backer

Install:
Thru bolted using all thread into blocking as required;
12" standard length of threaded rod will be supplied unless otherwise noted;
3/8" threaded rod into blocking or Stratus approved equivalent;
Compression sleeves required to avoid crushing wall & achieve max tensioning

Quantity:
(1) ONE SET REQUIRED FOR ENTRANCE ELEVATION



COLOR PALETTE

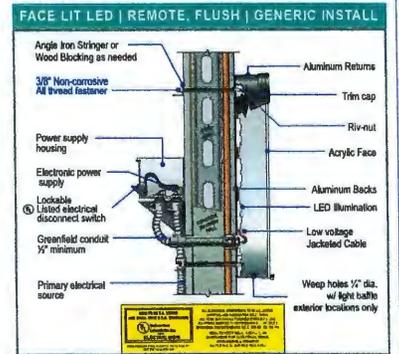
- 3M 3635-210 White Dual-Color Film w/ Pantone 5405 Blue Digital Print
- 3M 3635-222 Black Dual-Color Film
- Black

All paint finishes to be Satin unless otherwise specified

SIMULATED NIGHT VIEW



ISOMETRIC VIEW:



Stratus™
stratusunlimited.com
8989 Tyler Boulevard
Mentor, Ohio 44060
888 503.1569

CLIENT:
Fairfield BY MARRIOTT

ADDRESS:
105 APEX DR.
MARLBOROUGH, MA 01752-1856

PAGE NO.:
7

ORDER NUMBER:
1182862

PROJECT NUMBER:
85888

SITE NUMBER:
10000414

PROJECT MANAGER:
AMY BRADL

ELECTRONIC FILE NAME:
G:\ACCOUNTS\MARRIOTT\FAIRFIELD INM2022\MA\Fairfield Inn_Marlborough\Fairfield Inn_Marlborough_Production_R5.cdr

Rev #	Req #	Date/Artist	Description	Rev #	Req #	Date/Artist	Description
Rev 4	429344	05/11/23 KO					
Rev 5	431539	05/25/23 Z-SH					

City of Marlborough
Commonwealth of Massachusetts

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 CITY OF MARLBOROUGH

2023 JUN -1 PM 4: 34



William Paynton, MCBO
 Assistant Building Commissioner
 140 Main Street
 Marlborough, MA 01752
 Phone: (508) 460-3776 XT 30203
 Fax: (508) 460-3736
 Email: wpaynton@marlborough-ma.gov

City Council Sign Approval Form

6/1/2023

To City Council President and all Councilors,
 Included in this form is an applicant seeking approval from City Council as it relates to the signage project at the below address. Attached to this form is a copy of the sign that is proposed.

Address of Location seeking approval at 105 Apex Drive
 PERMIT NUMBER: SP-23-40
 Replacement sign for Fairfield Inn. North Elevation E02

Zoning District:
 Meets Current Sign Code:
 Planning Board Variance:

HRMUOD Hospitality and Recreation
 YES
 NO

William Paynton, MCBO
 Assistant Building Commissioner

CC File
 City Council
 Commissioner Htway

SP-23-40

Sign Permit

Status: Active**Date Created:** May 26, 2023**Applicant**

Jason Parillo
 jayparillo@hotmail.com
 1001 Edgell Road
 01701
 Framingham, Massachusetts 01701
 6172304434

Primary Location

105 APEX DR
 MARLBOROUGH, MA 01752

Owner:

WALKER REALTY LLC
 C/O RYAN DEVELOPMENT LLC WESTFORD, MA 01886

Permit Application Status

Staff please update during the application process.

Permit Application Status

Building Plans Under Review

Location Information**Name of Business**

Fairfield by Marriott

Name of Owner of Business

Fairfield by Marriott

Telephone Number of Business

617 230 4434

Is this a 1 or 2 Family Dwelling?

No

Sign Information**Type of Sign**

Flat Wall

Please check all that apply:

Special Permit Approval**New or Replacement?**

Replacement

Is this sign illuminated?

Yes

New Free-Standing Structure?**Variance Approval****Cost of sign(s) (\$)**

5,000

Please provide UL Listing for appliance

--

Replacement Sign Information**Is this a replacement of a same size existing sign(s)?**

No

Dimension Information

Façade Dimensions (linear feet)	Façade Dimensions Length
	120
Sign Dimensions	Sign Length
	4
Sign Width	Area
13	52
Location of Sign on Building	
North Elevation	

Installer Information

Company Name	Installer Telephone #
Pro Sign Service	617 230 4434
Installer Email	
jayparillo@hotmail.com	

Notice

Applicant Signature

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 pains and penalties of perjury.

Applicant Signature

Jason Parillo
05/26/2023

Title of Applicant

Authorized Agent

Property Owner Authorization**Property Owner Contact Information****Contract Telephone Number (Business)**

617 230 4434

Contact Email

mpeeler@truenorthhotels.com

Authorized Agent Street Address

110 Forge River Parkway

Contact Title

Fairfield Inn & Suites by Marriott

Contact Telephone Number (Cell)

617 230 4434

Authorized Agent Information**Authorized Agent Full Name**

Jason Parillo

Authorized Agent City/Town

Raynham

Authorized Agent State

MA

Authorized Agent Zip

02767

Telephone Number (contact)

617 230 4434

Signature (for permit)

Building Official Signature

--

Attachments

-  Fairfield Inn_Marlborough_Production_R5 (052523).pdf
Uploaded by Jason Parillo on May 26, 2023 at 8:32 am
-  Fairfield Inn_Marlborough_Production_R5 (052523).pdf
Uploaded by Jason Parillo on May 26, 2023 at 8:32 am
-  Stratus Letter of Authorization.pdf
Uploaded by Jason Parillo on May 26, 2023 at 8:31 am

History

Date	Activity
May 15, 2023 at 8:38 am	Jason Parillo started a draft of Record SP-23-40
May 26, 2023 at 8:31 am	Jason Parillo added attachment Stratus Letter of Authorization.pdf to Record SP-23-40
May 26, 2023 at 8:32 am	Jason Parillo submitted Record SP-23-40
May 26, 2023 at 8:32 am	changed the deadline to Jun 25, 2023 on payment step Sign Permit Fee on Record SP-23-40
May 26, 2023 at 8:32 am	completed payment step Sign Permit Fee on Record SP-23-40
May 26, 2023 at 8:32 am	approval step Application Review was assigned to Iliana Cabrera-Serrano on Record SP-23-40
May 26, 2023 at 11:16 am	Iliana Cabrera-Serrano added Record SP-23-40 to project 105 APEX DR-2023-FAIRFIELD BY MARRIOTT SIGNS
May 26, 2023 at 11:17 am	Iliana Cabrera-Serrano approved approval step Application Review on Record SP-23-40
May 26, 2023 at 11:17 am	approval step Sign Design Review was assigned to William Paynton on Record SP-23-40
May 26, 2023 at 11:17 am	Iliana Cabrera-Serrano changed Permit Application Status from "" to "Building Plans Under Review" on Record SP-23-40

Timeline

Label	Status	Activated	Completed	Assignee	Due Date
 Sign Permit Fee	Paid	May 26, 2023 at 8:32 am	May 26, 2023 at 8:32 am	-	06/25/2023
 Application Review	Complete	May 26, 2023 at 8:32 am	May 26, 2023 at 11:17 am	Iliana Cabrera-Serrano	-
 Sign Design Review	Active	May 26, 2023 at 11:17 am	-	William Paynton	-
 Sign Permit	Inactive	-	-	-	-
 Sign Inspection	Inactive	-	-	-	-

Stratus™

stratusunlimited.com
888.503.1569

SITE ADDRESS:

MARSHA: BOSMF
105 Apex Dr
Marlborough, MA 01752-1856

Stratus Project Manager: Amy Bradl

[View in Google Maps](#)

OWNER'S SCOPE OF WORK:

- Owner to provide (1) primary circuit (120v) for EACH sign location.
- Sign contractor is responsible for all secondary wiring. If primary is not present at time of install, the owner is responsible for making the final connection.
- Owner is to provide unrestricted access to the area behind where each sign is located.
- The access panel is to be approx. 24" x 36".
- 5/8" plywood blocking is to be provided behind where each sign and lighting is to be installed.

SIGN PACKAGE:

- (1) Face-Lit 48" Stacked Channel letterset
- (2) Face-Lit 36" Stacked Channel letterset
- (1) FF-M8

CUSTOMER APPROVAL / SIGNATURE:

SIGNATURE: _____

DATE: _____

Fairfield

BY MARRIOTT



Mentor, Ohio 44080

MARLBOROUGH, MA 01752-1856

1

GAACCOUNTSMARRIOTTFAIRFIELD INN2022MAFairfield Inn_Marlborough
Fairfield Inn_Marlborough_Products_R5.cdr

Infinite possibilities, ideal solutions.

City of Marlborough
Commonwealth of Massachusetts

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2023 JUN -1 PM 4: 33

William Paynton, MCBO
 Assistant Building Commissioner
 140 Main Street
 Marlborough, MA 01752
 Phone: (508) 460-3776 XT 30203
 Fax: (508) 460-3736
 Email: wpaynton@marlborough-ma.gov



City Council Sign Approval Form

6/1/2023

To City Council President and all Councilors,
 Included in this form is an applicant seeking approval from City Council as it relates to the signage project at the below address. Attached to this form is a copy of the sign that is proposed.

Address of Location seeking approval at 105 Apex Drive
 PERMIT NUMBER: SP-23-41
 Replacement sign for Fairfield Inn. Freestanding Sign E03

Zoning District:
 Meets Current Sign Code:
 Planning Board Variance:

HRMUOD Hospitality and Recreation
 YES
 NO

William Paynton, MCBO
 Assistant Building Commissioner

CC File
 City Council
 Commissioner Htway

SP-23-41

Sign Permit

Status: Active

Date Created: May 26, 2023

Applicant

Jason Parillo
jayparillo@hotmail.com
1001 Edgell Road
01701
Framingham, Massachusetts 01701
6172304434

Primary Location

105 APEX DR
MARLBOROUGH, MA 01752

Owner:

WALKER REALTY LLC
C/O RYAN DEVELOPMENT LLC WESTFORD, MA 01886

Permit Application Status

Staff please update during the application process.

Permit Application Status

Building Plans Under Review

Location Information

Name of Business

Fairfield Inn by Marriott

Name of Owner of Business

Fairfield Inn & Suites by Marriott

Telephone Number of Business

617 230 4434

Is this a 1 or 2 Family Dwelling?

No

Sign Information

Type of Sign

Free Standing

Please check all that apply:

Special Permit Approval

New or Replacement?

Replacement

Is this sign illuminated?

Yes

New Free-Standing Structure?

Variance Approval

Cost of sign(s) (\$)

5,000

Please provide UL Listing for appliance

--

Replacement Sign Information

Is this a replacement of a same size existing sign(s)?

Yes

Existing Sign Length

7

Existing Sign Width

4

Existing Sign Height

4

Existing Sign Area

31.7

Location of Existing Sign

new sign in same location

Installer Information**Company Name**

Pro Sign Service

Installer Telephone #

617 230 4434

Installer Email

jayparillo@hotmail.com

Installer CSL Information**CSL Contractor's Name**

Domenic J Venturelli, SR.

CSL Business Name

Domenic J Venturelli, SR.

CSL License #

CS-107219

CSL License Expiration Date

07/19/2023

CSL License Type

Construction Supervisor

CSL License Status

Active

CSL Type of Business

--

CSL Mailing Address

526 Lunns Way, Plymouth, MA, 02360

CSL City

Plymouth

CSL State

MA

CSL Zip Code

02360

CSL Preferred Telephone #

--

CSL Email

--

Notice**Applicant Signature**

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 pains and penalties of perjury.

Applicant Signature

Jason Parillo
05/26/2023

Title of Applicant

Authorized Agent

Property Owner Authorization**Property Owner Contact Information****Contract Telephone Number (Business)**

617 230 4434

Contact Email

mpeeler@truenorthhotels

Authorized Agent Street Address

110 Forge River Parkway

Authorized Agent State

MA

Telephone Number (contact)

617 230 4434

Contact Title

Fairfield Inn & Suites by Marriott

Contact Telephone Number (Cell)

617 230 4434

Authorized Agent Information**Authorized Agent Full Name**

Jason Parillo

Authorized Agent City/Town

Raynham

Authorized Agent Zip

02767

Signature (for permit)**Building Official Signature**

--

Attachments

-  Fairfield Inn_Marlborough_Production_R5 (052523).pdf
Uploaded by Jason Parillo on May 26, 2023 at 8:39 am
-  Fairfield Inn_Marlborough_Production_R5 (052523).pdf
Uploaded by Jason Parillo on May 26, 2023 at 8:39 am
-  Fairfield Inn_Marlborough_Production_R5 (052523).pdf
Uploaded by Jason Parillo on May 26, 2023 at 8:39 am
-  Stratus Letter of Authorization.pdf
Uploaded by Jason Parillo on May 26, 2023 at 8:39 am

History

Date	Activity
May 26, 2023 at 8:33 am	Jason Parillo started a draft of Record SP-23-41
May 26, 2023 at 8:39 am	Jason Parillo added attachment Stratus Letter of Authorization.pdf to Record SP-23-41
May 26, 2023 at 8:40 am	Jason Parillo submitted Record SP-23-41
May 26, 2023 at 8:40 am	changed the deadline to Jun 25, 2023 on payment step Sign Permit Fee on Record SP-23-41
May 26, 2023 at 8:40 am	completed payment step Sign Permit Fee on Record SP-23-41
May 26, 2023 at 8:40 am	approval step Application Review was assigned to Iliana Cabrera-Serrano on Record SP-23-41
May 26, 2023 at 11:17 am	Iliana Cabrera-Serrano added Record SP-23-41 to project 105 APEX DR-2023-FAIRFIELD BY MARRIOTT SIGNS
May 26, 2023 at 11:18 am	Iliana Cabrera-Serrano approved approval step Application Review on Record SP-23-41
May 26, 2023 at 11:18 am	approval step Sign Design Review was assigned to William Paynton on Record SP-23-41

Date	Activity
May 26, 2023 at 11:18 am	Iliana Cabrera-Serrano changed Permit Application Status from "" to "Building Plans Under Review" on Record SP-23-41

Timeline

Label	Status	Activated	Completed	Assignee	Due Date
 Sign Permit Fee	Paid	May 26, 2023 at 8:40 am	May 26, 2023 at 8:40 am	-	06/25/2023
 Application Review	Complete	May 26, 2023 at 8:40 am	May 26, 2023 at 11:18 am	Iliana Cabrera-Serrano	-
 Sign Design Review	Active	May 26, 2023 at 11:18 am	-	William Paynton	-
 Sign Permit	Inactive	-	-	-	-
 Sign Inspection	Inactive	-	-	-	-

Stratus™

stratusunlimited.com

888.503.1569

SITE ADDRESS:

MARSHA: BOSMF

105 Apex Dr

Marlborough, MA 01752-1856

Stratus Project Manager: Amy Bradl

[View in Google Maps](#)

OWNER'S SCOPE OF WORK:

- Owner to provide (1) primary circuit (120v) for EACH sign location.
- Sign contractor is responsible for all secondary wiring. If primary is not present at time of install, the owner is responsible for making the final connection.
- Owner is to provide unrestricted access to the area behind where each sign is located.
- The access panel is to be approx. 24" x 36".
- 5/8" plywood blocking is to be provided behind where each sign and lighting is to be installed.

SIGN PACKAGE:

- (1) Face-Lit 48" Stacked Channel letterset
- (2) Face-Lit 36" Stacked Channel letterset
- (1) FF-M8

CUSTOMER APPROVAL / SIGNATURE:

SIGNATURE: _____ DATE: _____

Fairfield

BY MARRIOTT



MARRIOTT

MARLBOROUGH, MA 01752-1856

1

GVACCOUNTS\MARRIOTT\FAIRFIELD INN\2022\MA\Fairfield Inn_Marlborough
Fairfield Inn_Marlborough_Produ_Hbr_R5.cdr

Infinite possibilities, ideal solutions.

E03 D/F ILLUMINATED MONUMENT

Scale: 1/2"=1'-0"

FF-M6

13.7 square feet



EXISTING CONDITIONS



COLOR PALETTE

Pantone 5405 Blue
 Matthews 41342SP
 Brushed Aluminum
 RAL9006

Pantone 877 Silver

All paint finishes to be Satin unless otherwise specified

SIMULATED NIGHT VIEW



Monument Specifications:

Construction:
Aluminum tube frame with .125" aluminum shoe-box style faces

Face Construction:
Routed aluminum with backer panel

Face Decoration:
Paint Pantone® 5405 C blue, satin finish

Backer Panel:
.118" white solar grade polycarbonate

Retainer:
Bleed face

Illumination:
GE 7100K White LED's as required
or Sloan PrismBeam 24V 6500K White LED's as required
Power Supplies Housed Within Cabinet

Exterior Finish:
Paint Pantone® 5405 C blue, satin finish and
Pantone® 877 C Silver, satin finish

Interior Finish:
Paint reflective white

Pole Cover Specifications:

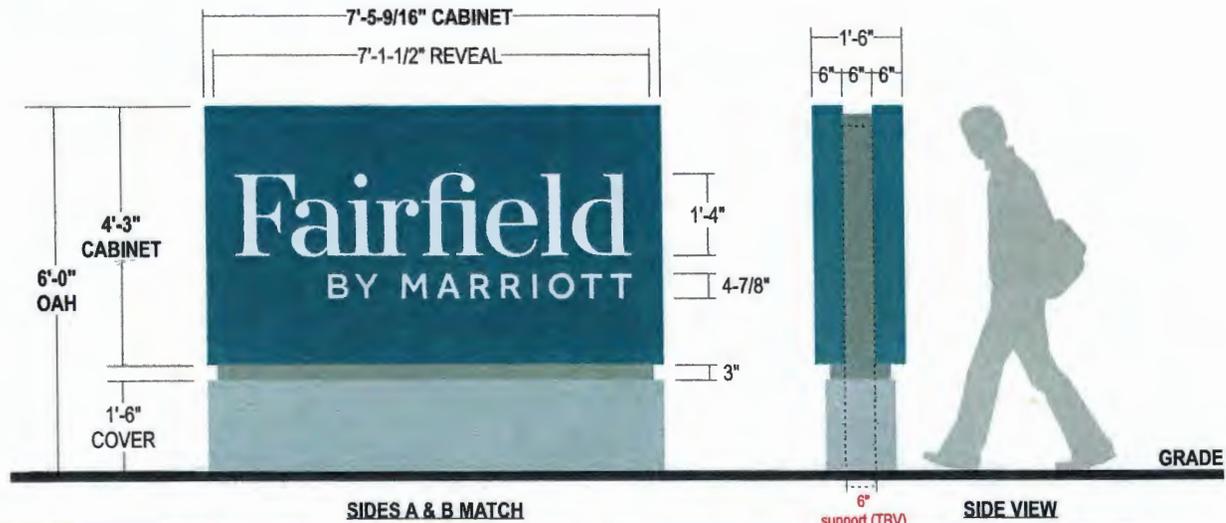
Construction:
Aluminum angle frame with .080" aluminum skins

Exterior Finish:
Paint Matthews 41342SP Brushed Aluminum, satin finish

Install & Quantity:

Install:
TO BE CONFIRMED

Quantity:
(1) ONE D/F ILLUMINATED MONUMENT REQUIRED



stratusunlimited.com
2959 Tyler Boulevard
Mentor, Ohio 44060
888.503.1569

CLIENT:
Fairfield BY MARRIOTT

ADDRESS:
105 APEX DR.
MARLBOROUGH, MA 01752-1856

PAGE NO.:
10

ORDER NUMBER:
1182862

SITE NUMBER:
10000414

ELECTRONIC FILE NAME:
G3ACCOUNTSMMARRIOTTFAIRFIELD JNN2022MAIFairfield Inn_Marlborough
Fairfield Inn_Marlborough_Production_R5.cdr

PROJECT NUMBER:
85888

PROJECT MANAGER:
AMY BRADL

Rev #	Req #	Date/Artist	Description
Rev 4	429344	05/11/23 KO	
Rev 5	431539	05/25/23 Z-SH	



City of Marlborough
Planning Board

Administrative Office
135 Neil St.
Marlborough, MA 01752

PLANNING BOARD

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2023 JUN 12 PM 3:06

Sean N. Fay, Chair
Barbara L. Fenby
James Fortin
William Fowler
Dillon LaForce
George LaVenture
Christopher Russ

Katlyn LeBold, Administrator
(508) 624-6910 x33200
klebold@marlborough-ma.gov

June 9, 2023

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

RE: Council Order #23-1008872 Proposed Zoning Amendment to Chapter 650, §36 Executive Residential overlay District

Honorable President Ossing and Councilors:

At its regularly scheduled meeting on June 5, 2023, the Board took the follow action regarding the above-referenced Council order:

On a motion by Dr. Fenby seconded by Mr. LaVenture, the Board voted to make a favorable recommendation to the City Council for the amendment to Chapter 650, §36 Executive Residential Overlay District. Yea: Fay, Fenby, Fortin, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 6-0.

The Board provided the following reasons in reaching its recommendation:

- The developer established that the proposed Zoning Amendment is consistent with the character of the surrounding neighborhood and is isolated from the nearest single-family homes;
- In the Planning Board's opinion, approval of the Zoning Amendment would not be overly burdensome to the neighbors;
- The developer established the proposed Zoning Amendment would be beneficial to the City;
- The developer established the proposed Zoning Amendment would be in keeping with the intent and purposes of the City's Zoning Ordinance.

Sincerely,

Sean. N. Fay
Chairperson

Enclosure

cc: Building Commissioner
City Clerk

MARLBOROUGH RETIREMENT BOARD

289 Elm Street, Suite 111, Marlborough, MA 01752
 Telephone (508) 460-3760 ~ Email: Retirement@Marlborough-ma.gov

CITY CLERK'S OFFICE
 MARLBOROUGH
 2023 JUN 22 AM 11:05

Gregory P. Brewster, Chairman
William S. Taylor
Diane Smith
Daniel Stanhope
Robert Gustafson

June 21, 2023

President and Members
 Marlborough City Council
 City Hall, 140 Main Street, 2nd Floor
 Marlborough, MA 01752

Dear President and Members:

The Marlborough Retirement Board voted unanimously to increase the cost-of-living (COLA) base from \$12,000 up to \$13,000 in accordance with G.L. c.32, s. 103(j). The Retirement Board believes that it has made substantial progress in its funding schedule and the time is now to extend a modest benefit increase to its retirees and survivors.

The Marlborough Retirement Board has consistently voted for a 3% COLA. With a base of \$12,000, retirees receive an increase of up to \$360.00 per year. The adoption of a \$13,000 base would increase most retirees and survivors COLA to an annual amount of \$390.00, an increase of \$2.50 per month.

Sherman Actuarial Associates is currently processing an actuarial valuation of the system. The Marlborough Retirement Board and the City continue to make steady progress toward their goal of fully funding the system. Based on the draft results of the January 1, 2023 actuarial study dated May 14, 2023, the system is 86.2% funded; up from 79.0% in 2021.

The COLA base can only be increased in \$1,000 increments. Each \$1,000 increase to the COLA base will cost \$1.5 million and may be amortized over a number of years that would be determined by the Marlborough Retirement Board.

The Marlborough Retirement Board urges you to approve an increase to the COLA base. If you have any questions, please do not hesitate to contact me or any one of my Board Members on the Retirement Board.

Sincerely,

Beth A. Matson
 Beth A. Matson, Director
 Marlborough Retirement Board

COLA Base Increase Bullet Points

- The retirees and survivors of the Marlborough Retirement System have not seen an increase in their COLA base since **1997**. (26 years).
- Of the 104 Retirement Systems in the Commonwealth of Massachusetts, Marlborough is 1 of 4 systems that have not increased their base since 1997. (See Attached List).
- In addition to the 98 Retirement Boards in the Commonwealth who have raised their COLA base higher than 12,000, seventy-five Boards and counting have accepted a one-time legislation that increases the 3% COLA to 5% for FY23.
- The System's funding ratio is 86.2%, based on the current draft actuarial study as of January 1, 2023. This is the percentage of assets that the System has on hand to pay for the benefits currently owed to all retirees and vested employees. Most experts view any System funded above 65-70% as being very well funded. The most recent funding schedule has Marlborough fully funded by the year 2028.
- Past COLA base increases:
 - 1997 - \$12,000
 - 1986 - \$9,000
 - 1985 - \$8,000
 - 1982 - \$7,000

**COLA BASES: ANNUAL OVERVIEW
104 RETIREMENT SYSTEMS**

\$12,000 Base

Amesbury
Chelsea
Fall River
Marlborough

\$13,000 Base

Attleboro
Belmont
Beverly**
Braintree****
Danvers
Hampshire County
Haverhill
Leominster**
Milford
Natick
Newton***
North Adams
Northampton
Revere
State
Teachers'
West Springfield
Westfield
Weymouth**
Winthrop***

\$14,000 Base

Adams
Andover**
Berkshire County
Brockton**
Concord*
Dukes County
Everett
Fitchburg***
Gardner***
Gloucester
Greenfield
Hingham
Holyoke
Lawrence***
MassPort
Marblehead***
Minuteman RSD**
New Bedford***
North Attleboro
Northbridge
Reading

Shrewsbury**
Southbridge**
Springfield***
Swampscott*
 Waltham
Watertown**
Webster***
 Winchester

\$15,000 Base

Arlington
Boston*
Brookline**
 Dedham
 GLSD
Lexington**
Lynn*
 Maynard
Newburyport***
Norwood**
 Peabody
 Quincy
Salem**
Stoneham**

\$16,000 Base

Chicopee**
Easthampton**
Essex Cty**
Fairhaven***
Falmouth***
Framingham**
Melrose**
 Middlesex County
Needham**
Pittsfield**
Plymouth***
Somerville***
Taunton***
Wakefield**
Worcester***
 Worcester County

\$17,000 Base

Franklin County
Hull**
 Lowell
MHFA***
MWRA**
Woburn***

\$18,000 Base

Barnstable County
Blue Hills RSD*

Cambridge***
Clinton**
Hampden County
Malden**
Medford**
Methuen*
Milton**
Montague
Norfolk County
Plymouth County***
Saugus**
Webster***

\$19,000 Base
Wellesley***

\$20,000 Base
Bristol County***

***FY22**
****FY23**
***** FY24**
******FY25**

Wellesley FY25 \$20k, FY26 \$21k
Newton FY25 \$14k, FY26 \$15k



THE COMMONWEALTH OF MASSACHUSETTS
STATE RECLAMATION & MOSQUITO CONTROL BOARD

**CENTRAL MASSACHUSETTS
MOSQUITO CONTROL PROJECT**

111 Otis Street, Northborough, MA 01532 - 2414
Telephone (508) 393-3055 • Fax (508) 393-8492
www.cmmcp.org



COMMISSION CHAIRMAN
RICHARD DAY

EXECUTIVE DIRECTOR
TIMOTHY D. DESCHAMPS

June 15, 2023

City of Marlboro
Health Department
Marlboro, MA 01752

Central Massachusetts Mosquito Control Project personnel will be in your community to respond to residents' concerns about mosquitoes in their area on the following dates in July:

July 7, 12, 19, 26

Any of the above dates are tentative, and all dates are subject to change due to weather conditions, mosquito populations, mosquito virus activity and/or special event spraying. This program will shut down when cool night time temperatures become predominant in the area. A detailed notice about our spray schedule is posted on the CMMCP phone system after 3:30 p.m. each day, and it is also listed on our website at <http://www.cmmcp.org>, click the "2023 Spray Schedule" button on the right. **Please pay attention to the week of July 4th, as this schedule has been modified to ensure all communities are scheduled for service that week due to the holiday.**

Requests for service may be recorded by calling the CMMCP office at (508) 393-3055 between 7:00 AM - 3:30 PM, Monday through Friday, or logging on to <http://www.cmmcp.org>. Results of these requests may initiate an application of mosquito insecticides to defined, site-specific areas of town. Such an application may be accomplished by using truck mounted equipment depending on the extent of the application.

Per 333CMR13.03(1)(a): "Wide Area Applications of pesticides and mosquito control applications of pesticides approved by the State Reclamation and Mosquito Control Board shall not be made to private property which has been designated for exclusion from such application by a person living on or legally in control of said property." For more information please check: <http://www.cmmcp.org> and click the "No Spray Info" button on the right.

Please list this information in the local newspapers and on the local cable access channels if possible. Thank you for your assistance.

Sincerely,

Timothy D. Deschamps

Executive Director

cc: City/Town Clerk
Police Department



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2023 JUN -5 PM 12: 06

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

**Steven W. Kerrigan
City Clerk**

**CITY OF MARLBOROUGH
TAXI AND/OR LIVERY SERVICE LICENSE APPLICATION**

I. TYPE OF LICENSE: _____ TAXI _____ LIVERY

2. APPLICANT'S (LICENSEE) INFORMATION:

- A. Name: Tim Ending
- B. Address: 11 Valley Rd, Southborough MA 01772
- C. Telephone Number: ~~887~~ 617-237-0867
- D. Business Name: Platinum Care Plus
- E. Business Address: 67 Forest St #267, Marlborough MA
- F. Business Number: 617-237-0867

3. NUMBER OF VEHICLES: 1

APPLICANT'S SIGNATURE

**CITY OF MARLBOROUGH
TAXI/LIVERY LICENSE**

is hereby granted a Taxi/Livery License as approved by the City Council of the City of Marlborough. In accordance with the Code of the City of Marlborough, Chapter 568, this License shall expire two (2) years from the date of issue. Application for renewal of said License shall be made to the City Council through the Office of the City Clerk.

EXPIRATION DATE: _____

A TRUE COPY

ATTEST:

City Clerk

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2023 JUN 16 AM 11:28

ORDER FOR UNDERGROUND FIBER OPTIC CABLE FACILITIES

By the City Council of the City of Marlborough, Massachusetts, as provided by law,

Notice having been given and public hearing held, as provided by law, it is hereby

That **LIGHTPATH** is hereby granted location for permission to install and maintain fiber optic telecommunications facilities in the public way or ways hereinafter referred to as requested in petition of said company, dated ___ day of _____, 2023.

All construction under this order shall be in accordance with the following conditions:

WORK TO BE PERFORMED: Install proposed CNS riser on existing utility pole #23 across from 72 Cedar Hill Street and route fiber cable down the pole and trench and install approximately 315' of (1) 4" conduit along north side of Cedar Hill Street to the intersection with D'Angelo Drive where a proposed 36" x 36" x 36" CNS handhole is being installed. From the handhole, trench and install in two directions: 1) Approximately 140' of (1) 4" conduit along the south side of Cedar Hill Street to utility pole #20 where a proposed CNS riser is being installed; 2) Approximately 181' of (1) 4" conduit along the south side of D'Angelo Drive to a proposed utility pole adjacent to the CSX train tracks where a proposed CNS riser is being installed as well.

and

WORK TO BE PERFORMED: Install proposed CNS riser on existing utility pole #28 adjacent to the parking lot of 40 Cedar Hill Street.

All construction and restoration will be consistent with the requirements of the City of Marlborough and street conditions will be restored to equal or better condition.

Said locations will be in accordance with the plans marked: "**PROPOSED CONDUIT INSTALLATION AT 100 CEDAR HILL ROAD, IN MARLBOROUGH, MA**".

Cable and wires may be placed in the conduit covered by this order along the named public ways constructed thereon under this order.

I hereby certify that on _____, 2023 at ___ o'clock ___ M at _____ a public hearing was held on this petition.

CERTIFICATE

I hereby certify that the foregoing order was adopted by the City Council of the City of Marlborough, Massachusetts, on the ___ day of _____, 2023 and recorded with the records of location orders of said City, Book _____, Page _____.

This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest: _____
City Clerk

ADDRESS: 100 CEDAR HILL ST
MARLBOROUGH, MA 01752

COUNTY: MIDDLESEX COUNTY

PROJECT NAME: CEDAR HILL STREET AT D'ANGELO DRIVE



SITE LOCATION

ENGINEERING FIRM

NB+C
TOTALLY COMMITTED.

NB+C ENGINEERING SERVICES, L.L.C.
100 APOLLO DRIVE, SUITE 303
CHELSEA, MA 01824
(978) 368-8308

APPLICANT

CNS
CAMBRIDGE NETWORK SOLUTIONS

CNS PROJECT MANAGER:
PAULIE POLACKE
NB+C PROJECT MANAGER:
DAN CORNING
NB+C PROJECT NUMBER:
100939
NB+C PROJECT NAME:
CEDAR HILL STREET AT D'ANGELO DR
SITE ADDRESS:
100 CEDAR HILL STREET
MARLBOROUGH, MA 01752
CITY OF MARLBOROUGH
MIDDLESEX COUNTY

REVISIONS		
DATE	DESCRIPTION	INITIAL
04/11/23	PRELIMINARY	CM
05/12/23	REVISED ROUTING	DFR

PE STAMP & APPROVAL

CONTACTS

NB+C CONTACT:
NAME: DAN CORNING
PHONE: 978-858-8308
EMAIL: dcorning@nb+c.com

CNS CONTACT:
NAME: PAULIE POLACKE
PHONE: 781-626-3027
EMAIL: paule.polacke@ghpnetfiber.com

SHEET INDEX	
01	COVER SHEET/SITE LOCATION
02	LEGEND
03	GENERAL NOTES
04	PROJECT SHEEP OSP
05	TYPICAL UNDERGROUND DETAILS

AS-BUILTS

ORIGINAL:

REVISED:

SHEET: 01 OF 05

COVER SHEET/
SITE LOCATION

LINETYPES

	2 COUNT FIBER OPTIC CABLE
	6 COUNT FIBER OPTIC CABLE
	12 COUNT FIBER OPTIC CABLE
	24 COUNT FIBER OPTIC CABLE
	48 COUNT FIBER OPTIC CABLE
	96 COUNT FIBER OPTIC CABLE
	144 COUNT FIBER OPTIC CABLE
	288 COUNT FIBER OPTIC CABLE
	432 COUNT FIBER OPTIC CABLE
	864 COUNT FIBER OPTIC CABLE
	1728 COUNT FIBER OPTIC CABLE
	EXISTING UG FIBER OPTIC CABLE
	PROPOSED UG CONDUIT (DIRECTIONAL BORE)
	PROPOSED UG CONDUIT (OPEN-CUT TRENCH)
	PROPOSED AERIAL STRAND
	EXISTING CONDUIT
	PROPOSED CONDUIT
	EXISTING INNERDUCT
	PROPOSED INNERDUCT
	PROPOSED ELECTRIC
	PVC CONDUIT
	PROPOSED UG FIBER OPTIC CABLE
	TELEPHONE
	UNDERGROUND ELECTRIC
	GAS
	WATER
	SANITARY SEWER
	STORM DRAIN
	STEAM PIPE
	UNKNOWN UTILITY
	EDGE OF PAVEMENT
	RIGHT-OF-WAY
	PROPERTY LINE
	MUNICIPAL BOUNDARY
	COUNTY BOUNDARY
	CHAIN-LINK FENCE
	WOOD FENCE
	GUARD RAIL
	STONE WALL
	STREAM / RIVER
	TREELINE
	RAILROAD TRACKS
	CENTERLINE

SYMBOLS

	TERMINATION (FIBER DISTRIBUTION PANEL)
	PROPOSED AERIAL STORAGE LOOP
	EXISTING AERIAL STORAGE LOOP
	PROPOSED UNDERGROUND STORAGE COIL
	EXISTING UNDERGROUND STORAGE COIL
	PROPOSED FIBER OPTIC SPLICE POINT
	EXISTING FIBER OPTIC SPLICE POINT
	PROPOSED HANDHOLE / VAULT
	EXISTING HANDHOLE / VAULT
	PROPOSED MANHOLE
	EXISTING MANHOLE
	PROPOSED BORE PIT
	PROPOSED TEST PIT
	PROPOSED POLE RISER
	EXISTING POLE RISER
	PROPOSED DOWN GUY WITH ANCHOR
	PROPOSED DOWN GUY WITH EXISTING ANCHOR
	EXISTING DOWN GUY WITH ANCHOR
	PROPOSED POLE TO POLE GUY
	EXISTING POLE TO POLE GUY
	PROPOSED OVERHEAD GUY
	EXISTING OVERHEAD GUY
	ELECTRIC HANDHOLE / VAULT
	TELCO HANDHOLE / VAULT
	TELCO PEDESTAL
	PROPOSED POLE GROUND (1ST, LAST & EVERY 10TH POLE)
	EXISTING POLE GROUND

SYMBOLS

	PHOTO VIEW CALLOUT
	EXISTING BUILDING CALLOUT
	PROPOSED UTILITY POLE
	TELEPHONE POLE
	JOINT USE POLE
	JOINT USE WITH TRANSFORMER POLE
	ELECTRIC POLE
	ELECTRIC WITH TRANSFORMER POLE
	LIGHT POLE
	CONCRETE POLE
	STEEL POLE
	FIBERGLASS POLE
	CATCH BASIN / STORM DRAIN / INLET
	WATER VALVE
	WATER MANHOLE
	FIRE HYDRANT
	GAS VALVE
	GAS MANHOLE
	TELCO MANHOLE
	ELECTRIC MANHOLE
	UNKNOWN UTILITY MANHOLE
	STORM DRAIN MANHOLE
	SANITARY SEWER MANHOLE
	TREE
	TRANSFORMER ON PAD
	ELECTRIC METER
	ELECTRIC DISTRIBUTION PANEL

ENGINEERING FIRM

NB+C
TOTALLY COMMITTED.
NB+C ENGINEERING SERVICES, LLC.
192 APOLLO DRIVE, SUITE 303
CHILMARK, MA 01924
(978) 956-8308

APPLICANT

CNS
CAMBRIDGE NETWORK SOLUTIONS

CNS PROJECT MANAGER:
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DAN CORNING
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SITE ADDRESS:
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CITY OF MARLBOROUGH
MIDDLESEX COUNTY

REVISIONS

DATE	DESCRIPTION	INITIAL
04/11/23	PRELIMINARY	CM
05/12/23	REVISED ROUTING	DFR

PE STAMP & APPROVAL

CONTACTS

NB+C CONTACT:
NAME: DAN CORNING
PHONE: 978-956-8308
EMAIL: dcorning@nbcfe.com

CNS CONTACT:
NAME: PAULIE POLACKE
PHONE: 781-526-3027
EMAIL: paulie.polacke@lightpointfiber.com

AS-BUILTS

ORIGINAL:	
REVISED:	

SHEET: 02 OF 05

LEGEND

GENERAL NOTES:

- CONTRACTOR MUST OBTAIN LOCATES PRIOR TO DISTURBING THE GROUND.
- CONTRACTOR MUST HAVE A COPY OF THE APPROVED PERMIT FROM THE APPROPRIATE AGENCY ON THE JOBSITE AT ALL TIMES.
- ALL CABLE WILL BE PLACED AT STANDARD MINIMUM DEPTH TO BE IN ACCORDANCE WITH ALL AUTHORITIES HAVING JURISDICTION.
- ANY LANDSCAPING WILL BE REPLACED TO EQUAL OR BETTER THAN THAT WHICH EXISTED PRIOR TO WORK.
- PROJECT SITE WILL BE PROPERLY SECURED PRIOR TO THE END OF EACH DAY.
- ALL WORK IS TO BE IN ACCORDANCE WITH ALL AUTHORITIES HAVING JURISDICTION IN THE WORK ZONE.
- CONTRACTORS ARE ADVISED TO CONTACT CNS FOR ANY ADDITIONAL INFORMATION OR CLARIFICATION CONCERNING SCOPE OF WORK OR THE REQUIREMENTS NECESSARY FOR PROJECT COMPLETION.
- CONTRACTOR IS RESPONSIBLE TO FIELD VERIFY ALL DIMENSIONS, QUANTITIES AND EXISTING CONDITIONS PRIOR TO CONSTRUCTION. IF A SIGNIFICANT CHANGE TO THE RUNNING LINE IS NEEDED, PLEASE CONTACT YOUR CNS REPRESENTATIVE BEFORE PROCEEDING.
- BEFORE CONSTRUCTION BEGINS, CONTRACTOR SHALL TAKE APPROPRIATE PRECAUTIONS TO AVOID ANY POTENTIAL OBSTRUCTIONS PRIOR TO PROCEEDING WITH WORK.
- NO CONSTRUCTION ON PRIVATE PROPERTY WILL COMMENCE UNTIL APPROVAL IS GIVEN BY THE APPROPRIATE CNS EMPLOYEE.
- CONTRACTOR SHALL NOT PROCEED WITH WORK UNTIL THEY HAVE RECEIVED A PURCHASE ORDER AND HAVE BEEN DIRECTED TO DO SO BY AN AUTHORIZED CNS REPRESENTATIVE.
- CONTRACTOR SHALL NOT EXCEED THE PURCHASE ORDER VALUE WITHOUT AUTHORIZATION IN WRITING FROM THE APPROPRIATE CNS REPRESENTATIVE.
- AS-BUILTS WILL BE REQUIRED FOR EACH PROJECT INCLUDING SLACK LOOP, SPLICE LOCATION, POLE AND TERMINATION POINT. CONTRACTOR SHOULD ALSO PROVIDE NOTES OF ALL CHANGES IN DEPTHS, RUNNING LINES, M/A/HH LOCATIONS, AND ANY OTHER APPLICABLE NOTES TO DEPICT THE WORK THAT TOOK PLACE. NOTE: ALL MAJOR CHANGES NEED TO BE PRE-APPROVED BY AN AUTHORIZED CNS EMPLOYEE PRIOR TO STARTING THE WORK.

SITE CONDITIONS:

THE ACTUAL LOCATION OF EXISTING CONDUIT AND CABLES MAY VARY FROM THE LOCATION SHOWN. REPAIR OF ANY DAMAGED CONDUIT CONTAINING CABLE SHALL BE MADE BY USE OF PVC SPLIT DUCT. THE CONTRACTOR SHALL ENCLOSE THE EXISTING CABLES IN PVC.

THE LOCATIONS OF EXISTING UTILITIES SHOWN IN THIS PLAN ARE APPROXIMATE. WHEN WORK IS TO BE CONDUCTED IN THE VICINITY OF KNOWN UTILITIES, THEIR ACTUAL LOCATION MUST BE FIELD VERIFIED TO AVOID CONFLICTS OR DAMAGE TO THOSE UTILITIES. VARIATION IN LOCATION BETWEEN "RECORDED POSITIONS" AND ACTUAL POSITIONS SHOULD BE ANTICIPATED.

IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE LOCATION OF ALL UNDERGROUND UTILITIES. BURIED UTILITIES MAY EXIST IN THE AREA IN ADDITION TO THOSE SHOWN ON THE PLAN. THE CONTRACTOR SHALL CONTACT PROPERTY OWNERS WHEN WORKING WITHIN PRIVATE EASEMENTS FOR LOCATION OF UNDERGROUND TANKS, PIPELINES, DRAIN TILES, OR OTHER BURIED IMPROVEMENTS. THE CONTRACTOR SHALL ALSO NOTIFY THE UTILITY NOTIFICATION CENTER PRIOR TO COMMENCING ANY CONSTRUCTION ACTIVITIES.

THE CONTRACTOR MUST ASSUME ALL BURIED UTILITIES ENCOUNTERED ARE ALIVE AND ACTIVE UNLESS SPECIFICALLY INSTRUCTED OTHERWISE BY THE OWNERS OR OPERATORS OF SAID UTILITIES.

DAMAGE TO SUB-SURFACE STRUCTURES IS THE SOLE RESPONSIBILITY OF THE PLACING CONTRACTOR.

THE CONTRACTOR SHALL PROTECT THE EXISTING TRAFFIC CONTROL LOOPS. IF EXISTING TRAFFIC CONTROL LOOPS ARE DAMAGED DURING CONSTRUCTION, THE ENTIRE LOOPWIPE FROM TERMINAL SHALL BE REPLACED IN ACCORDANCE WITH GOVERNING AGENCY STANDARDS AND REGULATIONS AT CONTRACTOR'S EXPENSE.

REMOVAL OF EXISTING ASPHALT PAVEMENT, CONCRETE CURBS, AND CONCRETE SIDEWALKS WILL BE "NEAT LINE" WITH SAW OR PAVEMENT CUTTER. PER REQUIREMENTS AND SPECIFICATIONS OF THE AGENCY OR DEPARTMENT RESPONSIBLE FOR EACH LOCATION. IF CONCRETE PAVEMENT IS ENCOUNTERED WHILE EXCAVATING CONDUIT TRENCHES, THE CONCRETE REMOVAL WILL BE "NEAT LINE" WITH A PAVEMENT SAW.

IF CONCRETE CURB RETURNS AND/OR SIDEWALKS ARE REPLACED DUE TO CONDUIT OR MANHOLE INSTALLATION, THE CONTRACTOR SHALL PLACE APPROVED HANDICAPPED SIDEWALK AND CURB ACCESS RAMPS IN CONFORMANCE WITH STATE STATUTES.

ALL MATERIALS NECESSARY FOR REPAIR OF CURBS, SIDEWALKS, SANITARY SEWERS, STORM SEWERS, AND PUBLIC SERVICE UTILITIES AND THE INSTALLATION OF SUCH MATERIALS SHALL BE IN CONFORMANCE WITH THE REQUIREMENTS AND SPECIFICATIONS OF THE AGENCY OR DEPARTMENT RESPONSIBLE FOR THE OPERATION AND MAINTENANCE OF THE REPAIRED FACILITY.

ALL WORK SHALL CONFORM TO THE SPECIFICATIONS OF THE JURISDICTIONAL PERMIT AGENCY.

ALL SURFACES TO BE RESTORED TO ORIGINAL CONDITION, AND BACKFILL TO BE COMPACTED AS SPECIFIED. TRENCH EXCAVATION IN SURFACES WHICH INCLUDE CONCRETE TREATED BASE SHALL FOLLOW LOCAL AREA SPECIFICATIONS

HAZARDOUS MATERIAL:

THE CONTRACTOR SHALL NOTIFY THE JURISDICTIONAL PERMIT AGENCY IMMEDIATELY IF ANY MATERIAL ARE ENCOUNTERED THAT ARE CONSIDERED BY THE EPA, DEQ, OR OSHA, IF POTENTIALLY HAZARDOUS MATERIALS ARE ENCOUNTERED THE CONTRACTOR SHALL SECURE THE SITE AND PREVENT THE ACCIDENTAL EXPOSURE BY THE PUBLIC OR THE CONTRACTOR'S PERSONNEL.

THE CONTRACTOR MAY EXCAVATE UP TO, BUT SHALL NOT DISTURB KNOWN HAZARDOUS MATERIALS SUCH AS ASBESTOS, OILS, ACID, ETC. THE REMOVAL OF ALL HAZARDOUS MATERIALS MUST BE DONE BY AN APPROVED OR CERTIFIED HAZARDOUS MATERIALS CONTRACTOR LICENSED BY THE STATE.

A COPY OF ALL CORRESPONDENCE PERTINENT TO THE REMOVAL OF HAZARDOUS MATERIALS SHALL BE TRANSMITTED TO OWNER AND A COPY SHALL BE AVAILABLE AT THE PROJECT OFFICE AND THE JOB SITE.

AERIAL NOTES:

- AERIAL CONSTRUCTION TO BE PERFORMED TO INDUSTRY ACCEPTABLE STANDARDS.
- ALL HEIGHTS OF CABLE PLACEMENT WILL BE RECORDED AT THE TIME OF CONSTRUCTION. DOCUMENT ALL POINTS OF ATTACHMENT.
- 6.6M STRAND WILL BE USED WITH STANDARD 5/8" HARDWARE.
- ALL EXTENSION ARMS TO BE PLACED WILL BE EPOXY ARMS UNLESS OTHERWISE NOTED OR APPROVED BY THE INSPECTOR.
- BOND STRAND TO POWER MGN WHERE APPLICABLE.
- ANCHORS TO BE USED WILL BE 3/4" SCREW IN TYPE.
- ALL STRAPS WILL BE PLACED 4" BEFORE AND AFTER EVERY SUPPORTING CLAMP AT MINIMUM OF 21" APART.
- P.O.A = POINT OF ATTACHMENT
- ADD MISSING GROUNDS
- REPAIR/REPLACE EXISTING LASHING WIRE IF DAMAGED.

CONSTRUCTION STAKES:

IN AREAS WHERE THE CONDUIT ALIGNMENT IS NOT CLEARLY DEFINED BY CURB LINES, FENCE LINES, OR OTHER EVIDENCE OF THE RIGHT-OF-WAY, THE ENGINEER WILL PROVIDE CENTERLINE STAKES OR PAINT MARKS WHERE REQUIRED TO MAKE THE PROPOSED CONDUIT ALIGNMENT EVIDENT.

CLOSURES IDENTIFIED IN THE PLANS SHALL BE LOCATED BY THE CONTRACTOR. DEVIATION FROM PLAN LAYOUT SHALL BE APPROVED BY THE ENGINEER PRIOR TO CONDUIT AND/OR CLOSURE INSTALLATION.

MANHOLE CENTERS WILL BE FIELD STAKED BY THE ENGINEER WHEN REQUESTED WITH OFFSET STAKES AT RIGHT ANGLES TO THE CONDUIT ALIGNMENT.

IF ADDITIONAL FIELD STAKING OR LOCATION OF CONDUITS, MANHOLES, PROPERTY LINES, ETC. BECOMES NECESSARY, THE CONTRACTOR IS TO NOTIFY THE INSPECTOR OR THE ENGINEER TWO WORKING DAYS PRIOR TO BEGINNING THE WORK.

PERMITS-FRANCHISES-EASEMENTS:

PHYSICAL WORK SHALL NOT BE STARTED UNTIL THE GOVERNING AGENCY INSPECTOR AND THE CONTRACTOR ARE IN POSSESSION OF AND HAVE CAREFULLY REVIEWED AND FULLY UNDERSTAND ALL CONDITIONS AND SPECIFICATIONS SET FORTH IN THE REQUIRED PERMIT, FRANCHISES, AND/OR EASEMENTS.

PLACING FOREMAN TO HAVE A COPY OF THE PERMITS/EASEMENTS ON SITE ALL TIMES

ANY CONFLICT BETWEEN WORK PRINT SPECIFICATIONS AND SPECIFICATIONS SET FORTH UNDER RELATED PERMITS, FRANCHISES, AND/OR EASEMENTS MUST BE CLEARED BY PROPER COMPANY AUTHORITY BEFORE PROGRESSING WITH WORK INVOLVED.

TRAFFIC CONTROL:

THIS PROJECT WILL INVOLVE WORKING ALONG A MAJOR ARTERIAL ROAD AND HEAVY TRAFFIC VOLUME SHOULD BE ANTICIPATED.

UNIFORM TRAFFIC FLOW SHALL BE MAINTAINED AT ALL TIMES. ONLY EQUIPMENT AND MATERIALS NECESSARY FOR IMMEDIATELY SCHEDULED OR IN PROGRESS WILL BE MAINTAINED IN THE WORK AREA. ALL OTHER EQUIPMENT AND MATERIAL WILL BE "STORED OR STOCKPILED" IN SUCH A MANNER AS TO ELIMINATE HAZARDOUS CONDITIONS FOR TRAFFIC OR PEDESTRIANS DURING NON-WORKING OR SHUT DOWN PERIOD.

TRAFFIC WARNING DEVICES AND SIGNS SHALL CONFORM TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS (US GOVERNMENT PRINTING OFFICE) AND TO THE STATE'S MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES. HIGH LEVEL WARNING TYPE DEVICES ARE TO BE USED AT TIMES AND SPECIAL WARNING DEVICES MAY BE STIPULATED BY THE JURISDICTIONAL PERMIT AGENCY AT ANY TIME THE USE WILL ADD TO THE SAFETY AND PROTECTION OF TRAFFIC OR PEDESTRIANS IN THE CONSTRUCTION AREA.

ALL CONDUIT TRENCHING IN PAVED AREAS SHALL BE BACKFILLED WITH CRUSHED GRAVEL OR COMPLETELY COVERED AT THE COMPLETION OF EACH WORKING DAY. ANY BACKFILLED TRENCH SHALL BE CAPPED WITH A MINIMUM LAYER OF ASPHALTIC CONCRETE COLD PATCH AT THE END OF EACH WORKING DAY.

THE CONTRACTOR SHALL MARK THE CONDUIT TRENCH AND DEFINE HIS CONSTRUCTION AREA CLEARLY WITH BARRICADES, CONES, AND/OR OTHER VISIBLE METHODS THAT ALERT THE PUBLIC OF THE CONSTRUCTION ACTIVITY.

A TRAFFIC CONTROL PLAN SHALL BE PREPARED BY THE CONTRACTOR AS REQUIRED AND SUBMITTED TO EACH PERMITTING AGENCY REQUESTING SUCH PLAN FOR REVIEW AND APPROVAL OR REVISION PRIOR TO COMMENCING ANY CONSTRUCTION ACTIVITY FOR THIS PROJECT. THE APPROVED PLAN SHALL BE SUBMITTED TO THE AGENCY AND A COPY OF THE PLAN SHALL BE KEPT AT THE CONSTRUCTION SITE AND MUST BE AVAILABLE FOR REVIEW BY AGENCY REPRESENTATIVES.

SPECIAL UTILITY CLEARANCES:

- ALL WORK CONDUCTED ADJACENT TO WATER MAINS SHALL CONFORM TO FOLLOWING CONDITIONS.
- WHENEVER POSSIBLE CONDUIT SHALL MAINTAIN A CNSTAL SEPARATION OF 3', MEASURED SURFACE (OUTSIDE EDGE TO OUTSIDE EDGE) FROM PARALLEL WATER MAINS.
 - WHENEVER POSSIBLE CONDUIT SHALL PASS UNDER EXISTING WATER MAINS AND MUST MAINTAIN 12" VERTICAL CLEAR SEPARATION. CONDUIT PASSING OVER WATER MAINS MUST ALSO MAINTAIN THE 12" VERTICAL SEPARATION.
 - THE CONTRACTOR SHALL BE RESPONSIBLE FOR ESTABLISHING AND MAINTAINING THIS REQUIRED VERTICAL SEPARATION BY EITHER EXPOSING THE WATER MAIN EVERY 100 FEET IN THOSE AREAS WHERE CNSTAL SEPARATION IS LESS 3 FEET OR BY UTILIZING THE DEPTHS OF ADJACENT WATER VALVES. IF THE CONTRACTOR UTILIZES THE ADJACENT WATER TO DETERMINE WATER MAIN DEPTH, HE SHALL CONTACT THE AGENCY AT EACH SUCH LOCATION AND THE AGENCY WILL DETERMINE THE NECESSARY DEPTH OF THE TOP OF THE CONDUIT AT THAT POINT.
 - THE VERTICAL AND CNSTAL SEPARATION SHALL BE MAINTAINED AT ALL TIMES UNLESS SPECIFICALLY REVISED BY AGREEMENT BETWEEN THE JURISDICTIONAL PERMIT AGENCY AND THE AGENCY. ANY SPECIFIC DEVIATION IN VERTICAL AND CNSTAL SEPARATION FROM THOSE DESCRIBED SHALL BE REPORTED TO THE OWNER BY THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING VERTICAL AND CNSTAL SEPARATION AT ALL TIMES AND SHALL BE RESPONSIBLE FOR ANY AND ALL ENCROACHMENTS.
 - CLEARANCES TO STORM SEWERS AND SANITARY SEWERS SHALL BE EXACTLY THE SAME AS THOSE TO WATER MAINS.

STRUCTURE PROTECTION:

MANHOLES AND CONDUIT TO BE PLACED ADJACENT TO EXISTING STRUCTURES SUCH AS BRIDGE, BRIDGE FOOTING/PIERS FOUNDATIONS, WALLS, POWER AND TELEPHONE POLES, AND OTHER UTILITIES SHALL MAINTAIN A MINIMUM CLEARANCE AS SHOWN.

THE CONTRACTOR SHALL NOT UNDERMINE ANY ADJACENT STRUCTURE WITHOUT SPECIFIC WRITTEN PERMISSION FROM THE OWNER/OPERATOR OF SUCH STRUCTURE.

SHORING USED AS FOUNDATION SUPPORT SHALL BE DESIGNED SPECIFICALLY FOR BOTH THE LIVE AND DEAD LOADS OF THE STRUCTURE OR IF ONLY THE DEAD IS USED FOR DESIGN, THE CONTRACTOR SHALL PROVIDE A DETAILED LAYOUT AND PLAN OF THE METHOD OF ESTABLISHING AND MAINTAINING THE DESIGN LOAD CONDITIONS (I.E. ROAD DETOURS, TIEBACKS, ETC).

SEE UTILITY CLEARANCE SECTION NOTES FOR CLEARANCE CRITERIA TO PARALLEL OR CROSS UTILITIES.

EXISTING UTILITIES EXPOSED DURING EXCAVATION SHALL BE 100% SUPPORTED BY EITHER TRENCH BRIDGING AND SUSPENSION OR BY THE USE OF LONGITUDINAL TRAYS OR PLATFORMS VERTICALLY SUPPORTED BY ADJUSTABLE BUILDING JACKS.

EXISTING SPLICE CASES AND CABLES SHALL BE SUPPORTED BY SUSPENSION FROM A CROSSING BEAM. SUPPORTS SHALL BE PLACED AT A MAXIMUM SPACING OF 4 FEET AND SHALL CONSIST OF A CANVAS SLING WITH NYLON BELLING OR ROPE. ALL CABLE SUPPORTS SHALL BE PLACED IN A MANNER THAT PREVENTS KINKS OR OTHER DAMAGE TO THE CABLE SHEATH.

AN ACCEPTABLE ALTERNATIVE TO CABLE SLINGS WOULD BE THE UTILIZATION OF A WIDE FLANGE "I" BEAM OR CHANNEL AS A "CABLE TRAY" WITH CABLES/CASES BANDED IN PLACE.

SHORING:

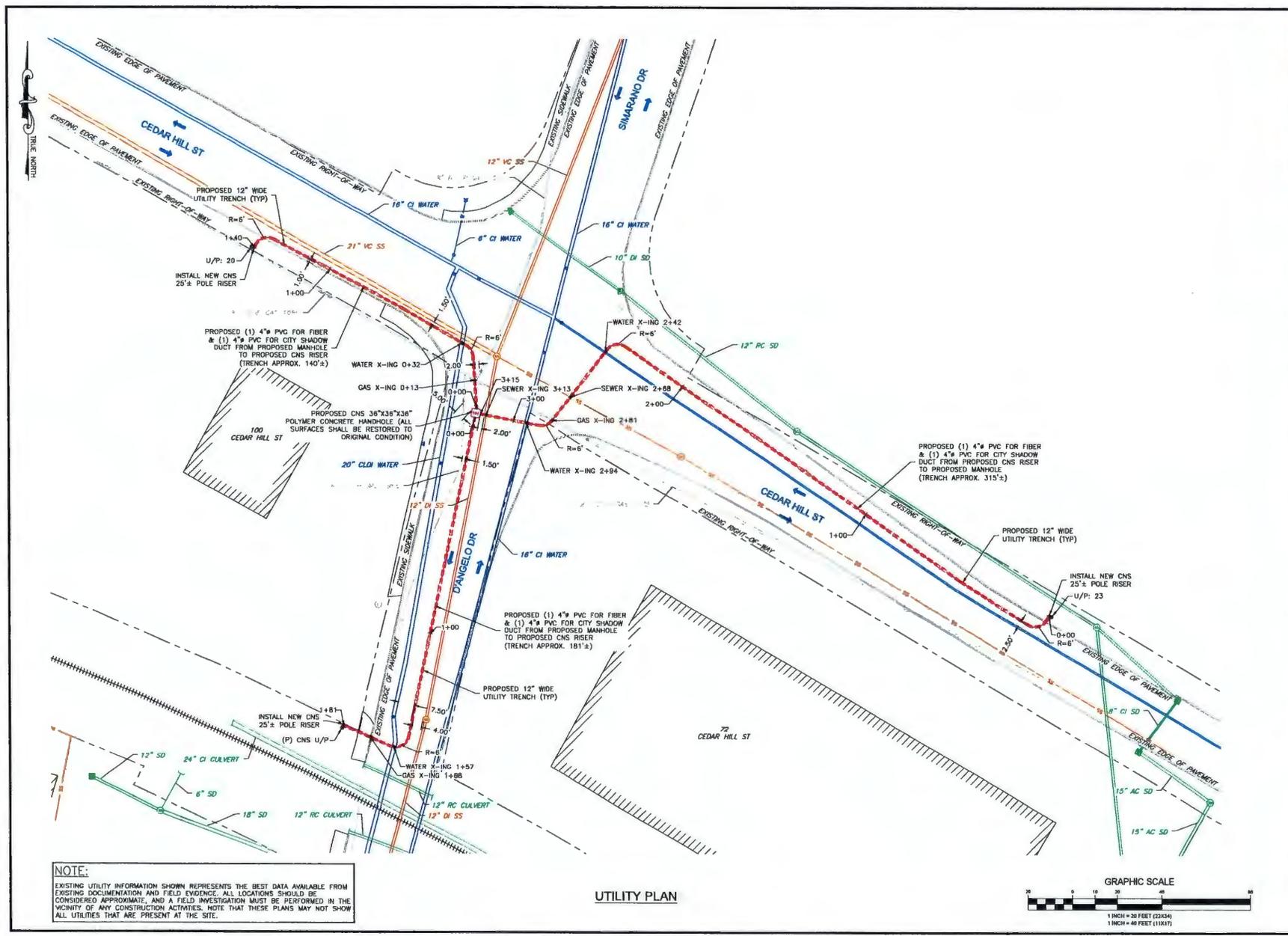
THE CONTRACTOR SHALL PROVIDE SHORING FOR CONDUIT TRENCH EXCAVATION 42" OR MORE IN DEPTH AS MEASURED FROM THE HIGH SIDE OF THE TRENCH AND FOR ALL MANHOLE EXCAVATION.

MANHOLE SHORING SHALL BE TIGHT-SHEETED

ALL SHORING SHALL CONFORM TO THE STANDARDS AND SPECIFICATIONS OF LOCAL COUNTY AND THE OCCUPATIONAL SAFETY HEALTH ADMINISTRATION.

THE CONTRACTOR SHALL PROVIDE ALL SHORING AND DESIGN CALCULATIONS TO THE PERMIT ISSUING AGENCY PRIOR TO COMMENCING ANY CONSTRUCTION ACTIVITY.

ENGINEERING FIRM		
 TOTALLY COMMITTED.		
<small>NB+C ENGINEERING SERVICES, LLC. 100 WOODLOR DRIVE, SUITE 303 CHELSEA, MA 01924 (978) 826-1008</small>		
APPLICANT		
 CAMBRIDGE NETWORK SOLUTIONS		
CNS PROJECT MANAGER:		
PAULIE POLACKE		
NB+C PROJECT MANAGER:		
DAN CORNING		
NB+C PROJECT NUMBER:		
100599		
NB+C PROJECT NAME:		
CEDAR HILL STREET AT D'ANGELO DR		
SITE ADDRESS:		
100 CEDAR HILL STREET MARLBOROUGH, MA 01752 CITY OF MARLBOROUGH MIDDLESEX COUNTY		
REVISIONS		
DATE	DESCRIPTION	INITIAL
04/1/23	PRELIMINARY	CM
05/1/23	REVISED ROUTING	DFR
PE STAMP & APPROVAL		
CONTACTS		
NB+C CONTACT:		
NAME: DAN CORNING		
PHONE: 978-856-8308		
EMAIL: dcorning@nb+c.com		
CNS CONTACT:		
NAME: PAULIE POLACKE		
PHONE: 781-526-3027		
EMAIL: paulie.polacke@cnspathfiber.com		
AS-BUILTS		
ORIGINAL:		
REVISED:		
SHEET: 03 OF 05		
GENERAL NOTES		



ENGINEERING FIRM
NB+C
TOTALLY COMMITTED.
NB+C ENGINEERING SERVICES, LLC.
100 APOLLO DRIVE, SUITE 303
CHILMARK, MA 01924
(978) 856-8308

APPLICANT
CNS
CAMBRIDGE NETWORK SOLUTIONS

CNS PROJECT MANAGER:
PAULIE POLACKE
NB+C PROJECT MANAGER:
DAN CORNING
NB+C PROJECT NUMBER:
100939
NB+C PROJECT NAME:
CEDAR HILL STREET AT D'ANGELO DR

SITE ADDRESS:
100 CEDAR HILL STREET
MARLBOROUGH, MA 01752
CITY OF MARLBOROUGH
MIDDLESEX COUNTY

REVISIONS		
DATE	DESCRIPTION	INITIAL
04/1/23	PRELIMINARY	CM
05/12/23	REVISED ROUTING	DFR

PE STAMP & APPROVAL

CONTACTS

NB+C CONTACT:
NAME: DAN CORNING
PHONE: 978-856-8308
EMAIL: dcorning@nbc+c.com

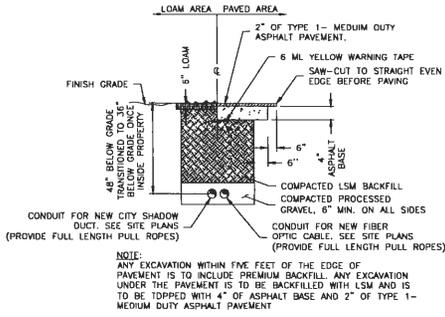
CNS CONTACT:
NAME: PAULIE POLACKE
PHONE: 781-526-3027
EMAIL: paulie.polacke@lightpathfiber.com

AS-BUILTS

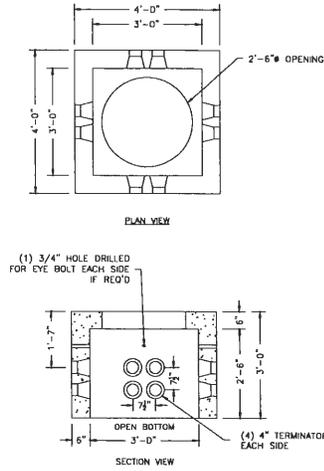
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PROJECT SHEET OSP

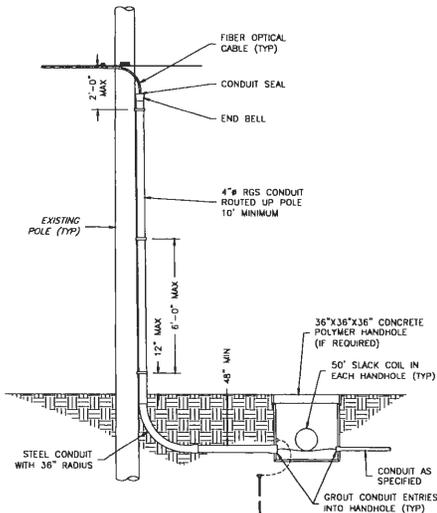


1 UTILITY TRENCH RESTORATION DETAIL
05 NOT TO SCALE

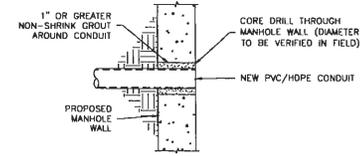


2 TYPICAL HANDHOLE 36"x36" H-20 DETAILS
05 NOT TO SCALE

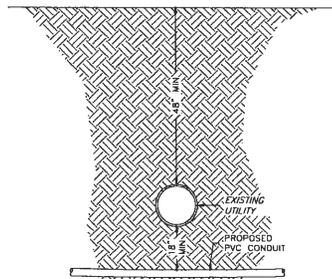
- NOTES:
1. CONCRETE: 5,000 PSI MINIMUM AFTER 28 DAYS.
 2. DESIGN LOADINGS: AASHTO HS20-44, 0 TO 5 FEET COVER.
 3. STEEL REINFORCEMENT CONFORMS TO ASTM A615, GRADE 60.
 4. MINIMUM STEEL COVER 1".
 5. OPTIONAL OPENINGS AVAILABLE BY SPECIAL ORDER.



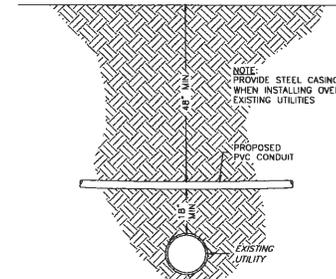
4 AERIAL TO UNDERGROUND TRANSITION
05 NOT TO SCALE



3 MANHOLE CONDUIT PENETRATION
05 NOT TO SCALE



5 TYPICAL UTILITY CROSSING BELOW
05 NOT TO SCALE



6 TYPICAL UTILITY CROSSING ABOVE
05 NOT TO SCALE

ENGINEERING FIRM

NB+C
TOTALLY COMMITTED

NB+C ENGINEERING SERVICES, LLC.
100 ARLOLD DRIVE SUITE 303
CHELSEA, MA 01824
(978) 556-8308

APPLICANT

CNS
CAMBRIDGE NETWORK SOLUTIONS

CNS PROJECT MANAGER:

PAULIE POLACKE

NB+C PROJECT MANAGER:

DAN CORNING

NB+C PROJECT NUMBER:

100530

NB+C PROJECT NAME:

CEDAR HILL STREET AT D'ANGELO DR

SITE ADDRESS:

100 CEDAR HILL STREET

MARLBOROUGH, MA 01752

CITY OF MARLBOROUGH

MIDDLESEX COUNTY

REVISIONS

DATE	DESCRIPTION	INITIAL
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05/12/23	REVISED ROUTING	DFR

PE STAMP & APPROVAL

CONTACTS

NB+C CONTACT:
NAME: DAN CORNING
PHONE: 978-856-8308
EMAIL: dcorning@nb+c.com

CNS CONTACT:
NAME: PAULIE POLACKE
PHONE: 781-526-3027
EMAIL: paulie.polacke@cityofmarlborough.com

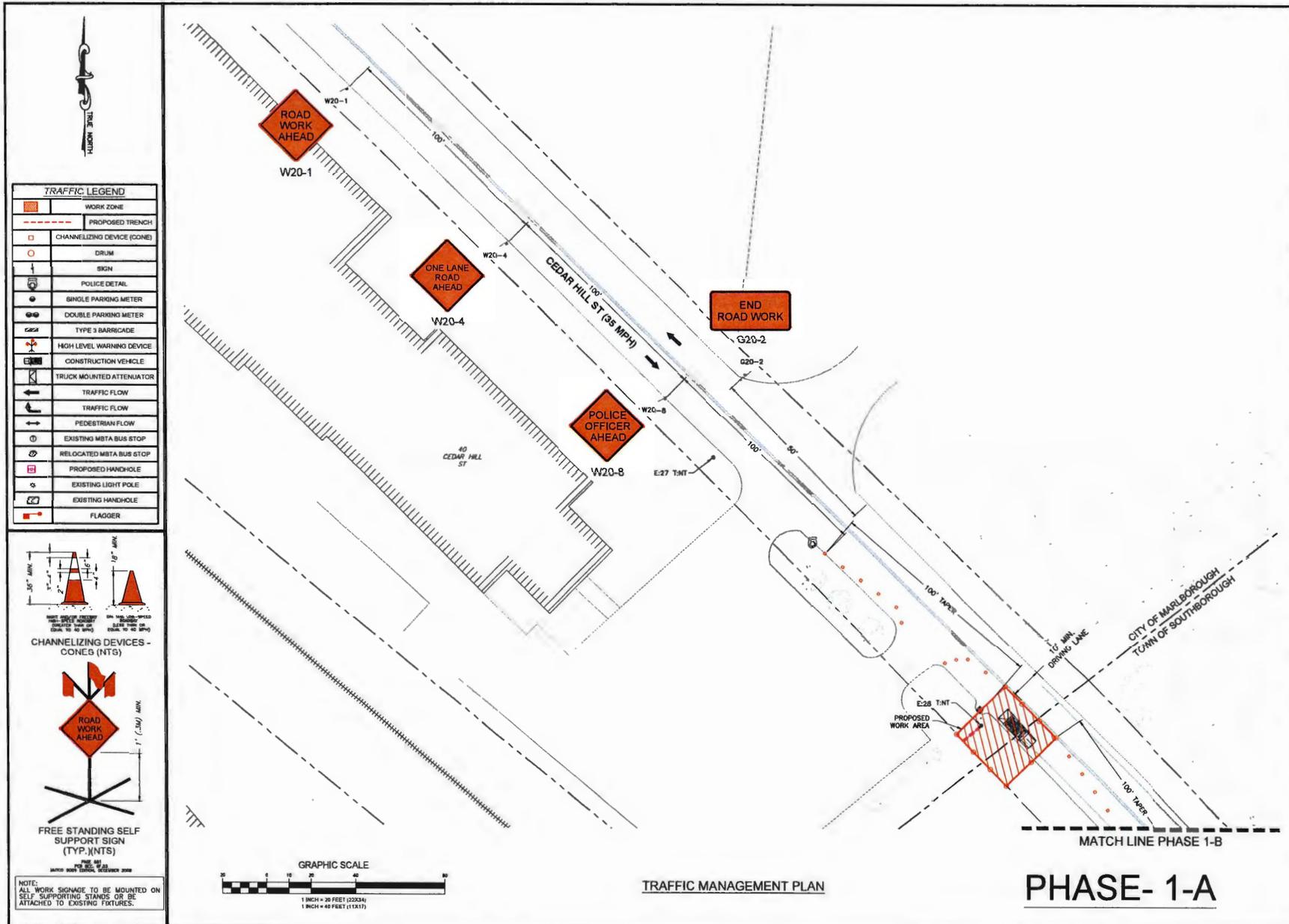
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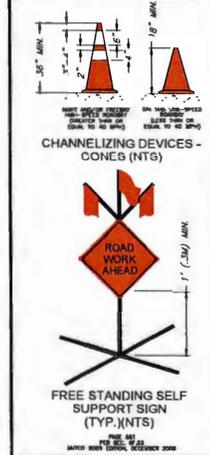
SHEET: 05 OF 05

TYPICAL
UNDERGROUND
DETAILS



TRAFFIC LEGEND

	WORK ZONE
	PROPOSED TRENCH
	CHANNELIZING DEVICE (CONE)
	DRUM
	SIGN
	POLICE DETAIL
	SINGLE PARKING METER
	DOUBLE PARKING METER
	TYPE 3 BARRICADE
	HIGH LEVEL WARNING DEVICE
	CONSTRUCTION VEHICLE
	TRUCK MOUNTED ATTENUATOR
	TRAFFIC FLOW
	PEDESTRIAN FLOW
	EXISTING MBTA BUS STOP
	RELOCATED MBTA BUS STOP
	PROPOSED HANDHOLE
	EXISTING LIGHT POLE
	EXISTING HANDHOLE
	FLAGGER



NOTE: ALL WORK SIGNAGE TO BE MOUNTED ON SELF-SUPPORTING STANDS OR BE ATTACHED TO EXISTING FIXTURES.

ENGINEERING FIRM

NB+C
TOTALLY COMMITTED.

NB+C ENGINEERING SERVICES, L.L.C.
100 ARDOLLO DRIVE, SUITE 203
CHELSEA, MA 01934
(978) 856-8265

APPLICANT

CNS
CAMBRIDGE NETWORK SOLUTIONS

CNS PROJECT MANAGER:
PAULIE POLACKE

NB+C PROJECT MANAGER:
DAN CORNING

NB+C PROJECT NUMBER:
100939

NB+C PROJECT NAME:
34 ST MARTIN DRIVE

SITE ADDRESS:
34 ST MARTIN DRIVE
MARLBOROUGH, MA 01752
CITY OF MARLBOROUGH
MIDDLESEX COUNTY

REVISIONS

DATE	DESCRIPTION	INITIAL
05/30/23	PRELIMINARY	CM

PE STAMP & APPROVAL

CONTACTS

NB+C CONTACT:
NAME: DAN CORNING
PHONE: 978-856-8308
EMAIL: dcorning@nb+c.com

CNS CONTACT:
NAME: PAULIE POLACKE
PHONE: 781-526-3027
EMAIL: paulie.polacke@lightpathfiber.com

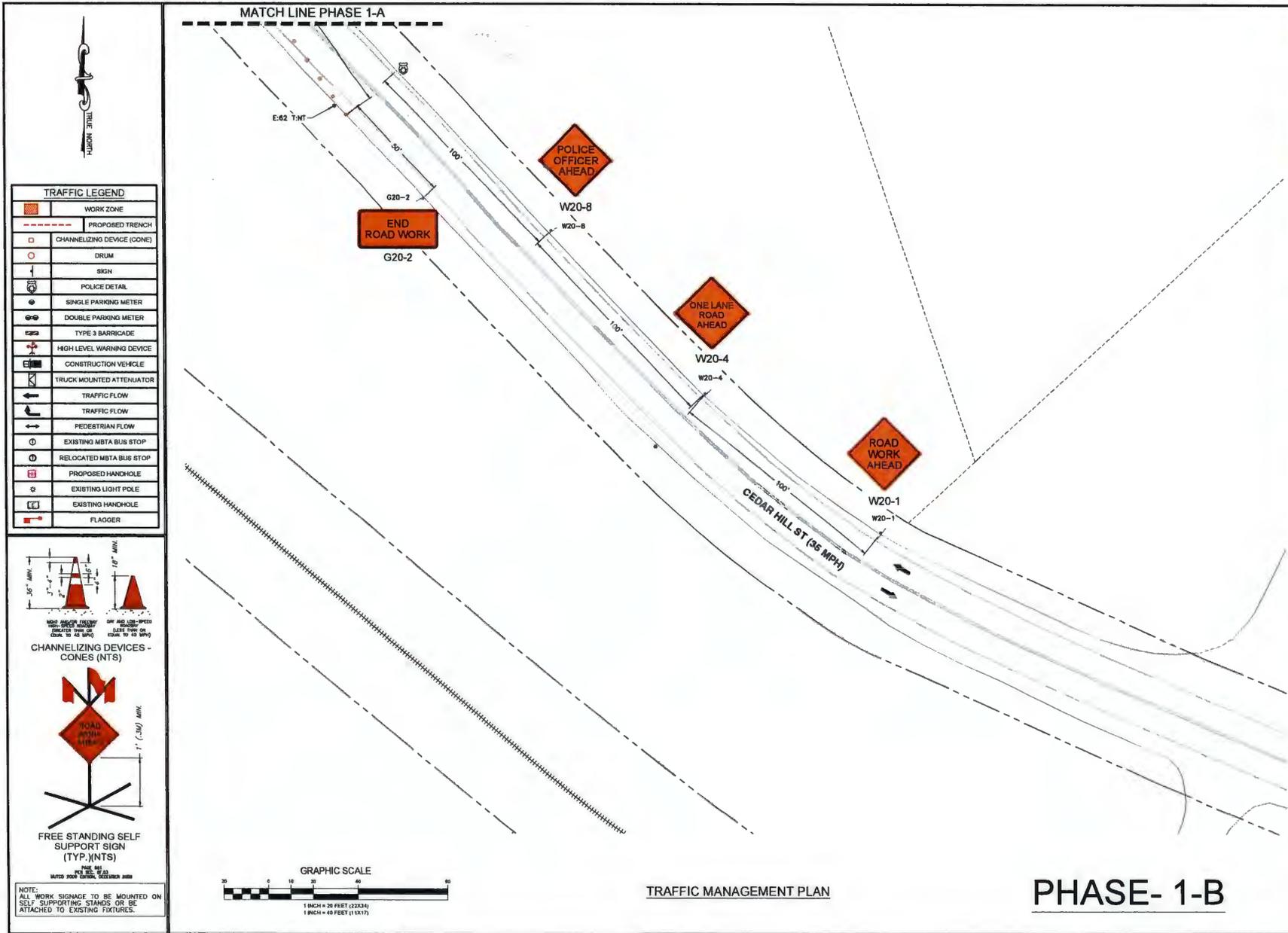
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ORIGINAL: _____

REVISED: _____

SHEET: 01 OF 02

TRAFFIC MANAGEMENT PLAN



ENGINEERING FIRM

NB+C
TOTALLY COMMITTED

NB+C ENGINEERING SERVICES, LLC.
100 ARDULOV DRIVE, SUITE 302
CHELSEA, MA 01824
(978) 884-3333

APPLICANT

CNS
CAMBRIDGE NETWORK SOLUTIONS

CNS PROJECT MANAGER:
PAULIE POLACKE

NB+C PROJECT MANAGER:
DAN CORNING

NB+C PROJECT NUMBER:
100939

NB+C PROJECT NAME:
34 ST MARTIN DRIVE

SITE ADDRESS:
34 ST MARTIN DRIVE
MARLBOROUGH, MA 01752
CITY OF MARLBOROUGH
MIDDLESEX COUNTY

REVISIONS

DATE	DESCRIPTION	INITIAL
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PE STAMP & APPROVAL

CONTACTS

NB+C CONTACT:
NAME: DAN CORNING
PHONE: 978-856-4308
EMAIL: dcorning@nbcc.com

CNS CONTACT:
NAME: PAULIE POLACKE
PHONE: 781-526-3027
EMAIL: paulie.polacke@nbcc.com

AS-BUILTS

ORIGINAL: _____
REVISED: _____

SHEET: 02 OF 02

TRAFFIC MANAGEMENT PLAN

40 CEDAR HILL LLC
PO BOX 836
MARLBOROUGH, MA 01752

CITY OF MARLBOROUGH
CEDAR HILL PUMPING STATIO
140 MAIN ST
MARLBOROUGH, MA 01752

CROWLEY FRANK A III TR
JOSEPH F SHAY TR MIP REAL
PO BOX 849
MARLBOROUGH, MA 01752

MARLBOROUGH APARTMENT PAR
11 UNQUOWA RD
FAIRFIELD, CT 06824

MARLBOROUGH ROYCE LLC
495 UPPER GRASSY HILL RD
WOODBURY, CT 06798

MARLBOROUGH TECHNOLOGY
PA
C/O MENLO EQUITIES
ASSOCIATES
2765 SAND HILL RD STE 200
MENLO PARK, CA 94025

METROPOLIS BLOOMFIELD INV
ONE MARKET ST STE 4025
SAN FRANCISCO, CA 94105

METROPOLITAN DISTRICT COM
C/O DCR
251 CAUSEWAY ST STE 900
BOSTON, MA 02114-2104

TV MARLBOROUGH LLC
42 MONUMENT ST
CONCORD, MA 01742

CITY OF MARLBOROUGH
OFFICE OF THE CITY CLERK

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2023 JUN 22 AM 11:38

APPLICATION TO CITY COUNCIL FOR ISSUANCE OF SPECIAL PERMIT

1. Name and address of Petitioner or Applicant:

Rick Marino, Trustee of Marco Realty Trust - 19 Mechanic Street, Marlborough, MA

2. Specific Location of property including Assessor's Plate and Parcel Number.

Parcel ID#: 69-378 - 13-15 Mechanic Street, Marlborough, MA

3. Name and address of owner of land if other than Petitioner or Applicant:

Same as above

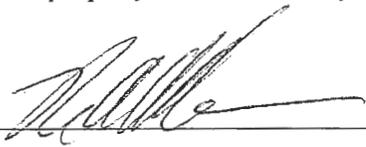
4. Legal interest of Petitioner or Applicant: Owner

5. Specific Zoning Ordinance under which the Special Permit is sought:

Article 650 Section 12 Paragraph B Sub-paragraph _____

6. Zoning District in which property in question is located: MV District

7. Specific reason(s) for seeking Special Permit: Applicant seeks to make certain non-structural modifications to the existing garage at the property including improving the front facade, installing two garage doors along the side of the building, new bathroom, equipment storage platform and three automotive lifts all within the current structural envelope for the purposes of conducting automobile repair services which is a pre-existing, nonconforming use at the property and is intended to compliment and serve as an expansion of applicant's ongoing use of automotive repair at applicant's abutting property at 19 Mechanic Street. Said alteration of the garage is in furtherance of a use that is preexisting nonconforming and not in a manner substantially different from the prior owner's use of the property nor substantially more detrimental to the neighborhood than the existing nonconforming use.



Signature of Petitioner or Applicant

Address: 19 MECHANIC ST
MARLBOROUGH, MA 01752

Date: 6/21/23

Telephone No. 508-485-8633

8. List of names and addresses of abutter. SEPARATE SHEET ATTACHED

8 | PETITION IS HEREBY MADE FOR THE ISSUANCE OF A SPECIAL PERMIT BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH AND IS BASED ON THE WITHIN PETITION OR APPLICATION AS FILED HERewith AND MADE PART OF SAID PETITION.

LIST OF NAMES AND ADDRESS OF ABUTTERS
AS REQUESTED ON THE APPLICATION FOR SPECIAL PERMIT OF:

Rick Marino, Trustee of Marco Realty Trust

(Name of Petitioner)

FOR THE ISSUANCE OF SPECIAL PERMIT BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH UNDER CHAPTER 650, ZONING, OF THE CODE OF THE CITY OF MARLBOROUGH.

(Abutters as defined in §650-59, Section 4H, **Powers and Procedure of Special-Permit Granting Authorities**)

22 RAWLINS LLC
129 AMERICA BLVD
ASHLAND, MA 01721

BIBI LOUIS TR
MINI MALL TRUST
162 CLOVER HILL ST
MARLBOROUGH, MA 01752

EDWARDS JOSEPH V
LINDA M EDWARDS
46 EXETER ST
MARLBOROUGH, MA 01752

55 RK MECHANIC STREET LLC
55 MECHANIC ST
MARLBOROUGH, MA 01752

CALLAHAN ANTHONY C
131 CHESTNUT ST
MARLBOROUGH, MA 01752

EDWARDS JOSEPH V
LINDA M EDWARDS
46 EXETER ST
MARLBOROUGH, MA 01752

59-61 MECHANIC STREET LLC
C/O JOHN CANTY
322 LINCOLN ST
MARLBOROUGH, MA 01752

CITY OF MARLBOROUGH
140 MAIN ST
MARLBOROUGH, MA 01752

ESTES CHARLES III TR
CONNIE M ESTES TR
250 STOW RD
MARLBOROUGH, MA 01752

7-9 MECHANIC ST REALTY LL
576 BOSTON POST RD EAST
MARLBOROUGH, MA 01752

CITY OF MARLBOROUGH
HOUSING AUTHORITY
255 MAIN ST
MARLBOROUGH, MA 01752

ESTES CHARLES L III TR
CONNIE M ESTES TR
250 STOW RD
MARLBOROUGH, MA 01752

ALLEN CAROL M
33 CENTRAL ST
MARLBOROUGH, MA 01752

CITY OF MARLBOROUGH
PUBLIC LIBRARY
140 MAIN ST
MARLBOROUGH, MA 01752

FEDLYNE ARISTILDE
NATACHE ARISTHILDE
304 LINCOLN ST
MARLBOROUGH, MA 01752

ALMEIDA GILBERT C
TEREZINHA M ALMEIDA
59 VERNON ST
WALTHAM, MA 02453

CITY OF MARLBOROUGH
WALKER BUILDING
140 MAIN ST
MARLBOROUGH, MA 01752

FERRECCHIA STEFANIE R TR
19 CENTRAL STREET REALTY
172 SHAWMUT AVE
MARLBOROUGH, MA 01752

BAIAO PHILLIP
42 CENTRAL ST
MARLBOROUGH, MA 01752

COHAN JOHN
MARIE COHAN
37 CENTRAL ST
MARLBOROUGH, MA 01752

FLORES CARLOS LI EST
77 TOWER ST
HUDSON, MA 01749

BAPTIST CHURCH
22 MECHANIC ST
MARLBOROUGH, MA 01752

COMMONWEALTH OF
MASSACHUS
10 PARK PLAZA STE 4160
BOSTON, MA 02116

GADBOIS CHARLES E TR
TWO COMMERCIAL REALTY TRU
PO BOX 5967
MARLBOROUGH, MA 01752

BB MINI MALL TR
BB MINI MALL TRUST
162 CLOVER HILL ST
MARLBOROUGH, MA 01752

DE OLIVEIRA WANDERLI JOSE
FERNANDES ANDREA T
30 HUNTINGTON AVE
MARLBOROUGH, MA 01752

GERDON LLC
C/O GERALD & DONNA DUMAIS
6 HIGH ST
MARLBOROUGH, MA 01752

BIBI ANDREA E TR
AFLVB REALTY TRUST
P O BOX 5
MARLBOROUGH, MA 01752

DUMAIS GERALD L
DONNA E DUMAIS
6 HIGH ST
MARLBOROUGH, MA 01752

GERSH RENEE E TR
MONUMENT AVE REALTY TRUST
450 GREEN ST
NORTHBORO, MA 01532

GHOST PROPERTIES LLC
C/O JORDAN PROPERTY SOLUT
56 MECHANIC ST
MARLBOROUGH, MA 01752

MATEO ROSELIN DEL R
310 LINCOLN ST
MARLBOROUGH, MA 01752

SOUTH MIDDLESEX NONPROFIT
300 HOWARD ST
FRAMINGHAM, MA 01702

GRAHAM ALAN W TR
BEVERLY R GRAHAM TR
42 WEST MAIN ST
MARLBOROUGH, MA 01752

MORCOS MAGED TR
280 MAIN STREET REALTY TR
280 MAIN ST
MARLBOROUGH, MA 01752

VALARIOTI DOMENIC J
103 PRESTON ST
MARLBOROUGH, MA 01752

GREEK ORTHODOX CHURCH
PO BOX 381
MARLBOROUGH, MA 01752

MSQ PROPERTY LLC
40 MECHANIC ST STE 220
MARLBOROUGH, MA 01752

VALARIOTI JOSEPH A TR
LINCOLN & MECHANICS STREE
C/O DOMENIC VALARIOTI
53 CENTRAL ST
MARLBOROUGH, MA 01752

GRIFFIN PAUL V JR TR
UNION REALTY TRUST
276 MAIN ST
MARLBOROUGH, MA 01752

NGUYEN THAI N TR
ANNA REALTY TRUST
143 DARTMOUTH ST
MARLBOROUGH, MA 01752

VELASCO CARLOS A
NIDIA DEL CARMEN-ARDILA
39 CENTRAL ST
MARLBOROUGH, MA 01752

HIGGINS JEFFREY
5323 SIESTA COVE DR
SARASOTA, FL 34242

PALLIES JOHN
10 TAYLOR RD
STOW, MA 01775

VUONG LIEN
20 MONUMENT AVE
MARLBOROUGH, MA 01752

LEDUC ROBERT R
9 WATER ST
MARLBOROUGH, MA 01752

PENTECOSTAL CHURCH OF GOD
ASSEMBLY OF GOD
32 MECHANIC ST
MARLBOROUGH, MA 01752

VUONG LIEN
TRAN BINH
50 BOATSWAIN WAY UNTI 511
CHELSEA, MA 02150

LILIE REALTY LLC
23 LINCOLN RD
ASHLAND, MA 01721

RAFELA DIAZ
300 LINCOLN ST
MARLBOROUGH, MA 01752

ZECHER BRITTA
77 MAYFLOWER RD
NEEDHAM, MA 02492

MARINO RICHARD A
19 MECHANIC ST
MARLBOROUGH, MA 01752

RAMOS MIKAELY ALEXSANDRA
16C KENNEBEC ST
WORCESTER, MA 01606

MARINO RICHARD TR
MARINO FIRST REALTY TRUST
19 MECHANIC ST
MARLBOROUGH, MA 01752

REIS ANTONIO
C/O SPB PROPERTY MANAGEME
10 TECHNOLOGY DR
STE 175
HUDSON, MA 01749

MASCIARELLI CAMILLO A TR
SUSAN M MASCIARELLI TR
415 BERLIN ROAD
MARLBOROUGH, MA 01752

SMITH DAWN E
9 ANDREA DR
HOPKINTON, MA 01748

SPECIAL PERMIT-SUMMARY IMPACT STATEMENT Applicant's

Name: Rick Marino, Trustee Address: 19 Mechanic Street

Project Name: Marco Realty Trust Address: 19 Mechanic Street

1. PROPOSED USE: (describe) Auto Repair
2. EXPANSION OR NEW: No Expansion
3. SIZE: floor area sq. ft. 1944 1st floor _____ all floors 1
buildings 1 # stories 1 lot area (s.f.) 8,796
4. LOT COVERAGE: 84.1 % Landscaped area: TBD %
5. POPULATION ON SITE: Number of people expected on site at anytime:
Normal: 0-1 Peak period: 1-2
6. TRAFFIC:
 - (A) Number of vehicles parked on site:
During regular hours: 1-8 spaces (1 handicapped) Peak Period: 1-8 spaces (1 handicapped)
 - (B) How many service vehicles will service the development and on what schedule?
oil truck once per month
7. LIGHT: How will the development be lit at the exterior? How much light will leave the property and enter the abutting property? Same lighting as is existing
8. NOISE:
 - (A) Compare the noise levels of the proposed development to those that exist in the area now.
Same - note that all use will be carried out within existing building envelope
 - (B) Described any major sources of noise generation in the proposed development and include their usual times of operation. Same or less noise generation as abutting property at 19 Mechanic Street (same use)
9. AIR: What sources of potential air pollution will exist at the development? Same or less air pollution will exist as abutting property at 19 Mechanic Street (same use)
10. WATER AND SEWER: Describe any unusual generation of waste. None
11. HAZARDOUS MATERIAL: List any types of Hazardous Waste that will be on-site. How will this waste be stored? Where? How much will be in storage on a daily basis? How will it be disposed? Waste oil and waste antifreeze stored on-site in approved double-walled storage tanks. Waste burned off as permitted and Removal of excess waste by third-party subcontractor.

***Attach additional sheets if necessary**



**CITY OF MARLBOROUGH
MARLBOROUGH, MASSACHUSETTS 01752**

City Hall

140 Main St.

Marlborough, Massachusetts 01752

Voice (508) 460-3775 Facsimile (508) 460-3723 TTD (508) 460-3610

President and Members City Council

Date: 6/22/23

**SPECIAL PERMIT APPLICATION
CERTIFICATION BY PLANNING DEPARTMENT**

Project Name: 13-15 Mechanic Street

Project Use Summary: Auto Repair

Project Street Address: 13-15 Mechanic Street

Plate: 69 Parcel: 378

Applicant/Developer Name: Marco Realty Trust (Rick Marino, Trustee)

Plan Date: 3/8/23 Revision Date: TBD

Dear President and Members:

In accordance with the City Council's Rules for Special Permit Applications, I hereby certify that the Site Plan filed with the City Clerk has been reviewed by the Building Department within the limits of work shown on the plan, and that said plan meets all prior referenced informational requirements of Section 7; that the plan conforms in all aspects to City Code and to these Rules and Regulations, and that any necessary zoning variances have been already granted by the Marlborough Zoning Board of Appeals, and any applicable appeal period concerning said variances have run.

Very truly yours,


Tin Htway
Acting Director of Planning

**Application Fee to submit to
City Clerk's office**

\$500.00

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

**Steven W. Kerrigan
City Clerk**



Dear Applicant,

To ensure that each department listed below receives a copy of your completed Special Permit application, please hand-deliver to each department as instructions indicate below.

PLACE A CHECK-MARK AFTER HAND-DELIVERING THE APPLICATION TO THE FOLLOWING DEPARTMENTS AND SIGN YOUR NAME & DATE IT ACCORDINGLY. MAKE SURE THIS PAGE IS SIGNED AND RETURNED TO THE CITY CLERK'S OFFICE WITH THE COMPLETED APPLICATION. THE CITY CLERK'S OFFICE WILL NOT ACCEPT THE APPLICATION WITHOUT THE SIGNATURE OF THE APPLICANT OR PETITIONER AS INDICATED BELOW.

- 1 SET POLICE CHIEF X
- 1 SET FIRE CHIEF X
- 1 SET CITY ENGINEER X
- 1 SET DIRECTOR OF PLANNING X
- 1 SET CONSERVATION OFFICER (IF WETLANDS AFFECTED) X
- 1 SET BUILDING COMMISSIONER X
- 12 SETS OFFICE OF THE CITY COUNCIL X
- 3 SETS OFFICE OF THE CITY CLERK X (**MUST be Original** & 2 Complete Sets)

Signature

Date

Thank you for your cooperation in this matter.

Sincerely,

*Steven W. Kerrigan
City Clerk*

City of Marlborough, Massachusetts
CITY CLERK DEPARTMENT

Steven W. Kerrigan
City Clerk



I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all Municipal tax returns and paid all Municipal taxes required under law.

Company Name

Professional Automotive Service & MARCO Realty Trust

Owner Name/Officer Name of LLC or Corporation

RICHARD A. MARCO - Richard A. MARCO Trustee

Owner/Officer Complete Address and Telephone Number

13-15 & 19 MECHANIC ST
MARLBOROUGH MA 01752

Signature of Applicant

[Handwritten Signature]

Attorney on behalf of Applicant, if applicable

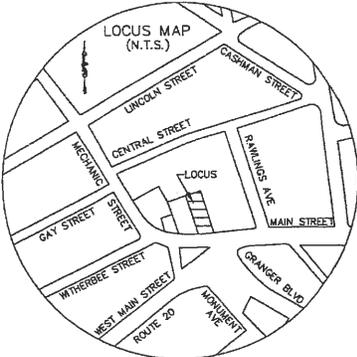
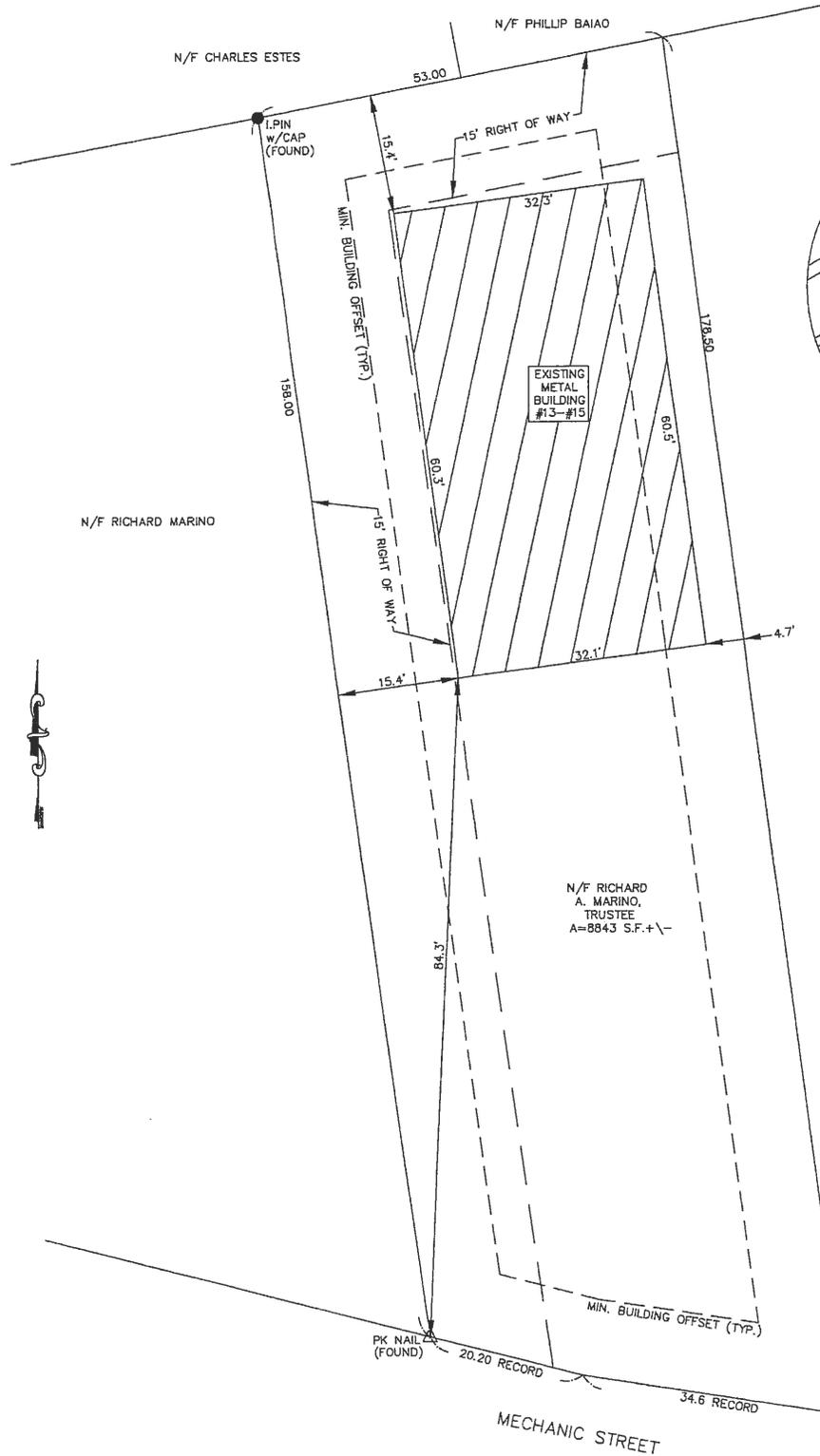
DAVID M. CLICK

The Special Permit Package will not be accepted unless this certification clause is signed by the applicant and the Tax Collector.

[Handwritten Signature]

Tax Collector/DIRECTOR OF FINANCE

OFFSETS FROM THE EXISTING STRUCTURE ARE NOT TO BE USED TO ESTABLISH LOT LINES OR CORNERS



N/F RICHARD A. MARINO, TRUSTEE
A=8843 S.F. +/-

N/F CHRISTOS PANAGIOTOPOULOS

I CERTIFY THAT THE EXISTING BUILDING IS LOCATED ON THE LOT AS SHOWN
ALSO THAT THE LOT FALLS WITHIN AN AREA DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN (SEE COMMUNITY PANEL #25017CD481F EFFECTIVE 7/7/2014)



Joseph D. Marquedant

- NOTES:
- 1) SEE PLAN #596 OF 1944
 - 2) SEE DEED BOOK 80599 PAGE 102
 - 3) THIS PLAN REFERS TO MARLBOROUGH ZONE DISTRICT "MV" WITH 5,000 S.F. LOT AREA, 25' FRONTAGE, 10' FRONT, 10' SIDE, AND 10' REAR YARD SETBACKS
 - 4) THIS PLAN REFERS TO MARLBOROUGH ASSESSOR PLATE 69 PARCEL 378

CERTIFIED PLOT PLAN
IN
MARLBOROUGH, MASSACHUSETTS
PREPARED FOR: MARCO REALTY TRUST
SCALE: 1"=10' DATE: MARCH 8, 2023
PREPARED BY: J.D. MARQUEDANT & ASSOCIATES INC.
LAND SURVEYING
34 HAYDEN ROWE STREET, SUITE 203
HOPKINTON, MA. 01748
508 435-4145

DATE	DESCRIPTION	BY

PROJECT:

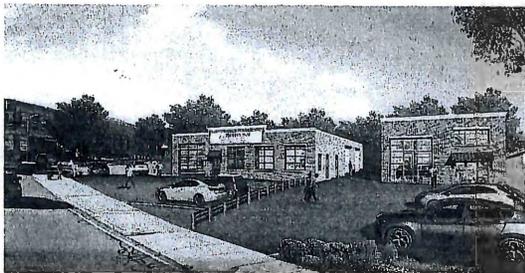
Renovations to:

**PROFESSIONAL
13 MECHANIC STREET SHOP**

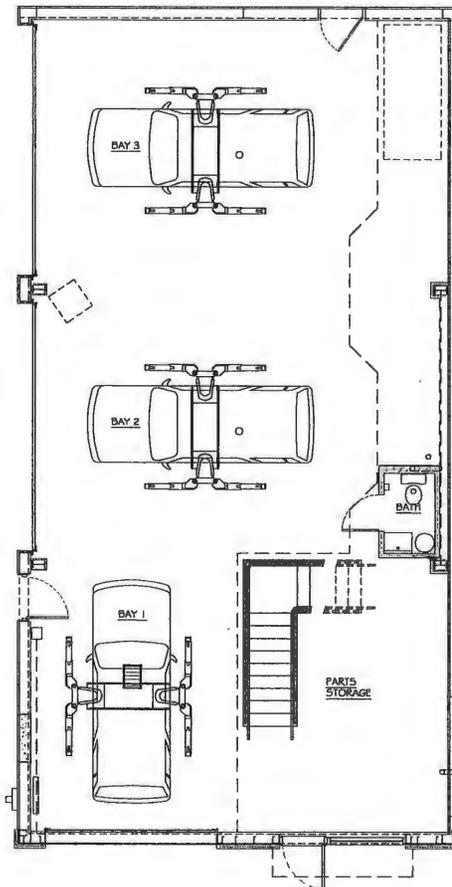
LOCATION:

13 Mechanic Street
Marlborough Ma

ISSUED FOR PERMIT:
22 December 2022



CODE REVIEW ANALYSIS:													
<p>13 Mechanic Street Renovations</p> <p>Building analysis for a proposed renovation to the existing structure located at 13 Mechanic Street in Marlborough Massachusetts. The intent of the work is to locate a new shop, parts storage and a reception for existing structure to permit the proper operations of the new shop of Professional Automotive located at 13 Mechanic Street. Work includes site prepared plan, new MA, a meter and a reworking of the structure. A new self-supporting mezzanine structure will be added to store items prior to make room adjust. Store is the extension of the building's second.</p> <p>The following report contains requirements for new work under the current edition of the Massachusetts State Building Code</p> <p>Codes in Effect:</p> <p>780 CMR, with Edition of the Massachusetts State Building Code (including by reference the International Building Code) Massachusetts and Access Code (MASC) and Firearm Code</p> <p>245 CMR, Massachusetts Fuel Gas and Plumbing Code</p> <p>809A 12 - Standard for Fire Installation of Sprinkler Systems</p> <p>801.8 International Energy Conservation Code (IECC)</p> <p>801.7 National Electrical Code (NEC)</p> <p>Design of the building shall be based on the design loads as indicated in Part 1 of the Code of the Commonwealth of Massachusetts State Building Code as indicated, not the loads to follow.</p> <p>1. Location: Marlborough, MA 2. Base Category: II 3. General Seismic Risk: V = 50 psf 4. Basic Wind Speed: V = 120 MPH 5. Exposure: Se, C-1 (S) S1 = 0.050 6. Building Category: Group II - Moderate-Hazard storage</p> <p>Building design shall be based on the average design wind and repetition of 20 mph gusts, but not less than ASCE 7-22 and repeated direction criteria for the building connection.</p> <p>Use or Occupancy: Use: S1 Use Group: Group II - Moderate-Hazard storage Motor Vehicle Repair Shop</p> <p>Local Government Ordinance: Use Group: S1 - Moderate Hazard Storage Motor Vehicle Repair Shop</p> <p>Construction Type: II - Reinforced Brick Spandrel Building footprint (gross square footage)</p> <p>Building Area: Max floor area = 1,933 gross sq. ft. (No change of footprint for project) Maximum area (grossed) = 528 gross sq. ft. (44-23% of gross floor area below 150% min. allowable per 509.2.1)</p> <p>Floors and Area Limitations:</p> <table border="1"> <thead> <tr> <th></th> <th>Allowed</th> <th>Provided</th> </tr> </thead> <tbody> <tr> <td>TSD-3 Allowable Stairing Height Above Grade Floor</td> <td>55</td> <td>+/- 20-3' ending +/- 21-7' provided at new floor levels</td> </tr> <tr> <td>TSD-4 Allowable Number of Stories Above Grade Floor</td> <td>2 stories</td> <td>1 story (No change to exist.)</td> </tr> <tr> <td>TSD-5 Allowable Area Factor</td> <td>1,933 gross sq. ft. (see floor)</td> <td></td> </tr> </tbody> </table> <p>Area modifications such as height increase not applicable to project.</p>		Allowed	Provided	TSD-3 Allowable Stairing Height Above Grade Floor	55	+/- 20-3' ending +/- 21-7' provided at new floor levels	TSD-4 Allowable Number of Stories Above Grade Floor	2 stories	1 story (No change to exist.)	TSD-5 Allowable Area Factor	1,933 gross sq. ft. (see floor)		<p>Means of Egress - Chapter 10 IRC:</p> <p>Design Occupant Load: S-1 = 500 gross 1,933 / 500 = 4 occupants Total design occupant load for egress assembly seating 4 total occupants</p> <p>Egress Component Criteria: Egress width per occupant for doors, stairs, corridors: .2 - Stairways: .3 Building has egress system reducing the capacity factor to .15 and .18 respectively.</p> <p>Exitways: based on a total design exit Provided</p> <p>Doors, Ramps & Corridors 4 x 18 = .37' (min. req. = .37) 32 in single egress door Stairs 4 x 36 = .37' not applicable Fire Table (IBC 10.6.1) Spaces with One Exit S Use Door - Min. Occupant Load = 80 - Corridor width at stairs = 100" (min. provided, OK less than 100)</p> <p>Table Facilities: The structure is a suitable to the main place of provisions for Professional Automotive, and shall directly exit door. The building is not over to be general value as a structure per as provided at the new building. The structure is to be under 2000 sq. ft. and not to exceed 20 employees per 100 sq. ft. (10.10.1.1) (4.4.1). As such, only one additional exterior facility is being considered in area of the project to meet business building being in use for the project.</p> <p>Area, additional occupancy is under 74 at any one time</p>
	Allowed	Provided											
TSD-3 Allowable Stairing Height Above Grade Floor	55	+/- 20-3' ending +/- 21-7' provided at new floor levels											
TSD-4 Allowable Number of Stories Above Grade Floor	2 stories	1 story (No change to exist.)											
TSD-5 Allowable Area Factor	1,933 gross sq. ft. (see floor)												



1 PROPOSED FLOOR PLAN
100% WP - 10'

ARCHITECT

CONTEXT STUDIOS LLC
 D.J. INGHAM AIA - REGISTERED ARCHITECT
 FRAMINGHAM, MA 01702
 TEL: 508-400-1824
 WWW.CONTEXT-STUDIOS.COM

DRAWING LIST:

- A-0 COVER SHEET / PROJECT DESCRIPTION / LIST OF DRAWINGS
- AX-1 DEMOLITION SCOPE - PLANS AND SECTIONS
- AX-2 DEMOLITION SCOPE - ELEVATIONS
- A-1 FLOOR PLANS
- A-2 ELEVATIONS
- A-3 SECTIONS / SCHEDULES

- S-1 STRUCTURAL
- S-2 STRUCTURAL

Renovations to:

Professional
Automotive -
13 Mechanic
St Shop

13 Mechanic Street
Marlborough Ma

Architectural Construction Management
CONTEXT STUDIOS!
 Framingham, MA 01702
 Tel: 508-400-1824
 Fax: 508-702-3178
 www.context-studios.com

REVISIONS

NO.	DATE	DESCRIPTION	BY



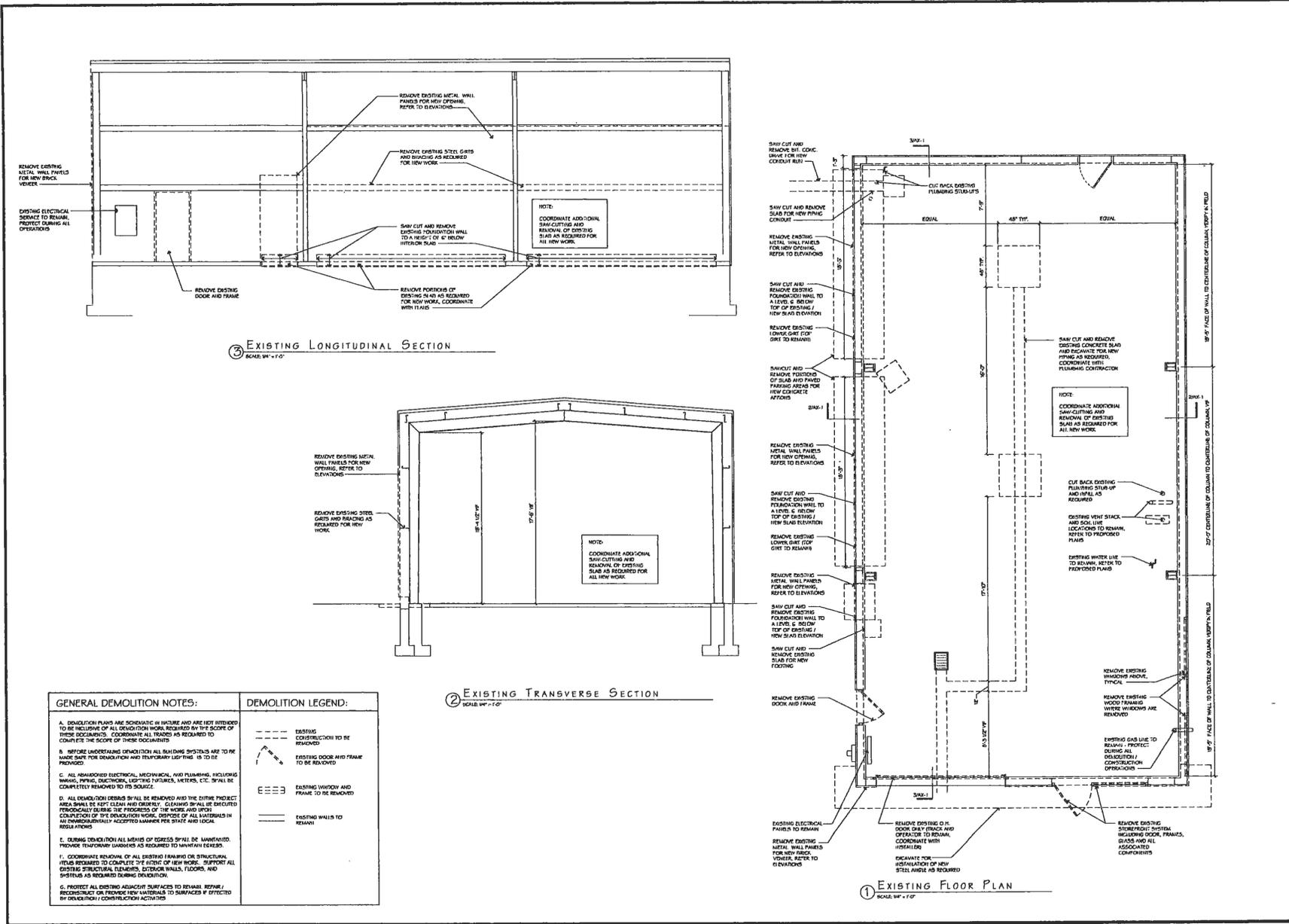
TITLE
**COVER SHEET /
 PROJECT
 DESCRIPTION / LIST
 OF DRAWINGS**

Scope of Documents:
 Drawings issued for permit and construction purposes as indicated on these documents only. Documents are schematic in nature and represent best known information as of the date indicated.
 The Client shall release, defend, and indemnify the design firm, Context Studios LLC, with respect to the following:
 1. changes made to the drawings by anyone other than the design firm, Context Studios LLC.
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 3. any aspect of the work affected by the lack of the design firm's review of shop drawings, product data, or samples.
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 5. unknown existing conditions that affect the work.

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Renovations for

Professional Automotive - 13 Mechanic St Shop

13 Mechanic Street Marlborough Ma

Architecture / Construction Management

CONTEXT STUDIOS

Franklin, MA 01717
Tel: 508-450-2384
Fax: 508-710-2170
www.contextstudios.com

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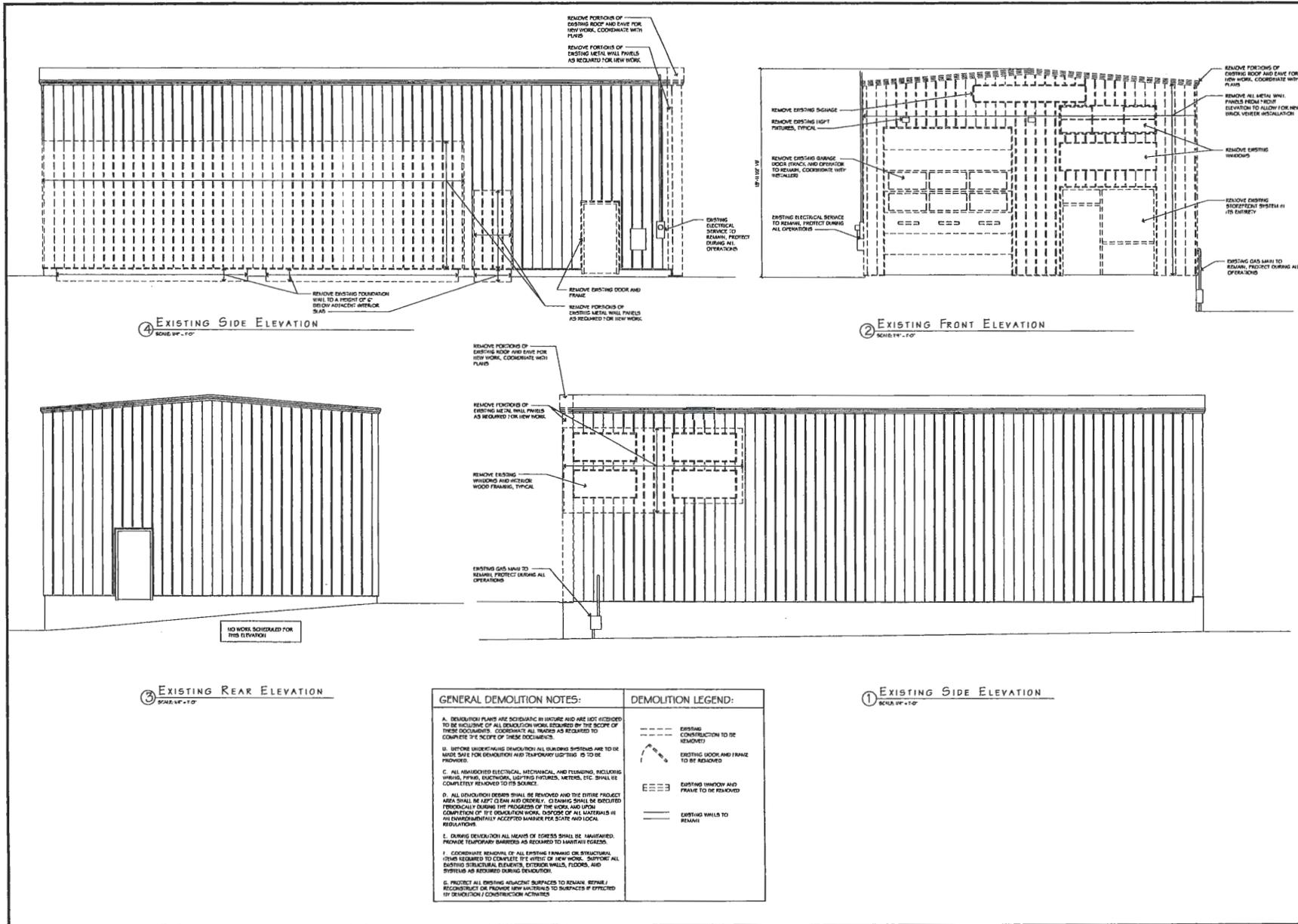
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TITLE
DEMOLITION SCOPE - PLAN AND SECTIONS

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Renovations to:

Professional Automotive - 13 Mechanic St Shop

13 Mechanic Street
Marlborough Ma

Architecture / Construction Management

CONTEXT STUDIOS

Franklin, MA 01102
Tel: 508-888-0211
Fax: 508-783-3770
www.contextstudios.com

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NO.	DATE	DESCRIPTION	BY

TITLE

DEMOLITION SCOPE ELEVATIONS

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5. unknown existing conditions that affect the work.

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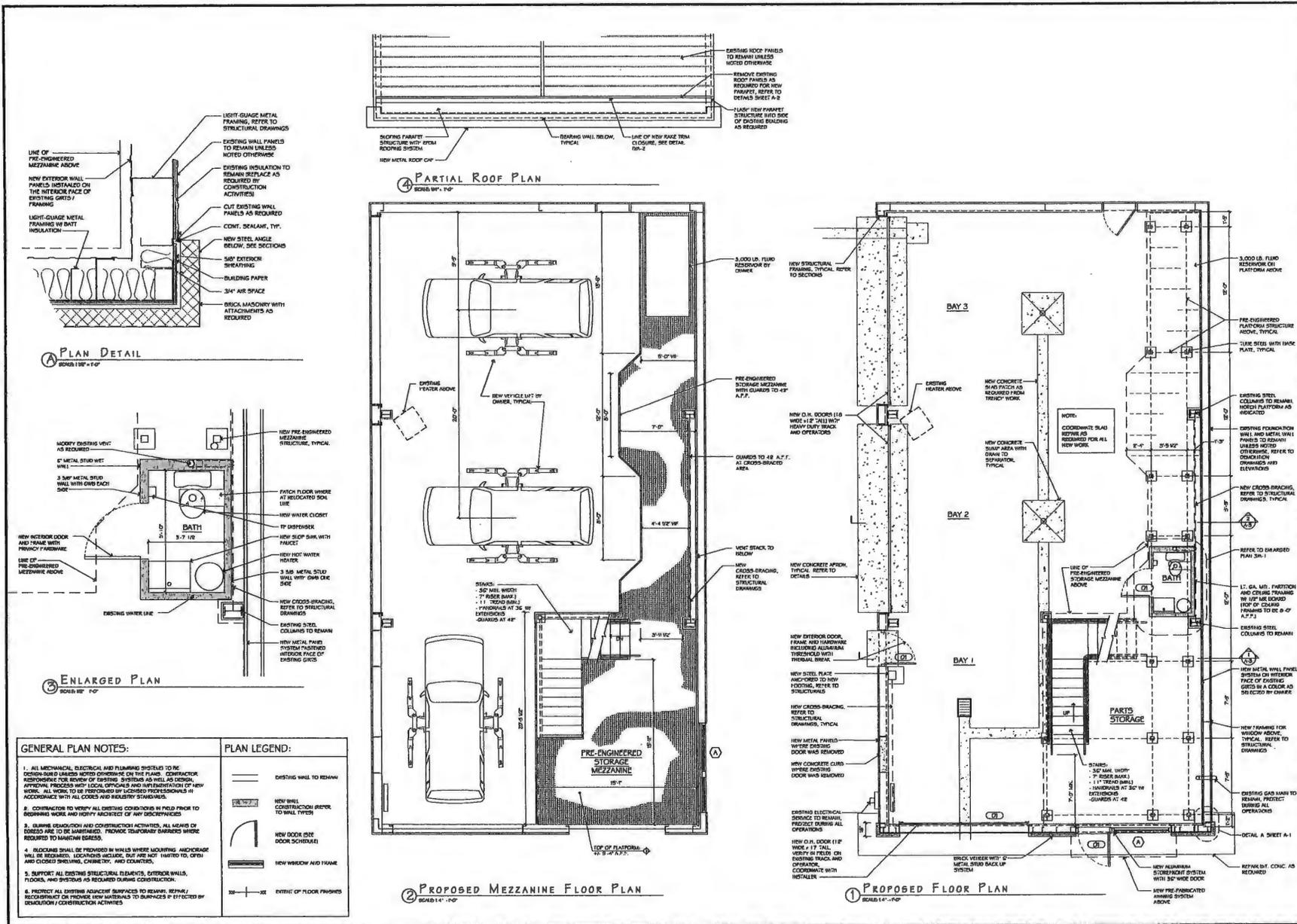
DATE: 25 DECEMBER 2022

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DR

GENERAL DEMOLITION NOTES:	DEMOLITION LEGEND:
<p>A. DEMOLITION PLANS ARE SCHEMATIC IN NATURE AND ARE NOT INTENDED TO BE A SUBSTITUTE FOR ALL PERMITS OR WORK. REQUIREMENTS BY THE SCOPE OF THESE DOCUMENTS. COORDINATE ALL WORK AS REQUIRED TO COMPLETE THE SCOPE OF THESE DOCUMENTS.</p> <p>B. BEFORE UNDERMINING DEMOLITION ALL BUILDING SYSTEMS ARE TO BE MADE SAFE FOR DEMOLITION AND TEMPORARY UPTAKE IS TO BE PROVIDED.</p> <p>C. ALL ABANDONED ELECTRICAL, MECHANICAL, AND PLUMBING, INCLUDING WIRING, PIPING, DUCTWORK, LISTING DEVICES, METERS, ETC. SHALL BE COMPLETELY REMOVED TO ITS SOURCE.</p> <p>D. ALL DEMOLITION DEBRIS SHALL BE REMOVED AND THE ENTIRE PROJECT AREA SHALL BE LEFT CLEAN AND ORDERLY. CLEANING SHALL BE CONDUCTED PERIODICALLY DURING THE PROGRESS OF THE WORK AND UPON COMPLETION OF THE DEMOLITION WORK. DISPOSAL OF ALL MATERIALS IN AN ENVIRONMENTALLY ACCEPTED MANNER PER STATE AND LOCAL REGULATIONS.</p> <p>E. DURING DEMOLITION ALL TRUCKS OR EXCESS SHALL BE MAINTAINED. PROVIDE TEMPORARY BARRIERS AS REQUIRED TO MAINTAIN EGRESS.</p> <p>F. COORDINATE REMOVAL OF ALL EXISTING FINISHES OR STRUCTURAL ITEMS REQUIRED TO COMPLETE THE METRIC OF NEW WORK. SUPPORT ALL EXISTING STRUCTURAL ELEMENTS, EXTERIOR WALLS, FLOORS, AND SYSTEMS AS REQUIRED DURING DEMOLITION.</p> <p>G. PROTECT ALL EXISTING ADJACENT SURFACES TO REMAIN. REPAIR / RECONSTRUCT OR PROVIDE NEW MATERIALS TO SURFACES IF EFFECTED BY DEMOLITION / CONSTRUCTION ACTIVITIES.</p>	<p>--- EXISTING CONSTRUCTION TO BE DEMOLISHED</p> <p>- - - EXISTING WOOD AND FRAME TO BE REMOVED</p> <p>--- EXISTING WINDOW AND FRAME TO BE REMOVED</p> <p>--- EXISTING WALLS TO REMAIN</p>



Renovations for

Professional Automotive - 13 Mechanic St Shop

13 Mechanic Street
 Marlborough Ma

REVISIONS

NO.	DATE	DESCRIPTION	BY

TITLE
PROPOSED PLANS

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 The Client shall verify, define, and indemnify the design firm, Concept Studios LLC, with respect to the following:
 1. Changes made to the drawings by anyone other than the design firm, Concept Studios LLC.
 2. Inquiries by the Contractor or build to accordance with the drawings and local and state building codes.
 3. Any aspect of the work affected by the lack of the design firm's review of any contractor, provider data, or samples.
 4. Errors or omissions, if any, on the part of the design firm that would reasonably have been recognized by the course of Construction Administration if not performed by the design firm, Concept Studios LLC.
 5. Unforeseen existing conditions that affect the work.

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REFLECTED CEILING PLAN NOTES

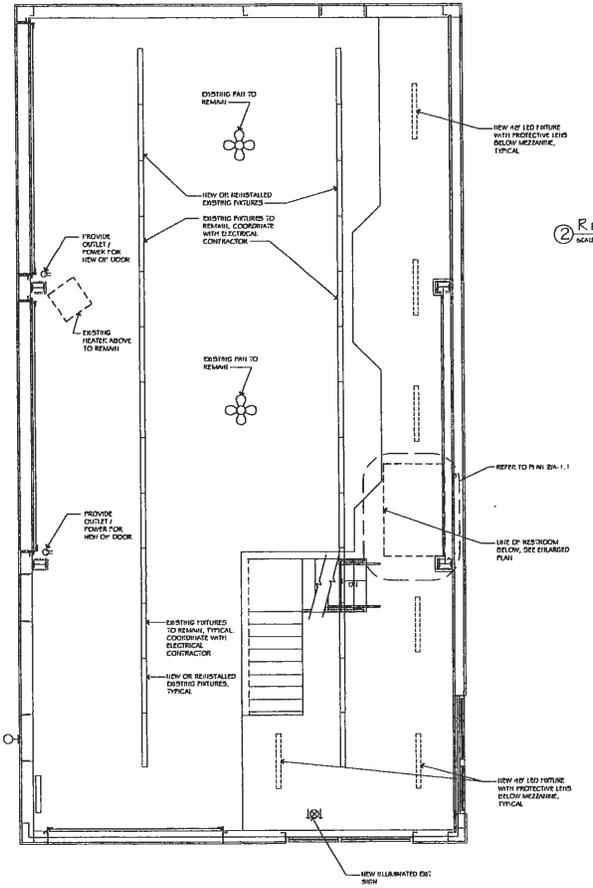
1. ALL MECHANICAL, ELECTRICAL, PLUMBING & LIFE SAFETY SYSTEMS ARE DESIGN BUILT. COORDINATE ALL WORK. NOTIFY ARCHITECT OF ANY DISCREPANCIES THAT MAY ARISE.
2. ELECTRICAL LAYOUTS INCLUDING LIFE SAFETY COMPONENTS (SMOKE ALARMS / CARBON MONOXIDE ALARMS, ETC.) ARE DIAGNOSTIC IN NATURE AND ARE NOT INTENDED TO DEFINE A COMPLETE SCOPE OF WORK. COORDINATE LOCATIONS OF ALL REQUIRED COMPONENTS IN FIELD AND WITH REQUIRED CODES.
3. FINALIZE ALL SWITCHING LOCATIONS WITH OWNER.
4. COORDINATE WORK REQUIRED FOR ALL APPLIANCES AND EQUIPMENT, AND OTHER FEAS REQUIRING ELECTRICAL OR PLUMBING CONNECTIONS. COORDINATE WITH OWNER.

GENERAL ELECTRICAL NOTES:

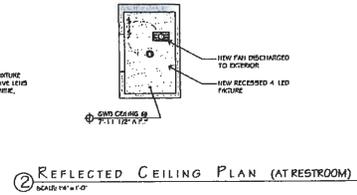
1. ALL ITEMS INDICATED ON THESE PLANS ARE SCHEMATIC IN NATURE AND ARE NOT INTENDED TO REPRESENT THE FULL SCOPE OF WORK. ELECTRICAL CONTRACTOR TO PROVIDE ALL CODE REQUIRED ELEMENTS AND COORDINATE FINAL LOCATIONS IN FIELD.
2. ELECTRICAL CONTRACTOR TO COORDINATE WITH OWNER/SG. ALL SWITCH CONFIGURATIONS AND SPECIAL OUTLET LOCATIONS IN FIELD PRIOR TO INSTALLATION.
3. ELECTRICAL CONTRACTOR TO OBTAIN ALL ELECTRICAL PERMITS AND COORDINATE ALL INSPECTIONS AS REQUIRED.
4. FIRE DETECTION AND SIGNALING IS DESIGN BUILT AS REQUIRED.

ELECTRICAL LEGEND:

- 4" LED RECESSED CAN LIGHT FEATURE (PROVIDE WATERPROOF FEATURE AT WET LOCATIONS INCLUDING SHOWERS)
- FANLIGHT (FIT IN W/OT LIGHT)
- SURFACE MOUNTED FLUORESCENT LIGHT FEATURE WITH PROTECTIVE LENS - 2' OR 4'
- EXTERIOR WALL MOUNTED LIGHT FEATURE
- SINGLE POLE LIGHT SWITCH
- 3 WAY LIGHT SWITCH
- DIMMABLE SWITCH
- DIMMABLE 3 WAY SWITCH
- ILLUMINATED EXIT SIGN (WALL / CEILING MOUNT)
- FAN / LIGHT
- SPECIAL OUTLET (IN ADDITION TO THOSE REQUIRED BY CODE)
- GYPSUM CEILING - SMOOTH FINISH UNLESS NOTED OTHERWISE - PAINTED



① REFLECTED CEILING PLAN
SCALE: 1/4" = 1'-0"



② REFLECTED CEILING PLAN (AT RESTROOM)
SCALE: 1/4" = 1'-0"

Renovations to:

Professional Automotive - 13 Mechanic St Shop

13 Mechanic Street
Marlborough Ma

Architecture / Construction Management
CONTEXT STUDIOS!
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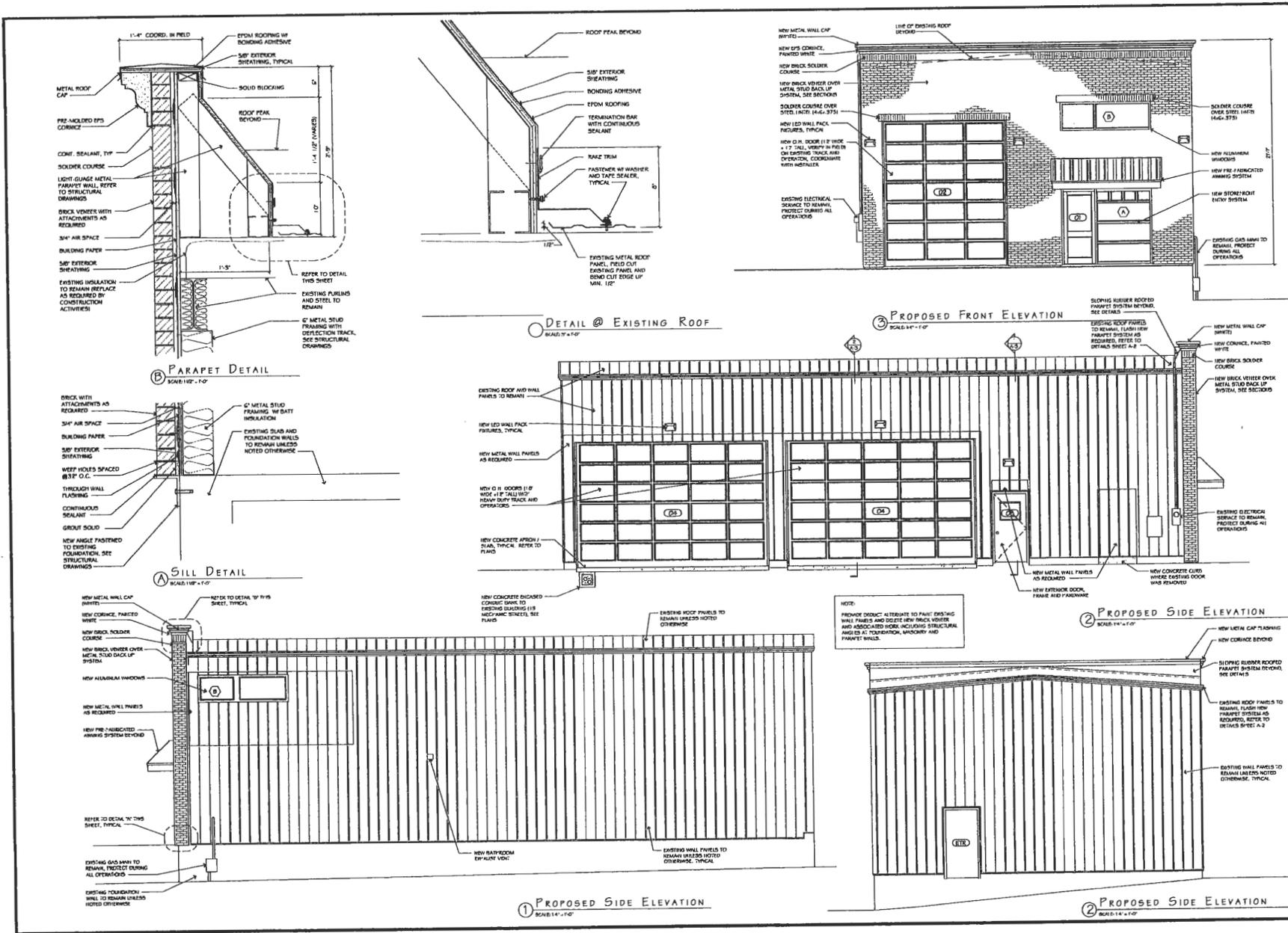


TITLE
REFLECTED CEILING PLANS

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1. changes made via the drawings by anyone other than the design firm, Context Studios LLC.
2. failure by the Contractor to build in accordance with the drawings and final and state building codes.
3. any errors of the work affected by the lack of the design firm's review of shop drawings, product data, or samples.
4. errors or omissions, if any, on the part of the design firm that would reasonably have been resolved in the course of Construction Administration if not performed by the design firm, Context Studios LLC.
5. unknown existing conditions that affect the work.

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SCALE AS NOTED
DATE: 22 DECEMBER 2022
DRAWN SHEET
CHECKED **A-1.1**
DR



Renovations to:

Professional Automotive - 13 Mechanic St Shop

13 Mechanic Street
Marlborough Ma

Architectural / Construction Management
CONTEXT STUDIOS!
Framingham, MA 01702
Tel: 508-338-3284
Fax: 508-376-3170
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REVISIONS

NO.	DATE	DESCRIPTION	BY

TITLE
PROPOSED ELEVATIONS

Scope of Documents:
Drawings issued for permit and construction purposes as indicated on these documents only. Documents are schematic in nature and represent best known information as of the date indicated.
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SCALE
AS NOTED

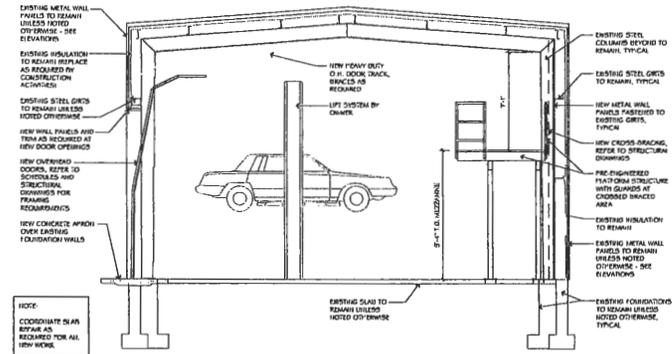
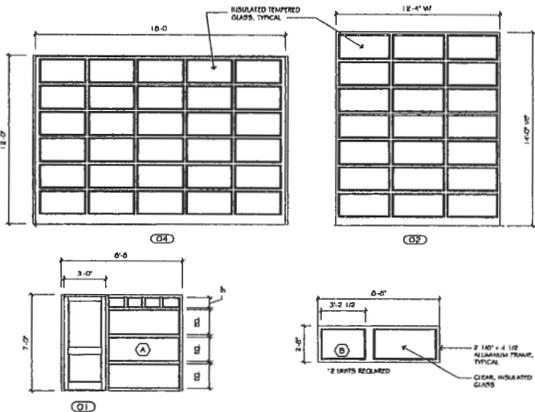
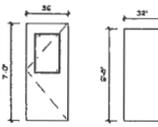
DATE
10 DECEMBER 2023

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CHECKED **A-2**
DJB

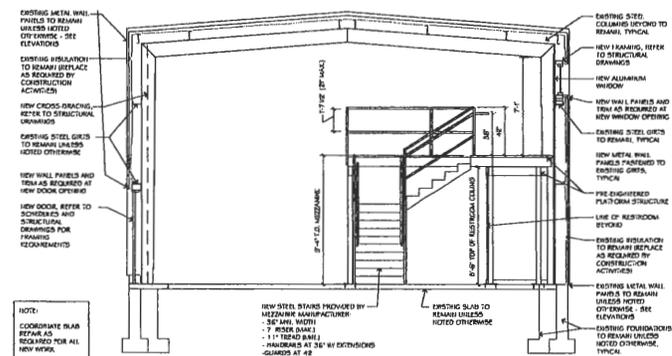
DOOR SCHEDULE					
TYPE	MANUF. MODEL / SERIES	DOOR SIZE	SWING	LOCATION	NOTES
01	FRONT SWING ENTRANCE DOOR - SOLID WOOD	3'-0" x 7'-0"	OUT SWING - LF (SEE PLANS)	FRONT DOOR	- ALUMINUM ENTRANCE DOOR SET IN SHERIFFMENT SYSTEM - CROSS BAR - THERMALLY BROKEN GLASS - WEATHER-STRIPPING AND THERMALLY BROKEN - 3" TONGUE AND GROOVE - COORDINATE HARDWARE WITH OWNER
02	OVERHEAD DOOR - GENERAL DOORS CORPORATION, FULL VIEW ALUMINUM SECTIONAL DOOR	REPLACES EXISTING WOOD 11'-0" x 14'-0"	OH	FRONT BAY	- SECTIONAL OVERHEAD DOOR WITH HEAVY DUTY HARDWARE AND MOTOR - CLEAR ANODIZED ALUMINUM - THERMALLY BROKEN GLASS - WEATHER-STRIPPING AND ACCESSORIES TO BE GALVANNEED - SOLID W/ AIR CONSTRUCTION - 3" TONGUE AND GROOVE - WEATHER-STRIPPING ON BOTTOM SECTION, JAMB AND HEADER - HEAVY DUTY DRINKWALK OPERATOR
03	EXTERIOR METAL DOOR WITH HANDLE AS MANUFACTURED BY STEELPOINT OR APPROVED EQUAL	3'-0" x 7'-0"	IN SWING - LF (SEE PLANS)	SIDE DOOR	- EXTERIOR SIDE DOOR SET IN M. FRAME - THERMALLY BROKEN GLASS - WEATHER-STRIPPING - THERMALLY BROKEN ALUMINUM THRESHOLD - COORDINATE HARDWARE WITH OWNER
04	OVERHEAD DOOR - GENERAL DOORS CORPORATION, FULL VIEW ALUMINUM SECTIONAL DOOR	12'-0" x 14'-0"	OH	SIDE BAYS	- SECTIONAL OVERHEAD DOOR WITH HEAVY DUTY HARDWARE AND MOTOR - CLEAR ANODIZED ALUMINUM - THERMALLY BROKEN GLASS - WEATHER-STRIPPING AND ACCESSORIES TO BE GALVANNEED - SOLID W/ AIR CONSTRUCTION - 3" TONGUE AND GROOVE - WEATHER-STRIPPING ON BOTTOM SECTION, JAMB AND HEADER - HEAVY DUTY DRINKWALK OPERATOR
05	EXTERIOR METAL DOOR WITH POLYESTER LENS	3'-0" x 7'-0"	LF (SEE PLANS)	BATHROOM DOOR	- EXTERIOR METAL DOOR SET IN M. FRAME - PREET FOR CHANGES AND METRIC HINGES - COORDINATE HARDWARE WITH OWNER
06	EXISTING EXTERIOR DOOR TO REMAIN			REAR DOOR	

EXTERIOR ALUMINUM STORE FRONT SYSTEM / WINDOW NOTES:

- SYSTEM BASED ON EPICO SERIES 4000 WITH 4" x 4 1/2" FLUSH GLAZING, SCREEN-SPIKE ALUMINUM STOREFRONT SYSTEM
- ALUMINUM DOORS BASED ON EPICO DOOR WITH TALL BOTTOM STYLE METRIC JAMB AND HINGE AND SHALL BE PROVIDED WITH ALL WEATHER-STRIPPING AND 3" THERMALLY BROKEN THRESHOLD
- WINDOWS SHALL MEET OR EXCEED MINIMUM U-FACTOR OF .30
- COORDINATE HARDWARE SELECTION WITH OWNER



2 BUILDING SECTION
SCALE: 1/4" = 1'-0"



1 BUILDING SECTION
SCALE: 1/4" = 1'-0"

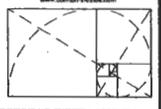
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REVISIONS

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TITLE
SECTIONS / SCHEDULES

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29 DECEMBER 2022
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Marlborough Public Schools

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2023 JUN 14 AM 10:00

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

Call to Order

May 23, 2023

1. Chairman Vigeant 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 Michelle Bodin-Hettinger, Daniel Caruso, Earl Geary, Heidi Matthews, and Denise Ryan. Also present were Superintendent Mary Murphy, Assistant Superintendent of Teaching and Learning, Robert Skaza, Assistant Superintendent of Student Services and Equity, Jody O'Brien, and Director of Finance and Operations, Douglas Dias.

Mrs. Hennessy joined the meeting at 8:05 pm.

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.
3. **Presentation:** None.
4. **Committee Discussion/Directives:** None.
5. **Communications:** None.
6. **Superintendent's Report:**
Superintendent Murphy updated the committee on the District Improvement Plan, and the draft is attached to her report.
Superintendent Murphy thanked the faculty and staff that supported the grades 3-10 MCAS on May 16th and 17th.
The Superintendent reminded parents/guardians of her invitation to join her and members of her leadership team for an informal discussion regarding MPS on May 30th at either 10am or 4pm. Teachers have been invited to do so on June 6th and 8th as well.
Superintendent Murphy submitted her end of year self-assessment and attached it to her report for the committee to review and provide feedback.

www.mps-edu.org



Marlborough Public Schools

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

A. Director of Finance & Operations Report

Mr. Dias, the Director of Finance and Operations, explained the investments for the FY23 end of year funds, which are outlined in his report.

Mr. Dias updated the committee on transportation services in the district. He thanked all those who supported the district and its students during the transportation strike. Mr. Dias shared that the district currently uses 48 bus drivers. There were 9 openings back in December, but there are only 4 openings now. Individuals are in the process of filling those openings. It appears that the district is on track to have some spare drivers for next year.

B. Assistant Superintendent of Student Services & Equity

Mrs. O'Brien, the Assistant Superintendent of Student Services and Equity, shared key highlights from the Pathways Program evaluation. This Special Education program exists within three elementary schools within the district. Mrs. O'Brien's PowerPoint presentation is attached to her report.

7. Acceptance of Minutes:

A. Minutes of the May 9, 2023 School Committee Meeting

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

Motion passed 6-0-0.

8. Public Participation: None.

It should be noted that members of the public may provide comment 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.

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Marlborough Public Schools

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 District Education Center
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9. Action Items/Reports

A. FY23 Operating Budget Transfers

Mr. Dias outlined various budget transfers in the attached document.

Motion made by Mrs. Matthews, seconded by Chairman Vigeant to approve these budget transfers.

Motion passed 7-0-0.

B. Updated Job Descriptions

1. Director of Alternative Education

The updated job description for the Director of Alternative Education position is attached to this agenda item and has been reviewed by the Negotiations subcommittee.

Motion made by Mrs. Matthews, seconded by Chairman Vigeant to approve this updated job description as amended.

Motion passed 7-0-0.

2. Supervisor of Guidance

The updated job description for the Supervisor of Guidance position is attached to this agenda item and has been reviewed by the Negotiations subcommittee.

Motion made by Mrs. Matthews, seconded by Chairman Vigeant to approve this this updated job description.

Motion passed 7-0-0.

C. Acceptance of Donations and Gifts

Middlesex District Attorney Marian Ryan. Marian Ryan, the Middlesex District Attorney, donated \$500.00 to the MHS All Nighter.

Motion made by Mrs. Ryan, seconded by Chairman Vigeant to approve this donation.

Motion passed 7-0-0.

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Box Tops for Education. Whitcomb Middle School received \$115.20 and Kane Elementary School received \$50.50.

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

Motion passed 7-0-0.

10. Reports of School Committee Sub-Committees:

Mrs. Hennessy shared that the Policy Sub-Committee will be meeting on June 15th.

11. Members' Forum:

Mrs. Bodin-Hettinger shared that she and Mrs. Matthews are working on sending out the template for the Superintendent's Evaluation to School Committee members by May 30th. Mrs. Bodin-Hettinger requested that these forms be returned to her by June 13th so that she can share them during the final meeting on June 27th.

Mrs. Matthews attended the Music Awards Banquet and reflected on the special night. She shared that Thursday night is the Evening of Jazz from 7-9:30pm. It is a free event that will be held at the Whitcomb auditorium; donations will be accepted. Mrs. Matthews congratulated Jessica Rosenzweig and her senior classmates on their accomplishments.

Mrs. Hennessy echoed the positive regards about the Music Awards Banquet. She was late to tonight's meeting due to attending the CFS Dollars for Scholars Scholarship Recognition Night. CFS provided over \$91,000 in scholarships this year to students.

Mrs. Matthews shared that a student moved from Arizona to Marlborough to be a part of the district's music program.

Mrs. Bodin-Hettinger mentioned that she attended Night of the Arts last week. She was very impressed by the talent of students.

Mrs. Matthews has reviewed the warrant and will sign it.

Chairman Vigeant expressed his gratitude for the Jazz band performing at the Mayor's event recently. He attended the New England Innovative Academy event about Artificial Intelligence where someone from MIT spoke.

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Marlborough Public Schools

School Committee
District Education Center
25 Union Street, Marlborough, MA 01752
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12. Adjournment:

Motion made by Mrs. Matthews, seconded by Chairman Vigeant to adjourn at 8:30 p.m.
Motion passed 7-0-0.

Respectfully submitted,

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

Heidi Matthews
Secretary, Marlborough School Committee

HM/jm
Approved June 13, 2023

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.

City of Marlborough COA Meeting Minutes

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2023 JUN 16 PM 2:32

MEETING: Council on Aging Board of Directors Meeting
DATE: May 9, 2023
TIME: 8:30 AM
ATTENDANCE: Judith Benedetto, Leslie Biggar, Joseph Bisol, Jim Confrey, Judy Kane, Ray Magee, Donna Scalclone, Linda Warren and Trish Pope
EXCUSED: Zella Haesche, Pat Gallier and Kathy Faddoul

- I. Called to order at 8:38 AM
- II. March and April Minutes approved
- III. Director's Update:
 - a. Bus trips:
 - i. Lisa Martino is Trip Captain
 - ii. June trip still has openings
 1. There are enough seniors to run the trip
 - b. Green House: OAR, received a grant from Dupont, they will be building a pollinator/rain garden on the lawn in front of the green house facing the park.
 - c. Bus Driver:
 - i. Interviewing for new replacement of driver
 - ii. MEDC City Shuttle has been driving for us when they are available
 - d. Christina Grant, Outreach Coordinator, has moved on to another opportunity. The position will be advertised.

e. Fitness:

- i. Instructor contracts go out next week for renewal
- ii. SAIL classes will be out after 2 more sessions

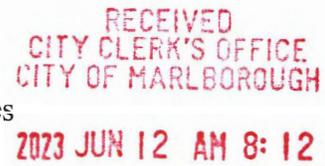
Motion by Linda Warren to meet not meet in July and August, seconded by Leslie Biggar.

Motion approved. 8-0

Next Meeting June 13th at 8:30am.

Respectfully Submitted,

Leslie Biggar



Marlborough Public Library Board of Trustees

Meeting Minutes

September 6, 2022

Meeting held at the Walker Building

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

Board members attending:

Bill Brewin

Fred Haas

Samantha Khosla

Rustin Kyle

Janice Merk

Robyn Ripley

Also attending: Margaret Cardello, Library Director

Documents reviewed/referenced:

1. Agenda
2. Minutes from June 7, 2022 meeting
3. Trust Fund/State Aid Reports for June and July 2022
4. Director's Report

Proceedings:

1. **Minutes:** A motion (Kyle, Ripley) to approve the minutes from the June 7, 2022 meeting was passed.
2. **Trust Fund Reports:** A motion (Brewin, Kyle) to approve the Trust Fund for June 2022 reports was passed. A motion (Brewin, Ripley) to approve the Trust Fund for July 2022 reports was passed.

3. Director's Report:

- Margaret updated the Trustees about the construction project. The roof layers have been installed and the steel framing is in progress. While waterproofing the foundation, the basement plumbing was rerouted to avoid drilling through more ledge. The site has been backfilled to compact the soil.
- Margaret and her staff met with TechLogic to review specifications for library materials security and self-check systems. A conduit will be installed in the concrete floors to set up the system efficiently with no exposed wires.
- During the renovation of the Carnegie building, a vaulted ceiling was uncovered in the West Main Street vestibule. To allow this original feature to be viewable, the interior doors of the West Main Street entrance will be removed.
- The interior design team of LLB Architects met with library staff to propose flooring, tile and wall choices. Materials have been ordered to avoid supply chain issues later. Estimated delivery of materials is 7-8 months.
- Margaret meets weekly with the architect and OPM team, the General Contractor, and MOCC to review outstanding issues and receive progress reports.
- On August 5, Barbara Vigil, Principal Clerk, retired. Barbara contributed to the library in innumerable ways and is missed. Among her duties, she was responsible for payroll, processing invoices and creating purchase orders. Margaret and Morgan Manzella are filling these functions in the interim. In response to HR's posting on Indeed and Monster, the library received 70 applications. Margaret and the staff have interviewed several people with the requisite finance qualifications and have invited 2 candidates for a second interview. Our current project architect will be leaving, and Jeff Porter, who has been with LLB for 8 years and has lots of experience with municipal projects, will be our new architect.
- Reference Librarian James Thibeault who joined the staff in March 2022 left in June 2022 for a full-time position. The position was offered to Maria Lentini, on staff at the Goodnow Library in Sudbury. She accepted initially, but withdrew shortly before the Board meeting.
- Library Pages Owen Mahoney and Dorothy Alexander departed to go to college. The library has one page, Jacqui Cruz a MHS student. The position pays \$10.56 per hour. There have not been many applicants. Margaret will follow up with colleagues at MHS to try to recruit more Pages.

- In June, the staff promoted the Summer Reading programs at the schools. Rachel Stone, Teen Librarian, registered 53 students for library cards. Jennie Simopoulos, Children's Librarian, hosted summer programs in the temporary space in the Walker Building and also hosted hybrid events. The outdoor events in the gazebo were especially popular.
- For the summer reading program, 121 children registered via Beanstack. Children read over 117,705 minutes. The Library hosted 53 programs: 14 virtual and 39 in-person. 140 children attended virtual programs and 403 attending in-person programming. Among teens and tweens, 27 signed up for the summer reading program and logged 35,000 minutes of reading. The Library hosted 22 programs for teens with over 150 attendees. Teen programming included on-site arts and crafts, Dungeons and Dragons club, yoga, comedy performance, and a take-home baking kit.

4. Marlborough Public Library Foundation:

- Janice Merk reported that the Foundation has raised \$1.33 million so far.
- Illegible things.
- The MPL Foundation plans to engage with the Marlborough Economic Development Commission to promote the library campaign. There has been no activity with the Chamber of Commerce this summer.
- More illegible things.
- The Library parade float won the Judge's award at the Memorial Day parade.
- Ginger Ryan and Dan Verrico have returned to the MPL Foundation.
- Members of the MPL Foundation will host a table at the Marlborough Food Truck Festival on September 18 to promote the Library renovation fundraising campaign.

5. Old Business: N/A

6. New Business: N/A

7. Adjournment: A motion (Ripley, Brewin) to adjourn and to into executive session was passed at 8:01 p.m.

Marlborough Public Library Board of Trustees
Meeting Minutes
January 3, 2023
Meeting held at the Walker Building

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2023 JUN 12 AM 8: 12

The meeting was called to order by Fred Haas at 7:03 PM.

Board Members attending:

Tom Abel
Nena Bloomquist
Fred Haas, Chair
Samantha Khosla
Rustin Kyle
Janice Merk
Robyn Ripley

Also attending:

Karen Mattes, MPL Head of Materials Management
Jason Homer, Future Trustee

Documents Reviewed/Referenced:

Agenda
Meeting Minutes for December 6, 2022
Trust Fund/ Sate Aid Reports for December 2022
Director's Report

Proceedings:

1. **Minutes:** A motion to approve the minutes for the December 6, 2022 meeting as corrected was passed (Abel, Merk).
2. **Trust Funds Reports:** A motion to approve the Trust Funds Report for December 2022 was passed (Abel, Ripley).
3. **Director's Report:**

Construction

The roof shingles are on, and the exterior brick is visible on both Witherbee and West Main Streets. Windows are also being installed. The "soldiering" on the exterior windows serves as an architectural feature that adds interest to the windows. Margaret has noticed this on the Walker Building and it does add interest to what might be

plainer looking windows. Some of the features that are being completed show glimpses of the final product. All of the elements that button up the exterior allow the interior work to proceed this winter, such as drywalling, taping and electrical wiring. A meeting next week will review how the permanent electrical power will be brought into the building.

MOCC, our General Contractor, will be issuing a detailed plan for the front façade work. The subcontractor has performed a laser scan of the terra cotta in place. The next step is to dismantle the elements some of which has already begun. The items are then shipped to NY for fabrication and restoration work. The project completion date is still likely to be after the library's opening which is scheduled for the spring of 2023. Since the West Main Street entrance is for emergency egress only, all of the staging will be set up to not impede access.

Staffing

We are pleased to have Erin McGrady join us on December 27 as our new PT Reference Librarian.

Staffing has been uneven as people continue to be impacted by COVID, the flu, seasonal colds and other illnesses. Margaret is proud of the way the staff has pulled together to cover each other's shifts. Supervisors have also been willing to make planned and last-minute night switches to make sure we are adequately staffed. Jean Shelton has been trained on the circulation desk and will be able to help out as needed. Jean recently got married and her name will soon change to Jean Butler.

New Director

Margaret continues to organize her files and work on a schedule for Sara and my time together beginning January 9 through January 13. We will cover such topics as City Hall resources, FY23 and FY24 budgets, CW MARS, MBLC, staffing, the annual calendar of events and the renovation/addition project, including the design, construction and reporting requirements. We have been in touch via email, and Margaret is looking forward to their transition time.

Samantha suggested a few trustees be at the library to greet Sara on her first day. Janice suggested we create an onboarding committee for Sara. Janice, Tom, Samantha and Nena volunteered to do that.

4. Marlborough Public Library Foundation

Janice reported that we have checked with the city re zoning for banners on the fence at the construction site and the library is exempt from any restrictions. The Foundation has decided that only donors who gave \$100,000 or more may make their own banner. St.

Mary's banner is ready to be put up and the Foundation is still working on creating our own.

5. Old Business

Director Search

Our search was successful. Fred worked with the city Human Resources Department to get the contract ready and shepherded it through the process to get it signed. The contract has now been signed and Sara Belisle will be starting as our new director on January 9, 2023. The trustees thanked the search committee for their work.

Communications plan for announcing the new director

Janice will write a press release and reach out to the media. Nena will contact Trish Bernard to find out how the Mayor's Office would like us to proceed with the announcement. Jason said it is not atypical for the announcement of the new director to be made before they start.

6. New Business

Trustee Scholarship

The trustees discussed the prompt and decided to write a new one – "What is the role of a public library in today's digital age?". The requirements for applying, the length of the essay and format will stay the same. The return date for the application and essay was set as March 27, 2023. A motion to approve the new question and application was passed (Bloomquist, Abel).

7. Adjournment

A motion to adjourn was passed at 7:32 PM (Abel, Ripley).

Respectfully submitted,

Nena Bloomquist
Trustee, Marlborough Public library

Marlborough Public Library Board of
Trustees Meeting Minutes
February 7, 2023
Meeting held at the Walker Building

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2023 JUN 12 AM 8:12

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

Board members attending:

Tom Abel
Bill Brewin
Fred Haas
Samantha Khosla
Rustin Kyle
Janice Merk
Robyn Ripley

Also attending: Sara Belisle, Library Director; Trustee-elect Jason Homer; Samantha Perlman, Councilor-at-large

Documents reviewed/referenced:

1. Agenda
2. Minutes from September 6, 2022 and January 3, 2023 meeting
3. Trust Fund/State Aid Reports for January 2023
4. Director's Report

Proceedings:

1. **Minutes:** A motion (Kyle, Ripley) to approve the minutes from the September 6, 2022 and January 3, 2023 meeting passed.
2. **Trust Fund Reports:** A motion (Merk, Ripley) to approve the Trust Fund for June
3. **Director's Report:**

- Director Belisle reported that her first month is off to a good start. Working with outgoing Director Margaret Cardello was valuable to bring her up to date on the building project. Director Belisle has met several key personnel from City Hall. Morgan Manzella has worked with her to learn the day-to-day operations and provided valuable institutional knowledge.
- Director Belisle reported that the Walker Building lost power on Jan. 23 during the snowstorm. She contacted Trustee Chair Fred Haas and Facilities. The estimated time to restore power was over an hour, so she decided to close the library early for safety reasons. The elevator does not operate well in cold weather. It runs on oil and the doors were stuck open, but it was fixed. The library was a warming center during that day. Trustee Merk asked if there is emergency lighting in the Walker Building. Director Belisle said there isn't, but they had flashlights and a custodian brought a headlamp to help people out of the building safely.
- Ann Coffey officially resigned. Director Belisle is in the process of posting the job with Human Resources. HR is down one staff member and it seems to be slowing down their process. Due to recent weather, there have been a few nights during the week where the library was one call out short from being able to be open. Seasonal sickness and Covid continue to make staffing a challenge.
- Director Belisle had a very productive first supervisors meeting. Annie Glater proposed to the team to create a general email account for the Library that patrons will use. Currently the "Contact Us" form on the website allows patrons to select different departments. These emails go directly to a single person, which does not allow for good patron service if that person is on vacation or out sick. This general email account will be monitored by the Reference Department who will forward emails if they are unable to answer them. This is hopefully streamline patron communication, which will be incredibly important with the new building. The team also began discussion to prepare for the new building and the move. Karen Mattes has created a working document to start listing all the little details we need to consider before opening the new building.
- Trustee Merk asked Director Belisle if she has a sense of when she can begin to bring new staff on board. She answered that if it is possible this fiscal year, it would be good to bring them on in April/May for training and operations so onboard people before the move to the new building. Once the posting goes live, she can hire multiple people for the position. As a follow-up, Trustee Merk asked if Morgan Manzella knows of any staff who would return to the library. Director Belisle said that everyone who would come back has already done so.
- Director Belisle met with Mayor Vigeant and laid the groundwork for the personnel request. She has met with other City Hall staff. She holds a supervisor's meeting every two weeks. A lot of good ideas are generated at these meetings about patron communication, preparing for the new building, etc.

- Director Belisle updated the Board about the building project. Construction is progressing well. They are handing dry wall and will be installing tile in the bathrooms. All the terracotta pieces have been removed and will be shipped to the restoration company. The courtyard work is going to begin soon. Both entrances will be accessible, but the first-floor accessible ramp will be longer and have a switchback in it, due to the slope. This entrance is the one that leads directly into the large Community Room. The second-floor entrance will lead directly to the Circulation desk and book return slot. At the Supervisors meeting, the team picked what the signs will be above each of the service desks. The Circulation desk will say "Welcome!" and the Reference desk will say "Information".
- Director Belisle did a walk with City IT through the building to go room by room to ensure the right data connections and power will be installed. Each Study Room, Meeting Room, programming space, and the training room will be outfitted with touch screen monitors that have a video conferencing software and a camera. The training room will have a second camera so we will be able to offer hybrid programming out of that space.
- Director Belisle is working with the LLB interior designer to choose the furniture for the building. Decisions are being made and orders will be placed soon. They also met with Tucker Library Interiors to go over the shelving quote. The order for that should be placed soon as they have a 12-16 week lead time. She hopes to place this order in the next few days.
- Two more tech orders need to be placed soon. One for TechLogic the company supplying our RFID gates and self-check software and one for TBS the company who will be doing our print and time management software. Director Belisle is working with the City's Finance Director, Patrick Jones, to see if including the credit card payment option with TBS would be doable. After meeting with the representative to fully understand how the system works, Director Jones gave approval to offer credit card payments. Next, Director Belisle will work with IT to ensure we have the infrastructure necessary to incorporate this system.
- Back in December a proposal for the historic restoration (replacement) of the historic West Main Street Carnegie wooden entrance doors was shown from the architects. They gave a rough quote of \$50,000-\$60,000 for the work. According to the architect this is a reasonable quote for something that would enhance the look of the Carnegie building. If the wooden doors are not chosen, then we will install glass shop doors. Chair Haas noted that the Board tabled this issue earlier, pending the cost estimate. Trustee Abel said the public expects the renovation to make the building look authentic for the Carnegie building. Trustee Khosla noted that, due to the age of the Carnegie building, the doors have to be custom-made. Director Belisle said she will have the final quote soon. The building budget is looking good, but a few change orders are pending. The IT budget has been adjusted for the required technology in the meeting rooms. Trustee Merk said it would be unfortunate to invest in the renovation and not have wooden doors. Other than the terra cotta, we have not had unexpected expenses so far. Trustee Ripley agreed.

Director Belisle said she will follow up with the architect.

- Director Belisle has spoken with colleagues at other libraries about transitioning from temporary space to the new building. Her colleagues said the transition will likely take approximately one month, factoring in delivery of furniture and shelving, installation, and IT training on the new systems. The contractor has not given an official date for finish and cannot yet predict when the building can be occupied. We don't have a transformer yet because the hurricane in Florida caused a delay in delivery of transformer. If it arrives before March, we get occupancy end of May, beginning of June. The building will be complete late Spring, but it won't be ready to be open to the public just yet. Chair Haas said there are too many unknowns right now to set an opening date. Trustee-elect Homer said Medford Library opened its new library before the permanent shelving was installed. It looked terrible and was not received well by the public. There was general agreement among the Trustees that the interior needs to be properly finished before opening. First impressions will be important to the public reception of the project. Chair Haas asked if there meeting space will be accessible to the public for evening events, after library hours. Director Belisle said it will be; the rest of the library will be closed off. She is coordinating with Facilities to find out how this is done at the Senior Center. The event charge will have to include an after-hours fee to provide for a custodian. She will talk to Senior Center and find out how billing works to make sure it is consistent in the community.
- The budget mid-year review was done this month. Director Belisle met with the city auditor, Diane Smith, to go over the budget and guide her through the process. Ms. Smith was incredibly helpful and the Library budget is looking good. Director Belisle had to transfer some money from the Part-Time Library Clerk line to help cover the Library Director line because of the week crossover with her and outgoing Director Cardello to cover her retirement payout of benefits. Director Belisle will meet with Trustee Abel to draft next year's budget.
- Director Belisle provided an update about library programs. Annie Glater has coordinated with AARP and IT to have free tax help this year at the Library on Fridays and Saturdays starting February 10. Patrons can call the Library to reserve their appointment.
- There is a group called the MetroWest Program Planners that is comprised of many neighboring libraries. This group routinely offers free partnerships on Virtual programs they are hosting. Director Belisle shared this information with the Reference Department and many of these programs were selected and added to the Library calendar. It's a great opportunity to diversify our program offerings for adults at no cost.
- Programming numbers have been picking up with 9 people attending a virtual mushroom growing program and 32 people attending 2 sessions of a candle making workshop.
- At supervisor's meeting, the team reviewed the library policy book. Will need to update a lot of policies. These policies include, Meeting Room, Rules of the Library (Patron

Behavior), Art Exhibits, Minimum Staffing Requirements, Collection Development, and Borrowing. The most pressing is the Meeting Room Use policy. There has been a rise in challenges to Libraries regarding their collections, but now also their programs, displays, and use of space. Director Belisle attended a workshop hosted by the MBLC about meeting policies. A general discussion about meeting policies followed. Given that there are a lot of policies to revise, the Board formed an ad hoc group to support Director Belisle. Trustees Merk and Khosla and Trustee-elect Homer volunteered.

4. Foundation Report

- Trustee Merk reported that the Foundation is gearing up to work on a newsletter to communicate with the donors regularly. They will issue a monthly newsletter with building updates leading to the opening. The Foundation Board has discussed possible events for donors and ticketed events. They will work with the Trustees and the Mayor to plan events.
- The Foundation is primed to launch another campaign to push over the fundraising goal of \$2-2.5 million and to increase smaller donations. The Foundation has raised ~\$1.42million. Director Belisle said a donor event could be hosted in the new library before the building is officially open to the public. Trustee Merk said it would be nice to offer the donors an early viewing of the building.

5. New business

- Trustee Elect Homer will schedule tours of the Worcester Library for the Board and the Foundation. Mayor Vigeant toured the library and provided feedback about the Marlborough Library to Director Belisle.
- Chair Haas said the Board has discussed increasing salaries for the library staff and asked how to move forward. Trustee Abel said we need to talk to the personnel director and the mayor. We have a salary survey of comparable libraries. Councilor-at-Large Perlman said the City Council wants to take a holistic approach to increasing the salaries, but it has been increasing salaries on a case by case basis. The process can take a long time. Trustee Abel said the Board will be approach the Mayor in the next few weeks to get on the agenda for the Finance Committee. The Board agreed that the Marlborough library staff are underpaid. They are non-union and do not have anyone to negotiate for them with the City. We need to increase salaries or we will lose good city employees.
- Trustee Abel noted that the Library Charter requires the Board to vote for its slate of officers in January. Secretary Bloomquist was absent, so the Board agreed to put this on the agenda for the March meeting.

6. **Adjournment:** A motion to adjourn (Abel/Kyle) was passed at 8:10 p.m.

Minutes submitted by Samantha Khosla

Marlborough Public Library Board of Trustees
 Meeting Minutes
 March 7, 2023
 Meeting held at the Walker Building

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 2023 JUN 12 AM 8:12

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

Board Members attending:

Tom Abel
 Bill Brewin
 Nena Bloomquist
 Fred Haas, Chair
 Rustin Kyle
 Robyn Ripley

Also attending:

Sara Belisle, Library Director
 Jason Homer, Trustee Elect

Documents Reviewed/Referenced:

Agenda
 Meeting Minutes for February 6, 2023
 Trust Fund/ Sate Aid Reports for February 2023
 Director's Report
 FY 2024 proposed Budget
 Proposed Teen Room Use Policy

Proceedings:

1. **Minutes:** A motion to approve the minutes for the February 7, 2023 meeting was passed (Kyle, Abel).
2. **Trust Funds Reports:** Sara reported that the Purchase Order for Tucker for shelving is still open. Interest on trust funds for October through December came in and was used to buy museum passes and fund programs. A motion to approve the Trust Fund/ State Aid Reports for February 2023 was passed (Abel, Ripley).
3. **Director's Report:**
 Director's Report
 February 2023

Building Project

Sara stated that there are no major updates to report with the building project. They are currently hanging the drywall and painting on the second floor. ADA signage with all the room names has been confirmed and will be ordered. The architects are proposing a secondary sign on the Witherbee side of the building but Sara is not completely on board. Sara has seen 3D drawings of the office furniture. It still needs to be ordered but it should be on time. IT equipment has been finalized and is being purchased. The steel shelving order has been placed and the interior designer is working with the company to ensure the right sizes have been ordered that will allow us to reuse the existing end panels in the Children's room. The library won't be able to use all of them so that will allow us to pick and choose which ones aren't as faded. The cost of the additional end panels has not been finalized. The rest of the furniture quotes are currently being put together.

Sara had reps from Tech Logic and TBS, our print and computer management company, come by and meet with staff to answer any questions they had about the RFID security gates and our new print management and public computer management systems. She was able to attend the TBS meeting and was pleased with all the good questions staff were asking. Staff were all very impressed by what we're going to be able to offer to patrons with the TBS system.

Sara reported the staff created a page on our website that will be updated every month with her building update note that's appears in the email newsletter. Staff are also trying to promote the existence of this newsletter so more folks sign up for it.

Budget

Sara submitted the FY 24 budget to the city. This budget included 2 new full-time non-union positions. One titled Head of Adult Services/Technology and one titled Programming & Outreach Librarian. The budget also included the proposed pay increases for the other non-union positions of Assistant Director and Part-Time Reference Librarians whose title will change to Part-Time Adult Services Librarians. The proposed wage increases and the proposed salary for the two new positions will bring us to be within the average pay for these positions in comparable communities. Sara asked for more money in the Library Materials to get closer to the required spending in this line. Her hope is to add more digital resources in the next fiscal year. She asked for more in the Library Supplies line as we are now having to purchase a yearly supply of RFID tags. Finally, Sara asked for more in the Programs line so we can offer more programs in the coming year. The budget includes a 2% COLA increase for all employees. It does not include money for more staff to cover Sunday opening. Sara feels that we can address that next year after we see how the first year in the new building goes. Sara has an appointment to discuss the budget with the mayor on March 23rd at 2 PM. Tom volunteered to attend with her.

Budget request is attached separately.

Staff

Hiring of a new part-time circulation assistant is ongoing. Sara plans on reaching out to the Mayor's office soon to request approval to begin hiring more part-time employees. She would

like them to be working before the move so they will be trained on all the regular library systems and can participate in the larger trainings that need to happen before we open. She is looking at an April/early May time frame. Sara also wants to post a new page position.

Sara was quickly trained on how to use the library systems on a day we were short staffed. This was helpful as she was able to cover the desk during the snow storm on 2/28 as we had quite a few people call out in the morning. This shows the need for urgency in starting the hiring process.

During this month's Supervisors meeting, they discussed the impact that the security gates and RFID technology will have on the public and staff. To help alleviate some of the growing pains, the supervisors are going to implement some of the process changes now so staff have more time to get accustomed to checking out materials via RFID pads. The library is also going to change our hold slips so they better protect patron privacy.

Outreach Efforts

Sara was contacted by Maureen from the Community Advocate who came and did a short interview about her and the new library. That should be published in the next couple of weeks. Sara did a taped interview with WMCT again more about herself and the vision for the new Library. This was requested by the Jr. Women's Club who donated \$400 to go towards a museum pass. The library is going to be purchasing the Old Sturbridge Village pass with their donation. While at the WMCT studio, Sara posed the idea of the Library having a reoccurring segment and the folks there were excited about the prospect.

Sara met with someone at Lost Shoe to discuss possible ways the library can partner with them. They discussed various ideas, none of which have been solidified. They would also love for the library to participate in this summer's Farmers Market. The library will hopefully make a few dates later in the summer after we get through the move and reopening.

Sara and Morgan met with Marlborough Makers about an art show and/or a semipermanent display.

4. Marlborough Public Library Foundation:

The Donor Newsletter was sent out and received a very positive response. The mayor asked that it be posted on the library website.

5. Policy Subcommittee:

The trustees discussed the proposed teen room Use Policy provided by Sara. A motion to approve the policy was passed (Ripley, Abel).

6. Nomination of Officers for 2023:

A motion to nominate Fred Haas as Chair, William Brewin as Vice Chair and Nena Bloomquist as Secretary for 2023 was passed (Ripley, Abel).

7. Old Business:

Nena reported that only one scholarship application has been received so far. The application deadline is March 27, 2023.

8. New Business:

Bill Brewin informed us that the Mayor's Ball is going to be held on May 13. Tickets are \$50. We discussed the possibility of buying a table for the Trustees but no decision was reached.

National Library week is April 23 through 29. Sara will be at the Lost Shoe on Sunday April 23 to sign up customers who would like a library card. Tuesday, April 25 is National Library Workers Day and Sara would like to host a breakfast for the staff. She would also like to give them a small gift. A motion to allow Sara to spend up to \$750 on the breakfast and the gifts was passed (Bloomquist, Abel).

9. Adjournment:

A motion to adjourn at 7:45 PM was passed (Brewin, Kyle).

Respectfully submitted,

Nena Bloomquist
Secretary

Marlborough Public Library Board of Trustees
 Meeting Minutes
 April 4, 2023
 Meeting held at the Walker Building

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 2023 JUN 12 AM 8:12

The meeting was called to order by Fred Haas at 7:05 PM.

Board Members attending:

Tom Abel
 Bill Brewin
 Fred Haas, Chair
 Samantha Khosla
 Rustin Kyle
 Janice Merk
 Robyn Ripley

Also attending:

Sara Belisle, Library Director
 Jason Homer, Trustee Elect

Documents Reviewed/Referenced:

Agenda
 Meeting Minutes for March 7, 2023
 Trust Funds for March 2023
 Director's Report
 Proposed Behavior Policy for Library Users

Proceedings:

1. **Minutes:** Trustee Janice Merk suggested amendments to the March minutes to reflect the appropriate changes from first person in the Director's report to usage of titles. Trustees Tom Abel made a motion to delay approval of March minutes until edits can be made. Second Janice Merk. All in favor. (7, 0, 0).
2. **Trust funds:** Director Sara Belisle reported the expenditure of one item from a Trust for the purchase of a book and one program from State Aid to Public Libraries. No other spending reported. Due to lack of information submitted to the Board, there was a motion to delay approval of March Trust Fund report made by Trustee Janice Merk, second by Trustee Samantha Khosla. All in favor. (7, 0, 0).
3. **Directors report:** March 2023

Building project: Director Belisle report no major reports regarding the building, with work continuing with install of windows, drywall, and paint. The transformer pad should be finished the first week of April and the library will be able to order the transformer. Work is beginning on exterior walkways.

Director Belisle was able to catch a millwork mistake early in the process, and the subcontractor will be able to fix it in plenty of time without delaying the process. At the February Trustee meeting, Director Belisle mentioned the architect proposed new vinyl sign, but it was ultimately scrapped. As of this time, Director Belisle has not been able to get an agreed upon substantial completion date for the project. She reported FF&E orders have been placed with furniture orders coming in under budget. The shelving will take 2.5-3 weeks to be installed once it is delivered and the library can't close the temporary space and move to the new library until the shelving has been installed. The target date for shelving delivery is June 1, but depending on the construction completion date we will have to change that.

- Trustee Janice Merk asked for update on a tour, and Director Belisle reported that as windows are installed, she will work to arrange tours.

Budget: Director Belisle, Trustee Tom Abel and Chair Fred Haas met with the Mayor and his team for the first budget meeting. Director Belisle submitted the budget that was shared with the Trustees at the February Board Meeting and will update the Trustees as she has answers. The part-time Library Page position that was approved to be changed to \$15.00 an hour was never officially changed by city council and needs to be before the library can hire folks into that role. This was discussed at the budget meeting and it was reported to be resolved before June 30. The submitted budget request includes this raise of pay as well as the pay increases for the 2 other non-union positions of Assistant Director and Part-Time Reference Librarian. During the budget meeting, Director Belisle also asked permission to fill the 8 open part-time positions and was given the approval. 5 of those positions will be in the Circulation Department and 3 of them will be in Children's, she will be working with HR now to post the children's position and administration is currently interviewing candidates for Circulation, with the goal of hiring by end of May if not sooner.

The Governor's budget was submitted which included a 1.6 million increase in public library aid, which is good sign for our state aid for next year.

- Trustee Janice Merk asked for clarification on whether there was any feedback on the future new positions, Director Belisle reported that conversations have gone well but does not have the answer.
- Trustee Elect Jason Homer added additional details on the MBLC budget

Staff: Director Belisle shared the news with the staff that we will be bringing on more part-time employees which was well received. Recently, the library has had trouble with minimum staffing, and this hiring will allow the library to move past that. In an all staff meeting, the Director went through the building plans in detail, shared construction photos, and talked through all the upcoming changes that we know will take place. Annie, Head of Circulation, has implemented some changes regarding our holds to prepare for open holds in the new building. These changes help protect patron privacy. She is also preparing to roll out RFID pads on the circulation desk and train staff to checkout and check in materials using the pads.

Director Belisle is arranging a visit to the Medford Library for herself, Morgan, Annie, and Karen to see the Tech Logic software and hardware in action. They are the most recent installation in the state from Tech Logic.

Head of Circulation, Annie and the Director discussed the steps they need to take to bring back the ESL conversation groups soon after the new building opens. Patrons stated that they are looking forward to this service returning.

Outreach Efforts: Jennie, Head of Children's Services, attended two school events this past month to sign kids up with library cards. She brought with her the renderings of the new library to help bring more excitement to the community about the new library. Director Belisle will be attending the book club at Tackle Box Brewing on Thursday April 6 to talk about the new library. The last book club meeting had 40 attendees so I hope to have a big group again to talk to. On Sunday April 23 from 10-1 Director Belisle be at Lost Shoe to do a library card drive and talk about the new library. The Foundation will also be joining to discuss how folks can get involved.

Policy Work: In this packet is the draft Behavior Policy to be discussed later in the meeting. Up next we'll be working on our Meeting Room Use Policy.

4. **Foundation:** Trustee Janice Merk reported that in April the Foundation will launch their "Thousand Champions" campaign, to have 1,000 residents donate \$1,000 each. A town-wide mailer will go out with champions receiving yard signs to support ongoing donations. A Second Foundation newsletter is coming soon. On Thursday, April 6, 2023 the Foundation will present a check to the City of Marlborough in their commitment to fund as much of the project as possible, bringing the total to presented to the City to \$650,000.
5. **Policy subcommittee:** Director Belisle presented an updated Behavior Policy for Library Users to the Trustees after working on it with the Trustee's ad-hoc subcommittee on Library Policy.
 - Trustee Tom Abel requested additional information of the other policy referenced in the Behavior Policy for Library Users, the Internet Use Policy. The Trustees requested Director Belisle move that policy up on her list of revisions to address concerns about consistency.
 - Trustee Bill Brewin requested clarification on appeals process when issues get to the Trustee group.

Motion to approve Behavior Policy for Library Users: A motion was made by Janice Merk, seconded by Samantha Khosla. Passed by majority vote, (6, 0, 1)

6. **Trustees scholarship:** Each eligible member of the Trustees provided a top 10 of the entries to Director Belisle who reported out the final scores, with "essay 5" as the highest ranking

essay. After discussion as to expenditures, the Trustees voted to award \$1,500 to the top essay, and Director Belisle will notify the winner with a presentation to come.

Motion to award \$1,500 to highest ranking essay, to be notified by the Director: A motion was made by Robyn Ripley seconded by Tom Abel. All in favor. (7, 0, 0).

7. **New Business:** Director Belisle presented a request for the Marlborough Public Library to move to a new calendar software that allows for room booking, a service needed in the renovation, and a new museum pass booking software. Director Belisle highlighted the barriers to success with the current software, that costs \$1,450 a year.

Library Calendar: Director Belisle presented a product titled Library Market to manage the rooms and create the online calendar that is mobile friendly. This resource will allow the library to further its reach and even integrate with new discovery platform for CWMARS. The total cost for the service annually is \$2,000, plus a one-time set up fee of \$300.

Museum Passes: Director Belisle presented a product titled Assabet Interactive to manage the MPL's museum pass program. Staff did extensive research and this local company has a great number of features the library needs as it moves forward. The total cost for the service annually is \$700.

Motion to allocate the sum of \$3,050 for the expenditure of a new Library Calendar with Library Market and a new Museum Pass software with Assabet Interactive: A motion was made by Bill Brewin seconded by Robyn Ripley

8. **Adjournment:** Motion to Adjourn at 8:25 by Rustin Kyle, seconded by Robyn Ripley. All in favor. (7, 0, 0)

Respectfully Submitted,

Jason Homer
Trustee Elect

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

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1A

Call to Order

April 24, 2023

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

1. Draft Meeting Minutes

A. April 10, 2023

On a motion by Dr. Fenby, seconded by Mr. Russ, the Board voted to accept and file the April 10, 2023, meeting minutes. Yea: Fay, Fenby, Fortin, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 6-0.

2. Chair's Business

A. Street Acceptance - No updates

Mr. Fay updated the Board on Commonwealth Heights and explained the Board previously received guidance from the Legal Department and because a covenant is in place no action is required.

3. Approval Not Required (None)

4. Public Hearings

A. 689 Pleasant Street, Marlborough, MA 01752 – Continued from March 27, 2023, and April 10, 2023

Open Space Development Definitive Subdivision Plan

Owner of Land: Joyce Beauchemin Realty Trust, Timothy L. Beauchemin, Trustee
(P.O. Box 1067, Townsend, MA 01469)

Name of Engineer: Daniel Koravos, P.E., (59 Granite Lane, Chester, NH 03036)

Name of Surveyor: Hugo Findeisen, (P.O. Box 612 Sandown, NH 03873)

Deed Reference: Book: 45210 Page: 560

i. Correspondence from Dan Koravos, DK Engineering LLC – Response to Engineering comments

ii. Correspondence from abutter Christine Devona (705 Pleasant Street)

iii. Plan Set Dated: February 6, 2023, Revised: April 18, 2023

iv. Tree Preservation and Protection Plan Dated: April 1, 2023, Revised: April 18, 2023

v. Pre-Development Drainage Area Map Dated: April 18, 2023

Mr. Fay declared the continued public hearing open.

Mr. DiPersio explained Mr. Koravos addressed the Engineering comments with his revisions and went over item 8A.

8. Sheet 8 Plan & Profile/Utility Sheet:

a) The proposed sewer force main will remain private. Future maintenance and repairs will be the responsibility of the homeowners. A homeowner's association or other legal agreement will have to be created for this purpose. A note should be added to the plan stating this.

Mr. DiPersio explained because of the topography of the property the proposed homes will need to pump up to Pleasant Street sewer. It's the City's policy that the City doesn't want to own these private force mains. Mr. Koravos has proposed the force main to be out of the right-of-away along the frontage of the lots within an easement. The pumps and the force main would be owned and maintained by the homeowners, which would be drafted within some sort of Homeowners Association document.

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

Mr. Fay requested parcels A, B, and C to be labeled "not a buildable lot" on the plan.

ii. Correspondence from abutter Christine Devona (705 Pleasant Street)

Mr. LaVenture read the April 18, 2023, correspondence into the record.

The Board/Mr. Koravos addressed the three comments/questions within Ms. Devona's correspondence.

- The sidewalk waiver request, eliminating the sidewalk along 705 Pleasant St
Mr. Koravos argued removing the sidewalk along the abutting property at 705 Pleasant Street would create more room for the utilities and easier access for future maintenance.

Mr. Fay asked if the waiver was denied would it be engineeringly impossible to install the utilities within this portion of the road/under the sidewalk? Mr. Koravos explained it would not be impossible.

The Board discussed the future maintenance and water runoff. Mr. DiPersio explained in his opinion the runoff would not change with or without a sidewalk. Its not common practice but there are situations where sewer and other utilities run under sidewalks.

- Modification of the Tree Preservation and Protection Plan
Mr. Fay asked the Board if there were any objections to remove the tree requested by Ms. Devona. There were no objections.
- Ownership and maintenance of parcel C
Mr. DiPersio explained it's his preference that the City does not own or maintain parcel C. It could be owned by lot 1 or the homeowners association. Mr. Koravos explained it could be part of an easement owned and maintained by the homeowner's association.

Mr. Koravos explained if the sidewalk waiver was granted there would be a handicap accessible crosswalk.

Mr. Koravos explained there would be a gravity fed stub left for 705 Pleasant Street, but that they would not tie in the house as part of the project.

iv. Tree Preservation and Protection Plan Dated: April 1,2023, Revised: April 18, 2023

The Board reviewed and discussed the Tree Preservation and Protection Plan.

v. Pre-Development Drainage Area Map Dated: April 18, 2023

Mr. DiPersio explained these plans show where the runoff is on the site and where off-site runoff comes to the site and how its divided among the different areas of the parcel. The pre-development drainage area plan shows the entire watershed that contributes to the site and the post-development drainage area plan shows the same watershed and how the areas will contribute to the drainage system that will be part of the roadway. The plan shows the runoff conditions after the project is completed and how it will mimic what happens now and that there won't be any impact to the abutters, wetlands or downstream receiving waters.

On a motion by Dr. Fenby, second by Mr. Russ, the Board voted to accept and files all the correspondence under item 4. Public Hearings, A. 689 Pleasant Street, Marlborough, MA 01752, Open Space Development Definitive Subdivision Plan. Yea: Fay, Fenby, Fortin, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 6-0.

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Dr. Fenby asked about access to the open space parcel. Mr. Koravos referenced a previous Conservation Commission review letter where they mentioned the Open Space Parcel was desirable for protecting the wetland and not using it for public access.

On a motion by Dr. Fenby, seconded by Mr. Russ, the Board voted to close the public hearing and to keep the record open. Yea: Fay, Fenby, Fortin, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 6-0.

Mr. Koravos requested an extension on the decision to June 26, 2023.

Mr. DiPersio and Mr. Fay discussed wanting to see a draft of the Homeowners Association Agreement or adding a condition to the approval requiring the agreement.

Mr. Fay explained at the May 8, 2023, meeting the Board could discuss and go over the required waivers and provide Mr. Koravos with some feed back so he could prepare for the scenic road public hearing request.

On a motion by Dr. Fenby, seconded by Mr. Russ, the Board voted to grant the extension for the decision on the Open Space Step Two Application for the Definitive Subdivision Beauchemin Estates, 689 Pleasant Street to June 26, 2023. Yea: Fay, Fenby, Fortin, LaForce, LaVenture and Russ. Nay: 0. Motion carried. 6-0.

5. Subdivision Progress Reports

A. 76 Broad Street – Pending guidance from the Legal Department

Mr. DiPersio updated the Board and explained he spoke with the Legal Department, and they require more time to investigate the covenant.

The Board discussed the option of holding a public hearing to rescind the approval. Mr. Fay requested 76 Board Street to remain on the May 8, 2023, agenda.

B. 342 Sudbury Street Progress Reports – Correspondence from Kevin O'Malley

Mr. LaVenture read the April 6, 2023, correspondence into the record.

On a motion by Dr. Fenby, second by Mr. Russ, the Board voted to accept and file the correspondence. Yea: Fay, Fenby, Fortin, LaForce, LaVenture and Russ. Nay: 0. Motion carried. 6-0.

6. Preliminary/Open Space/Limited Development Subdivision

A. Stow Road, Open Space Development Special Permit Application

Map 20, Parcel 4A, Stow Road, Marlborough, MA 01752

Name of Applicant: Kendall Homes, Inc. (P.O. Box 766, Southborough, MA 01772)

Name of Owner: McCabe Family Irrevocable Trust and Judith McCabe (6 Erie Drive, Hudson, MA 01749)

Name of Engineer: Connorstone Engineering, Inc. (10 Southwest Cutoff, Northborough, MA 01532)

Deed Reference: Book: 66136 Page: 582, Book: 78814 Page: 590

i. Correspondence from Vito Colonna, Connorstone Engineering, Inc. - Request for Extension 45 Days

ii. Correspondence from Assistant City Solicitor, Jeremy McManus – RE: Draft Special Permit

Mr. LaVenture read the April 14, 2023, correspondence into the record.

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

Yea: Fay, Fenby, Fortin, LaForce, LaVenture and Russ. Nay: 0. Motion carried. 6-0.

iii. Draft Special Permit

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MARLBOROUGH, MA 01752**

The Board requested the applicant to incorporate the Conservation Commission and the Board of Health comments into the draft special permit. Mr. Fay pointed out that Conservation requested \$5,000.00 to be deposited to the City's Conservation Maintenance Fund and the special permit references \$2,500.00

Mr. Colonna explained the revised draft special permit would be ready for the May 8, 2023, meeting.

Mr. Fay explained the Board may need to get clarification from Mr. McManus on the waiver request of the access requirement outlined in Article III, § A676-7 and whether it should be part of the open space decision.

Mr. Russ addressed concerns on the soil testing and Mr. DiPersio explained the soil testing could be done as part of the definitive subdivision submission. Mr. Colonna discussed revising the special permit conditions to include language describing the soil testing to be part of the definitive submittal.

On a motion by Dr. Fenby, seconded by Mr. Russ, the Board voted to grant the extension for the decision on the Open Space Special Permit Application for the Preliminary Subdivision on Stow Road (547 Stow Road) to June 11, 2023. Yea: Fay, Fenby, Fortin, LaForce, LaVenture and Russ. Nay: 0. Motion carried. 6-0.

7. Definitive Subdivision (None)

8. Signs (None)

9. Correspondence (None)

10. Unfinished Business

A. Working Group

- i. Correspondence from Assistant City Solicitor, Jeremy McManus – RE: Multiple Working Group questions
Mr. LaVenture summarized the April 14, 2023, correspondence from Mr. McManus and went over the attached email correspondence. – See attached.

Mr. LaVenture explained Mr. McManus would be attending the April 26, 2023, Working Group meeting and that they would be reviewing the flowcharts based on the provided legal guidance. Once the memos and flowcharts are revised, they would be sent to the Legal Department for a final review prior to the Board's vote.

Mr. Fay suggested the Guide to Abutters be revised and Mr. LaVenture requested the document for the April 26, 2023, Working Group meeting. Mr. Fay explained the current procedures on how the public hearings are conducted is not up to date, within the guide.

Mr. Fay suggested a procedure moving forward, where at each meeting the Board and Applicant for the record state that they are both in agreeance that the decision date is "X".

Mr. Fay updated the Board and explained the revised narratives for public hearings and guidelines would be available once additional input was received.

Mr. Fay told the Board; City Council asked him to designate a Board representative to work with the Council on the amendment to the City's zoning regulations to provide input for the MBTA overlay district. He went over what this would entail and requested someone to volunteer.

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11. Calendar Updates

- A. Stow Road, Open Space Development Special Permit Application – 90 days expires Sunday, March 19, 2023, extension granted to April 27, 2023 - Vote on or before **April 24, 2023**, meeting
- B. Beauchemin Estates, 689 Pleasant Street Definitive Subdivision – 90 days expires Sunday May 14, 2023 – Vote on or before **May 8, 2023**, meeting

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

On a motion by Mr. LaForce, seconded by Mr. Russ, the Board voted to adjourn the meeting. Yea: Fay, Fenby, Fortin, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 6-0.

Respectfully submitted,



George LaVenture/Clerk

/kmm

Katlyn LeBold

From: Katlyn LeBold
Sent: Wednesday, May 3, 2023 11:56 AM
To: Katlyn LeBold
Subject: FW: MPBSWG - Wed, 26 Apr 23 1pm Meeting

From: George LaVenture >
Sent: Sunday, April 23, 2023 7:03 PM
To: Jeremy McManus >
Cc: Christopher Russ >; Thomas DiPersio >; Katlyn LeBold
Subject: RE: MPBSWG - Wed, 26 Apr 23 1pm Meeting

Jeremy,

Thank you for the reply to our questions. Much appreciated.

If I'm reading your responses correctly, Response 1 means a decision is not required by the Board until the public hearing is closed and Response 4 clarifies the decision timeframe:

- For a definitive plan with a prior preliminary plan that the Board has either acted on or 45 days has passed, the Board has 90 days after its submission to decide. This provides a total of 135 days to consider the preliminary and definitive plans. Date of submission is usually the date it was presented at a regular Board meeting.
- For a definitive plan without a prior preliminary plan, or one submitted less than 45 days after the submission of a preliminary plan, the Board has 135 days after submission to decide. Date of submission is usually the date it was presented at a regular Board meeting.

This would suggest that closing the public meeting for a subdivision plan, MGL 40 s81U, has no impact on the decision clock.

If I'm reading Response 3 and 5 correctly, closing the public hearing is the initiating event for the decision clock in any special permit hearing MGL c40A s9.



George LaVenture

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RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2023 JUN -7 PM 3:11

1A

Call to Order

May 8, 2023

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

1. Draft Meeting Minutes

A. April 24, 2023

On a motion by Dr. Fenby, seconded by Mr. Russ, the Board voted to accept and file the April 24, 2023, meeting minutes. Yea: Fay, Fenby, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 5-0.

2. Chair's Business

A. Street Acceptance - No updates

B. Council Order No. 23-1008872

Proposed Zoning Amendment to Chapter 650 "Zoning §36 "Executive Residential Overlay District" (EROD) to increase the cap on the number of multifamily dwelling units

The Administrator explained Mr. Brian Falk (Mirick, O'Connell, DeMallie & Lougee, LLP) could not attend the June 5, 2023, meeting to present, but that Mr. Bergeron could on behalf of Mr. Falk.

On a motion by Dr. Fenby, seconded by Mr. LaVenture, the Board voted to set the public hearing date for June 5, 2023, for the Council Order No 23-1008872. Yea: Fay, Fenby, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 5-0.

3. Approval Not Required

A. 119 South Street, Marlborough, MA 01752, Map 81, Parcel 85

Name of Applicant: Greystone Construction and Development Corp. (PO Box 586, Marlborough, MA 01752)

Name of Owner: Neto Joao N Silva & Rosilene Gomes De Avelis Nogueira
(119 South Street, Marlborough, MA 01752)

Name of Surveyor: Dillis & Roy Civil Design Group, Inc. (1 Main Street, STE 1, Lunenburg, MA 01462)

Deed Reference: Book: 65589 Page: 260

i. Flowchart

ii. Form A

iii. Plan of land Dated: April 26, 2023

Matt Jackson (215 Clover Hill St, Marlborough, MA 01752) spoke on behalf of the 123 Mount Pleasant/119 South Street ANR. Mr. Jackson explained they are requesting to add 2,546 square feet to his lot from the abutting property at 119 South Street. He explained the building inspector considered the existing lot line as rear yard so in order to fit a house in the lot the lines needed to be straightened out.

On a motion by Dr. Fenby, seconded by Mr. LaVenture, the Board voted to refer the 119 South Street ANR Plan, to Engineering for review. Yea: Fay, Fenby, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 5-0.

4. Public Hearings (None)

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5. Subdivision Progress Reports

A. 76 Broad Street

- i. Correspondence from Assistant City Solicitor, Jeremy McManus
Mr. LaVenture read the May 4, 2023, correspondence into the record.
On a motion by Dr. Fenby, seconded by Mr. LaVenture the Board voted to accept and file the correspondence.
Yea: Fay, Fenby, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 5-0.

The Administrator confirmed an executed covenant has not been located.

Mr. Fay questioned if two public hearings could be required. One for imposing the additional condition of providing the covenant and one for the rescission.

On a motion by Dr. Fenby, seconded by Mr. LaVenture, the Board voted to invite the developer from the 76 Broad Street Subdivision submission to the May 22, 2023, meeting. Yea: Fay, Fenby, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 5-0.

B. 342 Sudbury Street

- i. Correspondence from Kevin O'Malley
Mr. LaVenture read the May 1, 2023, correspondence into the record.
On a motion by Dr. Fenby, seconded by Mr. LaVenture, the Board voted to accept and file the correspondence.
Yea: Fay, Fenby, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 5-0.

Mr. DiPersio explained he has completed a few site visits at 342 Sudbury Street and that the soil condition is good. That there is no concerns for erosion impact and that Mr. O'Malley has been processing the soil on site.

6. Preliminary/Open Space/Limited Development Subdivision

A. Stow Road, Open Space Development Special Permit Application

Map 20, Parcel 4A, Stow Road, Marlborough, MA 01752

Name of Applicant: Kendall Homes, Inc. (P.O. Box 766, Southborough, MA 01772)

Name of Owner: McCabe Family Irrevocable Trust and Judith McCabe (6 Erie Drive, Hudson, MA 01749)

Name of Engineer: Connorstone Engineering, Inc. (10 Southwest Cutoff, Northborough, MA 01532)

Deed Reference: Book: 66136 Page: 582, Book: 78814 Page: 590

i. Flowchart

ii. Draft Special Permit Revised: April 26, 2023

Mr. Russ addressed concerns on the language within Condition 9 of the draft special permit.

The Board reviewed the draft special permit and the January 19, 2023, review letter from the Conservation Commission that was previously read into the record and suggested the following revisions:

- Dates need to be filled in on paragraphs 1 and 5 under procedural findings of the draft special permit.
- Condition 9 of the draft special permit needs to be revised to reflect comments 1, 2, 3, 4 and 7 of the Conservation's review letter.
- Comments 6 and 8 of the Conservation's review letter need to be incorporated into the draft special permit as conditions 10 and 11, moving the existing condition 10 to 12.

The Board determined because a representative was not present at the meeting to agree to the revisions, they would not refer the draft special permit to the Legal Department for review.

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The Administrator explained the Board will need the Legal Department's opinion on Dillon LaForce and James Fortin's ability to vote on the 547 Stow Road, special permit.

On a motion by Dr. Fenby, seconded by Mr. LaVenture, the Board voted to send the revision comments to the developer requesting a revised draft special permit incorporating the comments and the missing dates for the May 22, 2023, meeting. Yea: Fay, Fenby, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 5-0.

The Board discussed 547 Stow Road's current vote deadline of June 5, 2023, and the need for an additional extension request.

7. Definitive Subdivision

A. 689 Pleasant Street, Marlborough, MA 01752 - Open Space Development Definitive Subdivision Plan

Owner of Land: Joyce Beauchemin Realty Trust, Timothy L. Beauchemin, Trustee
(P.O. Box 1067, Townsend, MA 01469)

Name of Engineer: Daniel Koravos, P.E., (59 Granite Lane, Chester, NH 03036)

Name of Surveyor: Hugo Findeisen, (P.O. Box 612 Sandown, NH 03873)

Deed Reference: Book: 45210 Page: 560

i. Flowchart

ii. Correspondence from Dan Koravos, DK Engineering LLC – List of revisions

Mr. Koravos went over the revisions and explained he eliminated three of the parcels and made them easements within their two associated lots, lots 1 and 6. The Open Space was kept as a separate parcel. The two detention basins that were on parcels A&B are now part of lot 6 as an easement, which encompass both basins for the drainage access and landscape. Parcel C was eliminated and is now an easement and part of lot 1.

Mr. Koravos explained the basins would be maintained by the City.

iii. Plan Set Dated: February 6, 2023, Revised: April 18, 2023, April 30, 2023

iv. Requested Waivers

The Board preliminary discussed their opinions on the requested waivers.

- **Request to reduce the right-of-way to a width of forty (40) feet**

Mr. LaVenture spoke in opposition.

Mr. Russ spoke in favor.

Dr. Fenby and Mr. Fay explained based on the smaller number of houses and the agreement to give the open space parcel to the City, they both spoke in favor.

Mr. LaForce spoke in favor.

- **Request to eliminate a portion of the sidewalk on the North side of the roadway**

Mr. Fay asked Mr. DiPersio if he thought the above waiver was necessary to accomplish the stated objectives, drainage, adequate room for utilities and future maintenance. Mr. DiPersio explained he does not have a strong opinion on whether or not the sidewalk should be waived. He argued sidewalks are torn up for maintenance regularly and that the grading should be the same whether or not there is a sidewalk.

The Board and Mr. DiPersio discussed ownership of the privacy screening abutting 705 Pleasant Street and determined they would like this to be owned and maintained by the Homeowners Association.

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Dr. Fenby spoke in opposition.

Mr. LaForce argued its on the opposite side of the road where cars would be pulling in and explained he leaned towards speaking in favor.

Mr. Russ spoke in opposition.

Mr. LaVenture spoke in opposition.

Mr. Fay spoke in opposition.

Mr. Koravos explained if the sidewalk waiver was approved there would be a crosswalk where the sidewalk ends.

Mr. Koravos explained he anticipated the below draft items to be ready for the May 22, 2023, meeting.

- Certificate of Vote
- Covenant
- Homeowners Association Agreement

Mr. Koravos explained he could not attend the May 22, 2023, meeting but that Tim Beauchemin would attend.

On a motion by Dr. Fenby, seconded by Mr. LaVenture, the Board voted to accept and file all the correspondence under item 7A. Yea: Fay, Fenby, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 5-0.

8. Signs (None)

9. Correspondence (None)

10. Unfinished Business

A. Working Group

Mr. LaVenture went over the below draft memos and flowcharts.

The Administrator displayed MA General Law Chapter 41 §81U and Chapter 41 §81S for the Board's viewing while Mr. LaVenture discussed the definition of "Acted Upon" regarding the timelines within the below draft documents.

The Board suggested the following revisions listed below underneath the corresponding draft document.

i. Draft Memos

(1) Public Hearing Process

- Add language creating #11) The Applicant and the Board will discuss and agree upon on the applicable decision deadline.

(2) Public Hearing Script – Special Permits

- Add language at bottom of page 1) Questions may or may not be addressed during the public comment phase of the public hearing at the discretion of the Chairperson.

(3) Public Hearing Script – Subdivisions

- Add language at bottom of page 1) Questions may or may not be addressed during the public comment phase of the public hearing at the discretion of the Chairperson.

The Board discussed the best options for check list items and decided to continue using the punch list box in red on the flowchart.

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ii. Draft Flowcharts

(1) ANR

- Add language at the bottom of the flowchart) *ANR deadlines cannot be extended.

(2) Preliminary Plan

(3) Definitive Plan

(4) Limited Development – Step One

(5) Open Space Development – Step One

(6) Acceptance Procedure – Start of Maintenance Period

(7) Acceptance Procedure – After Maintenance Period

Mr. LaVenture discussed the new member resource “kit/package” that the Working Group would be working on compiling. Which will include information going over key components the Planning Board oversees including the procedural measures the Board follows and the rules, regulations and M.G.L. that corresponds.

Dr. Fenby suggested adding site visit information to the package.

Mr. Fay suggested the new members meet with the administrator prior to meeting with Mr. DiPersio.

On a motion by Mr. LaVenture, seconded by Dr. Fenby, the Board voted to accept and adopt the use of the above referenced memos and flowcharts included the above referenced revisions, pending the Legal Departments review and approval. Yea: Fay, Fenby, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 5-0.

Mr. Fay asked Mr. Russ to revise the abutters guide.

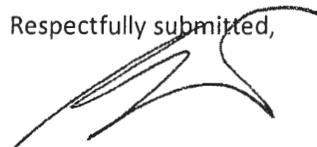
11. Calendar Updates

- A. Stow Road, Open Space Development Special Permit Application – 90 days expires Sunday, March 19, 2023, extension granted to June 11, 2023 - Vote on or before **June 5, 2023**, meeting
- B. Beauchemin Estates, 689 Pleasant Street Definitive Subdivision – 90 days expires Sunday May 14, 2023 – Extension granted to June 26, 2023 - Vote on or before **June 26, 2023**, meeting

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

On a motion by Mr. LaForce, seconded by Mr. Russ, the Board voted to adjourn the meeting. Yea: Fay, Fenby, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 5-0.

Respectfully submitted,



George LaVenture/Clerk

/kmm