



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2024 FEB -8 PM 1:10

CITY OF MARLBOROUGH

City Council Agenda

Monday, February 12, 2024

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, January 22, 2024.
2. PUBLIC HEARING on the Application from ViewPoint Sign and Awning on behalf of Best Western Royal Plaza Hotel for replacement of a Free-Standing EMC Sign at 181 Boston Post Road West, Order No. 23-1009035.
3. Communication from Michael Kennedy on behalf of Kennedys Restaurant and Market, re: Request to withdraw without prejudice the Application for installation of a Free-Standing EMC Sign at 247 Maple Street, Order No. 24-1009036
4. PUBLIC HEARING on the Application from Barlo Signs on behalf of Kennedys Restaurant and Market for installation of a Free-Standing EMC Sign at 247 Maple Street, Order No. 23-1009036.
5. Communication from the Mayor, re: Mid-Year Transfer Requests totaling \$1,202,100.00 from various departments for FY24, which moves funds from and to accounts as outlined in the transfer sheets.
6. Communication from the Mayor, re: Establishment of Opioid Settlement Special Revenue Fund and a Transfer Request in the amount of \$162,202.95 from Free Cash to the Opioid Settlement Special Revenue Fund.
7. Communication from the Mayor, re: Grant Acceptance in the amount of \$20,150.00 from the MA Emergency Management Agency (MEMA) awarded to Marlborough Emergency Management to be used to fund the acquisition of additional equipment and supplies.
8. Communication from the Mayor, re: Proposed Ordinance Amendments the City Code, Chapter 125 "Personnel" §5 "Preparation of Classification Descriptions" and to Chapter 125 "Personnel" §6 "Salary Schedule" to create a new position of Communications & Special Projects Director in addition to a Transfer Request in the amount of \$25,900.00 to fund the position for the remainder of FY 24.
9. Communication from the Mayor, re: Notification of Extension of Temporary Appointment pursuant to MGL Chapter 41 §61A of David Williams as Interim Comptroller/Treasurer for an additional 60-day term to expire April 2, 2024.
10. Communication from the Mayor, re: Reappointments of Sean Fay, Barbara Fenby, and Christopher Russ to the Planning Board for 5-year terms respectively to expire on February 5, 2029.

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. 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).
12. Communication from City Clerk, Steven Kerrigan, re: Presidential Primary Election Call.
13. Communication from City Clerk, Steven Kerrigan, re: In-Person Early Voting for Presidential Primary.
14. Communications from Karin Paquin of the Conservation Commission and James Confrey of the Council on Aging, re: Notification of Resignation as member of their respective board.
15. Petition from Massachusetts Electric and Verizon New England, to install one Joint Owned Pole at 219 Forest Street beginning at a point approximately 972' East of the centerline of the intersection of Teller Street. Install 45'C1.2 midspan Poles 25 & 26. Install feeder monitor on new midspan Pole 25-50.
16. Application for Renewal of Taxi/Livery License from Katsunori Tanaka d/b/a Global Limousine & Tour Services, 17 Eager Court.
17. Minutes of Boards, Commissions and Committees:
 - a) School Committee, December 12, 2023, January 1, 2024 & January 9, 2024.
 - b) Conservation Commission, January 4, 2024, January 11, 2024 & January 18, 2024.
 - c) Cultural Council, January 3, 2024.
 - d) Library Trustees, November 7, 2023.
 - e) OPEB Trust, January 18, 2024 & January 24, 2024.
 - f) Planning Board, December 4, 2023 & December 18, 2023.
 - g) Traffic Commission, November 29, 2023.
18. CLAIMS:
 - a) Jose Aguilar, 55 Norwood Street, other property damage and/or personal injury.
 - b) Joniel Anderson, 111 Howe Street, other property damage and/or personal injury.
 - c) James Lee, 849 Boston Post Road East, #1F, pothole or other road defect.
 - d) Nagwa Mina, 12 McIntyre Court, other property damage and/or personal injury.
 - e) Lucas Ragan, 39 Austen Way, #13F, pothole or other road defect.
 - f) Jonathan Taft, 30 Broad Street, #201, other property damage and/or personal injury.
 - g) Ted Tamburro, 168 Naugler Avenue, pothole or other road defect.

REPORTS OF COMMITTEES:**UNFINISHED BUSINESS:**

Councilors-at-Large

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



Ward Councilors

Ward 1 – Mark A. Vital 1-1
Ward 2 – David Doucette
Ward 3 – Robert Preciado
Ward 4 – Teona C. Brown
Ward 5 – John J. Irish
Ward 6 – A. Trey Fuccillo
Ward 7 – Donald R. Landers, Sr.

Council President

Michael H. Ossing

Council Vice-President

Kathleen D. Robey

**CITY OF MARLBOROUGH
CITY COUNCIL
MEETING MINUTES
MONDAY, JANUARY 22, 2024**

The regular meeting of the City Council was held on Monday, January 22, 2024, at 8:00 PM in City Council Chambers, City Hall. Councilors Present: Ossing, Vital, Doucette, Preciado, Brown, Irish, Fuccillo, Navin, Oram, & Robey. Councilors Absent: Landers. Meeting adjourned at 8:12 PM.

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

ORDERED: That the Minutes of the City Council meeting, JANUARY 8, 2024, **FILE**; adopted.

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

ORDERED: That the Communication from Council President Ossing, re: 2024 City Council Committee Assignments, **FILE**; adopted.

Suspension of the Rules requested – Motion by Councilor Irish to allow a late communication from the Mayor – granted.

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

ORDERED: Under authority of MGL Chapter 44, Section 53A, the City Council hereby **APPROVES** the Gift Acceptance in the amount of \$14,240.00 from the Assurance Technology Corporation (New England Sports Center), awarded to the city to be used to pay for an electronic scoreboard in memory of Wes Tuttle at the new Dek Hockey Rink at Ghiloni Field; adopted.

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

ORDERED: That the Transfer Request in the amount of \$40,000.00 (Forty thousand dollars) which moves funds from Free Cash to IT Equipment for Website Upgrade & Redesign Project, referred to **FINANCE COMMITTEE**; adopted.

| CITY OF MARLBOROUGH | | | | | | | | | |
|---------------------|-------------|------------------|--------|----------------------|-------------|--------------|--------|----------------------|-----------|
| BUDGET TRANSFERS - | | | | | | | | | |
| DEPT: | | IT | | | | FISCAL YEAR: | | 2024 | |
| FROM ACCOUNT: | | | | | TO ACCOUNT: | | | | |
| Available | | | | | | | | | Available |
| Balance | Amount | Org Code | Object | Account Description: | Amount | Org Code | Object | Account Description: | Balance |
| \$7,602,846.40 | \$40,000.00 | 10000 | 35900 | Undesignated Fund | \$40,000.00 | 19300006 | 58618 | IT Equipment | \$0.00 |
| Reason: | | Website redesign | | | | | | | |
| | \$40,000.00 | Total | | | \$40,000.00 | Total | | | |

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

ORDERED: That the Transfer Request in the amount of \$100,000.00 (One hundred thousand dollars) which moves funds from PEG Funds to Marlborough Cable Trust to fund WMCT FY 2025 operations, referred to **FINANCE COMMITTEE**; adopted.

Councilor Ossing read a Disclosure of Appearance of Conflict of Interest into the record.

| CITY OF MARLBOROUGH | | | | | | | | | |
|---------------------|--------------|-------------------------------------|--------|-----------------------------|--------------|--------------|--------|----------------------|-----------|
| BUDGET TRANSFERS - | | | | | | | | | |
| DEPT: | | Mayor | | | | FISCAL YEAR: | | 2024 | |
| FROM ACCOUNT: | | | | | TO ACCOUNT: | | | | |
| Available | | | | | | | | | Available |
| Balance | Amount | Org Code | Object | Account Description: | Amount | Org Code | Object | Account Description: | Balance |
| \$791,930.97 | \$100,000.00 | 27000099 | 47750 | Receipts Reserved-PEG Funds | \$100,000.00 | 89000 | 25581 | Marlboro Cable Trust | \$0.00 |
| Reason: | | To partially fund WMCTS FY25 Budget | | | | | | | |
| | \$100,000.00 | Total | | | \$100,000.00 | Total | | | |

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

ORDERED: That the Transfer Request in the amount of \$158,300.00 (One hundred fifty-eight thousand, three hundred dollars) which moves funds from Reserve for Salaries to various accounts within the Police, Public Works & Recreation Departments to fund retirements of several employees, **APPROVED**, adopted.

| DEPT: | | Mayor | | | | FISCAL YEAR: | | 2024 | |
|-------------------|--------------|------------------------------|--------|----------------------|--------------|--------------|--------|---------------------------|-------------|
| Available Balance | | FROM ACCOUNT: | | | | TO ACCOUNT: | | Available Balance | |
| Amount | Amount | Org Code | Object | Account Description: | Amount | Org Code | Object | Account Description: | Amount |
| \$300,000.00 | \$158,300.00 | 11990006 | 57820 | Reserve for Salaries | \$85,205.00 | 12100003 | 51920 | Police Sick Leave Buyback | \$80,275.76 |
| | Reason: | To fund budgeted retirements | | | | | | | |
| | | | | | \$19,915.00 | 14001501 | 50680 | Parks General Foreman | \$44,068.77 |
| | | | | | \$35,840.00 | 14001503 | 51920 | Parks Sick Leave Buyback | \$3,438.97 |
| | Reason: | | | | | | | | |
| | | | | | \$17,200.00 | 14920003 | 51920 | Recreation Sick Leave | \$0.18 |
| | Reason: | | | | | | | | |
| | | | | | \$140.00 | 14920003 | 51430 | Recreation Longevity | \$0.00 |
| | | | | | | | | | |
| | \$158,300.00 | Total | | | \$158,300.00 | Total | | | |

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

ORDERED: That the Request to increase the spending limit for the Public Safety Revolving Fund from \$120,000.00 to \$143,520.00 for the remainder of FY 2024 referred to **FINANCE COMMITTEE**, adopted.

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

ORDERED: That the Appointment of Elizabeth Austin to the Conservation Commission for a 2-year term to expire on May 5, 2026, referred to **PERSONNEL COMMITTEE**; adopted.

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

ORDERED: That the Proposed Amendments to the City Code, Chapter 125 "Personnel", §6 "Salary Schedule" relative to positions at the Library and Public Facilities and the Proposed Job Descriptions (attached hereto) pursuant to Chapter 125 "Personnel" §5 "Preparation of Classification Descriptions", for new positions within the Public Library and Public Facilities Departments, referred to the **FINANCE COMMITTEE & ADVERTISE**; adopted.

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

ORDERED: That the Communication from Interim Comptroller/Treasurer David Williams, re: OPEB Trust Update, **FILE**; adopted.

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

ORDERED: That the Council President send a communication to the MA State Lottery Commission, to record the City Council's opposition to the issuance of a Keno Monitor to existing Keno To Go agents, Pleasant St Smoke Shop, 170 Pleasant Street and Monti's Mini, 274 Maple Street, **APPROVED**; 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) Cultural Council, December 7, 2023.
- b) OPEB Trust, January 11, 2024.
- c) Traffic Commission, October 25, 2023.

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

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

- a) Nancy Casaceli, 232 Cook Lane, pothole or other road defect.
- b) Karine Lopes-Aredes, 4 Neil Street, other property damage and/or personal injury.
- c) William MacCormac, 168 Farm Road, residential mailbox claim (2b).

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

ORDERED There being no further business, the regular meeting of the City Council is herewith adjourned at 8:12 PM; adopted.



IN CITY COUNCIL

Marlborough, Mass., DECEMBER 18, 2023

ORDERED:

That there being no objection thereto set **THE FIRST MEETING IN FEBRUARY 2024**, as the **DATE FOR PUBLIC HEARING**, on the Application from ViewPoint Sign and Awning on behalf of Best Western Royal Plaza Hotel for replacement of a Free-Standing EMC Sign at 181 Boston Post Road West, be and is herewith referred to the **URBAN AFFAIRS COMMITTEE & CARRY OVER TO THE 2024/2025 LEGISLATIVE SESSION.**

ADOPTED

ORDER NO. 23-1009035

Steven Kerrigan

From: City Council
Sent: Thursday, February 8, 2024 1:00 PM
To: Steven Kerrigan
Cc: Karen Boule
Subject: From Michael Kennedy: Barlo Signs Kennedy

From: Michael Kennedy
Sent: Wednesday, February 7, 2024 5:42 PM
To: City Council <citycouncil@marlborough-ma.gov>
Subject: Barlo Signs Kennedy

You don't often get email from mkennedy618@outlook.com. [Learn why this is important](#)

Dear Karen,

Would you kindly remove Barol Signs, on behalf of Kennedy's, from the February 12th agenda. Barlo Signs has filed bankruptcy and I will need time to find the best way to move forward.
If you need anything further from me please contact me

Thank you for your help.

Sincerely
Michael Kennedy



IN CITY COUNCIL

Marlborough, Mass., DECEMBER 18, 2023

ORDERED:

That there being no objection thereto set **THE FIRST MEETING IN FEBRUARY 2024**, as the **DATE FOR PUBLIC HEARING**, on the Application from Barlo Signs on behalf of Kennedys Restaurant and Market for installation of a Free-Standing EMC Sign at 247 Maple Street, be and is herewith referred to the **URBAN AFFAIRS COMMITTEE & CARRY OVER TO THE 2024/2025 LEGISLATIVE SESSION.**

ADOPTED

ORDER NO. 23-1009036
X 23-1008963



City of Marlborough

Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

J. Christian Dumais, Mayor

2024 FEB -8 AM 11:46

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

Mayor@marlborough-ma.gov

February 8, 2024

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

RE: FY24 Mid-Year Transfer Requests

Dear Council President Ossing and Councilors,

Enclosed for your review and approval are the mid-year transfer requests. We are requesting \$50,100.00 from Reserve for Salaries to fund several items:

- Coverage of vacation payout, sick leave buy back, and overlap of the former Chief of Staff within the Mayor's Office budget
- Coverage of vacation payout and sick leave buy back of the former Executive Administrator within the Mayor's Office budget
- Coverage of cost for unexpected appraisals and consulting services within the Assessing Department budget
- Coverage for additional phone lines and printing devices within the Information Technology Department budget
- Coverage of additional inauguration and office supply expenses within the Mayor's Office budget

With respect to the Mayor's Office budget transfer requests, both the Chief of Staff and Executive Administrator have departed from the office with the turnover in administration. Therefore, we are required to provide pay outs for earned vacation time and sick time for both positions. Trish Bernard, the former Chief of Staff, agreed to stay on for a period of time in January to assist with the transition. Her salary for that time is included in the total amount requested. In addition, I have requested monies for expenses within the Mayor's Office which help cover the cost of annual inauguration expenses and for office supplies needed with a change in administration.

In addition to these transfers, I have enclosed for your review internal transfers from the following departments:

- City Clerk in the amount of \$13,000
- Department of Public Works in the amount of \$1,139,000

(cont'd)

Additional details on these internal transfers can be found within the enclosures. I want to thank both the City Clerk and Department of Public Works Commissioner for their good budget practice in identifying funds to avoid additional transfers. I would also like to thank City Auditor Diane Smith and her staff for their assistance on these transfers.

Each respective department head, City Auditor Diane Smith, and I will be available at a future meeting to discuss.

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

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Christian Dumais', with a stylized flourish at the end.

J. Christian Dumais
Mayor



CITY OF MARLBOROUGH
Office of the City Auditor
140 Main St.
Marlborough, MA 01752

February 5, 2024

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

RE: Mid-Year Review Transfer Request

Enclosed herewith is a transfer request to fund payouts of Vacation, Sick Leave and overlap owed to individuals within the Mayor's office due to the new administration.

Please contact me if you should have any further questions regarding this information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Diane Smith". The signature is fluid and cursive, with a large initial "D" and a long, sweeping tail.

Diane Smith, CGA
City Auditor



City of Marlborough

140 MAIN STREET
MARLBOROUGH, MASSACHUSETTS 01752
TEL. (508) 460-3763 FACSIMILE (508) 481-6058
mgibbs@marlborough-ma.gov

February 2, 2024

TO: Mayor, City Council
FROM: Mark Gibbs, Information Technology Director

FY 2024 Mid-Year Review

The IT Department has been working hard on securing the phone systems throughout the city and schools to meet the requirements of R911. The last task to complete this is making the Fire Department to fully meet those requirements. The first step was completing the network and cabling for all three stations, so the second step of installing the phones will be underway this month. Due to the new phone lines being added to the phone bill, the cost will inevitably increase.

Another short fall is the addition of phones and printers for the new Public Library. The increase in space and rooms, has resulted in an increase of devices. Those increases added an additional 400 dollars per month, thus creating a short fall for our prints line in the budget.

For these unforeseen increases, I am requesting a transfer of 12,000 dollars to cover the shortfall for the phones and printer hardware for the rest of the fiscal year.

Thank You,
Mark



City of Marlborough
Office of the Assessors
140 Main Street
Marlborough, Massachusetts 01752
TDD (508) 460-3610
Phone: (508) 460-3779

February 5, 2024

Re: Mid-Year Transfer Request

Dear Mayor Dumais,

I'm writing to request a total of approximately \$11,000 needed to cover unforeseen expenses under the budget line item "Professional & Technical Services" as follows.

About \$9,000 was expended for appraisal services on an ATB (Appellate Tax Board) property appeal.

Another \$2,000 was needed for an Affordable Housing consultant to assist with recalculating the affordable housing values.

Please note that there were no excess monies available in any other budget line items to transfer.

I would be happy to answer any questions that you may have.

Thank you for your consideration.

Respectfully Submitted,
John Valade
Principal Assessor

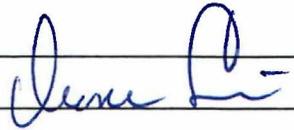
CITY OF MARLBOROUGH
BUDGET TRANSFERS --

| DEPT: Various | | FISCAL YEAR: 2024 | | | | | | | |
|---------------------|--------------------|------------------------|--------------|-----------------------------|--------------------|---|--------------|--|--------------------|
| FROM ACCOUNT: | | TO ACCOUNT: | | | | | | | |
| Available Balance | Amount | Org Code | Object | Account Description: | Amount | Org Code | Object | Account Description: | Available Balance |
| <u>\$141,700.00</u> | <u>\$50,100.00</u> | <u>11990006</u> | <u>57820</u> | <u>Reserve for Salaries</u> | <u>\$17,200.00</u> | <u>11210001</u> | <u>50321</u> | <u>Chief of Staff</u> | <u>\$11,164.52</u> |
| | Reason: | <u>Funds available</u> | | | | <u>To cover vacation payout, slbb and overlap</u> | | | |
| | | | | | <u>\$4,900.00</u> | <u>11210002</u> | <u>50590</u> | <u>Executive Admin</u> | <u>\$18,483.26</u> |
| | | | | | | <u>To cover vacation payout and slbb</u> | | | |
| | | | | | <u>\$11,000.00</u> | <u>11410004</u> | <u>53180</u> | <u>Assesors Professionl & Tech</u> | <u>\$10,686.80</u> |
| | Reason: | | | | | <u>To cover unexpected appraisals & consulting services</u> | | | |
| | | | | | <u>\$1,600.00</u> | <u>11550004</u> | <u>52544</u> | <u>Maint Contract/Copier</u> | <u>\$20,911.25</u> |
| | Reason: | | | | | <u>Library printing shortfall</u> | | | |
| | | | | | <u>\$10,400.00</u> | <u>11550006</u> | <u>53420</u> | <u>Telephone-City</u> | <u>\$46,004.80</u> |
| | Reason: | | | | | <u>Additional phones/phone lines</u> | | | |
| | | | | | <u>\$5,000.00</u> | <u>11210005</u> | <u>54230</u> | <u>Mayors Expense</u> | <u>\$3,735.13</u> |
| | Reason: | | | | | <u>To cover expenses through June 30th</u> | | | |
| | <u>\$50,100.00</u> | Total | | | <u>\$50,100.00</u> | Total | | | |

Department Head signature: _____

Auditor signature: _____

Finance Director signature: _____





City of Marlborough
Office of the City Clerk

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

Steven W. Kerrigan
City Clerk

Wilson Chu
Assistant City Clerk

January 31, 2024

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

Dear Mayor Dumais:

We have reviewed our budget and determined we are in need of a few internal transfers within the Clerk's Office budget. I have prepared the attached Transfer Sheet with explanations regarding each transfer. The only variable is the advertising line item as we cannot anticipate what matters may come before the Council for the remainder of the year that would require advertising.

Should you have any questions, or need additional information please let me know.

Sincerely,

Steven W. Kerrigan
City Clerk

Enclosure

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: City Clerk/Election

FISCAL YEAR: 2024

| Available Balance | Amount | FROM ACCOUNT: | | | Amount | TO ACCOUNT: | | | Available Balance |
|--------------------|--------------------|--|--------------|------------------------|--------------------|--|--------------|------------------------------|--------------------|
| | | Org Code | Object | Account Description: | | Org Code | Object | Account Description: | |
| <u>\$35,354.60</u> | <u>\$13,000.00</u> | <u>11620002</u> | <u>50520</u> | <u>Principal Clerk</u> | <u>\$4,450.00</u> | <u>11610002</u> | <u>50290</u> | <u>Assistant City Clerk</u> | <u>\$27,524.17</u> |
| | Reason: | <u>Position not filled for entire year</u> | | | Reason: | <u>Salary Ordinance change</u> | | | |
| | | | | | <u>\$1,550.00</u> | <u>11610004</u> | <u>53180</u> | <u>Prof & Tech Svcs</u> | <u>\$838.81</u> |
| | Reason: | | | | Reason: | <u>Updates to General Code & Traffic Regulations</u> | | | |
| | | | | | <u>\$1,000.00</u> | <u>11620005</u> | <u>54220</u> | <u>Office Supply/Expense</u> | <u>\$1,550.88</u> |
| | Reason: | | | | Reason: | <u>Election related materials and supplies</u> | | | |
| | | | | | <u>\$6,000.00</u> | <u>11620006</u> | <u>53871</u> | <u>Poll Workers</u> | <u>\$18,795.00</u> |
| | Reason: | | | | Reason: | <u>Additional assistance for Early Voting/VBM</u> | | | |
| | Reason: | | | | Reason: | | | | |
| | <u>\$13,000.00</u> | Total | | | <u>\$13,000.00</u> | Total | | | |

Department Head signature:

Auditor signature:

Comptroller signature:






City of Marlborough
Department of Public Works

135 NEIL STREET
 MARLBOROUGH, MASSACHUSETTS 01752
 TEL. 508-624-6910
 *TDD 508-460-3610

Theodore L. Scott, P.E.
 Interim Commissioner

MEMORANDUM

Date: 2/6/2024

To: Mayor Dumais

From: Theodore Scott, P.E. - DPW Interim Commissioner

Copy: Diane Smith - Auditor

Re: Mid-Year Transfer

Attached are the mid-year budget transfer requests in the amount of \$1,139,000 from available funds to cover costs for the following:

- 1) Increase in cost for School electricity.
- 2) Increase in cost for City electricity.
- 3) Increase in cost for School natural gas.
- 4) Increase in cost for City natural gas.
- 5) Increase in cost for Northborough Litigation legal fees.
- 6) Increase in cost for Fleet interim foreman.
- 7) Increase in cost for Sewer overtime.
- 8) Increase in cost for Westerly Treatment Plant overtime.
- 9) Increase in cost for Facilities temporary part-time worker.
- 10) Increase in cost for Facilities gross (overtime).
- 11) Increase in cost for Facilities contract services.

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: DPW - School Maintenance and Property Maintenance

FISCAL YEAR: 2024

| Available Balance | FROM ACCOUNT: | | | | TO ACCOUNT: | | | | Available Balance |
|---------------------|--------------------|------------------------------|--------------|----------------------|--------------------|--------------------------------|--------------|----------------------------|-------------------|
| | Amount | Org Code | Object | Account Description: | Amount | Org Code | Object | Account Description: | |
| <u>\$67,535.00</u> | <u>\$26,000.00</u> | <u>11920001</u> | <u>50375</u> | <u>Plumber</u> | <u>\$26,000.00</u> | <u>13032003</u> | <u>51240</u> | <u>Temporary Part-Time</u> | <u>\$1,500.00</u> |
| | Reason: | <u>Excess due to vacancy</u> | | | | <u>Part time Plumber</u> | | | |
| <u>\$67,535.00</u> | <u>\$19,000.00</u> | <u>11920001</u> | <u>50375</u> | <u>Plumber</u> | <u>\$19,000.00</u> | <u>13032003</u> | <u>51300</u> | <u>Additional Gross</u> | <u>\$0.00</u> |
| | Reason: | <u>Excess due to vacancy</u> | | | | <u>Increased overtime need</u> | | | |
| <u>\$213,159.42</u> | <u>\$10,000.00</u> | <u>11920003</u> | <u>50560</u> | <u>Houseworker</u> | <u>\$10,000.00</u> | <u>11920004</u> | <u>53140</u> | <u>Contract Services</u> | <u>\$0.00</u> |
| | Reason: | <u>Excess due to vacancy</u> | | | | <u>Library Custodians</u> | | | |
| | Reason: | | | | | | | | |
| | Reason: | | | | | | | | |
| | <u>\$55,000.00</u> | <u>Total</u> | | | <u>\$55,000.00</u> | <u>Total</u> | | | |

Department Head signature: _____

Auditor signature: _____

Finance Director signature: _____



Handwritten signatures in blue ink, including a large signature for the Department Head and a smaller signature for the Auditor.

CITY OF MARLBOROUGH
BUDGET TRANSFERS –

DEPT: DPW - School Maintenance - Electricity Utilities

FISCAL YEAR: 2024

| Available Balance | Amount | FROM ACCOUNT: | Amount | TO ACCOUNT: | Available Balance |
|---------------------|---------------------|--|---------------------|--------------------------------------|---------------------|
| | | Org Code Object Account Description: | | Org Code Object Account Description: | |
| <u>\$213,159.42</u> | <u>\$41,000.00</u> | <u>11920003 50560 Houseworker</u> | <u>\$41,000.00</u> | <u>13032006 52120 Electricity</u> | <u>\$637,612.63</u> |
| | Reason: | <u>Excess due to vacancy</u> | | <u>Rate increase</u> | |
| <u>\$67,400.00</u> | <u>\$7,000.00</u> | <u>14003001 50750 Equipment Operator - RDF</u> | <u>\$7,000.00</u> | <u>13032006 52120 Electricity</u> | <u>\$637,612.63</u> |
| | Reason: | <u>Excess due to vacancy</u> | | <u>Rate increase</u> | |
| <u>\$98,310.44</u> | <u>\$71,000.00</u> | <u>14003003 51240 Drop-Off Attendant</u> | <u>\$71,000.00</u> | <u>13032006 52120 Electricity</u> | <u>\$637,612.63</u> |
| | Reason: | <u>Excess due to vacancy</u> | | <u>Rate increase</u> | |
| <u>\$489,104.79</u> | <u>\$22,000.00</u> | <u>14001503 50740 Equipment Operator - FPC</u> | <u>\$22,000.00</u> | <u>13032006 52120 Electricity</u> | <u>\$637,612.63</u> |
| | Reason: | <u>Excess due to vacancy</u> | | <u>Rate increase</u> | |
| <u>\$96,926.87</u> | <u>\$16,000.00</u> | <u>14001001 50600 DPW Commissioner</u> | <u>\$16,000.00</u> | <u>13032006 52120 Electricity</u> | <u>\$637,612.63</u> |
| | Reason: | <u>Excess due to vacancy</u> | | <u>Rate increase</u> | |
| | <u>\$157,000.00</u> | <u>Total</u> | <u>\$157,000.00</u> | <u>Total</u> | |

Department Head signature: 

Auditor signature: 

Finance Director signature: _____

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: DPW - School Maintenance - Electricity Utilities

FISCAL YEAR: 2024

| Available Balance | FROM ACCOUNT: | | | | Amount | TO ACCOUNT: | | | Available Balance |
|----------------------|---------------------|---------------------------------|--------------|---------------------------------|---------------------|-----------------|--------------|----------------------|----------------------|
| | Amount | Org Code | Object | Account Description: | | Org Code | Object | Account Description: | |
| <u>\$150,708.28</u> | <u>\$10,000.00</u> | <u>60085001</u> | <u>50850</u> | <u>Treatment Plant Operator</u> | <u>\$10,000.00</u> | <u>13032006</u> | <u>52120</u> | <u>Electricity</u> | <u>\$637,612.63</u> |
| | Reason: | <u>Excess due to vacancy</u> | | | | Rate increase | | | |
| <u>\$254,173.30</u> | <u>\$237,000.00</u> | <u>60086006</u> | <u>52935</u> | <u>Solid Waste Disposal</u> | <u>\$237,000.00</u> | <u>13032006</u> | <u>52120</u> | <u>Electricity</u> | <u>\$637,612.63</u> |
| | Reason: | <u>No additional surcharges</u> | | | | Rate increase | | | |
| | Reason: | _____ | | | | _____ | | | |
| | Reason: | _____ | | | | _____ | | | |
| | Reason: | _____ | | | | _____ | | | |
| | Reason: | _____ | | | | _____ | | | |
| | \$247,000.00 | Total | | | \$247,000.00 | Total | | | |

Department Head signature: _____

Auditor signature: _____

Finance Director signature: _____

Handwritten signatures in blue ink over signature lines.

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: DPW - School Maintenance - Gas Utility

FISCAL YEAR: 2024

| Available Balance | FROM ACCOUNT: | | | | Amount | TO ACCOUNT: | | | | Available Balance |
|---------------------|---------------------|------------------------------------|--------------|--------------------------------|---------------------|----------------------|--------------|----------------------|---------------------|-------------------|
| | Amount | Org Code | Object | Account Description: | | Org Code | Object | Account Description: | | |
| <u>\$96,926.87</u> | <u>\$46,000.00</u> | <u>14001001</u> | <u>50600</u> | <u>DPW Commissioner</u> | <u>\$46,000.00</u> | <u>13032006</u> | <u>52200</u> | <u>Gas</u> | <u>\$333,349.83</u> | |
| | Reason: | <u>Excess funds due to vacancy</u> | | | | <u>Rate increase</u> | | | | |
| <u>\$65,600.00</u> | <u>\$65,600.00</u> | <u>14001101</u> | <u>50700</u> | <u>Grade 2 Engineer (Aide)</u> | <u>\$65,600.00</u> | <u>13032006</u> | <u>52200</u> | <u>Gas</u> | <u>\$333,349.83</u> | |
| | Reason: | <u>Excess funds due to vacancy</u> | | | | <u>Rate increase</u> | | | | |
| <u>\$156,584.88</u> | <u>\$42,400.00</u> | <u>14001101</u> | <u>50710</u> | <u>Junior Civil Engineer</u> | <u>\$42,400.00</u> | <u>13032006</u> | <u>52200</u> | <u>Gas</u> | <u>\$333,349.83</u> | |
| | Reason: | <u>Excess funds due to vacancy</u> | | | | <u>Rate increase</u> | | | | |
| <u>\$61,702.05</u> | <u>\$8,000.00</u> | <u>13032001</u> | <u>50386</u> | <u>HVAC</u> | <u>\$8,000.00</u> | <u>13032006</u> | <u>52200</u> | <u>Gas</u> | <u>\$333,349.83</u> | |
| | Reason: | <u>Excess funds due to vacancy</u> | | | | <u>Rate increase</u> | | | | |
| | Reason: | <u></u> | | | | <u></u> | | | | |
| | <u>\$162,000.00</u> | <u>Total</u> | | | <u>\$162,000.00</u> | <u>Total</u> | | | | |

DPW - 4 of 9

Department Head signature:

Auditor signature:

Finance Director signature:




CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: DPW - Property Maintenance - Electricity Utility

FISCAL YEAR: 2024

| Available Balance | FROM ACCOUNT: | | | | TO ACCOUNT: | | | | Available Balance |
|---------------------|---------------------|------------------------------|--------------|-------------------------------------|---------------------|----------------------|--------------|----------------------|---------------------|
| | Amount | Org Code | Object | Account Description: | Amount | Org Code | Object | Account Description: | |
| <u>\$451,863.20</u> | <u>\$60,000.00</u> | <u>14001303</u> | <u>50740</u> | <u>Equipment Operator - Streets</u> | <u>\$60,000.00</u> | <u>11920006</u> | <u>52120</u> | <u>Electricity</u> | <u>\$989,955.14</u> |
| | Reason: | <u>Excess due to vacancy</u> | | | | <u>Rate Increase</u> | | | |
| <u>\$156,584.88</u> | <u>\$21,000.00</u> | <u>14001101</u> | <u>50710</u> | <u>Junior Civil Engineer</u> | <u>\$21,000.00</u> | <u>11920006</u> | <u>52120</u> | <u>Electricity</u> | <u>\$989,955.14</u> |
| | Reason: | <u>Excess due to vacancy</u> | | | | <u>Rate increase</u> | | | |
| <u>\$9,312.25</u> | <u>\$5,000.00</u> | <u>14001103</u> | <u>51240</u> | <u>Temporary Part/Time</u> | <u>\$5,000.00</u> | <u>11920006</u> | <u>52120</u> | <u>Electricity</u> | <u>\$989,955.14</u> |
| | Reason: | <u>Excess due to vacancy</u> | | | | <u>Rate increase</u> | | | |
| <u>\$489,104.79</u> | <u>\$98,000.00</u> | <u>14001503</u> | <u>50740</u> | <u>Equipment Operator - FPC</u> | <u>\$98,000.00</u> | <u>11920006</u> | <u>52120</u> | <u>Electricity</u> | <u>\$989,955.14</u> |
| | Reason: | <u>Excess due to vacancy</u> | | | | <u>Rate increase</u> | | | |
| <u>\$67,400.00</u> | <u>\$27,000.00</u> | <u>14003001</u> | <u>50750</u> | <u>Equipment Operator - RDF</u> | <u>\$27,000.00</u> | <u>11920006</u> | <u>52120</u> | <u>Electricity</u> | <u>\$989,955.14</u> |
| | Reason: | <u>Excess due to vacancy</u> | | | | <u>Rate increase</u> | | | |
| | <u>\$211,000.00</u> | Total | | | <u>\$211,000.00</u> | Total | | | |

DPW - 5 of 9

Department Head signature:

Auditor signature:

Finance Director signature:




CITY OF MARLBOROUGH
BUDGET TRANSFERS –

DEPT: DPW - Sewer

FISCAL YEAR: 2024

FROM ACCOUNT:

TO ACCOUNT:

| Available Balance | Amount | Org Code | Object | Account Description: | Amount | Org Code | Object | Account Description: | Available Balance |
|-------------------|---------------------|------------------------------|--------------|-----------------------------------|---------------------|--|--------------|---------------------------|-------------------|
| <u>\$419,800</u> | <u>\$145,000.00</u> | <u>61090001</u> | <u>50740</u> | <u>Equipment Operator - Water</u> | <u>\$145,000.00</u> | <u>60080006</u> | <u>55660</u> | <u>Pumping Station</u> | <u>\$52.95</u> |
| | Reason: | <u>Excess due to vacancy</u> | | | | <u>Replenish funds from Legal Services</u> | | | |
| <u>\$213,159</u> | <u>\$25,000.00</u> | <u>11920003</u> | <u>50560</u> | <u>Houseworker</u> | <u>\$25,000.00</u> | <u>60080006</u> | <u>55660</u> | <u>Pumping Station</u> | <u>\$52.95</u> |
| | Reason: | <u>Excess due to vacancy</u> | | | | <u>Replenish funds from Legal Services</u> | | | |
| <u>\$213,159</u> | <u>\$60,000.00</u> | <u>11920003</u> | <u>50560</u> | <u>Houseworker</u> | <u>\$60,000.00</u> | <u>60080004</u> | <u>53110</u> | <u>Legal Services</u> | <u>\$0.00</u> |
| | Reason: | <u>Excess due to vacancy</u> | | | | <u>Northborough legal fees</u> | | | |
| <u>\$67,400</u> | <u>\$10,000.00</u> | <u>14003001</u> | <u>50750</u> | <u>Equipment Operator - RDF</u> | <u>\$10,000.00</u> | <u>60080003</u> | <u>51310</u> | <u>Overtime - Regular</u> | <u>\$1,043.64</u> |
| | Reason: | <u>Excess due to vacancy</u> | | | | <u>Increased need</u> | | | |

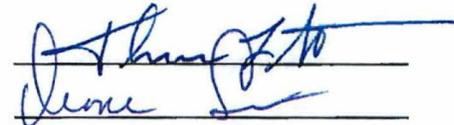
\$240,000.00 Total

\$240,000.00 Total

Department Head signature:

Auditor signature:

Comptroller signature:






City of Marlborough

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

J. Christian Dumais, Mayor

Office of the Mayor

2024 FEB -8 AM 11:46

140 Main Street

Marlborough, MA 01752

(508) 460-3770

Mayor@marlborough-ma.gov

February 8, 2024

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

RE: Special Reserve Fund & Transfer Request for Opioid Settlement Funds

Dear Council President Ossing and Councilors,

As you may be aware, the City of Marlborough is a beneficiary of funds from the National Opioid Settlement. Funds allocated to municipalities, prior to December of 2023, were directed to be recorded as general fund revenue. In December of 2023, the Division of Local Services provided guidance surrounding these funds determining that municipalities may place said funds into a special revenue fund in accordance with Chapter 77 of the Acts of 2023. The special revenue fund must be approved by the City Council and Mayor.

Therefore, I am submitting for your approval the establishment of such special revenue fund and a transfer in the amount of \$162,202.95 from free cash to said fund. This amount reflects the total amount of opioid settlement money that the city has received in previous fiscal years. There is an additional \$28,155.97 that has been received within FY24, which, upon the passage of the special revenue fund, will automatically roll over into this account. That would bring the total special reserve fund balance to \$190,358.92.

I am personally pleased by this updated guidance, as it will allow for both better accounting measures and efficiency when allocating the funds. Substance abuse and addiction is a topic that has impacted individuals and families across our country, including Marlborough. I am sensitive to the affects of this crisis and am committed to working with city staff, City Councilors, the addiction and recovery community, and other partners to identify effective uses for these funds.

I ask for your support and partnership in this endeavor.

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

Sincerely,

J. Christian Dumais
Mayor



CITY OF MARLBOROUGH
Office of the City Auditor
140 Main St.
Marlborough, MA 01752

February 2, 2024

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

RE: G.L. c. 44 sec 53 Clause 4: Opioid Settlement Receipts

On December 4, 2023, Governor Healey signed Chapter 77 of the Acts of 2023 which provided an exception to the general fund rule that all receipts are to be recorded as general fund revenue per G.L. c. 44, sec 53. Now, per clause 4, these receipts may, upon the approval of the director of accounts, be expended at the direction of the chief executive officer without further appropriation only for the singular purpose for which the monies were received.

Per DLS Bulletin 2023-7, the Director of Accounts has determined that cities and towns that have received funds in FY24 may place said funds into a special revenue fund with the approval of the Mayor and City Council. Settlement funds that have become part of free cash may be appropriated into the special revenue fund by vote of the City Council

I recommend that the city approves a special revenue account for the accounting of opioid settlement payments and expenditures. I am including a transfer request to move prior year receipts into the special revenue account.

Please contact me if you should have any further questions regarding this information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Diane Smith". The signature is stylized and written in a cursive-like font.

Diane Smith, CGA
City Auditor

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Mayor

FISCAL YEAR: 2024

FROM ACCOUNT:

TO ACCOUNT:

| Available Balance | Amount | Org Code | Object | Account Description: | Amount | Org Code | Object | Account Description: | Available Balance |
|-----------------------|---------------------|--|--------------|--------------------------|---------------------|-----------------|--------------|---------------------------|-------------------|
| <u>\$7,602,846.40</u> | <u>\$162,202.95</u> | <u>10000</u> | <u>35900</u> | <u>Undesignated Fund</u> | <u>\$162,202.95</u> | <u>29012809</u> | <u>48999</u> | <u>Opioid Settlements</u> | <u>\$0.00</u> |
| | Reason: | <u>To move payments received in FY23</u> | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | Reason: | | | | | | | | |
| | | | | | | | | | |
| | Reason: | | | | | | | | |
| | | | | | | | | | |
| | Reason: | | | | | | | | |
| | | | | | | | | | |
| | <u>\$162,202.95</u> | <u>Total</u> | | | <u>\$162,202.95</u> | <u>Total</u> | | | |

Department Head signature: _____

Auditor signature: _____

Comptroller Treasurer _____

10093-48400

OPIOID SETTELEMENT PAYMENTS

7/15/2022 Natl Opioid Settlement Year 1
9/30/2022 Natl Opioid Settlement Year 2
11/3/2022 Janssen Years 1 - 5
8/15/2023 Natl Opioid Settlement Year 3

\$26,790.94
\$28,155.97
\$107,256.04
\$28,155.97

} 162,202.95

Total Payments

\$190,358.92



Bulletin

BUL-2023-7

G.L. c. 44, § 53 Clause 4: Opioid Settlement Receipts

TO: Local Officials
 FROM: Deborah A. Wagner, Director of Accounts
 DATE: December 2023

This guidance supersedes BUL-2023-6 and the July 7, 2022 edition of *City and Town, Ask DLS: Treatment of Opioid Settlement Payments*.

On December 4, 2023, Governor Healey signed Chapter 77 of the Acts of 2023, Section 9 of which provides, in part, for the following exception to the general rule that all receipts are to be recorded as general fund revenue per G.L. c. 44, § 53:

“(4) non-recurring, unanticipated sums received by multiple cities, towns or districts and not otherwise provided for by general or special law, may, upon the approval of the director of accounts, be expended at the direction of the chief executive officer without further appropriation only for the singular purpose for which the monies were received” (emphasis added)

The Director of Accounts has determined that cities and towns that have received or will receive funds in Fiscal Year 2024, or thereafter, pursuant to settlement agreements entered into by the Commonwealth with opioid distributors and opioid-makers for prevention, harm reduction, treatment, and recovery, may place said funds into a special revenue fund. The proceeds can then be expended, without further appropriation, at the direction of the chief executive officer only for the purpose identified in said settlement agreements.

Section 197 of the Act further allows a community to consolidate all monies previously received for this purpose into the special revenue fund, mentioned above, in the following ways.

1. If prior year settlement funds have not otherwise been reserved (i.e., dedicated to a stabilization fund) or become part of certified free cash, then those funds may be placed directly into the special revenue fund.
2. If already dedicated to a stabilization fund, said dedication can be revoked at any time by vote of the legislative body. Upon revocation, all statewide opioid settlement receipts previously received may be placed in the special revenue fund.
3. If a community has settlement funds in a stabilization fund but did not dedicate future settlement receipts, the money currently in stabilization can be placed directly into the special revenue fund.

In the case of #2 or #3 above, once funds are moved from the stabilization fund, by virtue of having no remaining balance the stabilization fund can be removed from the balance sheet.

4. Settlement funds that have become part of free cash may be appropriated into the special revenue fund by vote of the community's legislative body.

Once placed in the special revenue fund, monies can be spent without further appropriation for purpose identified in the settlement agreements. Any interest belongs to the general fund.

The transfers of funds, noted in #1-#4 above, represent a limited ability to consolidate previously received opioid settlement monies into the newly allowed special revenue fund. These transfers are permitted only for this express purpose and should not be considered a general change to how monies are otherwise accounted for under the General Laws.

If you have any further questions, please contact your BOA field representative.

Massachusetts State-Subdivision Agreement for Statewide Opioid Settlements

A. Statewide Opioid Settlements. As used herein, the term “**Statewide Opioid Settlements**” refers to statewide opioid settlements reached by or before January 1, 2026 between the Massachusetts Attorney General and non-bankrupt opioid industry participants, pursuant to which certain Massachusetts political subdivisions (“**Massachusetts Subdivisions**”) are eligible to participate and share in Global Settlement Abatement Funds (“**Abatement Funds**”), in exchange for releases. For avoidance of doubt, the July 2021 opioid settlements between the Massachusetts Attorney General and opioid distributors McKesson, Cardinal, AmerisourceBergen, and opioid-maker Johnson & Johnson (“**Settlements**”) are Statewide Opioid Settlements. Unless otherwise stated, the capitalized terms herein shall have the same meaning as in the Settlements.

B. Massachusetts Abatement Terms. Abatement Funds shall be used solely to supplement and strengthen, rather than supplant, resources for prevention, harm reduction, treatment, and recovery, in accordance with the purposes and subject to the requirements in the appended Massachusetts Abatement Terms.

C. Allocation of Abatement Funds to Massachusetts Subdivisions. The Massachusetts Subdivisions shall collectively be eligible to receive 40% of each Annual Payment of Abatement Funds that come into the state, allocated among them in the percentages reflected in the Settlements, so long as they timely submit Subdivision Settlement Participation Forms in the form attached to the Statewide Opioid Settlements. Participating Subdivisions may elect to share or pool the funds they receive and collaborate on abatement efforts. Participating Subdivisions may also elect to reallocate to the statewide Opioid Recovery and Remediation Fund some or all of their allocation of any Statewide Opioid Settlement with timely notice to the Settlement Administrator.

D. Allocation of Abatement Funds to Statewide Opioid Recovery and Remediation Fund. The statewide Opioid Recovery and Remediation Fund (“ORRF”) shall receive 60% of each Annual Payment of Abatement Funds as well as: (a) amounts voluntarily reallocated to it by Participating Subdivisions; (b) amounts allocated to Subdivisions that are Non-Participating Subdivisions as of a Payment Date; and (c) any other Abatement Funds not paid out pursuant to Section C. The ORRF is a Statutory Trust, as that term is defined in the Settlements, established by the legislature in 2021 to expand access to opioid use disorder, prevention, intervention, treatment and recovery options throughout Massachusetts. The ORRF is administered by the Executive Office of Health and Human Services in consultation with a 20-member state- and municipal-appointed advisory council with expertise and experience with opioid use disorder.¹

E. Consent Judgments. This Agreement will be appended to proposed Consent Judgments filed in the Massachusetts Superior Court, in an action or actions filed by the Attorney General, consistent with the Statewide Opioid Settlements and any related legislation. In the event of a

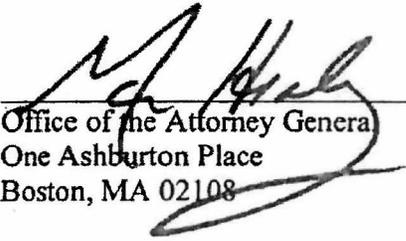
¹ Current appointees include nonprofit leaders, physicians, professors, and public officials from Amherst, Boston, Brockton, Falmouth, Framingham, Lynn, New Bedford, Pittsfield, Springfield, and Worcester. The advisory council holds public meetings every quarter about priorities for addressing the opioid epidemic in Massachusetts.

conflict between this Agreement and the Statewide Opioid Settlements, the Statewide Opioid Settlements will govern.

F. State-Subdivision Agreement. This Agreement is a State-Subdivision Agreement as forth in Exhibit O to the Settlements and shall take effect subject to the approval requirements therein.

G. Authority. The undersigned officials understand and agree to be bound by this Agreement and represent that their execution of this Agreement is voluntary and authorized.

H. Counterparts. This Agreement may be executed in counterparts, each of which constitutes an original and all of which constitute one and the same Agreement.

| | |
|---|--|
| <p>THE COMMONWEALTH OF MASSACHUSETTS</p> <p>MAURA HEALEY ATTORNEY GENERAL</p>  <p>Office of the Attorney General One Ashburton Place Boston, MA 02108</p> <p>Date: March 4, 2022</p> | <p>Name of Participating Subdivision:</p> <p>Signature:</p> <p>Name of Signer:</p> <p>Title:</p> <p>Address:</p> <p>Phone Number:</p> <p>Email:</p> <p>Date:</p> |
|---|--|

MASSACHUSETTS ABATEMENT TERMS

I. STATEWIDE COMMITMENT TO ABATEMENT

The Commonwealth and its municipalities have a shared commitment to using abatement funds recovered from statewide opioid settlements to supplement and strengthen resources available to Massachusetts communities and families for substance use disorder prevention, harm reduction, treatment, and recovery in a matter that:

- ❖ reflects the input of our communities, of people who have personal experience with the opioid crisis, of experts in treatment and prevention, and of staff and organizations that are carrying out the abatement work;
- ❖ addresses disparities in existing services and outcomes and improves equity and the health of individuals and communities disadvantaged by race, wealth, and stigma, including through efforts to increase diversity among service providers;
- ❖ addresses mental health conditions, substance use disorders, and other behavior health needs that occur together with opioid use disorder (“OUD”);
- ❖ leverages programs and services already reimbursed by state agencies and programs, including direct care reimbursed by MassHealth and the state’s Bureau of Substance Addiction Services (“BSAS”); and
- ❖ encourages innovation, fills gaps and fixes shortcomings of existing approaches; supplements rather than supplants resources for prevention, harm reduction, treatment, and recovery; includes evidence-based, evidence-informed, and promising programs; and takes advantage of the flexibility that is allowed for these funds.²

This document sets forth: how abatement funds from these settlements must be used by the state and its municipalities (Sections II and III); how the state will support municipal abatement initiatives (Section IV); and state and municipal reporting requirements (Section V).

II. STATE USE OF ABATEMENT FUNDS

Abatement funds directed to the state shall be deposited into the statewide Opioid Recovery and Remediation Fund to supplement prevention, harm reduction, treatment, and recovery programs throughout Massachusetts. The Fund is overseen by the Commonwealth’s Executive Office of Health and Human Services (“EOHHS”) together with a Council comprised of 10 municipal appointees appointed by the Massachusetts Municipal Association and 10 state

² In this document, the words “fund” and “support” are used interchangeably and mean to create, expand, or sustain a program, service, or activity. References to persons with opioid use disorder are intended in a broad practical manner to address the public health crisis, rather than to require a clinical diagnosis, and they include, for example, persons who have suffered an opioid overdose. It is also understood that OUD is often accompanied by co-occurring substance use disorder or mental health conditions, and it is intended that the strategies in this document will support persons with OUD and any co-occurring SUD and mental health conditions.

appointees qualified by experience and expertise regarding opioid use disorder. Appointees serve for two years. The Council holds public meetings every quarter to identify priorities for addressing the opioid epidemic in Massachusetts.

III. MUNICIPAL USE OF ABATEMENT FUNDS

Abatement funds allocated to municipalities shall be used to implement the strategies set forth below. Municipalities are encouraged to pool abatement funds to increase their impact, including by utilizing the Office of Local and Regional Health's Shared Service infrastructure. Municipal abatement funds shall not be used to fund care reimbursed by the state, including through MassHealth and BSAS, although local or area agencies or programs that provide state-reimbursed services can be supported financially in other ways that help meet the needs of their participants.

1. Opioid Use Disorder Treatment

Support and promote treatment of persons with OUD, including through programs or strategies that:

- a. Expand mobile intervention, treatment, telehealth treatment, and recovery services offered by qualified providers, including peer recovery coaches.
- b. Support evidence-based withdrawal management services for people with OUD and any co-occurring mental health conditions.
- c. Make capital expenditures to rehabilitate and expand facilities that offer treatment for OUD, in partnership with treatment providers.
- d. Treat trauma for individuals with OUD (e.g., violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (e.g., surviving family members after an overdose).

2. Support People In Treatment And Recovery

Support and promote programs or strategies that:

- a. Provide comprehensive wrap-around services to individuals with OUD, including job placement, job training, or childcare.
- b. Provide access to housing for people with OUD, including supportive housing, recovery housing, housing, rent, move-in deposits, and utilities assistance programs, training for housing providers, or recovery housing programs that integrate FDA-approved medication with other support services.
- c. Rehabilitate properties appropriate for low-threshold and recovery housing, including in partnership with DHCD-funded agencies and OUD-specialized organizations.
- d. Provide peer support specialists that support people in accessing OUD treatment, trauma-informed counseling and recovery support, harm reduction services, primary healthcare,

or other services, including support for long-term recovery encompassing relapse, treatment, and continued recovery.

- e. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD.
- f. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD.
- g. Provide transportation to treatment or recovery services for persons with OUD.
- h. Provide employment training or educational services for persons with OUD, such as job training, job placement, interview coaching, community college or vocational school courses, transportation to these activities, or similar supports.
- i. Increase the number and capacity of high-quality recovery programs to help people in recovery.
- j. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to support the person with OUD in the family.
- k. Support programs for recovery in schools and/or standalone recovery high schools.
- l. Support bereaved families and frontline care providers.

3. Connections To Care

Provide connections to care for people who have, or are at risk of developing, OUD through programs or strategies that:

- a. Support the work of Emergency Medical Systems, including peer support specialists and post-overdose response teams, to connect individuals to trauma-informed treatment recovery support, harm reduction services, primary healthcare, or other appropriate services following an opioid overdose or other opioid-related adverse event.
- b. Support school-based services related to OUD, such as school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people. This should include alternatives to suspension or interaction with school resource officers such as restorative justice approaches.
- c. Fund services or training to encourage early identification and intervention for families, children, or adolescents who may be struggling with use of drugs or mental health conditions, including peer-based programs and Youth Mental Health First Aid. Training programs may target families, caregivers, school staff, peers, neighbors, health or human services professionals, or others in contact with children or adolescents.

- d. Include Fire Department partnerships such as Safe Stations.³

4. Harm Reduction

Support efforts to prevent overdose deaths or other opioid-related harms through strategies that:

- a. Increase availability of naloxone and other drugs that treat overdoses for first responders,⁴ overdose patients, individuals with OUD and their friends and family, schools, community-based organizations, community navigators and outreach workers, persons being released from jail or prison, or the public.
- b. Provide training and education regarding naloxone and other drugs that treat overdoses.
- c. “Naloxone Plus” strategies to ensure that individuals who receive naloxone to reverse an overdose are linked to treatment programs or other appropriate services.
- d. Approve and fund syringe service programs and other programs to reduce harms associated with drug use, including supplies, staffing, space, peer support services, referrals to treatment, fentanyl checking, syringe collection and disposal, connections to care, and the full range of harm reduction and treatment services provided by these programs.
- e. Support mobile units that offer or provide referrals to harm reduction services, treatment, recovery supports, primary and behavioral health care, recovery support, or other appropriate services to persons with OUD.
- f. Promote efforts to train health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD in crisis training and harm reduction strategies.
- g. Active outreach strategies such as the Drug Abuse Response Team model or the Post Overdose Support Team model.
- h. Provide outreach and services for people who use drugs and are not yet in treatment, including services that build relationships with and support for people with OUD.

5. Address The Needs Of Criminal-Justice-Involved Persons

Support diversion and deflection programs and strategies for criminal-justice-involved persons with OUD, including:

- a. Programs, that connect individuals involved in the criminal justice system and upon release from jail or prison to OUD harm reduction services, treatment, recovery support, primary healthcare, prevention, legal support, or other supports, or that provide these

³ Safe Stations currently operate in Fall River and Revere. *See, e.g.*, <https://www.mma.org/fall-river-fire-stations-become-safe-stations-for-people-seeking-addiction-treatment/>.

⁴ Municipalities can purchase discounted naloxone kits from the State Office of Pharmacy Services. *See* <https://www.mass.gov/service-details/bulk-purchasing-of-naloxone>.

services.

- b. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater OUD expertise.
- c. Public safety-led diversion strategies such as the Law Enforcement Assisted Diversion model.
- d. Participate in membership organizations such as the Police Assisted Addiction Recovery Initiative for training and networking and utilize law enforcement training opportunities such as the Safety and Health Integration in the Enforcement of Laws on Drugs (SHIELD) model.⁵

6. Support Pregnant Or Parenting Women And Their Families, Including Babies With Neonatal Abstinence Syndrome

Support pregnant or parenting women with OUD and their families, including babies with neonatal abstinence syndrome, through programs or strategies that provide family supports or childcare services for parents with OUD, including supporting programs such as:

- a. FIRST Steps Together, a home visiting program for parents in recovery that currently has seven sites serving cities and towns across the state;
- b. Pregnant/post-partum and family residential treatment programs, including and in addition to the eight family residential treatment programs currently funded by DPH; and
- c. the Moms Do Care recovery support program that has grown from two to ten programs in the state.

7. Prevent Misuse Of Opioids And Implement Prevention Education

Support efforts to prevent misuse of opioids through strategies that:

- a. Support programs, policies, and practices that have demonstrated effectiveness in preventing drug misuse among youth. These strategies can be found at a number of existing evidence-based registries such as Blueprints for Health Youth Development (<https://www.blueprintsprograms.org/>).
- b. Support community coalitions in developing and implementing a comprehensive strategic plan for substance misuse prevention. There are a number of evidence based models for strategic planning to consider including but not limited to the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (<https://www.samhsa.gov/sites/default/files/20190620-samhsa-strategic-prevention-framework-guide.pdf>) and Communities That Care developed by the University of Washington (<https://www.communitiesthatcare.net/programs/ctc-plus/>).
- c. Engage a robust multi-sector coalition of stakeholders in both the development and implementation of the above stated strategic plan (<https://www.prevention->

⁵ See <https://paariusa.org>

[first.org/centers/center-for-community-engagement/about-this-center/](https://www.mass.gov/info-details/first.org/centers/center-for-community-engagement/about-this-center/)).

- d. Support community-based education or intervention services for families, youth, and adolescents at risk for OUD.
- e. Support greater access to mental health services and supports for young people, including services provided in school and in the community to address mental health needs in young people that (when not addressed) increase the risk of opioid or another drug misuse.
- f. Initiate, enhance, and sustain local youth health assessment through the implementation of a validated survey tool to develop localized strategic plans that will inform the best ways to institute or enhance strategies to reduce and prevent youth substance misuse, including mental health services and supports for young people, intervention services for families, and youth-focused programs, policies, and practices that have demonstrated effectiveness in reducing and preventing drug misuse.

IV. STATE SUPPORT FOR MUNICIPAL ABATEMENT AND INTER-MUNICIPAL COLLABORATION

EOHHS and the Department of Public Health (DPH), including through its Office of Local and Regional Health (OLRH), will support municipal abatement initiatives by providing strategic guidance to help Massachusetts municipalities select and implement abatement strategies and effectively pool their resources through inter-municipal Shared Service Agreements, as well as other technical assistance. By pooling resources, functions, and expertise, a consortium of cities and towns can expand the public health protections and services they offer residents.

In addition, EOHHS/DPH will collect information regarding municipal abatement and publish an annual report to provide the public with information about the municipal abatement work and to highlight effective strategies, lessons learned, and opportunities for further progress. The support for municipal abatement described in this Section IV will be funded by the state abatement funds described in Section II, above.

V. REPORTING AND RECORD-KEEPING REQUIREMENTS

A. STATE REPORTING. Annually, not later than October 1, the secretary of EOHHS shall file a report on the activity, revenue and expenditures to and from the statewide Opioid Recovery and Remediation Fund in the prior fiscal year with the clerks of the senate and the house of representatives, the house and senate committees on ways and means and the joint committee on mental health, substance use and recovery and made available on the executive office of health and human services' public website. The report shall include, but not be limited to: revenue credited to the fund; expenditures attributable to the administrative costs of the executive office; an itemized list of the funds expended from the fund; data and an assessment of how well resources have been directed to vulnerable and under-served communities. EOHHS filed its first Annual Report on October 1, 2021.

B. MUNICIPAL REPORTING. Cities and towns that receive annual abatement distributions of \$35,000⁶ or more, whether individually or pooled through OLRH Shared Service arrangements, will be required to submit annual reports of their Municipal Abatement Fund expenditures in the prior fiscal year to EOHHS, starting in FY2023. The reports shall include, but not be limited to: municipal abatement funds received; an itemized list of the funds expended for abatement and administrative costs, if applicable; the unexpended balance; a brief description of the funded abatement strategies and efforts to direct resources to vulnerable and under-served communities. Additional reporting-related guidance shall be provided. All municipalities must maintain, for a period of at least 5 years after funds are received, documents sufficient to reflect that Municipal Abatement Funds were utilized for the Municipal Abatement Strategies listed herein.⁷

⁶ EOHHS retains the right to modify this reporting threshold.

⁷ Nothing in this document reduces obligations under public records law.



City of Marlborough

Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

J. Christian Dumais, Mayor

2024 FEB -8 AM 11:46

140 Main Street
Marlborough, MA 01752

(508) 460-3770

Mayor@marlborough-ma.gov

February 8, 2024

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

RE: Grant Acceptance - Emergency Management Performance Grant

Dear Council President Ossing and Councilors,

I am pleased to share that the Marlborough Emergency Management Agency has received a grant award in the amount of \$20,150.00 from the Massachusetts Emergency Management Agency as part of their Emergency Management Performance Grant.

The grant will go toward the funding of cots, bedding, shelter support equipment, portable radios and more within the Marlborough Emergency Management Agency. These items are critical to both possess and restock periodically in order to adequately respond to emergencies and shelter openings. Included within the grant award total listed above, Marlborough qualified for a \$4,650 increase for Social Vulnerability, which will be used for ESL emergency phrases classes. This grant does require a match, however the match is satisfied by the city's annual subscription to the Blackboard Connect software.

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

Sincerely,

J. Christian Dumais
Mayor

(cont'd)



City of Marlborough Emergency Management

215 MAPLE ST.

MARLBOROUGH, MASSACHUSETTS 01752

TEL. (508) 624-6984 ■ FACSIMILE (508) 460-3795 ■ TDD (508) 460-3610

2/3/2024

Mayor Dumais,

Marlborough Emergency Management has applied for the Emergency Management Performance Grant (EMPG) that is offered by the Massachusetts Emergency Management Agency (MEMA). The application is for the procurement of the cots, bedding, Shelter support equipment, portable radios for intra team operations and EOC network back-up. Marlborough also qualified for a 30% increase of \$4,650 for Social Vulnerability* to be used for ESL emergency phrases classes. This funding is coming from a MEMA subgrant of a Homeland Security/FEMA program. Emergency Management has been awarded a grant in the amount of \$20,150.00. Please submit this for funding to the City Council, the in-kind match for this grant is satisfied by the payment the City makes annually for the Blackboard Connect software.

Frederick F. Flynn
EMA Director

*Social Vulnerability Index

Social vulnerability refers to the potential negative effects on communities caused by external stresses on human health. Such stresses include natural or human-caused disasters, or disease outbreaks. Reducing social vulnerability can decrease both human suffering and economic loss. To better assist communities, MEMA has increased original award by 30% for those communities with a Social Vulnerability Index of .75 or greater. Those community awards are listed on page 8 of this NOFO. SVI Communities will be required to describe how their proposed project will benefit their vulnerable populations, define how their project will lessen the effects on them during emergencies and disasters. If project does not have a direct link, the additional 30% funding will not be awarded.

Marlborough was determined to have an SVI score greater than .75, The overall SVI score ranges from 0 (lowest vulnerability) to 1 (highest vulnerability).

**CITY OF MARLBOROUGH
NOTICE OF GRANT AWARD**

DEPARTMENT: Emergency Management DATE: 1/30/2024

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Frederick Flynn

NAME OF GRANT: Emergency Management Performance Grant FY23

GRANTOR: MEMA

GRANT AMOUNT: \$20,150.00

GRANT PERIOD: 12/31/2023 to 6/30/2024

SCOPE OF GRANT/
ITEMS FUNDED assist in purchasing equipment needed to provide community service during an emergency
Cots for shelter set-up, operation support equipment
bedding and personal supplies for shelter
Cradlepoint emergency network equipment
portable shower units
UHF handheld radios- Intra tream operations
SVI funding \$4,650 to present ESL classes

IS A POSITION BEING
CREATED: NO

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

ARE MATCHING CITY
FUNDS REQUIRED? Matching funds are satisfied by payment of the Blackboard Connect Annual fee

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

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

ANY OTHER EXPOSURE TO CITY?
no

IS THERE A DEADLINE FOR CITY COUNCIL APPROVAL: no

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



City of Marlborough

Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

J. Christian Dumais, Mayor

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

Mayor@marlborough-ma.gov

2024 FEB -8 AM 11:46

February 8, 2024

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

RE: New Proposed Position – Communications & Special Projects Director / Transfer Request

Dear Council President Ossing and Councilors,

I am submitting for your approval a request to create a new position within the Mayor's Office: Communications & Special Projects Director. This non-union, benefited, 40 hours per week position would report to myself and may take day-to-day direction from the Chief of Staff.

It is my belief that communication is an area where the city requires significant improvement. We are currently only moderately active on one social media platform out of several, have a website that requires an upgrade and ongoing upkeep, are aiming to maintain a monthly city newsletter, intend to implement text notifications for city services and updates, have countless flyers/advertisements for city services that go out on a daily basis, and have little to no internal resources as it pertains to staff training on any communication tools. From the social media end, we are looking to add not only Instagram to engage the younger community, but WhatsApp in order to provide updates and information in both Portuguese and Spanish.

In today's digital age, providing communication at a 21st century standard is essential to the success of a modern organization. As a growing, robust city serving over 42,000 residents, it is imperative we implement communication tools and practices that provide services and information to our residents using different platforms. In order to accomplish that, we must have the proper staff to maintain them.

While this position sits within the Mayor's Office, I have structured it to serve city-wide functions, not simply the Mayor's Office. This position will be an invaluable resource for all staff and departments to rely on for the website, social media, training, and communication strategies and best practices. Simultaneously, they will help balance the workload of the Mayor's Office assisting with day-to-day operations and special projects. It is also my goal to recruit a candidate who speaks Portuguese to assist with internal translation services and outreach to the growing Brazilian community within the city.

While this position would have many responsibilities, I would like to highlight three specific roles that would be crucial to improving the city's communication efforts:

City Website: This position would be responsible for overseeing the website upgrade & redesign project as well as all future/ongoing website related issues. Currently, the website is under the IT Department who does not have the training or capacity to handle the volume of website requests and issues. This position would regularly audit the website for branding consistency, ADA compliance, outdated information, technical issues, and more. They would work hand in hand with each

(cont'd)

department to create a website that is consistent and user-friendly for residents and business owners. They would be responsible for managing the new ChatBot feature that assists residents using AI powered technology.

Digital Media: This position would be responsible for creation and implementation of all of the city's digital media including the city website, city email newsletter, social media channels, reverse 911/text notification systems, and all other platforms. The position will also be responsible for photography and creating video content to enhance digital platforms, promote city services and information, assist with employee recruitment efforts, and much more. This position would allow us to professionally utilize these incredibly effective platforms which are otherwise very time consuming for individual employees.

Training/Collaboration: This position would be tasked with training each department on the best use of social media channels, creation of flyers/advertisements/graphics, website use and updating, communication best practices, and more. The position would also work collaboratively with each department to understand their unique needs and provide them with the tools and training to achieve them on any platform. Whereas the IT Department's function is to respond reactively to technical issues, this position would work proactively and collaboratively to enhance communications throughout the city.

I would like to highlight that both the website upgrade and redesign project, as well as the ongoing upkeep of the website will be a huge component of this position. Having this position in place for that project and to sustain it afterwards is critical to achieve both the short and long-term goals surrounding the website.

This position will be entirely funded through the remainder of FY24 utilizing excess salary from the vacant Substance Abuse Coordinator position. I am requesting a transfer in the amount of \$25,900 from the Substance Abuse Coordinator salary line to the newly created Communications & Special Project salary line item. The Substance Abuse Coordinator position has never been filled and will retain sufficient monies to do so for the remainder of FY24 if needed. I share in the Council's philosophy of utilizing excess salary line items to creatively increase needed services, which is what this transfer seeks to do.

Enclosed for your review is a job description, job description order, salary ordinance, funding source transfer request, and a salary survey.

As mentioned, this position is critical to the website upgrade & redesign project which we would like to officially begin internally the first week of March. Therefore, I am respectfully requesting a suspension of the rules to have this matter be taken up and voted on at your February 26th meeting. This timeline will allow us time to attract and onboard a candidate at the beginning of the website upgrade and redesign project.

I respectfully ask for your support and partnership on this item.

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

Sincerely,



J. Christian Dumais
Mayor

SALARY SURVEY - COMMUNICATIONS POSITIONS

2/8/2024

| 2 | POSITION TITLE | MINIMUM | MAXIMUM |
|-------------------------|--|--------------------|--------------------|
| Amesbury | Communications Director | \$60,000.00 | \$65,000.00 |
| Andover | Director of Communications | \$90,000.00 | \$100,000.00 |
| Chicopee | Communications & Special Projects Manager | \$57,116.00 | \$57,116.00 |
| Corcord | Communications Manager | \$80,434.00 | \$112,611.00 |
| Dartmouth | Communications Coordinator | \$61,443.20 | \$79,955.20 |
| Fall River | Special Projects & Media Coorindator | \$42,000.00 | \$42,000.00 |
| Framingham | Public Information Officer | \$75,003.00 | \$97,024.00 |
| Framingham | Webmaster | \$61,986.00 | \$80,186.00 |
| Gloucester | Director of Communications & Constituent Services | \$67,178.59 | \$85,668.60 |
| Greenfield | Communications Director | \$49,474.30 | \$66,858.19 |
| Haverhill | Communications Director | \$80,000.00 | \$80,000.00 |
| Lawrence | Communications Director | \$90,000.00 | \$90,000.00 |
| Lexington | Director of Communications | \$90,110.00 | \$116,357.00 |
| Malden | Director of Marketing and Communications | \$102,096.58 | \$112,695.54 |
| Medford | Director of Communications | \$80,542.00 | \$94,235.00 |
| Medford | Communications Specialist | \$63,544.00 | \$75,680.00 |
| Melrose | Communications & Events Manager | \$71,016.40 | \$76,876.80 |
| Natick | Communications Director | \$60,000.00 | \$115,500.00 |
| New Bedford | Public Information Officer | \$93,497.00 | \$93,497.00 |
| Newton | Director of Community Communications | \$81,931.00 | \$81,931.00 |
| Pittsfield | Director of Administrative Services & Public Information Officer | \$59,122.00 | \$76,859.00 |
| Springfield | Communications Relations Director | \$76,000.00 | \$76,000.00 |
| Wakefield | Communications Director | \$99,438.00 | \$99,438.00 |
| Weymouth | Community Information Officer | \$65,035.76 | \$80,156.64 |
| AVERAGE SALARIES | | \$73,206.99 | \$85,651.87 |
| TOTAL AVERAGE | | \$79,429.43 | |

ORDERED:

That pursuant to City Code Chapter 125 (Personnel), Section 125-5 (Preparation of Classification Descriptions), the job description for the new position of Communications & Special Projects Director (attached hereto), BE AND IS HEREWITH APPROVED.

ADOPTED

In City Council

Order No. 24-

Adopted

Approved by Mayor

J. Christian Dumais

Date:

A TRUE COPY

ATTEST:

CITY OF MARLBOROUGH
OFFICE OF THE MAYOR
COMMUNICATIONS & SPECIAL PROJECTS DIRECTOR

DEFINITION

The purpose Communications & Special Projects Director is to develop and implement an effective, 21st century communication strategy across a variety of communication channels for the city and the Mayor's Office. The work includes overseeing the many communication initiatives put forth by the city and Mayor's Office including (but not limited to) the city's website, a monthly newsletter, city alerts, official social media channels, event flyers, and all other internal and external communication pieces. This position will also be charged with maintaining a monthly communications meeting for all departments, training all departments on communication tools and technology, and assisting departments with social media and website related content. The Communications & Special Projects Director will also advise the Mayor and staff on communication policies as they are created and updated. The Special Projects portion of the role will be subject to the needs to the Mayor and the Mayor's Office as required.

ESSENTIAL JOB FUNCTIONS:

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

- **Develop and Implement Communication Strategies:** Develop and implement comprehensive communication plans, identifying target audiences and selecting appropriate channels to convey key messages. Ensure messaging is consistent throughout all city communication channels and is in alignment with the goals and objectives of the city and the Mayor.
- **Website and Social Media Management:** Oversee and manage the city's website, maintaining its content, design, and functionality. Ensure website compliance with the ADA and identify ways to become more accessible. Manage multiple social media platforms to engage the community strategically, including posting updates, responding to inquiries, and creating engaging content. Identify additional social media channels to reach underrepresented demographical segments of the Marlborough population.
- **Content Creation:** Work with Mayor's Office and city departments to create compelling content for various platforms, including social media graphics, videos, newsletters, alerts, brochures, flyers, internal city documents, and signage. Utilize photography and videography to professionalize and personalize the city's image across/on all communication platforms.
- **Review:** Periodically review and audit departmental communications to external audiences to ensure that all departments are sending a consistent, clear, and effective message to the public and targeted audiences. Review all communication tools used by departments to identify how said tools can be used more comprehensively or efficiently.
- **Collaboration and Stakeholder Liaison:** Serve as a liaison between the Mayor's Office and residents, departments, and stakeholders as it pertains to city communication. Meet with departments individually to identify opportunities to further departmental and city goals through communication strategies. Collaborate with external stakeholders to identify communication partnerships between them and the city. Build strong community partnerships to engage residents, business owners, and stakeholders to understand how information can be communicated more efficiently.
- **Emergency Communication:** Assist with the development and implementation of communication plans for

emergency situations, ensuring residents receive timely and accurate information during crises.

- **Training and Education:** Provide guidance and training to city staff and community members on effective communication strategies and tools. Provide appropriate training and assist all departments on website functions, social media recommendations, content creation, and any other communication related function or platform.
- **Civic Engagement Promotion:** Actively promote and encourage civic participation among residents through various communication channels. Assist with creation and management of community events, surveys, and outreach efforts to foster engagement and gather valuable feedback.
- **Translation Services:** Support Mayor's Office and other departments with properly translating content into different languages as needed. Identify opportunities for departments to engage in communication in different languages to further city objectives and goals. Will be responsible for creating, implementing, and auditing policies and procedures relative to translation services.
- Assist with city sponsored events and special projects as needed by the Mayor and city departments.

SUPERVISION RECEIVED

Works in the Mayor's Office and reports the Mayor. Works under the general direction to the Chief of Staff for general day-to-day operations. Employee exercises considerable latitude for independent judgment and action. Assists in developing and achieving the city and department's goals and objectives. The position is subject to review and evaluation according to the city's personnel plan.

SUPERVISION EXERCISED

Performs complex duties requiring a high level of initiative and independent judgment in the planning, administration and execution of the city's programs and services, and in the direction of personnel. Incumbent is expected to work independently in formulating decisions regarding policies, procedures, operations, and plans. Assists in periodic review of communication work performed by designated city personnel. Works collaboratively to correct and improve any actions not consistent with the city's communication policies or best practices. Oversees interns as required.

JUDGMENT

Skilled judgement is required to successfully complete the essential functions of this position.

COMPLEXITY

Most of the work consists of being able to communicate ideas and information in a concise, user-friendly manner. The position must be able to understand complicated matters and explain them thoughtfully to multiple audiences.

CONFIDENTIALITY

Employee has access to confidential and sensitive information including city and department records. Strict confidentiality is required.

WORK ENVIRONMENT

Majority of work is performed in a standard office environment. Field and off-site work is expected to achieve the goals and objectives of the position. Operates computer, printer, video display terminal, calculator, telephone, copier, facsimile machine, and all other standard office equipment. Also operates videography and photography equipment, and all other equipment needed in the performance of the duties laid out. Has access to department-level and citywide confidential information; the application of appropriate judgment, discretion, and professional executive-level office protocols is required.

Incumbent should expect occasional evening and/or weekend hours to work on events, meetings, issues, or other

items that may arise. Incumbent may work in varying weather conditions.

EDUCATION AND EXPERIENCE

Bachelor's degree in communications, political science, business, or another field preferred. Minimum five years in a municipal government setting, preferably within a communications or media role. Experience working on website updates, social media platforms, and communication technology. Experience working on the CivicPlus platform highly preferred.

Special Requirements: Massachusetts Driver's License required. Ability to speak Portuguese and familiarity with the Marlborough community desired.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Complete working knowledge of the core practices of communication work. In depth understanding of Council-Mayor form of government and general municipal government operations. Thorough knowledge and familiarity of current social media techniques. Familiarity with back-end CivicPlus website functionality. Knowledge of, and familiarity, with content creation and editing platforms.

Ability: Ability to apply communication strategy and public relations principles to complex topics across multiple departments. Ability to develop and update communication policies and procedures. Ability to create informational graphics using content creation tools. Apply creative judgment to all aspects of communication related work. Ability to establish and maintain effective working relationships within city departments, city officials, members of the communications community, government representatives, and the general public. Ability to communicate effectively in written and oral form. Ability to manage several projects at one time. Ability to work collaboratively with city staff and departments to produce effective communications to the public.

Skill: Excellent oral and written communication skills. Strong interpersonal skills. Establish and maintain cooperative working relationships with those contacted in course of work. Strong problem-solving skills. Proficient in modern day communication practices and tools such as social media, graphic design, website editing, adobe, and photography/videography equipment. Must possess effective and persuasive communication skills, both orally and writing; tact, diplomacy, and discretion when dealing with confidential and sensitive information and situations.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Intellectual and mental acuity to perform conceptual and detailed technical work. Recurring intellectual effort is required to maintain a current knowledge of applicable laws, policies, and rules and regulations. Employee is frequently required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in physically picking up files, papers and other common office objects. Employee must occasionally lift and/or move objects weighing up to 25 pounds such as equipment, outreach supplies, etc. Employee must possess the ability to operate a keyboard at a moderate speed. Vision and hearing at or correctable to normal ranges.

ORDERED:

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

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

Position: Communications & Special Projects Director (40 hours per week)
(Effective upon passage)

| STEP/LEVEL | ANNUAL SALARY |
|------------|---------------|
| 00 | - |
| 01 | - |
| 02 | - |
| 03 | - |
| 04 | - |
| 05 | - |
| 06 | - |
| 07 | \$79,000.00 |

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

ADOPTED
In City Council
Order No. 24-XXX
Adopted

Approved by Mayor
J. Christian Dumais
Date:

A TRUE COPY
ATTEST:

CITY OF MARLBOROUGH
BUDGET TRANSFERS -

DEPT: Mayor

FISCAL YEAR: 2024

FROM ACCOUNT:

TO ACCOUNT:

Available
Balance

Amount

Org Code

Object

Account Description:

Amount

Org Code

Object

Account Description:

Available
Balance

\$61,500.00

\$25,900.00

15120001

50607

Substance Abuse Coordinator

\$25,900.00

11210002

50592

Comms Director

\$0.00

Reason:

Vacant position

New position

Reason:

Reason:

Reason:

\$25,900.00

Total

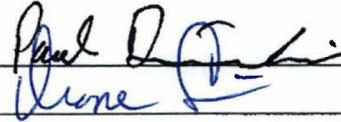
\$25,900.00

Total

Department Head signature:

Auditor signature:

Finance Director signature:





City of Marlborough

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

J. Christian Dumais, Mayor

Office of the Mayor

2024 FEB -8 AM 11:46

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

February 2, 2024

David Williams
City of Marlborough
140 Main Street
Marlborough, MA 01752

RE: Extended Temporary Appointment as City Comptroller Pursuant to M.G.L c. 41 § 61A

Dear Mr. Williams,

In accordance with the authority vested in me under M.G.L. c. 41 § 61A, I hereby extend your appointment as Temporary City Comptroller of the Treasurer's Office as said office is vacant. This extension is effective February 2, 2024 and under this appointment, you shall hold and exercise the powers and perform the duties of City Comptroller for not more than 60 days, from time to time, for so long as the position remains vacant.

Thank you for your support during this interim period.

Please reach out to myself or my office with any questions or concerns.

Sincerely,

J. Christian Dumais
Mayor

cc: City Council



City of Marlborough

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

J. Christian Dumais, Mayor

Office of the Mayor

2024 FEB -8 AM 11:46

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

February 8, 2024

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

RE: Reappointment of Sean Fay, Barbara Fenby, and Christopher Russ to the Planning Board

Dear Council President Ossing and Councilors,

I am pleased to submit for your approval the reappointment of Sean Fay, Barbara Fenby, and Christopher Russ to the Planning Board. The terms of all three members expired last year under the prior administration. I have contacted each member, and each have agreed to continue for an additional term. According to City Ord. § 19-1, members of the Planning Board serve for five years, with their terms expiring on the first Monday in February after appointment. The term expirations of these members are as follows:

Sean Fay: 02/05/2029
Barbara Fenby: 02/05/2029
Christopher Russ: 02/05/2029

These three members have served on the Planning Board since 2006, 1989, and 2018, respectively. With the important work the Planning Board performs, and with this being a critical time in Marlborough's history as it pertains to development, I believe their institutional knowledge to be incredibly valuable.

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

Sincerely,

J. Christian Dumais
Mayor



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
 2024 FEB -8 AM 9:11
 JASON D. GROSSFIELD
 CITY SOLICITOR
 JEREMY P. MCMANUS
 ASSISTANT CITY SOLICITOR
 BEATRIZ R. ALVES
 PARALEGAL

February 8, 2024

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

Re: JW Capital Partners, LLC and Marlborough TOTG LLC v. Marlborough City Council
(Land Court No. 23 MISC 000199) - Request to Enter Executive Session

Dear Honorable President Ossing and Councilors:

I respectfully request that this Honorable City Council convene in Executive Session. The purpose of the session is to discuss strategy with respect to the above-referenced litigation as an open meeting may have a detrimental effect on the litigating position of the City Council.

Enclosed please find a proposed order, to be conducted by roll call vote, in order to enter into executive session. The open meeting law requires that the public body chair declare that an open meeting may have a detrimental effect on the litigating position of the public body. The order must specify whether the City Council will or will not re-convene in open session after the executive session.

Please contact me if you have any questions or concerns.

Respectfully,



Jason D. Grossfield
 City Solicitor

Enclosure

cc: J. Christian Dumais, Mayor

ORDERED:

Moved 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 [or will not] re-convene in open session after the executive session.

Be and is herewith APPROVED.



City of Marlborough

Office of the City Clerk

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

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2024 FEB -6 PM 1:25 Steven W. Kerrigan

City Clerk

Wilson Chu

Assistant City Clerk

The City Clerk be and is hereby authorized and directed to warn and notify the voters of each of the seven (7) Wards and fourteen (14) Precincts of the City of Marlborough, duly qualified to vote in Primaries, to assemble in their respective polling places, as designated by the City Council as follows:

- | | |
|------------------------------|---|
| WARD ONE: Precinct 1 and 2 | Francis J. Kane School, 520 Farm Road |
| WARD TWO: Precinct 1 and 2 | Francis J. Kane School, 520 Farm Road |
| WARD THREE: Precinct 1 | Senior Center, 40 New Street |
| WARD THREE: Precinct 2 | Raymond J. Richer School, 80 Foley Road |
| WARD FOUR: Precinct 1 and 2 | Senior Center, 40 New Street |
| WARD FIVE: Precinct 1 and 2 | Masonic Lodge, 8 Newton Street |
| WARD SIX: Precinct 1 and 2 | 1LT Charles W. Whitcomb School, 25 Union Street |
| WARD SEVEN: Precinct 1 and 2 | Hildreth School, 85 Sawin Street |

On Tuesday, March 5, 2024 then and there, for the purpose of casting their votes in the Presidential Primary for candidates of political parties for the following offices:

- PRESIDENTIAL PREFERENCE**
- STATE COMMITTEE MAN**
- STATE COMMITTEE WOMAN**
- WARD COMMITTEES**

- FOR THIS COMMONWEALTH**
- FOR THE MIDDLESEX & WORCESTER SENATE DISTRICT**
- FOR THE MIDDLESEX & WORCESTER SENATE DISTRICT**
- FOR THE CITY OF MARLBOROUGH**

It is further ordered that the polling places legally designated by the City Council be opened at 7:00 o'clock in the forenoon and be closed at 8:00 o'clock in the evening.

The City Clerk be and hereby is authorized to cause notice to be given by publication of this Order in a local newspaper and by posting a copy of the same in a conspicuous place in the office of the City Clerk.

Per Order of the City Council

Attest:
Steven W. Kerrigan
City Clerk



City of Marlborough
Office of the City Clerk

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

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2024 FEB -7 AM 8:10

Steven W. Kerrigan
City Clerk

Wilson Chu
Assistant City Clerk

February 7, 2024

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

RE: In-Person Early Voting – Presidential Primary, March 5, 2024

Honorable President Ossing and Councilors:

As part of the Votes Act passed in 2022 cities and towns are required to have In-Person Early Voting for one week prior to the Presidential Primary. This year the Presidential Primary will be held on Tuesday, March 5, 2024.

In-Person Early Voting will take place at City Hall, 140 Main Street on the dates and times listed below:

| | |
|------------------------------|--------------------|
| Saturday, February 24, 2024 | 9:00 AM to 5:00 PM |
| Sunday, February 25, 2024 | 9:00 AM to 3:00 PM |
| Monday, February 26, 2024 | 8:30 AM to 7:00 PM |
| Tuesday, February 27, 2024 | 8:30 AM to 5:00 PM |
| Wednesday, February 28, 2024 | 7:00 AM to 5:00 PM |
| Thursday, February 29, 2024 | 8:30 AM to 5:00 PM |
| Friday, March 1, 2024 | 8:30 AM to 5:00 PM |

We continue to see great interest in Early Voting here in Marlborough, and we encourage the residents of Marlborough to exercise their right to vote either by mail, in-person or on Election Day! As an additional reminder, the last day to Register to Vote or change your political party for the Presidential Primary is Saturday, February 24, 2024. The Clerk's Office will be open from 9:00 AM to 5:00 PM to assist voters.

Sincerely,

Steven W. Kerrigan
City Clerk

9 January 2024

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2024 FEB -5 AM 8:22

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

Dear Mayor Dumais,

Please accept my resignation as Chairman of the Board of Directors on the Council on Aging effective immediately.

Sincerely,

James E. Confrey

cc: Patricia Pope
Executive Director
Marlborough Senior Center

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

January 18, 2024

2024 JAN 18 PM 2:51

To: Mayor Christian Dumais
From: Karin Jost Paquin
RE: Resignation from Marlborough Conservation Commission

Dear Mayor Dumais,

I am writing to formally submit my resignation from the Marlborough Conservation Commission effective February 6, 2024. It has been an honor and privilege to serve on the commission for the last 10 years. I've been so fortunate to work with such dedicated, thoughtful, and talented people who share a passion for environmental preservation.

I've really enjoyed working with our amazing conservation agent Priscilla Ryder and I'm grateful for the valuable experience and knowledge I've gained from Priscilla and the commission members during my tenure. Though I am stepping down from the commission, I plan to continue in my role as the Marlborough Trail Committee lead and as a member of the Open Space Committee.

I want to express my gratitude to the whole commission for all the meaningful work we accomplished together and wish them continued success in their efforts to protect Marlborough's natural resources.

Sincerely,



Karin Jost Paquin

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Questions contact – Calvin Fonseca #774-422-1294
PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

2024 FEB -7 AM 8:15

To the City Council
Of Marlborough, Massachusetts

Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Forest Street - Install one JO Pole on 219 Forest Street. Beginning at a point approximately 972 feet East of the centerline of the intersection of Teller Street. Install 45'Cl.2 midspan between Poles 25 and 26. Install feeder monitor on new midspan Pole 25-50.

Location approximately as shown on plan attached.

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Forest Street - Marlborough, Massachusetts.

No.# 30853134

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Massachusetts Electric Company d/b/a
NATIONAL GRID *Helton Lopes*

BY _____
Engineering Department

VERIZON NEW ENGLAND, INC.

BY *Albert E. Bessette Jr.*
Manager / Right of Way

Dated: November 27, 2023

Questions contact – Calvin Fonseca #774-422-1294

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the City Council
Marlborough, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 27th day of November 2023.

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

Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Forest Street - Marlborough, Massachusetts.

No.# 30853134

Filed with this order:

There may be attached to said poles by Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

Forest Street - Install one JO Pole on 219 Forest Street. Beginning at a point approximately 972 feet East of the centerline of the intersection of Teller Street. Install 45'Cl.2 midspan between Poles 25 and 26. Install feeder monitor on new midspan Pole 25-50.

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the
Of the City/Town of _____, Massachusetts held on the _____ day of _____ 20 ____ .

City/Town Clerk.
Massachusetts 20 ____ .
Received and entered in the records of location orders of the City/Town of _____
Book _____ Page _____

Attest:
City/Town Clerk

I hereby certify that on _____ 20 ____ , at _____ o'clock, M
At _____ a public hearing was held on the petition of
Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND,
INC. for permission to erect the poles, wires, and fixtures described in the order herewith recorded,
and that we mailed at least seven days before said hearing a written notice of the time and place of
said hearing to each of the owners of real estate (as determined by the last preceding assessment
for taxation) along the ways or parts of ways upon which the Company is permitted to erect
Poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

.....
.....
.....
.....

Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of
hearing with notice adopted by the _____ of the City of _____
Massachusetts, on the _____ day of 20 ____ and recorded with the records of location orders
of the said City, Book _____, and Page _____. This certified copy is made under the
provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:
City/Town Clerk



245 Forest st

219 Forest st

Pole 26

Pole 25-50

Pole 25

Pole 25-1

Forest st

Exhibit "A" - Not to Scale
The exact location of said facilities to be established by and upon the installation and erection of the facilities thereof.

Legend

- Existing joint pole ← → Guy wire
- ⊗ Install joint pole - - - - OH Conductor
- ◐ Riser

DRELIABLE

219 Forest St, Marlborough

Date: 11/16/2023
Designer: FONSEK1
WR: 30853134

Notes: Install 45'Cl.2 midspan between pole 26 and 25. Install feeder monitor to new midspan

Sheet 1 of 1

nationalgrid

ADVANCED MATH & SCIENCE A
199-201 FOREST ST
MARLBOROUGH, MA 01752

HENNESSEY MICHAEL G
MARY B HENNESSEY
93 RIPLEY AVE
MARLBOROUGH, MA 01752

RIESSLE JAMES
KAREN BOULE
245 FOREST ST
MARLBOROUGH, MA 01752

ALVARADO ERIC A
SANDRA BEATRIZ ALVARADO
60 MCGEE AVE
MARLBOROUGH, MA 01752

INSANI MARY J
STEVEN DELOREY
74 THOMAS DR
MARLBOROUGH, MA 01752

RING ANN M
257 FOREST ST
MARLBOROUGH, MA 01752

ATLANTIC-MARLBORO REALTY
C/O ATLANTIC MANAGEMENT C
205 NEWBURY ST
FRAMINGHAM, MA 01701

JIMENEZ MARIA
137 RIPLEY AVE
MARLBOROUGH, MA 01752

ROBERT M GILLIAM
18 SANDINI RD
MARLBOROUGH, MA 01752

BROZ BEVERLY M
50 TELLER ST
MARLBOROUGH, MA 01752

JIMENEZ WILDER
LISBETH AMBROCIO
275 FOREST ST
MARLBOROUGH, MA 01752

RODOLEWICZ JOHN III
VICTORIA A PAPSCOE
269 FOREST ST
MARLBOROUGH, MA 01752

CITY OF MARLBOROUGH
RICHER SCHOOL
140 MAIN ST
MARLBOROUGH, MA 01752

KRETICOS STEPHEN J JR
GABRIELLA M GOGUEN
34 SANDINI RD
MARLBOROUGH, MA 01752

TESMER GREGORY M
MAUREEN M TESMER
58 SANDINI RD
MARLBOROUGH, MA 01752

DALLIS DANA R
52 SANDINI RD
MARLBOROUGH, MA 01752

MARCHITELLI ELENA M
42 SANDINI RD
MARLBOROUGH, MA 01752

WARD MICHAEL A & CATHERIN
MICHAEL & CATHERINE WARD
68 SANDINI RD
MARLBOROUGH, MA 01752

DASILVA NELCILIO P
85 RIPLEY AVE
MARLBOROUGH, MA 01752

MARTIN JEREMY P
AMANDA J MARTIN
28 SANDINI RD
MARLBOROUGH, MA 01752

WATERMAN DONNA J
55 TELLER ST
MARLBOROUGH, MA 01752

FRANCIOSE DANIEL P
117 RIPLEY AVE
MARLBOROUGH, MA 01752

MESSAGGI GUILHERME
YASMIN T MESSAGGI
74 SANDINI RD
MARLBOROUGH, MA 01752

GALLAGHER MAUREEN E M
111 RIPLEY AVE
MARLBOROUGH, MA 01752

ONEILL WAYNE W
ROSARIO ONEILL
10 SANDINI RD
MARLBOROUGH, MA 01752

HARTMAN WILLIAM F
101 RIPLEY AVE
MARLBOROUGH, MA 01752

PEREZ WILFREDO
90 SANDINI RD
MARLBOROUGH, MA 01752

Taxi/Livery 2004



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

City of Marlborough, Massachusetts
CITY CLERK DEPARTMENT

2024 JAN 30 PM 3:54

Steven W. Kerrigan
City Clerk

PAID
50.00

CITY OF MARLBOROUGH
TAXI AND/OR LIVERY SERVICE LICENSE APPLICATION

I. TYPE OF LICENSE: _____ TAXI _____ LIVERY

2. APPLICANT'S (LICENSEE) INFORMATION:

- A. Name: Katsunori Tanaka
- B. Address: 17 Eager Ct. Marlborough, MA 01752
- C. Telephone Number: 508-561-5545
- D. Business Name: Global Limousine & Taxi Services, LLC
- E. Business Address: 17 Eager Ct. Marlborough, MA 01752
- F. Business Number: 781-330-0898

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

2024 JAN 24 AM 10:11

Marlborough Public Schools

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

Call to Order

December 12, 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, Katherine Hennessy, Heidi Matthews, and Denise Ryan. Also present were Superintendent Mary Murphy, Assistant Superintendent of Teaching and Learning, Robert Skaza, and Assistant Superintendent of Student Services and Equity, Jody O'Brien. Student Advisory Representative Risha Khanderia was also present.

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

2. **Pledge of Allegiance:** Chairman Vigeant led the Pledge of Allegiance.
3. **Presentation:**
 - A. **MHS Student Advisory Committee**
Atul Modur, the sophomore class representative, discussed the MCAS question on the ballot. He shared some concerns regarding this standardized tests.
Taylor Cronis, one of the freshman class representatives, spoke about the petition to remove MCAS as a graduation requirement.
Katalina Cartes Guzman, the junior class representative, shared how the MHS exterior grounds could be brightened to be more welcoming.
Tayla Stempson, one of the freshman class representatives, discussed the various opportunities in the MHS Music Department.
4. **Committee Discussion/Directives:** None.
5. **Communications:** None.

www.mps-edu.org

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



Marlborough Public Schools

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

6. Superintendent's Report:

Superintendent Murphy shared that Marlborough Athletic Director, Jeff Rudzinsky, was awarded the MSSADA District 3 Athletic Director of the Year award on December 4th.

Superintendent Murphy discussed that there will not be any delayed openings due to snow unless all routes are staffed and on regular schedules since transportation has been an ongoing challenge this year.

Superintendent Murphy thanked Mayor Vigeant for supporting MPS throughout his time in office.

A. Director of Finance & Operations Report

Superintendent Murphy shared Mr. Lafleur's report.

MPS continues to work with the MSBA to certify projected elementary enrollment. The School Committee's request for feasibility study funding is being reviewed by the City Council Finance Committee. MPS remains on track to complete all eligibility period deliverables by February 26, 2024.

An update on food services participation in the district was provided.

The district issued a Request for Bids on December 6th for a second vendor to provide four buses to supplement NRT. Bids are scheduled to open on December 21st.

B. Assistant Superintendent of Student Services & Equity

Mrs. O'Brien, the Assistant Superintendent of Student Services and Equity, provided detailed charts on the McKinney-Vento Enrollment breakdown as of December 6, 2023. These charts are in her report.

C. Assistant Superintendent of Teaching & Learning Report

Dr. Skaza, the Assistant Superintendent of Teaching and Learning, presented the field trip that he and MHS band teacher Jimmy Verdone took freshman student Yanira Uribe Rosa and sophomore Nicholas Andrade on. The four of them went to a leadership summit at the Auerbach Center in Boston on December 2nd to learn about the Playbook Initiative.

Dr. Skaza introduced Heather Russo, the Supervisor of Mathematics 6-12, to update the committee on the math courses offered in middle school and high school.

www.mps-edu.org



Marlborough Public Schools

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

7. Acceptance of Minutes:

A. Minutes of the November 28, 2023 School Committee Meeting

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

Motion passed 7-0-0.

8. Public Comment: None.

It should be noted that members of the public may provide comment via email before the meeting to superintendent@mps-edu.org. Public comment is a time for your comments to be heard by the committee; it is not a question-and-answer session.

9. Action Items/Reports

A. Foster Care Transportation Reimbursement

Mrs. O'Brien requested for the School Committee to approve forwarding the MOU to the Mayor's Office to send it to City Council to give them permission for the Superintendent to sign the MOU.

Motion made by Mrs. Bodin-Hettinger, seconded by Chairman Vigeant to approve this request.

Motion passed 7-0-0.

B. Acceptance of Donations and Gifts

Bright Funds. Kane Elementary School received \$475.00 from Bright Funds.

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

Motion passed 7-0-0.

Donor's Choose. Ms. Rivera's class at Kane Elementary School received \$982.16.

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

Motion passed 7-0-0.

www.mps-edu.org



Marlborough Public Schools

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

Staples. Kane Elementary School received \$400.00 from Staples.
Motion made by Mrs. Matthews, seconded by Chairman Vigeant to approve this donation.
Motion passed 7-0-0.

Hannaford Helps Program. Hannaford Helps Program donated \$255.00 to Kane Elementary School, \$261.00 to Whitcomb Middle School, and \$261.00 to MHS.
Motion made by Mrs. Matthews, seconded by Chairman Vigeant to approve these donations.
Motion passed 7-0-0.

Global Montello Group Corp. MHS received \$375.00 from Global Montello Group Corp.
Motion made by Mrs. Matthews, seconded by Chairman Vigeant to approve this donation.
Motion passed 7-0-0.

Ohiopyle Prints, Inc. MHS received \$66.88 from Ohiopyle Prints, Inc.
Motion made by Mrs. Matthews, seconded by Chairman Vigeant to approve this donation.
Motion passed 7-0-0.

MA DESE FY24 FCo274 Grant. MPS received \$33,208.00 from this grant.
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 hold a meeting on December 20th.

Mrs. Matthews shared that the Negotiations sub-committee was trained for IBB. Negotiations will begin in January.

www.mps-edu.org



Marlborough Public Schools

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

11. Members' Forum:

Mrs. Ryan reminded everyone that the MHS winter concert will be held on December 14th at 7pm at Whitcomb.

Mrs. Bodin-Hettinger requested for Mr. Reyes to attend a School Committee meeting and share the civics projects his students work on throughout the year.

Mrs. Matthews has reviewed and signed the warrant.

Mrs. Matthews thanked Chairman Vigeant for his 12 years in office.

12. Adjournment:

Motion made by Mrs. Matthews, seconded by Chairman Vigeant to adjourn at 8:36 p.m.

Motion passed 7-0-0.

Respectfully submitted,

Heidi Matthews
 Secretary, Marlborough School Committee

HM/jm

Approved January 23, 2024

www.mps-edu.org



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2024 JAN 24 AM 10:11

Marlborough Public Schools

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

Call to Order

January 1, 2024

1. Chairman Dumais called the organizational meeting of the Marlborough School Committee to order at 11:22 a.m. at 25 Union Street, Marlborough, MA. Members present included Michelle Bodin-Hettinger, Katherine Hennessy, Daniel Caruso, Earl Geary, and Denise Ryan.
2. **Election of Officers:**
Katherine Hennessy nominated Michelle Bodin-Hettinger for Vice Chair, seconded by Chairman Dumais. Motion passed 6-0.
Katherine Hennessy nominated Heidi Matthews for Secretary, seconded by Chairman Dumais. Motion passed 6-0.
3. **Committee Member Assignments:**
Katherine Hennessy nominated Heidi Matthews as Chair of Negotiations Sub-Committee, with additional members Michelle Bodin-Hettinger and Denise Ryan, seconded by Chairman Dumais. Motion passed 6-0.
Denise Ryan nominated Katherine Hennessy for Chair of Policy Sub-Committee with additional members Daniel Caruso and Earl Geary, seconded by Chairman Dumais. Motion passed 6-0.
4. **Adjournment:**
Motion made by Katherine Hennessy, seconded by Chairman Dumais to adjourn at 11:25 a.m.
Motion passed 6-0-0.

Respectfully submitted,

Heidi Matthews
Secretary, Marlborough School Committee

hm

Approved January 23, 2024

www.mps-edu.org

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2024 JAN 24 AM 10:11



Marlborough Public Schools

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

Call to Order

January 9, 2024

1. Chairman Dumais called the regular meeting of the Marlborough School Committee to order at 7:33 p.m. at 17 Washington Street, Marlborough, MA. Members present included Michelle Bodin-Hettinger, Daniel Caruso, Earl Geary, and Denise Ryan. Also present were Chairman Dumais, 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, Tom Lafleur. MEA Representative Elton Thomas and Student Advisory Representative Risha Khanderia were also present.

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

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

3. **Presentation:** None.

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

5. **Communications:** None.

6. **Superintendent's Report:**

Superintendent Murphy shared that the district will submit a Student Opportunity Act (SOA) plan to the School Committee for approval in March to then submit to DESE for April 1, 2024.

Superintendent Murphy will send out invitations to parents/guardians to join her and her leadership tea on February 8, 2024 for morning coffee at 10am and afternoon tea at 4pm in the Superintendent's conference room. Two areas of focus for discussions at those times will be Student Opportunity Act priority areas and feedback on current cell phone rules/procedures.

Superintendent Murphy attached a copy of the Assabet Valley Collaborative's (AVC) FY23 final audit report and community cover letter.

www.mps-edu.org



Marlborough Public Schools

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

A. Assistant Superintendent of Student Services & Equity

Mrs. O'Brien, the Assistant Superintendent of Student Services and Equity, reported that DESE has been working on updating the IEP form over the past few years. The new form will be rolled out for the 2024-2025 academic year.

Mrs. O'Brien also shared that MPS has not had an active Special Education Parent Advisory Council (SEPAC) for several years due to lack of participation by parents. The district has been working with the Federation for Children organization to reactive this council.

Mr. Fletcher, the Director of Special Education, presented more on these two topics.

7. Acceptance of Minutes: None.

8. Public Comment: None.

It should be noted that members of the public may provide comment via email before the meeting to superintendent@mps-edu.org. Public comment is a time for your comments to be heard by the committee; it is not a question-and-answer session.

9. Action Items/Reports

A. MHS Student Council Conference Attendance Approval

Ms. Klein requested permission for the MHS Student Council to attend the MASC Annual Conference during March 6-8th in Hyannis, MA.

Motion made by Mrs. Bodin-Hettinger, seconded by Mrs. Ryan to approve this donation.

Motion passed 5-0-0.

B. Policy for First Read

1. Policy 3.410 Budget Authority (update from Adjustments and Transfers to Budget)

This policy was presented for first read.

Motion made by Mr. Caruso, seconded by Mrs. Bodin-Hettinger to accept this first read.

Motion passed 5-0-0.

www.mps-edu.org



Marlborough Public Schools

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

C. Director of Finance & Operations Interview Committee and Timeline

Superintendent Murphy shared that the Director of Finance and Operations position will be vacant as of July 1, 2024 as Mr. Lafleur will be retiring. Therefore, an interview committee and timeline needs to be discussed to work on filling this future opening. Patty Brown shared that interviews will be held between January 16-19th. References will be checked between January 19th-22nd. At the January 23rd School Committee meeting, Superintendent Murphy will make her recommendation for the candidate to potentially be approved by the committee. Salary negotiation will be held on January 26th. This position has already been posted and she and Superintendent Murphy are currently reviewing applications.

The interview committee will consist of Patty Brown, Superintendent Murphy, Dr. Skaza, Mrs. O'Brien, 1-2 School Committee members, and Mr. Lafleur. Mr. Geary and Mrs. Bodin-Hettinger expressed their interest in being on the interview committee. The members will check with Mrs. Hennessy and Mrs. Matthews since they are absent.

D. Acceptance of Donations and Gifts

O'Connor Studios. Kane Elementary School received \$1,296.35, Richer Elementary School received \$1,291.24, Whitcomb School received \$1,367.56, and Jaworek Elementary School received \$1,844.22 from O'Connor Studios.

Motion made by Mrs. Ryan, seconded by Chairman Dumais to approve these donations.

Motion passed 5-0-0.

Brigham Family Trust. The MHS Panther Den received \$5,063.00 from Brigham Family Trust.

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

Motion passed 5-0-0.

Samantha Perlman. MPS received \$400.00 from Samantha Perlman.

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

Motion passed 5-0-0.

www.mps-edu.org



Marlborough Public Schools

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

Boston Scientific. MPS received \$750.00 from Boston Scientific.
Motion made by Mrs. Ryan, seconded by Chairman Dumais to approve this donation.
Motion passed 5-0-0.

Marlborough Rotary Club. MPS received \$2,000.00 from Marlborough Rotary Club.
Motion made by Mrs. Ryan, seconded by Chairman Dumais to approve this donation.
Motion passed 5-0-0.

Boston Scientific. MPS received \$125.00 from Boston Scientific.
Motion made by Mrs. Ryan, seconded by Chairman Dumais to approve this donation.
Motion passed 5-0-0.

Hannaford Supermarkets. Richer Elementary School received \$264.00 from Hannaford Supermarkets.
Motion made by Mrs. Ryan, seconded by Chairman Dumais to approve this donation.
Motion passed 5-0-0.

Box Tops for Education. Whitcomb School received \$107.50 and Kane Elementary School received \$60.30 from Box Tops for Education.
Motion made by Mrs. Ryan, seconded by Chairman Dumais to approve these donations.
Motion passed 5-0-0.

O'Connor Studios. Early Childhood Center received \$716.20 and Goodnow Brothers Elementary School received \$2,049.99 from O'Connor Studios.
Motion made by Mrs. Ryan, seconded by Chairman Dumais to approve these donations.
Motion passed 5-0-0.

www.mps-edu.org



Marlborough Public Schools

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

10. Reports of School Committee Sub-Committees: None.

11. Members' Forum:

Mrs. Ryan has reviewed the warrant and signed it.

Mrs. Bodin-Hettinger shared that the Marlborough Education Foundation grants are due this Friday from teachers. She will propose moving the April 23rd, 2024 School Committee meeting to another date at the next meeting.

12. Adjournment:

Motion made by Mrs. Bodin-Hettinger, seconded by Chairman Dumais to adjourn at 8:15 p.m.

Motion passed 5-0-0.

Respectfully submitted,

Heidi Matthews
 Secretary, Marlborough School Committee

HM/jm

Approved January 23, 2024

www.mps-edu.org

**Conservation Commission
Minutes
January 4, 2024 - 7:00 PM
140 Main St. – Marlborough City Hall – 3rd Floor (Memorial Hall)**

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
Approved Feb 1, 2024
2024 FEB -2 PM 3:21

Members Present: Edward Clancy-Chairman, Allan White, William Dunbar, John Skarin, Karin Paquin, Dennis Demers, Dave Williams; also present, Priscilla Ryder-Conservation officer & new Associate Member Liz Austin

Members Absent: none

The hearing was recorded using Microsoft Teams

Approval of Minutes: Minutes of December 21, 2023 were reviewed, on a motion by Mr. White second by chair, the Commission voted unanimously to approve 7-0.

Public hearings

Notice of Intent

1-7 Cullinane Dr – Tom DiPersio Marlborough DPW- (continued from Dec. 21 meeting)

Upgrade drainage by the addition of an 18" reinforced concrete pipe, located next to existing 18" pipe.

Replacement of existing wall with prefabricated concrete blocks. Work near Ft. Meadow Reservoir.

(Review draft Order of Conditions)

Tom DiPersio city engineer – Hired Blue Diamond construction low bidder knows what they need to do. Frank Mahoney & Dan Mahoney were both present from Blue Diamond Construction. Mr. Demers and Mr. White asked detailed questions about construction sequencing, wall type, machines to be used etc. Mr. Mahoney explained the sequencing to be done and machine to be used, no stockpiling will occur one site, everything will be hauled out, the steps they are going to take are as follows 1. Drain line temporary pipe extend beyond work area 2. Remove silt, 3. Demolish walls and remove all materials from site, 4. Large blocks machine placed for wall, build foundation, then build wall, 5. Add new 18" pipe. 6. Catch basin with deep sump to be installed at street. 7. Restore pipe cover, repair lawns and patios and restore all areas, 8. Add sand to restore beaches. They will use sandbags and matts during construction to direct flows and prevent erosion. Work should take about 1 month, weather permitting. Lots of discussion about material, sequence, pipe and catchbasins sizes and if it will handle the flows.

Questions from the audience,

- Babs Fenby of 1 Cullinane Dr. noted that considerable amount of water flows down Westernview Dr. and across her yard when it can't get into catch basin. She was concerned about her retaining wall between her house and her neighbors at 7 Cullinane, wants to be sure that isn't affected.
- Abutter across the street was concerned that even with the new basin it would not accept the flows.
- The owner of 7 Cullinane Dr. expressed concern with the pressure of the water, her driveway has been washed away before and she'd like to prevent that again, she also noted she has foundation drains around her house she put in at great expense, so wants to be sure these aren't disturbed. She asked about guarantees and who would fix if it failed?

- Daniel Lott asked about how much silt would be removed.

Mr. DiPersio and Mr. Mahoney explained that written agreements with the city would be required with each homeowner affected, they are working to correct an undersized system, this solution will help most storms, but will not help the huge storms we've been having but should make it better. Mr. Skarin asked if they could add a swale and notch the wall to ensure that any overflow water has a place to go if it can't get into the pipe. After further discussion the Commission was satisfied that the contractor has a good grasp of the problem and had no further questions. Because a DEP # had not been issued by the state yet, it was agreed to Continue this hearing to January 18th, unless a DEP # is issued before then, in which case an emergency meeting will be held and posted to issue the permit.

Notice of Intent

686 Forest St. Charles Doty – Continued from Dec. 7, 2023)

Construction of a 60,000 square foot commercial use building. Work near wetlands. (Review draft order of conditions)

Scott Doty of John Crowe and Assoc. and Brian Joans of Allen and Major were present, Mr. Jones reviewed the revisions to the plan that were made based on Commission comments and those of Site Plan Review. Minor changes to the striping and some utilities were made, no change to areas next to wetlands. Mr. Jones and Mr. Doty have reviewed the draft conditions as well provided some changes to the wording that were reviewed and seemed reasonable to the Commission #48, 52, 44 were all corrected. As no DEP # has been issued for this project the Commission continued this hearing to January 18th, at which time, if a DEP# has been issued, the Commission will close the hearing and review the draft order of conditions.

Certificate of Compliance

DEP 212-506- 689 Pleasant St. Request full Certificate of Compliance- in order to clear the title of this old Order of Conditions the commission on a motion by Mr. White and Second by Chair to issue a full certificate of compliance for this old project which has been completed, the commission voted unanimously to approve 7-0.

Discussion / Correspondence/Other Business

- 541 Pleasant St. violation resolution update- Mr. Cowell had informed Ms. Ryder that he is still waiting for the survey plans, and will hopefully provide these at the January 18, 2-24 meeting.

Next Conservation Commission meetings, January 18 & February 1, 2024

Adjournment, there being no further business on a motion by Mr. White second by Mr. Clancy to adjourn, the Commission voted unanimously to approve 7-0. The meeting was adjourned at 8:27 PM

Respectfully submitted.

Priscilla Ryder
Conservation/ Sustainability Officer
PR/pr

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
Approved Feb 1, 2024
2024 FEB -2 PM 3: 21

**Conservation Commission
Minutes
January 11, 2024 - 6:00 PM (extra meeting)
140 Main St. – Marlborough City Hall – 3rd Floor (Memorial Hall)**

Members Present: Edward Clancy-Chairman, Allan White, William Dunbar, John Skarin, Karin Paquin, Dennis Demers, also present, Priscilla Ryder-Conservation officer.

Members Absent: Dave Williams; also missing was: Associate Member Liz Austin

The hearing was recorded using Microsoft Teams

Public hearings

Notice of Intent

1-7 Cullinane Dr – Tom DiPersio Marlborough DPW- (continued from January 4, 2024 meeting)
*Upgrade drainage by the addition of an 18" reinforced concrete pipe, located next to existing 18" pipe.
Replacement of existing wall with prefabricated concrete blocks. Work near Ft. Meadow Reservoir.
(Review draft Order of Conditions)*

The Commission reviewed the notice from DEP assigning the project number 212-1273 and had comments about water quality improvements and quantifying wetland impacts. Ms. Ryder noted she has calculated the wetland impact and will add that to the permit. Mr. Demers wanted clarification on whether there were any issues the last rain event, Ms. Ryder said she hadn't heard of anything. Mr. White wanted to clarify if hoods were to be added and confirmation of rip rap to be used. Ms. Ryder noted the deep sumps would be added to catch basins, no hoods as that would impede flow, which is counter to the solution we are looking for. Granite curb or concrete slabs will be installed at based of pipe. Mr. Dunbar asked how many abutters affected. Ms. Ryder noted 3 neighbors are affected with the construction. There being no further discussion the hearing was closed.

The Commission reviewed the Draft Order of Conditions which Ms. Ryder had amended based on DEP comments and comments from several members. The Commission reviewed and discussed the changes. On a motion from Mr. White, second by chair to approve the draft order as drafted and amended, the Commission voted unanimously 6-0 to approve.

Next Conservation Commission meetings, January 18 & February 1, 2024

Adjournment, there being no further business on a motion by Mr. White second by Mr. Clancy to adjourn, the Commission voted unanimously to approve 7-0. The meeting was adjourned at 6:23PM

Respectfully submitted.

Priscilla Ryder
Conservation/ Sustainability Officer
PR/pr

Conservation Commission
January 18, 2024 - 7:00 PM
140 Main St. – Marlborough City Hall – 3rd Floor (Memorial Hall)

RECEIVED
 CITY CLERK'S OFFICE
 CITY OF MARLBOROUGH
 Approved Feb 1, 2024
 2024 FEB -2 PM 3:21

Members Present: Edward Clancy-Chairman, Allan White, William Dunbar, John Skarin, Karin Paquin, Dennis Demers, Dave Williams; also present, Priscilla Ryder-Conservation officer & new Associate Member Liz Austin

Members Absent: none

The hearing was recorded using Microsoft Teams

Public hearings

• **Request for Determination of Applicability**

Various Streets Vegetation Management Plan (VMP) City Of Marlborough- Ted Scott

City of Marlborough DPW request confirmation of the wetland resource areas along various streets within the City of Marlborough to determine sensitive areas for the city's 5-year roadside Vegetation Management Plan.

Chris White DPW General Forman for Forestry Parks and Cemetery was present. He explained that the 5-year Vegetation Management Plan is up for renewal and as part of that the Conservation Commission must verify the wetlands that are near roads in the city so that the spray restrictions can be followed. A plan was presented showing the wetland areas and highlighting the spray zone restrictions in various colors. The plan has not changed since the last plan. Ms. Ryder has reviewed the plan and noted that there is a narrative along with the plan explaining each of the wetland areas shown. The Commission asked questions regarding how herbicides are sprayed, whether mechanical controls are used, what is being used, and how to effectively control Japanese Knotweed. Mr. White explained that roadside vegetation control is done by mechanical means and herbicides. When herbicides are used, they spray from a vehicle or by hand, only ½ the city is sprayed at a time, the other ½ is mowed and then it switches the next year. They rotate chemicals so they remain effective. This past year they used 2/3 less chemicals. The chemicals tend to knock out the roots. For Knotweed control, mowing weekly over 1-3 years can get rid of patches, very labor intensive.

After further discussion the hearing was closed. On a motion by Mr. White, second by Chair to approve the plans as presented along with the description, the Commission voted unanimously 7-0 to approve.

• **Notice of Intent**

686 Forest St. – Charles Doty- (Continued from January 4, 2024 meeting)

Construction of a 60,000 square foot commercial use building. Work near wetlands.

(Review draft order of conditions)

Brian Jones of Allan and Major Associates was present representing the applicant. He noted that a DEP # had been issued in the afternoon and hoped the Commission could close and issue the permit. As there were no further questions for the audience or Commission the hearing was closed. The Commission reviewed the draft order and had comments on several of the conditions which required clarification. On a motion by Mr. White second by Chair to approve the Order of Conditions as drafted and amended, the Commission voted unanimously 7-0 to approve.

Discussion

541 Pleasant St. violation resolution update- Ms. Ryder noted that she has spoken to the owner and consultant and they plan to have information for the next meeting. The owner had also asked her if he could remove the one large remaining tree. The Commission was not in favor of any tree removal until this violation is resolved. This item was continued to the next meeting.

Correspondence/Other Business- none.

Next Conservation Commission meetings, February 1 & 15, 2024

Adjournment, there being no further business on a motion by Mr. Demers second by Mr. Clancy to adjourn, the Commission voted unanimously to approve 7-0. The meeting was adjourned.

Respectfully submitted.

Priscilla Ryder
Conservation/ Sustainability Officer
PR/cs

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2024 FEB -8 AM 8:30



Marlborough Cultural Council Meeting Minutes

Date: Wednesday, January 3, 2024 at 6:30 PM

Location: Marlborough City Hall, Memorial Hall on 3rd floor

After approve, email as Word doc to:

skerrigan@marlborough-ma.gov

wchu@marlborough-ma.gov

imcintyre@marlborough-ma.gov

mpeltier@marlborough-ma.gov

Members Present:

| | |
|----------------|-------------------|
| Andrea Bibi | Marcia Waldman |
| Harmony Larson | Jagruti Seemungal |
| Amanda Mayo | |

Members Absent:

| | |
|------------------------|------------|
| Beatrice "Bea" Mullony | Mary Avery |
| | |

I. Call to Order at 6:40pm.

II. Review of Minutes

- Jagruti moved to approve, Marcia seconded. December meeting minutes approved.

III. Review of 2024 Grant Applications: Voting on award amounts

- Specifics tracked in a separate sheet.
- Voted unanimously in favor of approving all proposed grant amounts (5-0).

IV. Review of Items for Future Discussion

- Our next meeting is scheduled for Wednesday, February 7, 2024 at 6:30pm.

V. Adjournment at 7:38. Harmony moved to adjourn, Marcia seconded.

FY24 Applicants - Awards

| # | Applicant | Project Title | Amount Requested | Award Amount | Notes |
|----|---|--|------------------|--------------|--|
| 1 | Andrade, Jamie | Marlborough Walks - Pilot | 6000 | 5000 | Contingent on applicant getting permission from the City as required. MCC would like to participate in / lead a working group with the Mayor's office and City Council to draft propose public art ordinance guidelines. |
| 3 | Aura, Jasper | Transgender Day of Remembrance Display | 500 | 120 | Award amount is equal to the budget outlined in the application. Contingent on applicant getting permission from the City/Walker Building. |
| 4 | Benton, Zachary | In Concert: Melodious Zach Presents Music of the 1960s | 550 | 275 | |
| 5 | Boys and Girls Clubs of MetroWest, Inc. | Summer Brain Gain - Friday Film Festival | 2000 | 1200 | |
| 9 | Discovery Museum, Inc. | Open Door Connections | 400 | 400 | |
| 10 | Fitchburg Art Museum, Inc. | 88th Regional Exhibition of Art & Craft | 250 | 250 | |
| 12 | Goodnow Brothers Elementary School | Goodnow Brothers Elementary PTO Enrichment Program | 5680 | 4000 | |
| 17 | Massey, Katelyn | Food for All: The Community Fridge Project | 500 | 500 | |
| 20 | MUSIC Dance.edu | Hip Hop Chair Dance for Seniors! | 800 | 400 | |
| 25 | Preciado, Robert | Marlborough Makers Artist Collective Community Events | 3000 | 1600 | |
| 26 | Science & Engineering Education Development, Inc. | Grade 2 Science Explorers | 2352 | 2352 | Kane School program |
| 29 | Sgt. Charles J. Jaworek Elementary School | Jaworek Enrichment Programs | 5000 | 4000 | |
| 33 | The Rock Institute | Music For Everyone | 800 | 400 | |

FY24 Applicants - Awards

| | | | | |
|-------|--|-----------------------------------|-------------|-------------|
| 34 | The Rock Institute | Music Is for Everyone | 1000 | 1000 |
| 35 | Virginia Thurston Healing Garden, Inc. | Artistic Movement: Moving to Heal | 1000 | 350 |
| 36 | Women of Note, Inc. | Love Songs by Women of Note | 355 | 355 |
| TOTAL | | | \$54,812.00 | \$22,202.00 |

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Marlborough Public Library Board of Trustees
Meeting Minutes
November 7, 2023
Meeting held at the Marlborough Public Library

2024 FEB -2 PM 4: 01

The meeting was called to order by Fred Haas at 7:06 PM.

Board Members attending:

Tom Abel
Bill Brewin
Nena Bloomquist
Fred Haas, Chair
Jason Homer
Samantha Khosla
Rustin Kyle
Robyn Ripley

Also attending:

Sara Belisle, Library Director

Documents Reviewed/Referenced:

Agenda
Meeting Minutes for September 5, 2023
Trust Fund/ State Aid Reports for September 2023
Director's Report
Collection Development and Management Policy & Reconsideration Form

Proceedings:

1. Minutes: A motion to accept the minutes for the October 3, 2023 meeting was passed (Abel, Kyle).
2. Trust Funds/ State Aid Report: Director Belisle reported that O'Connell fund was used to pay for refreshments and supplies to hang the art installation for opening day. The piano storage bill had been paid and the piano is coming back. State Aid funds were used to pay the invoice for the library calendar software. St. Mary's Credit Union has paid for the Museum of Science pass. A motion to accept the Trust Funds/State Aid Report was passed (Abel, Ripley).
3. Director's Report:

Building Project:

The issues with the sidewalks are set to be resolved this November in 3 phases. Phase 1 will be from the lower accessible parking spaces to the switchback by the church side of the property, phase 2 will be from the upper accessible parking spaces to where phase 1 ended, Phase 3 will be from the far west end of the parking lot to where phase 2 left off. Each phase will last a week. Phase 2 will be the most disruptive as we will have to block entrance to the library on the 2nd floor. Hopefully, the work will be completed by Thanksgiving and the winter work shutdown.

Work on Witherbee street has begun with the hope to have the first layer of the parking lot across the street done so it can be used over the winter when work is paused.

The courtyard has been reworked to allow for better drainage. Bluestone caps have been installed.

The Local History room is almost complete. Once it is completed, we'll have our bookcases moved back in to the room and bring the collection upstairs. Fireplaces have had their bluestone hearths installed. Director Belisle will now look into what to put inside the fireplaces. The old outside planters were refinished and installed. The new wood doors for the Carnegie Lobby are predicted to be delivered the week of November 13th but the delivery date has been pushed out before so we will see.

Director Belisle and Assistant Director Manzella will be identifying locations to hang some of the watercolor paintings in the library collection. These will be rotated out periodically so the entire collection will be showcased over time. A storage system is going to be installed in the basement storage rooms that will allow us to store the painting collection in a safe way. A rail system will be installed in the café to better support the community art shows. Jason Homer asked if we need to formulate an art policy.

Staff

Anna Goering has accepted the position of Part-Time Reference Librarian. Anna is halfway through her MLS program and we are thrilled to have her join the Adult Services Department. Her first day is November 13th

Annie Glater, Head of Circulation, has submitted her resignation. Annie has accepted a position as a Reference Librarian at the Milford Public Library. Her last day is November 17th

Both of the positions these staff are vacating have already been posted to get a head start on the hiring process.

Assistant Director Manzella attended the Finance Committee meeting in Director Belisle's absence while they discuss the two new library positions. Finance voted to approve the positions with a suspension of the rules regarding advertising. However, it was discovered by the city's legal department that there is a Massachusetts law that forbids new positions and

salary adjustments 3 months before an election. These two new positions will not be approved by city council until the next council is in place. The earliest it could get on their agenda is the second meeting in January. Tom Abel is going to check with the legal department to see if this is correct.

The staff thank you lunch from the Vin Bin is scheduled for Tuesday, November 7th. Director Belisle reported that the lunch went well and the staff was very appreciative.

IT

Director Belisle continues to work with the IT department and our IT vendors to finish setting up all our new services. It was decided that we wait to install the TechLogic self-check software until after they release their update. In the meantime, the Evergreen self-check is working out fine.

AV equipment for the Grice Community Room is almost all set. The last piece is a lens for one of the projectors. Staff were trained on how to use the system and it works very well and can be upgraded in the future. It was used to successfully stream the candidate debate.

Library Staff are discovering lingering IT bugs to work through and Director Belisle is triaging most of these as some can be fixed in house and some we need to ask the IT department to work with us on. Scanning, copying and faxing are working as is the credit card payments.

Statistics:

We held 55 programs this past month with an estimated 600 people attending those programs. The biggest event was the Children's Room grand opening Saturday festivities.

We had 226 study room reservations with 140 of those reservations being for the full 2 hours limit. 172 of the reservations were for only 1 person.

4. Marlborough Public Library Foundation:

Janice Merk was absent so Nena Bloomquist gave the report. To date we have 188 Champions donations. The program will continue until 12/31/23. Director Belisle will print posters of the Donor Wall to put up on the windows to encourage donations. Donations to date are \$1.9 million. We received a \$1,000 donation from Price Chopper.

5. Policy Subcommittee:

A. A Collection Development Policy is required by the state. Director Belisle reported that while our current policy is not too old it was too specific and needed to reflect intellectual freedom needs so the committee reworked the policy. The city's legal department has already looked over and approved the new policy. The trustees were concerned with a section on page 3 of the policy. They asked that the words "or legal

guardian” be inserted to read “parents or legal guardians” in the last sentence of the first paragraph. In Section V, trustees asked that the sentence beginning “Library patrons may request reconsideration” be amended to “Library patrons who are Marlborough residents may request reconsideration”. A motion was made and passed to approve the new policy as amended (Brewin, Ripley).

Trustees were told that objection forms must be reviewed in a public hearing so the person objecting is known.

B. The Trustees reviewed the Statement of Concern about Library Resources Form. Director Belisle explained that the term Resources refers to and includes art, displays, programming, books, and media in the library. The form will need to be filled out physically. It will not be available to fill out online. The Trustees requested that a line be added to the form for the patron’s library card number. A motion was made and passed to accept the amended form (Ripley, Khosla).

C. A motion was made and approved to accept the above form as a new procedure (Homer, Khosla).

6. Trustee Scholarship:

The new due date for submissions will be Thursday March 21, 2024. A motion was made and approved to change the essay prompt to “How has access to the Marlborough Public Library affected your life?” (Brewin, Haas).

7. Old Business:

Strategic Plan: Samantha Khosla suggested we look at Strategic Plans from other communities’ libraries. Our new plan will be due next October.

8. New Business:

Bill Brewin asked if we have anyone on the library staff who does grant writing. He feels this would be beneficial.

9. Adjournment: A motion was made and passed to adjourn at 8:34 PM (Brewin, Haas).

Respectfully Submitted,

Nena Bloomquist
Secretary
MPL Board of Trustees.

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2024 FEB -2 PM 1:00

CITY OF MARLBOROUGH

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

January 18, 2024

Regular Meeting Minutes

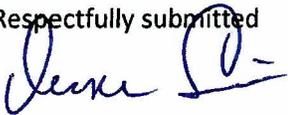
Call to order: 4:03 pm

Members Present: David Williams, Tom Lafleur, Diane Smith, Michael Ossing and Al Weaver (via phone)

Members Absent: None

- Motion made and seconded to accept the minutes of the January 11, 2024 meeting. Approved 5-0.
- The Board discussed updating the Investment Policy. Since inception the policy parameters have been 25% Equity and 75% Fixed Income. All agreed to taking a more aggressive approach with 60% Equity and 40% Fixed Income.
- Motion made and seconded to a 60/40 asset allocation. Approved 5-0.
- The Board discussed meeting with Bartholomew & Company next Wednesday, January 24th to review the new policy and the timeline for changing the asset allocation.
- Motion made and seconded to adjourn at 4:29 pm. Approved 5-0.

Respectfully submitted



Diane Smith

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2024 FEB -2 PM 1:00

CITY OF MARLBOROUGH

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

January 24, 2024

Regular Meeting Minutes

Call to order: 4:00 pm

Members Present: David Williams, Tom Lafleur, Diane Smith, Michael Ossing and Al Weaver (via phone)

Members Absent: None

- Motion made and seconded to accept the minutes of the January 18, 2024 meeting. Approved 5-0.
- Representatives Kathleen Glowacki, Michelle Newcomb and Chuck Patterson from Bartholomew & Company appeared before the board. The new investment policy with a 60/40 risk profile was reviewed and signed by Comptroller David Williams. The board will leave the timing of the switch over up to the discretion of the investment team with a deadline of 6/30/24.
- **ACTION:** Bartholomew to send monthly performance reports that show the equity/fixed allocations until 60/40 split is obtained. Then quarterly.
- **ACTION:** M. Ossing to coordinate a meeting of the CDA OPEB Trustees to discuss/change the CDA OPEB investment policy and confirm CDA OPEB Trustee board makeup.
- Motion made and seconded to adjourn at 4:41 pm. Approved 5-0.

Respectfully submitted

Diane Smith

MINUTES
MARLBOROUGH PLANNING BOARD
MARLBOROUGH, MA 01752

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2024 JAN 24 PM 2:41

1A

Call to Order

December 4, 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, Patrick Hughes, Dillon LaForce, George LaVenture, and Chris Russ. Meeting support provided by City Engineer, Thomas DiPersio. Member Absent: James Fortin.

1. Draft Meeting Minutes

A. November 13, 2023

On a motion by Dr. Fenby, seconded by Mr. LaVenture, the Board voted to accept and file the November 13, 2023, meeting minutes with minor corrections. Yea: Fay, Fenby, Hughes, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 6-0.

B. November 27, 2023

On a motion by Dr. Fenby, seconded by Mr. Russ, the Board voted to accept and file the November 27, 2023, meeting minutes. Yea: Fay, Fenby, Hughes, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 6-0.

2. Chair's Business (None)

3. Approval Not Required (None)

4. Public Hearings (None)

5. Subdivision Progress Reports

A. 342 Sudbury Street Bond Reduction

i. Correspondence from Thomas DiPersio

Mr. LaVenture read the November 30, 2023, correspondence into the record.

On a motion by Dr. Fenby, seconded by Mr. LaVenture the Board voted to accept and file the November 30, 2023, review letter from City Engineer, Thomas DiPersio and to reduce the bond securing the 342 Sudbury Street Subdivision from \$190,000.00 to \$40,000.00 as indicated in Mr. DiPersio's correspondence. Yea: Fay, Fenby, Hughes, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 6-0.

6. Preliminary/Open Space/Limited Development Subdivision

A. NO DISCUSSION REQUIRED, no new information –

Open Space Definitive Subdivision Application, Stow Road, Map and Parcels 8-164, 8-163, and 20-150A

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

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

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

Mr. Fay asked Mr. DiPersio to update the Board on the issue related to the arsenic on the ANR lots.

Mr. DiPersio explained he has reviewed the soil management plan from the developer and their plan is to bury the contaminated soils on site. The only thing outstanding is some sort of documentation so that future buyers of the lot would be aware of soils on site.

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

Mr. Fay asked, if the ANR lots are not technically part of the subdivision, how can the Board manage this and as far as documentation, and asked if this should be mentioned in the covenant?

Mr. DiPersio explained it was part of their subdivision filing and agreed the covenant would be a good location to reference it.

Mr. Fay made note that the Board would not have any authority to mention the arsenic when they file the ANR plan.

Mr. Russ asked what would happen if they found an oil tank or contaminated soil on site.

Mr. DiPersio explained if hazardous material was found they would be required under DEP (the Bureau of Waste Site Cleanup) to follow the Massachusetts Contingency Plan. He explained it is his understanding that former apple orchard sites are common, and they don't need to be filed under those regulations. He explained if the developer decides to not mention it on the subdivision plan because the arsenic is only on the ANR lot, he will work with Priscilla Ryder of the Conservation Commission and the City Solicitor to make sure it doesn't get lost throughout the process.

Mr. LaVenture asked instead of burying it, why not bury it under a structure that is to be built on site?

Mr. DiPersio explained the arsenic is in the topsoil, which isn't structural material, its organic.

7. Definitive Subdivision (None)

8. Signs (None)

9. Correspondence (None)

10. Unfinished Business

A. Working Group

Mr. LaVenture explained their next meeting is scheduled for Tuesday, December 12, 2023.

Mr. Fay brought up porous pavement and asked if the runoff plan is based on a certain amount of water going through porous pavement, what happens when its frozen?

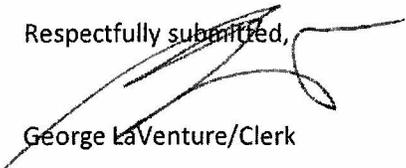
11. Calendar Updates

A. Planning Board Holiday Party – December 18th

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

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

Respectfully submitted,



George LaVenture/Clerk

/kml

MINUTES
 MARLBOROUGH PLANNING BOARD
 MARLBOROUGH, MA 01752

RECEIVED
 CITY CLERK'S OFFICE
 OF MARLBOROUGH
 2024 JAN 24 PM 2:41

1A

Call to Order

December 18, 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, Patrick Hughes, Dillon LaForce, George LaVenture, and Chris Russ. Meeting support provided by City Engineer, Thomas DiPersio.

1. Draft Meeting Minutes

A. December 4, 2023

On a motion by Dr. Fenby, seconded by Mr. LaVenture, the Board voted to accept and file the December 4, 2023, meeting minutes. Yea: Fay, Fenby, Fortin, Hughes, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 7-0.

2. Chair's Business

A. Right of First Refusal - Red Spring Road – Correspondence from Brian Falk, Mirick O'Connell

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

B. Beauchemin Estates – 689 Pleasant Street – Lot Release

Mr. DiPersio explained Beauchemin Estates is the most recently approved 7 lot subdivision off Pleasant Street. Lot 7 was drawn around the existing house on the property. The covenant for this subdivision speaks about all 7 lots and he explained lot 7 shouldn't have been part of the covenant. Lot 7 is not dependent on the new roadway; it has an existing driveway and utilities off of Pleasant Street. The owner is selling lot 7 separate from selling the subdivision lots and roadway to a developer, as part of the closing, it was noted by the attorney that lot 7 is restricted by the covenant.

Mr. DiPersio explained he spoke with the Legal Department, and they drafted the release of lot(s) and agreed the best option would be to release lot 7 from the covenant now.

On a motion by Dr. Fenby, second by Mr. LaVenture, the Board voted to authorize the lot release. Yea: Fay, Fenby, Fortin, Hughes, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 7-0.

Mr. Fay endorsed the release of lot(s).

3. Approval Not Required

A. 982 Boston Post Road East, Marlborough, MA 01752, Map and Parcel 62-3 & 3A

Name of Applicant/Owner: Dasilva Farms LLC (110 Dartmouth Street, Marlborough, MA 01752)

Name of Surveyor: Richard Reid Jr., c/o Engineering Design Consultants, Inc.
 (32 Turnpike Road, Southborough, MA 01772)

Deed Reference: Book: 75382 Page: 28

i. Flowchart

ii. Form A

iii. Correspondence from City Engineer, Thomas DiPersio – Engineering Review
 Mr. LaVenture read the December 12, 2023, correspondence into the record.

iv. Plan of Land

Dated: December 5, 2023

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

Peter Bemis spoke on behalf of the ANR plan and explained the plan shows the former lot line, new lot line and the remaining land. The plan cuts out the existing house located at 982 Boston Post Road East and reconfigures the existing lot. The plan is to remove the existing barn and to build a new home on lot 1. Mr. Fay asked if a permit has been pulled for this. Mr. Bemis explained he believes it has been filed but not issued. Mr. Bemis explained their plan is to get the plan recorded in 2023 for taxation and the ability to convey the lots and remaining land in 2024.

On a motion by Dr. Fenby, second by Mr. LaVenture, the Board voted to accept and file the December 12, 2023, correspondence from City Engineer, Thomas DiPersio and to endorse the above referenced Plan of land dated December 5, 2023, as Approval Not Required under the Subdivision Control Law. Yea: Fay, Fenby, Fortin, Hughes, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 7-0.

- B. 547 Stow Road, Marlborough, MA 01752 Map and parcel 8-163 & 164, 20-150A
- Name of Applicant/Owner: Kendall Homes (PO Box 766, Southborough, MA 01772)
- Name of Surveyor: Varoujan Hagopian, PLS, Connorstone Engineering, Inc.
(10 Southwest Cutoff, Suite 7, Northborough, MA 01532)
- Deed Reference: Book: 78814 Page: 590
Book: 66136 Page: 582
- i. Flowchart
 - ii. Form A
 - iii. Correspondence from City Engineer, Thomas DiPersio – Engineering Review
Mr. LaVenture read the December 14, 2023, correspondence into the record.
 - iv. Plan of Land Dated: November 21, 2023, Revised: December 7, 2023

Mr. Daniel Burger spoke on behalf of the ANR and explained the ANR shows the reconfigured lot lines for lots 1 and 2 and included the proposed surface soil relocation area for the arsenic contaminated soil on ANR lot 1.

Mr. Fay asked if there was anything different on the configurations of the ANR lots from the configurations of the of the ANR lots on the definitive subdivision plans the Board has been reviewing. Mr. Burger explained he didn't believe so.

Mr. Fay and Mr. DiPersio discussed if the surface soil relocation area could be referenced in the covenant. Mr. DiPersio explained the contaminated soil is coming from lot 1 and staying on lot 1. Mr. Fay asked if this had any bearing on whether or not the Board could vote on the ANR plan. Mr. DiPersio said no, and explained and the soil management plan needs to go to the Board of Health for review and approval. He explained he spoke with the Health Director about how the surface soil relocation area gets documented on the record in perpetuity, in a deed restriction and on the plan once recorded.

The Board discussed the word "proposed" on the plan. Mr. Burger explained anywhere the area is referenced, it would be referenced by referring to the language as displayed on the plan "proposed surface soil relocation area".

The Board discussed the relocation area and Mr. DiPersio explained the area does not require any setbacks.

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

On a motion by Dr. Fenby, second by Mr. LaVenture, the Board voted to accept and file the December 14, 2023, correspondence from City Engineer, Thomas DiPersio, to endorse the above referenced Plan of land dated November 21, 2023, revised December 7, 2023, as Approval Not Required under the Subdivision Control Law and to notify the Board of Health of the proposed surface soil relocation area on ANR lot 1, and advise it to require a deed restriction in perpetuity. Yea: Fay, Fenby, Fortin, Hughes, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 7-0.

4. Public Hearings (None)

5. Subdivision Progress Reports (None)

6. Preliminary/Open Space/Limited Development Subdivision

A. Open Space Definitive Subdivision Application, Stow Road, Map and Parcels 8-164, 8-163, and 20-150A

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

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

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

i. Flowchart

ii. Extension Request to January 30, 2024

iii. Draft Certificate of Vote

iv. Draft Covenant

The Board reviewed the certificate of vote and covenant.

Mr. LaVenture addressed concerns on the language under item 8 on the covenant. "No Lot shall be sold or built upon until released by the Planning Board after acceptable bonding. If at any time said bonding as required in Paragraph 6 expires, then all Lot releases of Lots not transferred to third party purchasers or mortgaged subsequent to release, shall be void." He argued we have the bonds to ensure the completion of the roadway and the infrastructure, if the bond expires, that means the bond hasn't been reduced or turn to 0, and the work hasn't been completed. If the work isn't completed, and we don't have a bond there to ensure that work is completed, what happens to the lots that have already been turned over to a third party or mortgage? He argued they're left with land that has no completed infrastructure.

Mr. Fay explained item 8 would bring the lots not transferred to a third party, or mortgaged back under the covenant, the lot releases would be expired, but that doesn't address the issue of a partially completed subdivision.

The administrator confirmed item 8 is the same language from the previously approved covenant.

The Board and Mr. Burger discussed the sidewalk waiver and the Board agreed this was not a waiver they approved and requested it be removed from both the certificate of vote and covenant.

Mr. Fay and Mr. Burger discussed what was changed, and Mr. Burger explained he updated the departments and confirmed he did not change the two-year timeline.

Mr. LaVenture suggested implementing a procedure that would require applicants to use the tracked changes feature when drafting the certificate of vote and covenant to help the Board and their review process.

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

The Board discussed requesting the developer to label the street as private until the roadway has been accepted as a public way. Mr. DiPersio suggested putting a private way sign above the street name sign during the one-year maintenance period as a condition of the final bond reduction. The Board reviewed and discussed the option of temporary sign reading "Notice Unaccepted Street, maintenance is the responsibility of the Developer or Abutters, not the City of Marlborough".

On a motion by Dr. Fenby, seconded by Mr. Russ, the Board voted to refer the Certificate of Vote and Covenant to the Legal Department for review. In addition to the Legal Departments general review, the Board is looking for a detailed review on the language under item 8 on the covenant pertaining to the expiration and to determine if the soil management plan can be referenced on the covenant. Yea: Fay, Fenby, Fortin, Hughes, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 7-0.

ii. Extension Request to January 30, 2024

Mr. LaVenture read the December 13, 2023, correspondence into the record.

On a motion by Mr. LaVenture, seconded by Mr. Russ, the Board voted to accept and file the December 13, 2023, correspondence from Daniel J. Burger, Esq. and to grant the extension for the decision on the Open Space Definitive Subdivision on Stow Road (547 Stow Road) to January 30, 2024. Yea: Fay, Fenby, Fortin, Hughes, LaForce, LaVenture and Russ Nay: 0. Motion carried. 7-0.

7. Definitive Subdivision (None)

8. Signs (None)

9. Correspondence (None)

10. Unfinished Business

A. Working Group

Mr. LaVenture updated the Board and explained the working group had meet on December 12th. They have reached out to a number of people regarding porous pavement including the Burlington, Department of Public Works since they have an existing porous pavement parking lot and companies, such as natural path landscaping and Northeast Porous Paving.

Mr. LaVenture summarized information from a study he found that was released in April of 2023 by a Professor and staff from UMass Amherst. This study looked at the Eastern Massachusetts watershed area and it states that Massachusetts is now subject to a paradoxical situation, which summer drought follows spring flooding.

He explained the study ran models through a FORTRAN program and project trends for the year 2100, resulting in the following:

- Decrease of 51% of forested land
- Increase of 75% of impervious areas
- Increase of 3% in annual stream flow
- Increase of 69% in annual runoff
- Increase of 54% of topsoil found in runoff
- Increase of 12% of phosphorus concentration found in runoff
- Increase of 13% of nitrogen concentration found in runoff

He went over ways to slow down the runoff, such as rain gardens, pervious surfaces, and vegetated swales and discussed the benefits porous pavement.

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

He explained the Working Group plans to meet with one of the companies and hopes that they will come to a future Board meeting. The Board discussed the importance of learning about porous pavement options to implement during future projects.

Mr. Russ explained he spoke with a colleague of his, and he had explained the technology is not ready for roadway use. He has used it on a couple of driveways with varying success. It needs to be designed in a manner that on days with heavy rainfall there is an overflow system.

11. Calendar Updates

- A. Planning Board Holiday Party – December 18th

12. Public Notices of other Cities & Towns

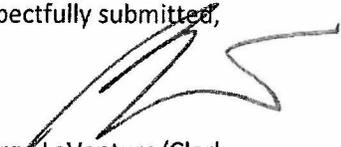
- A. Town of Northborough – Public Hearing Notice

On a motion by Dr. Fenby, second by Mr. LaVenture, the Board voted to accept and file the town of Northborough public hearing notice. Yea: Fay, Fenby, Fortin, Hughes, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 7-0.

Dr. Fenby endorsed the ANR plans for 982 Boston Post Road East and 547 Stow Road.

On a motion by Mr. Hughes, seconded by Mr. LaForce, the Board voted to adjourn the meeting. Yea: Fay, Fenby, Fortin, Hughes, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 7-0.

Respectfully submitted,


George LaVenture/Clerk

/kmm

TRAFFIC COMMISSION

1

RECEIVED
 November 29, 2023
 CITY CLERK'S OFFICE
 CITY OF MARLBOROUGH
 2024 FEB -1 AM 10:00



**CITY OF MARLBOROUGH
 OFFICE OF TRAFFIC COMMISSION
 140 MAIN STREET
 MARLBOROUGH, MASSACHUSETTS 01752**

Traffic Commission Minutes

The Regular Meeting of the Traffic Commission was held on November 29, 2023, at 10:00 am. (The meeting was also recorded and is available to view online at the City of Marlborough's website (www.marlbrough-ma.gov). Members present: Chairman - Police Chief David Giorgi, Fire Chief Kevin Breen, Interim DPW Commissioner Ted Scott and City Clerk Steve Kerrigan. Also present: City Engineer Tom DiPersio, Officer Andrew Larose from the MPD Traffic Services Unit and City Councilor Sean Navin, City Councilor Mark Oram and City Councilor Samantha Pearlman. Also present local residents: Dave and Beth Cormier from Old Charter Road, Glenn Davis and Sergei Beliaev from Davis Street, Harold Dunn from Clinton Street, David Kirkpatrick from Crescent Street and Elyse Heis, Jennifer Oliveira, Cassia Marinho and James Joyce from Auburn Street.

Minutes taken by Karen Lambert, MPD - Public Safety Administrative Assistant.

Chief Giorgi started recording the meeting at 10:01 a.m. and began by welcoming everyone and making introductions.

1- Minutes

Review of the minutes of the Traffic Commission meeting of October 25, 2023.

VOTE TO APPROVE. All in Favor - Accept and Place on File.

2 - New Business

2a) Request to DELAY removal of Northern Stop Sign at Intersection of Clinton St. and Auburn St.

Chief Giorgi received emails from local resident, Elyse Heise, regarding this issue. He reviewed that at the last meeting the stop signs on Clinton Street were discussed and the

fact that they are not warranted stop signs. An engineering study was presented which determined that they did not meet the warrants for a stop sign and the Traffic Commission voted to remove the unwarranted stop signs. He received the emails from Ms. Heise in response to this decision and pulled up her emails for the discussion. Several residents from the Clinton Street and Auburn Street area were in attendance for the discussion. Chief Giorgi deferred to them to speak their concerns.

Ms. Heise asked if a line-of-sight study had been performed. Chief Giorgi referred this to Tom DiPersio, City Engineer. Mr. DiPersio gave some background and advised that he is not a member of the Traffic Commission but does provide studies and reviews issues and makes recommendations. He explained that warrants are determined by the Federal Highway Commission. They are established so that no matter where a driver goes, traffic signs mean the same thing. They follow the Manual on Uniform Traffic Control Devices (MUTCD). Stop signs mostly have to do with traffic counts and travel onto main roads but also pedestrian traffic and allowing people to be able to cross a road. What they try not to do is have stop signs where they are not expected because this can also be unsafe. It can provide a false sense of safety that cars will stop when they actually may not, when pulling out.

Sight distance is not one of the warrants, but it is a factor that can be considered to make sure that cars on a main road will stop. The issue with sight distance involves the fence on the corner. The actual line of sight is fine. The fence does not meet city code. Sight is limited by the fence, and you have to move up further to see oncoming traffic. Ms. Heise said that with a smaller size car you can't see cars coming until you are very far out into the intersection. It was discussed that maybe when the fence went up, the stop sign was already there. The fence would be an issue for Code Enforcement. Residents are concerned that if the stop signs are scheduled to come down tomorrow, the fence is still there, and is something that would take longer to address.

Harold Dunn, who currently lives at 41 Clinton Street, grew up at 24 Clinton Street. He is concerned with the safety of the entire intersection. When he was born there, Clinton Street was a dead end. Officer Larose brought up a photo of the area for reference. Mr. Dunn knows that the stop sign is not supposed to get traffic to slow down but it does. He can sit in his living room and can see the intersection morning, noon, and night. There are also at least 3 school buses that stop here. It is also a cut through for busses, fire and police vehicles and others. The Traffic Commission doesn't sit there day and night. At the bottom of his driveway to the curb across the street is 19 feet. It's the narrowest part of Clinton Street. When he backs out of his driveway, he crosses the entire street. He also sees cars coming and they do slow down at the stop sign. At the top of the hill, you can't see cars at all even though the road is wider. There is a need to slow people down. He said that in the 80's, he lived at 48 Clinton Street and 2 cars went speeding onto his lawn and one went through his fence. Another family had a child who got hit by a car.

Glenn Davis, resident of Davis Street, said that he was at the meeting when it was decided that the stop signs would be put in. They were specifically installed to slow traffic, and they work. 99% of cars drive through, but they do slow down. He said that before the stop signs were put in, cars flew through the area. He also agrees that the sight line is an issue. He doesn't see why they just can't be left there for now.

Ms. Heise said that she moved in in 2014 but it sounds like it was more dangerous before with kids hit, dogs hit, and fences hit. She thinks it is irresponsible to take the sign down. She asked about speed lumps that are designed to slow cars. If this stop sign is taken down, they need speed lumps. Chief Giorgi advised that the Traffic Commission has discussed speed humps before, most recently the requests were from Church Street. They wanted speed humps and stop signs to slow people down, however, stop signs are not warranted in this area either. Residents know the stop sign is not warranted but they also know it is slowing people down. Why can't we just leave it there.

Steve Kerrigan, City Clerk, said that the same situation existed on Bigelow Street and Beach Street and Clinton Street. Unfortunately, stop signs are not to be used as traffic calming devices. Residents asked when the engineering study was done? The stop signs have been there for 25 years. The stop signs went up and people stopped using Clinton Street as a cut through. They feel the data is faulty as a traffic study done now with the stop signs shows different results then with no stop signs. Lawsuits will come if a child is injured or killed.

The question for the Police Department is, are the stop signs enforceable? They are not. So, if a ticket is issued it will be dismissed in court. Continued discussion followed about the 3 bus stops, a cut through street and visibility. The residents are talking about a safety issue. Ms. Heise said that something needs to be done quickly. Tedd Scott, from the DPW, said that speed humps don't work here in the winter. There is no way they can be used with snow plowing. Traffic counts relate to the side street and traffic entering the main road not about the traffic coming down the main road. Manufacturers are trying to sell a product but it's not as straightforward as they make it sound.

Dave Cormier, from Older Charter Road, said that he was somewhat instrumental with Councilor Oram to get the stop signs put up. All rules were followed, they had a neighborhood meeting which included the Police Department, Fire Department and Engineering. At that time, 500+ vehicles were traveling on the road. Now it appears from reading Traffic Commission minutes that someone brought this area to the City's attention and that the stop signs are illegal. The stop signs have been there for 25 years and have had a positive impact on speeding. In 1998 there was no posted speed limit and no traffic control. By the time cars got to the northern end of Clinton Street they were traveling so fast that he lost his fence and hedges etc. It was the decision of the Traffic Commission at that time that something needed to be done. They talked about many things, but 3-way stop signs were determined to be the most cost effective and best answer. Traffic that does come through Clinton Street, that are not residents, are flying. When folks obey the stop signs, they do work. There is no curbing except near his house because of the design of the road. Cars can and will hit the curb but stay off lawns. If you can't write tickets to violators, then what methods can be used so you can cite motorists for speeding through the neighborhood?

Chief Giorgi explained how the speed study was conducted, how the electronic speed signs work and how they collect data. Mr. Cormier said he would invite anyone to come to his driveway to see for themselves. School buses also fly down the hill on the opposite side because of the hook in the road. There's a ½ mile stretch from Route 20 where it meets Old Charter Rd. where there are no speed limit signs at all. There is one thickly settled sign that is buried in the trees. Before the signs are taken down, residents want to know what the solution is for speed control. As a group, speed issues need to be

addressed. Ms. Heise said that she has talked to several urban planners and there is no such thing as an illegal stop sign. She said the MUTCD provides guidelines, but city planners can have jurisdiction to put up signs wherever they deem necessary.

Beth Cormier, from Old Charter Road, said the problem is still there but no one's lawns are being damaged and having cars come up onto their property. When her kids were young, they never let them play in the front lawn because of speeding cars. She feels it is safer with the stop sign when kids are waiting for the bus. Kids run and play tag and they do step into the street. Ms. Heise again said the stop signs were put up for a reason.

Councilor Navin said he understands that the Traffic Commission is trying to create uniformity across the city. He used to have family on Bigelow Street. He said that Clinton Street has more bends and is more of a closed off neighborhood. He also cuts through here every day to go to work. He is not alone and sees others doing this as well. He feels that neighborhoods are impacted more with volume when it is used as a cut through street. Stop signs are the easiest way to address it. In his regular job he sees requests for speed bumps all the time. We know the Traffic Unit doesn't have enough officers. If the fence is out of code and the stop signs are not warranted, instead of taking them down, can we at least keep both for a while until we can figure something else out? Kids on their bikes are not stopping. Neighborhood are turning over with young families moving in.

(Note: Chief Giorgi was called from the meeting at this time for an emergency police matter.)

Councilor Oram said that he concurs with Councilor Navin, but he doesn't use GPS in Marlborough. If he did, it sounds like it would be sending him down side routes. He has also worked with constituents and the DPW and police on these issues. He asked where is a letter he can read that says the signs are mandated to come down? Steve Kerrigan said that the former DPW Commissioner had requested that the Traffic Commission look at this issue across the City. Councilor Oram said it needs to be held off until there is another way to address the speed issue. Safety is the most important thing to consider. The stop signs need to stay until there is a mandate to take them down. He said that he drives a small car and when he comes out of Lakeshore Drive, he prays he won't get hit. He suggests that we look at what other towns have done. Framingham has long speed bumps that work. Ashland has rubber ones that do have to be taken up in the winter. We need to reconsider until we have another option. Traffic counts need to be done. It's the same on Mt. Pleasant Street, it's a traffic nightmare. He wants to see a study done now, while the signs are up, so we can see the increase when the signs are down.

Councilor Pearlman said that she appreciates all the comments and discussion. With the speed which cars enter and exit from Route 20, it only takes one accident. She is very concerned and feels that we need a citywide approach to traffic control and speed. She understands that it is impossible for the police to be in all places. She has an urban planning background and said that we need to be thoughtful and pilot new things. She recognizes how personal this is. There are cars that try to get around buses. Children running into the street when a parent tries to grab a young child. She would recommend not removing the stop signs now. When the snow comes, visibility will be even worse. She also noted that Bigelow Street and Church Street are much straighter roads. She is

asking the Traffic Commission to be thoughtful with what is done. Do we have a legal opinion from the city solicitor? The fact that 3 City Councilors are here speaks volumes.

Mr. Cormier also added that the stop signs have been there since 1998, what harm is there in leaving them there? Ms. Heise would like to see a history of accidents and a visibility study. She wants to know if there were more accidents before. Ms. Cormier again added that before the stop signs, they had cars totaled and their bushes and lawn damaged. That hasn't happened since the signs were installed. She is also asking if the signs can stay up until a speed study is completed.

Chief Breen made a motion to keep the stop signs up for now. All agreed.

Steve Kerrigan had to abruptly adjourn the meeting at 10:55 due a Public Safety Emergency involving the Police Department.

The remainder of the agenda items will be addressed at the next meeting.

2b) Request for Crosswalk Sign at the corner of Devens St. and Washington St.

MOTION was made, seconded, duly VOTED to

2c) Discussion of possibility of making Weed Street one-way (westbound only) between Court Street and the west side of the City Hall rear plaza.

MOTION was made, seconded, duly VOTED to

3-Old Business

3a) Mt. Pleasant Street Traffic Concerns

Update:

3b) Crescent Street Parking Issues

Update:

3d) Commercial Vehicle Parking Issues

Update:

Chief Giorgi asked if anyone had any further issues they would like to discuss? None noted.

That there being no further business of the Traffic Commission held on this date, the meeting adjourned at am.

Respectfully submitted,

Karen L. Lambert
Public Safety Administrative Assistant
Marlborough Police Department

List of documents and other exhibits used at the meeting:

-City of Marlborough Meeting Posting for the Traffic Commission Meeting on November 29, 2023, including meeting agenda.

-Draft of Traffic Commission Minutes from Wednesday, October 25, 2023.

-Email from Elyse Heise to Chief Giorgi, dated 11/5/23, Re: URGENT – Delay Removal of NORTHERN Stop Sign at Intersection of Clinton and Auburn Street.

-Email from Councilor Dumais to Chief Giorgi, dated 11/14/23, re: Crosswalk Corner of Devens St. and Washington St. – original email from Slava, dated 11/11/23, including (including photo).

-Email from Tom DiPersio to Chief Giorgi, dated 11/22/23, re: Traffic Commission Item (discussion of possibility of making Weed Street one-way (westbound only) between Court Street and the west side of the City Hall rear plaza.

Additional Handouts or Displayed on Screen at Meeting

-Stop Sign Petition signed by 21 residents of Auburn Street and Clinton Street