

REGULAR MEETING
JANUARY 25, 2016

IN CITY COUNCIL
ABSENT:

CONVENED:
ADJOURNED:

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2016 JAN 21 P 1:50

1. Minutes, Organizational Meeting, January 4, 2016.
2. Minutes, City Council Meeting, January 11, 2016.
3. PUBLIC HEARING On the Application to Modify Special Permit from 110 Pleasant LLC, to allow for 18 residential units in place of 17 residential units and 1 office unit, (Howe Shoe Factory Condominium) X-Order No. 10-1002683B & 11-1002923F, Order No. 15/16-1006395A.
4. Communication from the Mayor re: Police Department transfer request in the amount of \$130,000.00 which moves funds from Police Officers to Regular Overtime to fund overtime.
5. Communication from Assistant City Solicitor Panagore Griffin re: 302 Sudbury St. & 49 Harper Cir., Eminent Domain Order of Taking, in proper legal form, Order No. 16-1006413.
6. Communication from the Planning Board re: Resubmission of Street Acceptances as Public Ways, Long Dr. and Bouffard Dr., Order No's. 14-1006045 & 15-1006096, X14-1006010 respectively.
7. Assabet Valley Regional Technical High School Proposed Budget FY2017.
8. Petition from National Grid and Verizon New England, Inc. to relocate existing P12 and install new guy P12-84, and relocating P15, P18, P27, P28, P30 & P31 to accommodate road widening project on West Hill Rd., X14-1005672A.
9. Communication from the MA State Lottery Commission re: Keno-to-Go Agent, Galaxy Newsstand, 601 Donald Lynch Blvd.
10. Communication from the Central MA Mosquito Control Project re: Pesticide Exclusion Procedures.
11. Minutes, School Committee, November 24, & December 8, 2015.
12. Minutes, Board of Health, February 17, March 3, April 14, May 5, June 9, July 7, August 4, September 1, October 13, & November 13, 2015.
13. Minutes, License Board, September 23, October 28, November 12, and November 18, 2015.
14. Minutes, Planning Board, December 21, 2015.
15. CLAIMS:
 - a. Tim LaFrankie, 107 Kosmas St., other property damage.

REPORTS OF COMMITTEES:

UNFINISHED BUSINESS:

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.



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2016 JAN 12 A 11:09

**CITY OF MARLBOROUGH
OFFICE OF CITY CLERK**

**Lisa M. Thomas
140 Main St.**

**Marlborough, MA 01752
(508) 460-3775 FAX (508) 460-3723**

JANUARY 4, 2016

ORGANIZATION MEETING

The City Clerk called the meeting to order at 11:18 AM. Father Michael McKinnon offered the invocation. Nominations called for the election of City Council President Pro-Tem of the Marlborough City Council for 2016. Councilor Delano nominated Councilor Elder as President Pro-Tem. Councilor Oram seconded the motion for nomination of Councilor Elder as President Pro-Tem. Councilor Elder received eleven votes for President Pro-Tem. Yea – Delano, Doucette, Elder, Tunnera, Irish, Clancy, Landers, Juairé, Oram, Ossing, & Robey.

Councilor Elder called for the election of the City Council President of the Marlborough City Council for 2016. Councilor Landers nominated Councilor Clancy as President. Councilor Delano seconded the motion for nomination of Councilor Clancy as President. Councilor Clancy received eleven votes for President. Yea – Delano, Doucette, Elder, Tunnera, Irish, Clancy, Landers, Juairé, Oram, Ossing, & Robey.

Councilor Clancy called for the Election of the City Council Vice-President of the Marlborough City Council for 2016. Councilor Elder nominated Councilor Delano as Vice-President. Councilor Robey seconded the motion for nomination of Councilor Delano as Vice-President. Councilor Delano received eleven votes for Vice-President. Yea – Delano, Doucette, Elder, Tunnera, Irish, Clancy, Landers, Juairé, Oram, Ossing, & Robey.

Council President Clancy made a motion to adopt the City Council Rules for operation in 2016 until otherwise amended. Motion was seconded by Councilor Oram-Carries. Councilor Ossing made a motion to adjourn with the motion seconded by Council President Clancy-Carries. Meeting adjourned at 11:29 AM.



**CITY OF MARLBOROUGH
OFFICE OF CITY CLERK**

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

JANUARY 11, 2016

Regular meeting of the City Council held on Monday, JANUARY 11, 2016 at 8:00 PM in City Council Chambers, City Hall. City Councilors Present: Clancy, Juaira, Oram, Ossing, Robey, Delano, Doucette, Elder, Tunnera, Irish and Landers. Meeting adjourned at 8:10 PM.

ORDERED: That the Minutes of the City Council meeting DECEMBER 21, 2015, **FILE**; adopted.

ORDERED: That the Communication from **President Clancy - City Council Regular Meeting Schedule and City Council Committee Assignments for Legislative Year 2016, FILE**; adopted.

ORDERED: That the Free Cash transfer request in the amount of \$1,825,000.00 which moves funds from Undesignated to various accounts as noted on the attached spreadsheet to invest in a variety of City facilities and vehicles, refer to **FINANCE COMMITTEE**; adopted.

| CITY OF MARLBOROUGH BUDGET TRANSFERS -- | | | | | | | | | | |
|--|----------|---------------|----------------------|-------------------|----------------|--------------|----------------------|---------------------------|-------------------|-------------------|
| DEPT: | | Various | | | | FISCAL YEAR: | | 2016 | | |
| Available Balance | | FROM ACCOUNT: | | | | TO ACCOUNT: | | | Available Balance | |
| Amount | Org Code | Object | Account Description: | Amount | Org Code | Object | Account Description: | Amount | Reason: | Available Balance |
| \$6,721,252.00 | | 10000 | 35900 | Undesignated Fund | \$500,000.00 | 19300006 | 58467 | Capital Outlay-Facilities | | \$0.00 |
| | | | | | \$1,200,000.00 | 19300006 | 58731 | Capital Outlay-DPW | | \$8,818.19 |
| | | | | | \$65,000.00 | 19300006 | 58593 | Capital Outlay-Police | | \$21,169.29 |
| | | | | | \$40,000.00 | 19300006 | 58512 | Capital Outlay-Fire | | \$309.24 |
| | | | | | \$20,000.00 | 19300006 | 58719 | Capital Outlay-Library | | \$0.00 |
| \$1,825,000.00 | | Total | | | \$1,825,000.00 | Total | | | | |

ORDERED: That the following FY16 Capital Bond requests for various amounts in which the bond package represents high priority projects and addresses a number of infrastructure needs throughout the City of Marlborough, refer to **FINANCE COMMITTEE**; adopted.

1. That the sum of \$6,350,000 (six million three hundred fifty thousand dollars) be and is hereby appropriated for street construction.

That to meet said appropriations, the Comptroller/Treasurer, with the approval of the Mayor, is hereby authorized to issue bonds or notes of the City of Marlborough in the amount of \$6,350,000.

Pursuant to the provisions of Chapter 44, Section 7 (5) of the Massachusetts General Laws, as amended, and the guidelines established by the Division of Local Services within the Massachusetts Department of Revenue, each issue of such bonds or notes shall be payable in not more than fifteen (15) years from its date of issue.

2. That the sum of \$650,000 (six hundred fifty thousand dollars) be and is hereby appropriated for water meters.

That to meet said appropriations, the Comptroller/Treasurer, with the approval of the Mayor, is hereby authorized to issue bonds or notes of the City of Marlborough in the amount of \$650,000.

Pursuant to the provisions of Chapter 44, Section 8 (7A) of the Massachusetts General Laws as amended, each issue of such bonds or notes shall be payable in not more than ten (10) years from its date of issue.

3. That the sum of \$350,000 (three hundred fifty thousand dollars) be and is hereby appropriated for sewer construction.

That to meet said appropriations, the Comptroller/Treasurer, with the approval of the Mayor, is hereby authorized to issue bonds or notes of the City of Marlborough in the amount of \$350,000.

Pursuant to the provisions of Chapter 44, Section 8 (15) of the Massachusetts General Laws as amended, each issue of such bonds or notes shall be payable in not more than thirty (30) years from its date of issue.

4. That the sum of \$3,350,000 (three million three hundred fifty thousand dollars) be and is hereby appropriated for water main construction.

That to meet said appropriations, the Comptroller/Treasurer, with the approval of the Mayor, is hereby authorized to issue bonds or notes of the City of Marlborough in the amount of \$3,350,000.

Pursuant to the provisions of Chapter 44, Section 8 (5) of the Massachusetts General Laws as amended, each issue of such bonds or notes shall be payable in not more than forty (40) years from its date of issue.

ORDERED: That the DPW transfer request in the amount of \$419,376.81 which moves funds from Insurance Proceeds Over 20k to Capital Outlay accounts as noted on the attached spreadsheet to address damages that occurred to DPW property and Public Library, refer to **FINANCE COMMITTEE**; adopted.

| CITY OF MARLBOROUGH BUDGET TRANSFERS - | | | | | | | | | |
|---|--------------|-------------------|----------------------|-----------------------------|--------------|--|------------------------|--------------------------|--------------|
| DEPT: | | Public Facilities | | | | FISCAL YEAR: | | 2016 | |
| Available Balance | | FROM ACCOUNT: | | | | TO ACCOUNT: | | | |
| Amount | Org Code | Object | Account Description: | Amount | Org Code | Object | Account Description: | Available Balance | |
| \$419,376.81 | \$419,376.81 | 27000099 | 48470 | Insurance Proceeds over 20K | \$318,872.83 | 19300006 | 58314 | Capital Outlay-Salt Shed | \$200,000.00 |
| Reason: | | Insurance Claims | | | | Insurance proceeds for storage shed and primary salt shed at DPW | | | |
| | | | | \$100,503.98 | 19300006 | 52480 | Capital Outlay-Library | \$0.00 | |
| | | | | | | Insurance proceeds for damage to Library | | | |
| \$419,376.81 | Total | | | \$419,376.81 | Total | | | | |

ORDERED: That the Marlborough Fire Department transfer request in the amount of \$123,827.16 which moves funds from Reserve for Salary accounts to Deputy Chief and Sick Leave Buy Back to fund sick leave buy back and vacation pay for upcoming retirements, refer to **FINANCE COMMITTEE**; adopted.

| CITY OF MARLBOROUGH BUDGET TRANSFERS - | | | | | | | | | |
|---|--------------|--|----------------------|----------------------|--------------|--------------|----------------------|---------------------|--------------|
| DEPT: | | FIRE | | | | FISCAL YEAR: | | 2016 | |
| Available Balance | | FROM ACCOUNT: | | | | TO ACCOUNT: | | | |
| Amount | Org Code | Object | Account Description: | Amount | Org Code | Object | Account Description: | Available Balance | |
| \$775,517.00 | \$19,478.46 | 11990006 | 57820 | Reserve for Salaries | \$19,478.46 | 12200001 | 50335 | Deputy Chief | \$164,358.51 |
| Reason: | | Retirement payout of vacation | | | | | | | |
| \$775,517.00 | \$104,348.70 | 11990006 | 57820 | Reserve for Salaries | \$104,348.70 | 12200003 | 51920 | Sick Leave Buy Back | \$188,850.00 |
| Reason: | | Retirement payout of sick leave buy back | | | | | | | |
| \$123,827.16 | Total | | | \$123,827.16 | Total | | | | |

ORDERED: That the MMEA transfer request in the amount of \$131,150.00 which funds the recently ratified collective bargaining contract for fiscal years 2016-2018, refer to **FINANCE COMMITTEE**; adopted.

CITY OF MARLBOROUGH
BUDGET TRANSFERS -

| DEPT: | | FROM ACCOUNT: | | | | TO ACCOUNT: | | | |
|-------------------|--------------|------------------------|--------|----------------------|------------|------------------------|--------|----------------------|-------------------|
| Available Balance | Amount | Org Code | Object | Account Description: | Amount | Org Code | Object | Account Description: | Available Balance |
| \$775,517.00 | \$131,150.00 | 11990006 | 57820 | Reserve for Salaries | \$1,240.00 | 11110002 | 50350 | Council Secretary | \$29,184.86 |
| | Reason: | Contractual Obligation | | | Reason: | Contractual Obligation | | | |
| | | | | | \$290.00 | 11110002 | 50586 | Part Time Clerical | \$13,010.72 |
| | Reason: | | | | Reason: | Contractual Obligation | | | |
| | | | | | \$125.00 | 11110003 | 51430 | Longevity | \$5.41 |
| | Reason: | | | | Reason: | Contractual Obligation | | | |
| | | | | | \$825.00 | 11110003 | 51920 | Sick Leave Buy Back | \$2,340.00 |
| | Reason: | | | | Reason: | Contractual Obligation | | | |
| | | | | | \$1,705.00 | 11210001 | 50010 | Mayor | \$40,145.12 |
| | Reason: | | | | Reason: | Contractual Obligation | | | |
| | | | | | \$1,240.00 | 11210001 | 50321 | Executive Aide | \$29,179.75 |
| | Reason: | | | | Reason: | Contractual Obligation | | | |
| | | | | | \$1,030.00 | 11210002 | 50590 | Executive Secretary | \$24,207.60 |
| | Reason: | | | | Reason: | Contractual Obligation | | | |
| | | | | | \$2,445.00 | 11330002 | 50062 | Finance Assistants | \$57,596.50 |
| | Reason: | | | | Reason: | Contractual Obligation | | | |
| | | | | | \$845.00 | 11330002 | 50770 | Senior Clerk | \$19,989.11 |
| | Reason: | | | | Reason: | Contractual Obligation | | | |
| | | | | | \$2,360.00 | 11330001 | 50015 | Comptroller | \$56,105.14 |
| | Reason: | | | | Reason: | Contractual Obligation | | | |

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|--|---------|--|------------|----------|-------|------------------------|-------------|
| | | | \$95.00 | 11330003 | 51920 | Sick Leave Buy Back | \$4,610.00 |
| | Reason: | | | | | Contractual Obligation | |
| | | | \$120.00 | 11330003 | 51430 | Longevity | \$11.49 |
| | Reason: | | | | | Contractual Obligation | |
| | | | \$1,620.00 | 11350001 | 50020 | City Auditor | \$38,079.10 |
| | Reason: | | | | | Contractual Obligation | |
| | | | \$1,320.00 | 11350001 | 50174 | Procurement Officer | \$31,017.13 |
| | Reason: | | | | | Contractual Obligation | |
| | | | \$1,225.00 | 11350002 | 50062 | Finance Assistant | \$28,767.21 |
| | Reason: | | | | | Contractual Obligation | |
| | | | \$1,115.00 | 11350002 | 50550 | Head Clerk | \$26,255.28 |
| | Reason: | | | | | Contractual Obligation | |
| | | | \$425.00 | 11350002 | 50770 | Senior Clerk | \$10,000.03 |
| | Reason: | | | | | Contractual Obligation | |
| | | | \$110.00 | 11350003 | 51430 | Longevity | \$5.03 |
| | Reason: | | | | | Contractual Obligation | |
| | | | \$45.00 | 11350003 | 51920 | Sick Leave Buy Back | \$2,110.00 |
| | Reason: | | | | | Contractual Obligation | |
| | | | \$1,115.00 | 11410002 | 50550 | Head Clerk | \$26,260.28 |
| | Reason: | | | | | Contractual Obligation | |
| | | | \$845.00 | 11410002 | 50550 | Senior Clerk | \$20,003.66 |
| | Reason: | | | | | Contractual Obligation | |

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| | | \$45.00 | 11410003 | 51920 | Sick Leave BuyBack | \$2,105.00 |
| Reason: | | | Reason: | | Contractual Obligation | |
| | | \$1,615.00 | 11440001 | 50042 | City Collector | \$34,063.32 |
| Reason: | | | Reason: | | Contractual Obligation | |
| | | \$1,625.00 | 11440002 | 50770 | Senior Clerk | \$39,282.29 |
| Reason: | | | Reason: | | Contractual Obligation | |
| | | \$2,135.00 | 11510001 | 50030 | City Solicitor | \$50,290.81 |
| Reason: | | | Reason: | | Contractual Obligation | |
| | | \$1,730.00 | 11510001 | 50172 | Asst City Collector | \$40,707.99 |
| Reason: | | | Reason: | | Contractual Obligation | |
| | | \$885.00 | 11510001 | 50175 | Paralegal | \$20,765.71 |
| Reason: | | | Reason: | | Contractual Obligation | |
| | | \$1,620.00 | 11520001 | 50530 | Personnel Director | \$38,074.09 |
| Reason: | | | Reason: | | Contractual Obligation | |
| | | \$1,065.00 | 11520001 | 50532 | Personnel Assistant | \$25,019.26 |
| Reason: | | | Reason: | | Contractual Obligation | |
| | | \$850.00 | 11520002 | 50775 | Senior Clerk | \$20,001.68 |
| Reason: | | | Reason: | | Contractual Obligation | |
| | | \$1,100.00 | 11550001 | 50014 | IS Director | \$25,847.48 |
| Reason: | | | Reason: | | Contractual Obligation | |
| | | \$1,330.00 | 11550001 | 50210 | Senior System Analyst | \$31,231.05 |
| Reason: | | | Reason: | | Contractual Obligation | |

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| | | | | \$1,705.00 | *11550001 | 50213 | Network Engineer | \$40,103.28 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$120.00 | *11550003 | 51920 | Sick Leave Buy Back | \$5,710.00 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$1,620.00 | *11610001 | 50050 | City Clerk | \$38,089.08 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$1,205.00 | *11610002 | 50290 | Asst. City Clerk | \$28,352.05 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$850.00 | *11610002 | 50770 | Senior Clerk | \$20,000.06 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$330.00 | *11620002 | 50141 | Clerk | \$8,900.92 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$995.00 | *11620002 | 50520 | Principal Clerk | \$23,346.24 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$555.00 | *11920001 | 50291 | Public Facility Director / Arch | \$32,130.00 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$4,115.00 | *11920001 | 50292 | Bl'dg Maint. Craftman | \$74,112.86 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$615.00 | *11920001 | 50300 | Asst public Facility Dir. | \$14,732.50 |
| | Reason: | | | | Reason: | | Contractual Obligation | |

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| | | | | \$1,160.00 | 11920001 | 50385 | Electrician | \$27,296.43 |
| | Reason: | | | | | | Contractual Obligation | |
| | | | | \$1,340.00 | 11920001 | 50690 | Foreman | \$28,044.62 |
| | Reason: | | | | | | Contractual Obligation | |
| | | | | \$500.00 | 11920002 | 50520 | Principal Clerk | \$11,665.79 |
| | Reason: | | | | | | Contractual Obligation | |
| | | | | \$3,140.00 | 11920003 | 50560 | Custodian | \$91,039.63 |
| | Reason: | | | | | | Contractual Obligation | |
| | | | | \$190.00 | 11920003 | 51920 | Sick Leave Buy Back | \$13,685.00 |
| | Reason: | | | | | | Contractual Obligation | |
| | | | | \$2,300.00 | 11920003 | 51940 | Clothing Allowance | \$2,856.05 |
| | Reason: | | | | | | Contractual Obligation | |
| | | | | \$1,620.00 | 12410001 | 50090 | Building Inspector | \$41,226.90 |
| | Reason: | | | | | | Contractual Obligation | |
| | | | | \$1,490.00 | 12410001 | 50109 | Environmental Officer | \$35,006.64 |
| | Reason: | | | | | | Contractual Obligation | |
| | | | | \$2,390.00 | 12410001 | 50260 | Asst Bldg Inspector | \$57,575.91 |
| | Reason: | | | | | | Contractual Obligation | |
| | | | | \$1,330.00 | 12410001 | 50370 | Plumbing Inspector | \$30,953.84 |
| | Reason: | | | | | | Contractual Obligation | |
| | | | | \$685.00 | 12410001 | 50380 | Electrical Inspector | \$15,589.70 |
| | Reason: | | | | | | Contractual Obligation | |

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|--|---------|--|--|------------|----------|-------|--------------------------|-------------|
| | | | | \$230.00 | 12410001 | 50960 | Asst. Plumbing Inspector | \$625.00 |
| | Reason: | | | | | | Contractual Obligation | |
| | | | | \$3,005.00 | 12410002 | 50770 | Senior Clerk | \$70,825.69 |
| | Reason: | | | | | | Contractual Obligation | |
| | | | | \$45.00 | 12410003 | 51430 | Longevity | \$0.94 |
| | Reason: | | | | | | Contractual Obligation | |
| | | | | \$165.00 | 12410003 | 51920 | Sick Leave Buy Back | \$7,970.00 |
| | Reason: | | | | | | Contractual Obligation | |
| | | | | \$2,325.00 | 14001001 | 50600 | DPW Commissioner | \$55,492.24 |
| | Reason: | | | | | | Contractual Obligation | |
| | | | | \$1,980.00 | 14001001 | 50630 | Asst DPW Commissioner | \$46,638.25 |
| | Reason: | | | | | | Contractual Obligation | |
| | | | | \$1,145.00 | 14001002 | 50062 | Finance Asstant | \$27,500.48 |
| | Reason: | | | | | | Contractual Obligation | |
| | | | | \$995.00 | 14001002 | 50520 | Principal Clerk | \$23,331.25 |
| | Reason: | | | | | | Contractual Obligation | |
| | | | | \$1,115.00 | 14001002 | 50550 | Head Clerk | \$26,250.28 |
| | Reason: | | | | | | Contractual Obligation | |
| | | | | \$850.00 | 14001002 | 50770 | Senior Clerk | \$19,995.05 |
| | Reason: | | | | | | Contractual Obligation | |
| | | | | \$350.00 | 14001003 | 51430 | Longevity | \$2.90 |
| | Reason: | | | | | | Contractual Obligation | |

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|--|---------|--|--|------------|-----------|-------|---------------------------|-------------|
| | | | | \$275.00 | *14001003 | 51920 | Sick Leave Buy Back | \$13,630.00 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$270.00 | *15120001 | 50220 | Sealer of Weights & Meas. | \$6,277.36 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$1,830.00 | *15120001 | 50390 | Health Nurse | \$26,346.63 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$1,310.00 | *15120001 | 50605 | Sanitarian Administrator | \$37,178.45 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$2,430.00 | *15120001 | 50611 | Asst. Sanitarian | \$44,202.20 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$805.00 | *15120002 | 50770 | Senior Clerk | \$19,968.19 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$1,570.00 | *16100001 | 50230 | Library Director | \$36,963.68 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$975.00 | *16100001 | 50470 | Children's Librarian | \$23,287.88 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$995.00 | *16100001 | 50471 | Young Adult's Librarian | \$23,331.24 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$1,115.00 | *16100001 | 50656 | Head of Circulation | \$26,250.27 |
| | Reason: | | | | Reason: | | Contractual Obligation | |

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|--|---------|--|--|------------|----------|-------|--------------------------|-------------|
| | | | | \$920.00 | 16100003 | 51259 | Reference Librarian | \$31,921.22 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$995.00 | 16100002 | 50520 | Principal Clerk | \$23,331.26 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$1,620.00 | 16100003 | 50490 | Library Staff | \$20,000.03 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$620.00 | 16100003 | 50860 | Clerk | \$33,113.88 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$970.00 | 16100003 | 50480 | Cataloguer | \$23,295.86 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$1,375.00 | 14920001 | 50110 | Recreation Director | \$32,351.64 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$1,140.00 | 14920001 | 50110 | Recreation Program Mngr. | \$26,829.12 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$850.00 | 14920002 | 50770 | Senior Clerk | \$19,995.10 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$80.00 | 14920003 | 51920 | Sick Leave Buy Back | \$3,750.00 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$1,035.00 | 15430001 | 50080 | Veteran's Director | \$24,342.77 |
| | Reason: | | | | Reason: | | Contractual Obligation | |
| | | | | \$1,920.00 | 14001101 | 50640 | City Engineer | \$45,527.24 |
| | Reason: | | | | Reason: | | Contractual Obligation | |

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|--|---------|--|--|-------------|----------------|---|--------------|
| | | | | \$1,980.00 | 60080001 50630 | Asst. DPW Commissioner | \$46,638.25 |
| | Reason: | | | | Reason: | Contractual Obligation | |
| | | | | \$995.00 | 61090002 50520 | Principal Clerk | \$23,331.23 |
| | Reason: | | | | Reason: | Contractual Obligation | |
| | | | | \$40.00 | 61090003 51920 | Sick Leave Buy Back | \$13,356.05 |
| | Reason: | | | | Reason: | Contractual Obligation | |
| | | | | \$5,550.00 | 12200001 50130 | Fire Chief | \$63,524.94 |
| | Reason: | | | | Reason: | Contractual Obligation & 53rd Weeks Pay | |
| | | | | \$1,180.00 | 12200002 51214 | Public Safety Admin. Asst. | \$27,812.53 |
| | Reason: | | | | Reason: | Contractual Obligation | |
| | | | | \$90.00 | 12200003 51920 | Sick Leave Buy Back | \$188,850.00 |
| | Reason: | | | | Reason: | Contractual Obligation | |
| | | | | \$3,160.00 | 12100001 50140 | Police Chief | \$74,532.72 |
| | Reason: | | | | Reason: | Contractual Obligation | |
| | | | | \$990.00 | 12100002 50520 | Principal Clerk | \$23,331.24 |
| | Reason: | | | | Reason: | Contractual Obligation | |
| | | | | \$1,050.00 | 12100003 50540 | Chief Dispatcher | \$24,702.14 |
| | Reason: | | | | Reason: | Contractual Obligation | |
| | | | | \$15,680.00 | 12100003 51213 | Public Safety Dispatchers | \$177,601.88 |
| | Reason: | | | | Reason: | Contractual Obligation | |

| | | | | | | | | |
|---------|--|--|--|--------------|------------------------|-------|---------------------|--------------|
| | | | | \$55.00 | 12100003 | 51342 | Longevity | \$90,750.29 |
| Reason: | | | | Reason: | Contractual Obligation | | | |
| | | | | \$230.00 | 12100003 | 51920 | Sick Leave Buy Back | \$154,890.35 |
| Reason: | | | | Reason: | Contractual Obligation | | | |
| | | | | \$910.00 | 15410001 | 50312 | Outreach Worker | \$23,165.89 |
| Reason: | | | | Reason: | Contractual Obligation | | | |
| | | | | \$850.00 | 15410002 | 50770 | Senior Clerk | \$20,010.07 |
| Reason: | | | | Reason: | Contractual Obligation | | | |
| | | | | \$690.00 | 15410001 | 50191 | Program Coordinator | \$7,829.48 |
| Reason: | | | | Reason: | Contractual Obligation | | | |
| | | | | \$131,150.00 | Total | | | \$131,150.00 |
| | | | | \$131,150.00 | Total | | | \$131,150.00 |

ORDERED: That the Mayor’s recommendation to accept the bid without the organic fill for the Middle School Turf Bond, **APPROVED**; adopted.

Councilor Elder recused.

ORDERED: That pursuant to the provisions of § 53E½ of Chapter 44 of the General Laws of the Commonwealth of Massachusetts, the City Council of the City of Marlborough, upon the recommendation and approval of the Mayor, does authorize an increase in expenditures in the Parks and Recreation Revolving Fund from \$100,000 to no more than \$1,100,000 (One Million One Hundred Thousand Dollars), to be expended by the Commissioner of Public Works, during Fiscal Year 2016, refer to **FINANCE COMMITTEE**; adopted.

Councilor Elder recused.

ORDERED: Under authority of MGL Chapter 44, Section 53A, the City Council hereby **APPROVES** the Massachusetts Council on Aging Grants in the amount of \$600,000 each which will be used for “Keep Moving Walking Club” and “Live your Life Well 1 Day Event”; adopted.

ORDERED:

Eminent Domain Order of Taking

WHEREAS, the City Council of the City of Marlborough has determined that the public welfare and safety necessitates that certain sewer improvements be made to the Sudbury Street area, and that said improvements require the taking by eminent domain of permanent sewer easements in certain parcels of land located on Harper Circle and Sudbury Street as more particularly described herein; and,

WHEREAS, in order to promote the public welfare, safety and necessity, it is necessary to take by Eminent Domain permanent sewer easements in, on, under, over, across and through the herein described land; and,

NOW, THEREFORE, IT IS HEREBY ORDERED that the City Council of the City of Marlborough, acting in accordance with the power and authority conferred by the City Charter, Division 1, Section 30, Massachusetts General Laws, Chapter 79 and every power and authority thereto enabling, does hereby take by Eminent Domain permanent sewer easements in the following described land and all trees and brush thereon.

DESCRIPTION OF LAND TAKEN

1. **Property H – Permanent Sewer Easement:** A certain parcel of land located on the North Easterly side of Harper Circle in Marlborough, Middlesex County, Massachusetts and being shown as Proposed Easement H on a plan entitled, "Easement Plan Of Land In Marlborough, Massachusetts;" Prepared For City of Marlborough & AECOM; April 15, 2013; By: Bryant Associates, Inc. 90 Canal Street, Suite 301, Boston, MA 02114, Scale 1"=40'; Sheet 2 of 3;" said Plan to be recorded with the Middlesex South District Registry of Deeds together with an attested copy of this Order.

Meaning and intending to take and taking by Eminent Domain a permanent sewer easement, shown as Proposed Easement H as described in the aforementioned plan, which is a portion of the land as described in the deed recorded at the Middlesex South District Registry of Deeds in Book 27774, Page 119.

OWNERS: Stephen A. Silen and Pirjo Silen
49 Harper Circle

The land consisting of Proposed Easement H as referred to in the description above is also shown on the City of Marlborough Assessors Map as a portion of Parcel 81 on Map 23. The total land area being taken consists of 11,762 +/- square feet.

2. Property I – Permanent Sewer Easement: A certain parcel of land located on the Westerly side of Sudbury Street in Marlborough, Middlesex County, Massachusetts and being shown as Proposed Easement I on a plan entitled, "Easement Plan Of Land In Marlborough, Massachusetts;" Prepared For City of Marlborough & AECOM; April 15, 2013; By: Bryant Associates, Inc. 90 Canal Street, Suite 301, Boston, MA 02114, Scale 1"=40'; Sheet 2 of 3;" said Plan to be recorded with the Middlesex South District Registry of Deeds together with an attested copy of this Order.

Meaning and intending to take and taking by Eminent Domain a permanent sewer easement, shown as Proposed Easement I as described in the aforementioned plan, which is a portion of the land as described in the deed recorded at the Middlesex South District Registry of Deeds in Book 14954, Page 388.

OWNERS: John D. Nicholson, Jr. and Claire G. Nicholson
302 Sudbury Street

The land consisting of Proposed Easement I as referred to in the description above is also shown on the City of Marlborough Assessors Map as a portion of Parcel 10 on Map 23. The total land area being taken consists of 5,067 +/- square feet.

AWARDS

The City Council hereby makes the following awards for damages for the owner or owners of record:

| <u>OWNER</u> | <u>MARLBOROUGH ASSESSORS MAP/PARCEL</u> | <u>AREA</u> | <u>AWARD</u> |
|--|---|-------------|--------------|
| Stephen A. Silen and Pirjo Silen | 23/81 | 11,265+SF | \$7,645.00 |
| John D. Nicholson, Jr. and Claire G. Nicholson | 23/10 | 5,067+SF | \$6,335.00 |

Refer to **LEGISLATIVE AND LEGAL AFFAIRS COMMITTEE**; adopted.

ORDERED: That the Minutes, Council on Aging, July 14 & October 13, 2015, **FILE**; adopted.

ORDERED: That the Minutes, Library Board of Trustees, November 3 & December 1, 2015, **FILE**; adopted.

ORDERED: That the Minutes, Planning Board, November 16, 2015, **FILE**; adopted.

ORDERED: That the Minutes, Conservation Commission, November 19 & December 3, 2015, **FILE**; adopted.

ORDERED: That the Minutes, Zoning Board of Appeals, October 27, 2015, **FILE**; adopted.

ORDERED: That the Communication from MetLife on behalf of John Dearden re: other property damage, refer to **LEGAL DEPARTMENT**; adopted.

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

- a. Kevin Boyle, 106 Preston St., other property damage.

Reports of Committees:

THERE WERE NO REPORTS OF COMMITTEES

ORDERED: That the Appointment of Judith Kane to the Council on Aging to fill the vacancy left by the recent passing of longtime board member, Rita Connors, for a term of four years, **APPROVED**; adopted.

ORDERED: There being no further business, the regular meeting of the City Council is herewith adjourned at 8:10 PM.



IN CITY COUNCIL

DECEMBER 21, 2015

Marlborough, Mass.,

ORDERED:

That there being no objection thereto set **MONDAY, JANUARY 25, 2016** as **DATE FOR PUBLIC HEARING** On the Application to Modify Special Permit from 110 Pleasant LLC, to allow for 18 residential units in place of 17 residential units and 1 office unit, (Howe Shoe Factory Condominium) X-Order No. 10-1002683B & 11-1002923F, be and is herewith refer to **URBAN AFFAIRS COMMITTEE, ADVERTISE AND CARRY OVER TO NEW LEGISLATIVE YEAR.**

Ninety days after public hearing is 04/24/16 which falls on a Sunday, therefore 04/25/16 would be considered the 90th day.

ADOPTED

ORDER NO. 15-1006395
X10-1002683B
X11-1002923F



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2016 JAN 21 A 10:14

City of Marlborough
Office of the Mayor

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

Arthur G. Vigeant
MAYOR

Nicholas Milano
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

January 21, 2015

City Council President Edward J. Clancy
Marlborough City Council
140 Main Street
Marlborough, MA 01752

Re: Transfer Request – Marlborough Police Department

Honorable President Clancy and Councilors:

Please find enclosed for your review and approval a transfer request to fund the overtime account for the Marlborough Police Department.

Per your approval, \$130,000.00 will be transferred from the Marlborough Police Department's Police Officers account to the Regular Overtime account. Police Chief Mark Leonard indicates that the overtime expenses have been higher than anticipated due to several officer injuries and vacancies, but that a new dispatcher is being trained and two patrol officer vacancies should be filled in the near future.

Please do not hesitate to contact me or Chief Leonard with any questions or concerns.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures



City of Marlborough POLICE DEPARTMENT

508-485-1212 • FAX 508-624-6949
355 BOLTON STREET • MARLBOROUGH, MA • 01752

MARK F. LEONARD
Chief of Police

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

January 20, 2016

Dear Mayor Vigeant:

Per the attached transfer request form, I am requesting a transfer of \$130,000 from the police officer account to the regular overtime account. The transfer is needed to cover overtime expenses that have been higher than budgeted due to several officer injuries and vacancies. We are currently in the process of filling two patrol officer vacancies and a Lieutenant's vacancy. I hope to have two recruits ready for a March police academy to fill the two patrol officer vacancies. We also recently hired a new dispatcher that is going through training and should be fully trained within a month.

I anticipate that this transfer will be sufficient to fund the regular overtime account for the remainder of this fiscal year.

Please let me know if you have any questions or need more information.

Sincerely,

Mark F. Leonard
Chief of Police

Cc: D. Smith; B. Doheny



City of Marlborough

Legal Department

140 MAIN STREET

MARLBOROUGH, MASSACHUSETTS 01752

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

LEGAL@MARLBOROUGH-MA.GOV

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CITY OF MARLBOROUGH

DONALD V. RIDER, JR.
CITY SOLICITOR

CYNTHIA M. PANAGORE GRIFFIN
ASSISTANT CITY SOLICITOR

ELLEN M. STAVROPOULOS
PARALEGAL

January 21, 2016

Edward J. Clancy, President
Members of the City Council
City Hall, 140 Main Street
Marlborough, MA 01752

Reference: City Council Order No. 16-1006413
Revised Order – 302 Sudbury Street and 49 Harper Circle, Eminent Domain Order of Taking

Dear President Clancy and Members:

I have attached a revised Order of Taking, referenced above, to correct a discrepancy in the original Order between the easement area shown in the description (page 1) versus the easement area shown in table (page 2). The plan, as originally submitted, remains the same.

This matter is scheduled to be reported out of the Legislative and Legal Affairs Committee at the City Council's January 25, 2016 regular meeting. The revised Order is in proper legal form for the consideration of the body.

Very truly yours,

Cynthia Panagore Griffin
Assistant City Solicitor

Enclosures

Eminent Domain Order of Taking

WHEREAS, the City Council of the City of Marlborough has determined that the public welfare and safety necessitates that certain sewer improvements be made to the Sudbury Street area, and that said improvements require the taking by eminent domain of permanent sewer easements in certain parcels of land located on Harper Circle and Sudbury Street as more particularly described herein; and,

WHEREAS, in order to promote the public welfare, safety and necessity, it is necessary to take by Eminent Domain permanent sewer easements in, on, under, over, across and through the herein described land; and,

NOW, THEREFORE, IT IS HEREBY ORDERED that the City Council of the City of Marlborough, acting in accordance with the power and authority conferred by the City Charter, Division 1, Section 30, Massachusetts General Laws, Chapter 79 and every power and authority thereto enabling, does hereby take by Eminent Domain permanent sewer easements in the following described land and all trees and brush thereon.

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OWNERS: Stephen A. Silen and Pirjo Silen
49 Harper Circle

The land consisting of Proposed Easement H as referred to in the description above is also shown on the City of Marlborough Assessors Map as a portion of Parcel 81 on Map 23. The total land area being taken consists of 11,762 +/- square feet.

2. Property I – Permanent Sewer Easement: A certain parcel of land located on the Westerly side of Sudbury Street in Marlborough, Middlesex County, Massachusetts and being shown as Proposed Easement I on a plan entitled, "Easement Plan Of Land In Marlborough, Massachusetts;" Prepared For City of Marlborough & AECOM; April 15, 2013; By: Bryant Associates, Inc. 90 Canal Street, Suite 301, Boston, MA 02114, Scale

1"=40'; Sheet 2 of 3;" said Plan to be recorded with the Middlesex South District Registry of Deeds together with an attested copy of this Order.

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OWNERS: John D. Nicholson, Jr. and Claire G. Nicholson
302 Sudbury Street

The land consisting of Proposed Easement I as referred to in the description above is also shown on the City of Marlborough Assessors Map as a portion of Parcel 10 on Map 23. The total land area being taken consists of 6,067 +/- square feet.

AWARDS

The City Council hereby makes the following awards for damages for the owner or owners of record:

| <u>OWNER</u> | <u>MARLBOROUGH ASSESSORS MAP/PARCEL</u> | <u>AREA</u> | <u>AWARD</u> |
|---|---|-------------|--------------|
| Stephen A. Silen and Pirjo Silen | 23/81 | 11,762+SF | \$7,645.00 |
| John D. Nicholson, Jr. and Claire G. Nicholson | 23/10 | 6,067+SF | \$7,585.00 |

ADOPTED
In City Council
Order No. 16 -
Adopted

Approved By Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:

City of Marlborough
CITY CLERK'S OFFICE
Commonwealth of Massachusetts

2016 JAN 19 A 10:33



PLANNING BOARD

Barbara L. Fenby, Chair
Colleen M. Hughes
Philip J. Hodge
Edward F. Coveney
Sean N. Fay
Shawn McCarthy
Brian DuPont

Melissa Peltier - Secretary

Phone: (508) 460-3769

Fax: (508) 460-3736

Email: MIrish@marlborough-ma.gov

January 12, 2016

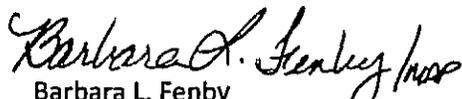
Marlborough City Council
Mr. Edward Clancy President
140 Main Street
Marlborough, MA 01752

President Clancy,

Attached to this communication you will find two requests for Street Acceptance that were filed in the last legislative session. As these requests were not acted upon as well as not brought forward into the current legislative session, we are formally resubmitting them for acceptance.

Should you have questions or comments please do not hesitate to contact the Board directly.

Regards,


Barbara L. Fenby
Planning Board Chairperson

City Council Order No 14-1006010/X12-1005405
Request for Street Acceptance Long Dr.

City of Marlborough
Commonwealth of Massachusetts

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2016 JAN 12 A 11:41



PLANNING BOARD

Barbara L. Fenby, Chair
Colleen M. Hughes
Philip J. Hodge
Edward F. Coveney
Clyde L. Johnson
Sean N. Fay
Shawn McCarthy

November 20, 2014

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

Melissa Irish - Secretary
Phone: (508) 460-3769
Fax: (508) 460-3736
Email: MIrish@marlborough-ma.gov

Re: Acceptance of Long Dr. as a Public Way

President Pope:

At its regular meeting on November 3, 2014, the Planning Board took the following action:

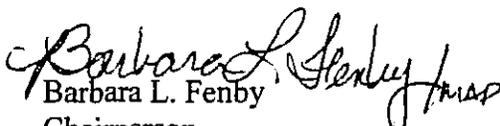
Street Acceptance:

City Engineer Pilachowski is favorably recommending to the Board to have Long Drive accepted as a public way as well as have the drainage easement accepted as a municipal easement.

On a motion made by Mr. Fay seconded by Mr. Coveney it was voted to accept the recommendation of the City Engineer and notify the City Council that the construction of the Berlin Farm Subdivision has been completed to the satisfaction of the Engineering Division and request that the City Council consider having Long Drive including easements, accepted by the City as shown on the plan prepared by Lakeview Engineering Associates, P.O. Box 787, Hudson, MA 01749 and titled "Plan of Acceptance Long Drive & Municipal Easements" Sheet 1 of 1, dated May 1, 2014 Scale 1"=40'. Motion carried.

Should you need any additional information please do not hesitate to contact me.

Sincerely,


Barbara L. Fenby
Chairperson

City of Marlborough
Commonwealth of Massachusetts

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2016 JAN 12 A 11:41



PLANNING BOARD

Barbara L. Fenby, Chair
Colleen M. Hughes
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Clyde L. Johnson
Sean N. Fay
Shawn McCarthy

Melissa Irish - Secretary
Phone: (508) 460-3769
Fax: (508) 460-3736
Email: MIrish@marlborough-ma.gov

January 7, 2015

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

Re: Acceptance of Bouffard Dr. as a Public Way
City Council Order No. 14-1006010/X13-1005405

President Pope:

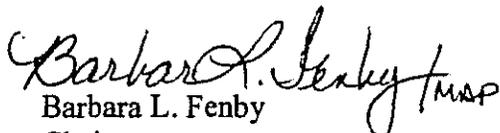
At its regular meeting on January 5, 2015, the Planning Board took the following action:

Street Acceptance:

On a motion by Mr. Fay seconded by Mr. Hodge it was duly voted to:
Recommend to the City Council the acceptance of Bouffard Dr. as an accepted City way.
The motion carried

Should you need any additional information please do not hesitate to contact me.

Sincerely,


Barbara L. Fenby
Chairperson

Cc: City Clerk
File



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CITY OF MARLBOROUGH
2016 JAN 20 11 54

Raising the Bar for Career & Technical Education

Ernest F. Houle
Superintendent-Director

Mark R. Hollick
Principal

Kristopher G. Luoto
Director of Business Operations

October 2015

Dear Assabet Valley School Committee and Assabet Valley Stakeholders,

I am pleased to present to you an Executive Summary of the FY'17 Superintendent-Director's Recommended Budget. This document is a "high level" overview, but one that also provides detailed explanations of our budget drivers for the FY 17 budget and consideration for the upcoming capital assessment. It is written with the goal that any Assabet Valley stakeholder can read it and fully understand the school budget. I hope you find it clear, concise, and easy-to-read, as one of my primary goals is to provide a greater level of transparency during the budget process.

During the FY17 budget development process we have been mindful that the first installment of the capital assessment for the building renovation project would also impact our district member towns in FY17. I believe that our fiscal responsibility this year is presenting a "level service" budget which simply stated means that the only increases of the budget this year will be through our contractual obligations such as cost of living adjustments for our collective bargaining agreements, health insurance and new transportation contract.

It should be understood that some of the challenges of providing the same level of a quality career and technical education include addressing the increase in student enrollment for the fifth straight year, and accounting for the increasing number of students requiring special education services and both will not be overlooked. The Administration is confident that we will be able to utilize the current resources that we have in order to successfully prepare and provide for these challenges.

Here is a brief snapshot of the recommended FY' 17 Budget:

- An overall 2.97% increase over FY' 16, which reflects cost of living adjustments only and equates to an increase of \$565,000 with no cuts to programs or services.
- This is the second year of a new three year collective bargaining agreement (CBA) with the American Federation of Teachers. There is a contractual obligation of 2.75% in salary and wages which includes steps and levels.
- This is the second year of a new five year School Bus Transportation contract with a contractual increase of 2.8% for FY'17.
- At this point in time health care cost increases are unknown, however, what we do know is that because of the new CBA there is less responsibility to pay for health care costs as cost sharing moves to 76% for the District and 24% paid by the employee.

I hope this budget document helps residents understand what it takes to operate the school system. Although we certainly face some budgetary challenges this year, our students continue to receive a first-class education. On behalf of our faculty and staff, I thank Assabet Valley stakeholders for their unwavering support of their public career and technical school.

Respectfully submitted,

Ernest F. Houle

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FY17 Budget Schedule

September

Administration discusses FY17 programs and staffing

22nd-- Overview FY17 Budget timeline with school committee

October

20th-- Initial budget presentation to school committee- overview and staffing

November

17th-- Second discussion- health insurance, Ch:74 programs (Vocational Director)

December

8th-- Third discussion transportation (Kris Luoto) and academic programs (Academic Director)

Committee votes preliminary budget and mails to members

22nd-- Fourth discussion- Utilities (Kris Luoto), Guidance/PPS Services (PPS Director)

January

5th-- School committee votes final budget and mails to members

30th-- Governor's Budget released- Preliminary State Aid Figures

February

9th-- Public hearing on budget (part of regularly scheduled meeting)
Set member community assessments

March

Westboro Town Meeting

April

Southboro Town Meeting

Northboro Town Meeting

May

Hudson Town Meeting, Berlin Town Meeting

Maynard Town Meeting

Marlboro City Council

Around June 30, 2016 the State completes its process- Final State Aid Figures published

FY17 Budget Goals

In planning for the upcoming school and fiscal year, we affirm the following budget objectives as reflective of the strategic direction of our district. You will see adjustments in our budget plan to reach our stated objectives.

1. Re-align teacher staff resources to better match the academic and technical programs with a focus on predicted career opportunities for 21st century
2. Provide sufficient funds for special education programs/staff to ensure student success (34% of student population has an IEP)
3. Tuition-based programs (LPN, ACE, Childcare) assume all costs of benefits and operations (i.e. health insurance)
4. Maintain athletic and extra-curriculum activities to further enhance school culture and the overall experience for students

Revenue Forecast & Expense Recap

The spreadsheet on the following page provides the highest-level summary of projected revenues and our recommended operating expense budget.

The revenue projection will very likely change as the state budget process evolves and we receive information on state aid from the Department of Elementary and Secondary Education.

While this preliminary budget indicates an overall increase of 2.97% (\$565,000), individual community assessments will vary widely depending upon their enrollment. Also included in this section is a look at member town assessments the past 9 years and how they have changed based on enrollment changes.

| ASSALET VALLEY REGIONAL TECHNICAL SCHOOL DISTRICT | | | | | | | |
|--|---------------|---------------|---------------|---------------|---------------|-----------------|---------|
| FISCAL YEAR 2017 DRAFT BUDGET RECAP: REVENUE/EXPENSES | | | | | | | |
| | FY13 Final | FY14 Final | FY15 Final | FY16 Final | FY17 Prelim | FY16-17 DIF. | Percent |
| I. TOTAL OPERATING, MAINTENANCE AND CAPITAL BUDGETS | \$ 17,880,000 | \$ 17,794,000 | \$ 18,480,000 | \$ 18,048,000 | \$ 18,610,000 | \$ 565,000 | 3.0% |
| Less Estimated Revenue- All Sources | | | | | | | |
| Federal: | | | | | | | |
| Medicaid Reimbursement | \$ 48,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ - | 0.0% |
| E-Rate | \$ 28,000 | \$ 28,000 | \$ 28,000 | \$ 28,000 | \$ 28,000 | \$ 28,000 | 100.0% |
| Sub-Total | \$ 85,000 | \$ 58,000 | \$ 58,000 | \$ 58,000 | \$ 58,000 | \$ 25,000 | 48.5% |
| State: | | | | | | | |
| Chapter 70 State Aid + SFBP + Edujobs | \$ 3,888,892 | \$ 3,773,891 | \$ 3,884,228 | \$ 4,402,148 | \$ 4,402,148 | \$ - | 0.0% |
| Homeless Transpo Reln | \$ - | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ - | 0.0% |
| Regional Transportation Reimbursement | \$ 428,000 | \$ 428,000 | \$ 480,000 | \$ 480,000 | \$ 480,000 | \$ - | 0.0% |
| Sub-Total | \$ 3,883,892 | \$ 4,200,891 | \$ 4,336,228 | \$ 4,884,148 | \$ 4,884,148 | \$ - | 0.0% |
| Local: | | | | | | | |
| Out of District Tuition Receipts (gr. 9-12) | \$ 4,728,000 | \$ 4,488,124 | \$ 4,888,711 | \$ 5,879,714 | \$ 6,306,000 | \$ 220,288 | 4.3% |
| Excess & Deficiency Fund | \$ 200,000 | \$ 600,000 | \$ 278,000 | \$ 300,000 | \$ 300,000 | \$ - | 0.0% |
| Interest Income | \$ 68,000 | \$ 68,000 | \$ 68,000 | \$ 68,000 | \$ 68,000 | \$ - | 0.0% |
| Miscellaneous Receipts | \$ 8,000 | \$ 7,800 | \$ 7,500 | \$ 7,500 | \$ 7,500 | \$ - | 0.0% |
| Adult Day Tuition | \$ 68,000 | \$ 50,000 | \$ 58,800 | \$ 58,000 | \$ 58,000 | \$ - | 0.0% |
| Sub-Total | \$ 5,050,000 | \$ 5,199,924 | \$ 5,348,211 | \$ 6,507,214 | \$ 6,727,500 | \$ 220,288 | 4.0% |
| II. TOTAL ESTIMATED REVENUE TO REDUCE ASSESSMENTS | \$ 3,086,892 | \$ 3,432,825 | \$ 3,780,437 | \$ 4,016,363 | \$ 4,881,849 | \$ 245,288 | 2.4% |
| III. NET ASSESSMENT TO MEMBER COMMUNITIES: | \$ 3,501,408 | \$ 3,371,476 | \$ 3,819,563 | \$ 3,828,637 | \$ 4,548,151 | \$ 319,714 | 3.71% |

NOTES:
 1. This is a DRAFT/PRELIMINARY revenue and assessment projection. It will change in late January 2016 after we receive information on the state budget.
 2. Local and federal revenue sources may also change as a result of our experience as we progress through FY16.

Town Copy

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

December 30, 2015

To The City Clerks Office
of the City of Marlborough, Massachusetts

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2016 JAN 11 A 10:3

MASSACHUSETTS ELECTRIC COMPANY and VERIZON NEW ENGLAND, INC.

request 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 to be owned and used in common by your petitioners, in the following public way or ways:

West Hill Road Pole numbers 12, 12-84,15,18,27,28,30,31

**Relocating the following poles: P12 (4'North), P15 (4'North), P18 (5'North)
P27 (8' South),P28 (6' South), P31 (5' South) P30 (3.5' South) Installing new
Guy Stub Pole 12-84.**

Wherefore they pray that after due notice and hearing as provided by law, it be granted joint or identical locations for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as they may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked: **MASSACHUSETTS ELECTRIC COMPANY and VERIZON NEW ENGLAND, INC.**

Plan No. 15890420 Dated: 12/31/2013

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 petitioners agree 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

By: *Eric Widman*
Manager of Distribution Design *EB*

VERIZON NEW ENGLAND, INC.

By: *Alb. E. D...*
Manager, R.O.W.

Pole & UG Petition/Permit Request Form

City Town of City of Marlboro WR # 15890420
(circle one)

Install 1 SO Poles on West Hill Road
(quantity) (circle one) (street name)

Remove _____ SO Poles on _____
(quantity) (circle one) (street name)

Relocate 7 SO Poles on West Hill Road
(quantity) (circle one) (street name)

Beginning at a point approximately _____ feet _____ of the centerline
(distance) (compass heading)

of the intersection of _____
(street name)

and continuing approximately _____ feet in a _____ direction.
(distance) (compass heading)

Install underground facilities:

Street(s) _____

Description of Work:

Relocating the following poles: P12 (4' North), P15 (4' North), P18 (5' North), P27 (8' South), P28 (6' South), P30 (3.5' South), P31 (5' South)

Installing new Guy Stub Pole 12-84

ENGINEER Bruce Kut

DATE 12/29/15

**Abutters Listing for Pole Relocation West Hill Rd
MARLBOROUGH, MA**

| Map | Block | Lot | Unit | Owner-s Name | Co Owner-s Name | Address | City | ST Zip |
|-----|-------|-----|------|-------------------------|-----------------------------|------------------|-------------|--------|
| 28 | 1 | | | MCCARTHY DENNIS F | SANDRA S MCCARTHY | 145 WEST HILL RD | MARLBOROUGH | MA 017 |
| 28 | 3 | | | WILLMOTT TRACEY | | 123 WEST HILL RD | MARLBOROUGH | MA 017 |
| 28 | 4 | | | ANNESE ANTHONY | TAMMY M ANNESE | 111 WEST HILL RD | MARLBOROUGH | MA 017 |
| 40 | 14 | | | IRISH JOHN J | N/O JOHN IRISH | 367 WEST HILL RD | MARLBOROUGH | MA 017 |
| 40 | 15 | | | FLYNN JOHN T | JEAN M FLYNN | 351 WEST HILL RD | MARLBOROUGH | MA 017 |
| 40 | 16 | | | SILVA MELISSA MELO E | ELIAQUIM LEAL DE MELO | 326 WEST HILL RD | MARLBOROUGH | MA 017 |
| 40 | 19 | | | OSEI-TUTU CHARLES | | 463 BERLIN RD | MARLBOROUGH | MA 017 |
| 41 | 1 | | | MACEWEN RICHARD | CAROL L MACEWEN | 303 WEST HILL RD | MARLBOROUGH | MA 017 |
| 41 | 3 | | | SCOTT PAUL F JR | | 295 WEST HILL RD | MARLBOROUGH | MA 017 |
| 41 | 4 | | | ESTABROOK MARK A | DEBORAH L ESTABROOK | 287 WEST HILL RD | MARLBOROUGH | MA 017 |
| 41 | 6 | | | LYNCH NANCY A LI EST | | 304 WEST HILL RD | MARLBOROUGH | MA 017 |
| 41 | 7 | | | GIORGI ANTHONY D LI EST | MARY A GIORGI LI EST | 290 WEST HILL RD | MARLBOROUGH | MA 017 |
| 41 | 8 | | | NOVIA KATHERINE E TR | NOVIA LIVING TRUST | 284 WEST HILL RD | MARLBOROUGH | MA 017 |
| 41 | 18 | | | MERCIER SUE-ANNE C | | 182 WEST HILL RD | MARLBOROUGH | MA 017 |
| 41 | 19 | | | BOUSQUET SHARON J | DAVID A BOUSQUET | 174 WEST HILL RD | MARLBOROUGH | MA 017 |
| 41 | 20 | | | OZAKSOY ISIN | | 162 WEST HILL RD | MARLBOROUGH | MA 017 |
| 41 | 22 | | | ADLER DEAN | LORRAINE ADLER | 114 WEST HILL RD | MARLBOROUGH | MA 017 |
| 41 | 23 | | | DUCKWORTH ROBERT M | NANCY I DUCKWORTH | 124 WEST HILL RD | MARLBOROUGH | MA 017 |
| 41 | 52 | | | GOGAN JEFFREY R JR | AMY M GOGAN | 311 WEST HILL RD | MARLBOROUGH | MA 017 |
| 41 | 62 | | | POWER JUSTIN F | N/O RICHARD & JOANNE HANSEN | 181 WEST HILL RD | MARLBOROUGH | MA 017 |
| 41 | 63 | | | REYNOLDS BYRON L | JUDITH A REYNOLDS | 173 WEST HILL RD | MARLBOROUGH | MA 017 |
| 41 | 65 | | | JACQUES RONALD E | MARYELLEN JACQUES | 151 WEST HILL RD | MARLBOROUGH | MA 017 |
| 41 | 66 | | | SCHADEL JOSHUA HANS | LISA BETH JANCAITIS | 308 WEST HILL RD | MARLBOROUGH | MA 017 |
| 41 | 22C | | | LONCZ KENNETH J | | 142 WEST HILL RD | MARLBOROUGH | MA 017 |
| 41 | 22D | | | GALLAGHER JOHN PAUL | | 150 WEST HILL RD | MARLBOROUGH | MA 017 |

MARLBOROUGH ASSESSORS

Andrew C. Conroy Jr
William H. Richardson
David May Jr



Massachusetts State Lottery Commission

DEBORAH B. GOLDBERG
Treasurer and Receiver General

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

MICHAEL R. SWEENEY
Executive Director

2016 JAN -8 A 10:30

January 5, 2016

City of Marlborough
City Council
140 Main Street
Marlborough, MA 01752

Dear Sir/Madam

The Massachusetts State Lottery is offering :

Galaxy Newsstand
601 Donald Lynch Blvd.
Marlborough, MA 01752

A, KENO-TO-GO agent in your community, the opportunity to receive a Keno monitor to display the game. In accordance with M.G.L. c 10 section 27A, as amended, you are hereby notified that this existing agent will be offered a monitor. If you object, you must do so, in writing, within twenty-one (21) days of receipt of this letter.

Please address your written objection to Christian Gonsalves, General Counsel, Massachusetts State Lottery Commission, 60 Columbian Street, Braintree, MA 02184. Should you have any questions regarding this program or any other issues relative to the Lottery please call me at 781-849-5555. I look forward to working with you as the Lottery continues its efforts to support the 351 cities and towns of the Commonwealth.

Sincerely,

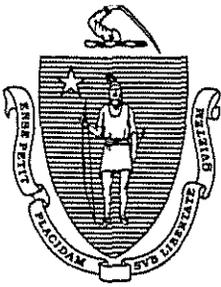
Michael R. Sweeney

Michael R. Sweeney
Executive Director

Cert. Mail# 7014 1820 0002 1477 9148



Supporting the 351 Cities and Towns of Massachusetts



THE COMMONWEALTH OF MASSACHUSETTS
STATE RECLAMATION & MOSQUITO CONTROL BOARD

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

RECEIVED
CITY CLERK'S OFFICE
CITY OF NORTH ATTLEBOROUGH
111 Elm Street, North Attleborough, MA 01532 - 2414
Telephone (508) 933-3355 • Fax (508) 393-8492
www.cmmcp.org

2016 JAN -8 A 9:40



COMMISSION CHAIRMAN
RICHARD DAY

EXECUTIVE DIRECTOR
TIMOTHY D. DESCHAMPS

January 9, 2016

Town Clerk

Enclosed please find a notice relative to pesticide exclusions which outlines the steps that should be taken by residents wishing to have their properties excluded from pesticide applications.

We ask that you please display this notice in a prominent place, and forward it to local media outlets for inclusion. Please forward to any concerned parties that may have an interest in the mosquito/gypsy moth exclusion.

Members of our staff will be stopping by your office sometime after April 1, 2016 to collect copies of any pesticide exclusions filed with your office per 333CMR 13.03 (1)(b).

We would like to thank you for your assistance in this matter.

Sincerely,

Timothy D. Deschamps
Executive Director

TDD

Enc: (Pesticide Exclusion information)

cc: Board of Health

PESTICIDE EXCLUSION INFORMATION – 333CMR: PESTICIDE BOARD

The Exclusion Program was implemented by the Department of Food and Agriculture to allow land owners to exclude their property from public area-wide applications of pesticides (see 333 CMR 13.03 - Exclusions for Application). This reads in part::

Designations for exclusions may be made by supplying the clerk of the municipality in which such lands lie with a certified letter providing the name, address and telephone number (if any), names of all abutters, and defining programs from which exclusion is requested.

Designations may be made prior to March 1 of each year and shall be effective from April 1 of that year to March 31 of the following year.

(333 CMR 13.03, paragraphs 1b & 1c)

Ground Applications: The person requesting exclusion shall mark the boundaries or areas to be excluded at least every 50 feet with orange surveyor's tape or another Department-approved marking device which clearly defines the area of exclusion. These markings shall be made known to the Contracting Entity, who shall be responsible for communicating the details of their marking to those who will carry out the application. (333 CMR 13.03 - paragraph 2b)

This program began in 1983 in response to public concerns about pesticide exposure through public area-wide applications. Generally, the only pesticide application programs affected by this exclusion program are those for the gypsy moth and the mosquito.

Requests for exclusion shall not be honored in those cases which:

1) The Commissioner of Public Health has certified that the application is made to protect the public health.

2) the Commissioner of Environmental Management has certified that the application is necessary to contain an infestation of a recently introduced pest.

3) The Commissioner of Food and Agriculture has certified that an application is necessary to contain an infestation of a pest which is a significant threat to agriculture.

(from 333 CMR 13.03 - paragraphs 3a, 3b & 3c)

The full text of this regulation may be found on the Internet at <http://www.mass.gov/eea/docs/agr/legal/regs/333-cmr-13-00.pdf>.

Please feel free to contact our office if you have any questions, and please access our website at <http://www.cmmcp.org> for more information on the Central Massachusetts Mosquito Control Project.

For more information on these regulations please contact the Massachusetts Pesticide Bureau at (617) 626-1700.



Marlborough Public Schools

CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

School Committee

2016 JAN -8 P 12:54

17 Washington Street, Marlborough, MA 01752

Phone (508) 460-3509

• Fax (508) 460-3586

Call to Order

November 24, 2015

1. Chairman Vigeant called the Regular Meeting of the Marlborough School Committee to order at 7:40 pm at the District Education Center, 17 Washington St., Marlborough, MA. Members present included Mr. Geary, Mrs. Hennessy, Mrs. Ryan & Mrs. Bodin-Hettinger, Mrs. Matthews & Mr. Walter.

Also present were Superintendent Langlois, MEA Representative Rupal Patel, Student Representative Kimberly Baker & Clerk Melissa Peltier.

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

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

3. Presentation:

Ms. Kimberly Baker, Student Representative to the School Committee, updated the Committee on the Dessert Theater Production as well as she announced the MHS Musical for the spring is "Legally Blonde".

4. Committee Discussion/Directives:

A. MASC/MASS Joint Conference Resolutions Report

Mrs. Matthews reported that the votes on each resolution made by the full delegation mirrored the votes she was designated to cast by the full Committee.

5. **Communications:** None

6. Superintendents Report:

Mr. Langlois gave his report covering a range of topics including: MASS Awards, NSDC Awards, Assistant ELL Supervisor Appointment Ms. Michelle Blair, DESE CPR ELL Progress Report, MCAS Next-Generation Launch in 2017, Two-Way Radio Installation & Art Integration at Whitcomb.

• Executive Director of Special Education

Ms. Geary gave the Fall 2015 update on the status of Special Education in the District.

An electronic version of the report is available upon request

7. Acceptance of Minutes:

A. Minutes of November 10, 2015 School Committee Meeting

Motion made by Mrs. Matthews, seconded by Chairman Vigeant to approve the minutes of the November 10, 2015 regular School Committee Meeting. Motion passed 4-0-3 (Vigeant, Walter, Geary).

8. **Public Participation:** None.

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www.mps-edu.org

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Marlborough Public Schools

School Committee

17 Washington Street, Marlborough, MA 01752

Phone (508) 460-3509

• Fax (508) 460-3586

9. Action Items/Reports:

A. Updated Organizational Chart

Superintendent Langlois presented the updated organizational chart for the District.

Motion made by Mrs. Bodin-Hettinger, seconded by Chairman Vigeant to accept the Organizational Chart and place it on file. Motion passed 6-0-1.

B. FY '16 Operating Budget Transfers

Mr. Bergeron presented to the Committee the requested transfers.

Motion made by Mrs. Bodin-Hettinger, seconded by Chairman Vigeant to approve the transfers as presented. Motion passed 6-0-1.

C. FY '17 Budget Timeline & Format

Mr. Bergeron presented to the Committee the proposed timeline and format for the upcoming budget discussions.

Motion made by Mrs. Matthews, seconded by Chairman Vigeant to accept the presented timeline and format and place it on file. Motion passed 6-0-1.

D. Acceptance of Donations and Gifts

Wegman's has donated to the Jaworek School Bilingual Family Night \$200.00.

Motion made by Mrs. Matthews, seconded by Chairman Vigeant to accept the donation of \$200.00 from Wegman's for the Jaworek School Bilingual Night with gratitude. Motion passed 6-0-1.

MA DESE has awarded to the District the Title IIA Grant in the amount of \$149,020.00.

Motion made by Mrs. Bodin-Hettinger, seconded by Chairman Vigeant to accept the MA DESE award of the Title IIA Grant in the amount of \$149,020.00. Motion passed 6-0-1.

MA DESE has awarded to the District the Title III Grant in the amount of \$123,060.00.

Motion made by Mrs. Bodin-Hettinger, seconded by Chairman Vigeant to accept the MA DESE award of the Title III Grant in the amount of \$123,060.00. Motion passed 6-0-1.

10. Reports of School Committee Sub-Committees: None

11. Members Forum:

Chairman Vigeant wanted to discuss 2 incidents that happened within the District - one in October and one in November. It is his opinion that the notifications to parents went out too late. There was a large time gap between the incidents occurring and notifications to parents and City Officials.

The Cafeteria incident in October was truly bothersome due to the fact that the Board of Health was never notified by a representative of the School Department. Chairman Vigeant informed the Board of Health himself and responded to the school with the City Board of Health Team. The State testing of the potential risk came back negative with no findings. Protocols need to be established to initiate immediately if the situation arises again. This is a communication issue and the communication was poor.

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• Fax (508) 460-3586

Finance Director Bergeron reported that protocols and clear lines of and communications have been established between our Head Nurse, Food Service Director, Administration and the Board of Health.

12. Adjournment: Motion made by Mrs. Matthews, seconded by Chairman Vigeant to adjourn at 8:53 pm. Motion Passed unanimously.

Respectfully submitted,

Heidi Matthews
Marlborough School Committee

HM/mai



Marlborough Public Schools

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

17 Washington Street, Marlborough, MA 01752

School Committee

2016 JAN 21 A 10:57

Phone (508) 460-3509

• Fax (508) 460-3586

Call to Order

December 8, 2015

1. Chairman Vigeant called the Regular Meeting of the Marlborough School Committee to order at 7:45 pm at the District Education Center, 17 Washington St., Marlborough, MA. Members present included Mr. Geary, Mrs. Hennessy, Mrs. Ryan & Mrs. Bodin-Hettinger, Mrs. Matthews & Mr. Walter.

Also present were Superintendent Langlois, MEA Representative Rupal Patel, Student Representative Kimberly Baker & Clerk Melissa Peltier.

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

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

3. Presentation:

Principal Caliri of the High School presented National Merit Awards to 2 High School seniors Ms. Meagan Moynihan and Ms. Jennie O'Leary.

Principal Caliri also read the names of all 65 students who were awarded the John and Abigail Adams Scholarship. The students were:

| | | |
|-------------------------|-------------------------|--------------------|
| Rafaella Alves Ferreira | Benjamin Hettinger | Sydney Rainer |
| Ashley Antonellis | Zachary Huaman | Caroline Rainville |
| Fatima Awada | Ava Isaacson | Anna Read |
| Heather Bates | Kalah Karloff | Raquel Regalado |
| Suhani Bhatia | Aryana Kubiak | Jason Resendes |
| Christian Buckley | Jenna Lambert | Beatriz Rodrigues |
| Jeffrey Burt | Phillip Lee | Andrew Rumney |
| Charles Cabral | Ashley Levy | Zachary Schwartz |
| Julia Chamberlain | Hannah Mackay | Liam Shanahan |
| Lauren Chamberlain | Kyle Mager | Jeffery Slocomb |
| Brandon Claire | Zachary Mangsen | Madison Steinman |
| Ashley Desko | Nayonni Martins Moreira | Kevin Stephen |
| Kathleen Desko | Megan Mayfield | Jessica Tabachnik |
| Samantha DiMatteo | Emily McIntyre | Ivan Tashchuk |
| Madison Dolan | Shiv Mehta | Zoi Traiforos |
| Evan Dundon | Jonathan Monteiro | Samantha Vaccaro |
| Shayna Fine | Maegan Moynahan | Jullian Valadares |
| Brendan Gallagher | Jennie O'Leary | Andrew West |
| Keily Gonzalez | Marcella Oliveira | Charles Wilcox |
| Michael Gould | Alexander Parravicini | Katherine Wood |
| Jake Grella | Madyson Plante | Nicole Wynne |
| Tyler Hardy | Jason Plaunt | |

Motion made by Mrs. Bodin-Hettinger, seconded by Chairman Vigeant to move up item 9C. Motion passed 6-0-1.

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www.mps-edu.org

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Marlborough Public Schools

School Committee

17 Washington Street, Marlborough, MA 01752

Phone (508) 460-3509

• Fax (508) 460-3586

9C. Acceptance of Donations and Gifts

Metrowest Health Foundation has awarded the Whitcomb School Transition Grant to the Whitcomb School in the amount of \$52,267.00.

Motion made by Mrs. Bodin-Hettinger, seconded by Chairman Vigeant to accept the Whitcomb School Transition Grant in the amount of \$52,267.00. Motion passed 6-0-1 (Vigeant).

Marlborough Educator Foundation awarded 6 grants to Jaworek, Richer and MHS teachers totaling \$10,362.22.

Motion made by Mrs. Bodin-Hettinger, seconded by Chairman Vigeant to accept the 6 grants as awarded totaling \$10,362.22. Motion passed 6-0-1 (Vigeant).

Ms. Val Cowan presented the grants from the Marlborough Education Foundation to the 2015 recipients:

Jaworek Elementary School:

RAZ-KIDS

\$1,189.30 to Traci Cappadona, Michelle Boudreau, Audrey McNichol, Grades 1 & 2

Family Game Night Initiative

\$436.23 to Jennifer Young, Tara Leger, Lauren Novick, Jaime Miller, Maureen McDonough, Julia Camden Carlman, Traci Cappadona, Leanne Vorce, Jill Leonard, Janelle Thresher, Rebecca Kaija, Trish O'Malley, Jodi Shulman, Donna Cunningham, Maureen Gibbons, Erika Leger, Grades 2 & 4

C.J.'s Character Counts Kits Using Literature and Puppets

\$1,020.46 to Donna Cunningham, Jodi Shulman, Traci Cappadona, Jill Leonard, Erika Leger, Julia Camden Carlman, Leanne Vorce, Grade 2

Summer Reading Rally

\$2,028.35 to Audrey McNichol and Ron Sanborn, Grades K-3

Richer Elementary School:

Kindergarten Science Explorations

\$2,687.88 to Megan Avallone, Deanna Rosa, Laurie Sanchez, Heather Bartleson, Erin Kelley, Heather Sacco, Grade K

Marlborough High School:

MHS Robotics Club. FIRST (For Inspiration and Recognition Of Science and Technology) Tech Challenge Block Party

\$3,000.00 to Patrick McColl, Grades 9-12

4. Committee Discussion/Directives: None

5. Communications: None

6. Superintendents Report:

Mr. Langlois gave his report covering a range of topics including: National Merit Awards, John and Abigail Adams Awards, Metro West Health Foundation Grant, Every Student Succeeds Act, MSBA Statement of Interest, PARCC vs MCAS & School Spring Revisited.

• **Primary & Elementary Education**

Mr. Langlois introduced Ms. Mary Murphy to give an update on the status of Primary and Elementary Education. Topics included: MA Title I Conference, Kindergarten Assessment Committee and Elementary Science Curriculum.

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www.mps-edu.org*

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School Committee

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Phone (508) 460-3509

• Fax (508) 460-3586

- **Secondary Education**

Mr. Langlois introduced Ms. Maureen Greulich to give an update on the status of Secondary Education. Topics included: MHS Music Production Honor, Joint PD Advisory Committee, DCAP Revision Committee and 2015-16 Evaluation Assignments.

Mr. Langlois introduced Student Representative Kimberly Baker. Ms. Baker updated the Committee on the dates for the upcoming Winter concerts for Marlborough High as well as the Whitcomb School.

7. Acceptance of Minutes:

A. Minutes of November 24, 2015 School Committee Meeting

Motion made by Mrs. Matthews, seconded by Chairman Vigeant to approve the minutes of the November 24, 2015 regular School Committee Meeting. Motion passed 6-0-1.

8. Public Participation: None

9. Action Items/Reports:

A. Spring PARCC Administration

Superintendent Langlois presented to the Committee his recommendation after careful consideration to abandon the MCAS testing and replace it with PARCC this year. As the State will be moving to MCAS 2.0 which in essence will consist of many pieces from the PARCC testing, it is beneficial to the District to get a year of testing completed prior to the State change over.

Motion made by Mrs. Matthews, Seconded by Chairman Vigeant to approve the recommendation of the Superintendent as presented. Motion passed 6-0-1.

B. Extension of the Contract of the Executive Director of Finance and Operations

Motion enthusiastically made by Mrs. Bodin-Hettinger, seconded by Chairman Vigeant to approve the Extension of the Contract of the Executive Director of Finance and Operations as presented. Motion passed 6-0-1.

C. Acceptance of Donations and Gifts

This item was moved up in the agenda.

10. Reports of School Committee Sub-Committees:

Mrs. Hennessy noted that the Policy Sub-Committee will be meeting at the beginning of the new year. A formal date has not been set yet.

11. Members Forum:

Mrs. Bodin-Hettinger wanted to wish everyone a Safe Holiday Season and to remind all that the next Committee meeting will be in January 2016.

12. Adjournment: Motion made by Mr. Walter, seconded by Chairman Vigeant to adjourn at 9:01pm. Motion Passed unanimously.

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www.mps-edu.org*

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Marlborough Public Schools

School Committee

17 Washington Street, Marlborough, MA 01752

Phone (508) 460-3509

• Fax (508) 460-3586

Respectfully submitted,

Heidi Matthews
Marlborough School Committee

HM/mai

*Marlborough Public Schools • 17 Washington Street • Marlborough, MA 01752 • Richard P. Langlois, Superintendent
www.mps-edu.org*

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CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2016 JAN 12 A 10:12

**City of Marlborough
BOH MINUTES 2/17/2015**

140 Main Street, Lower Level
Marlborough, MA 01752
(508) 460-3751 FAX (508) 460-3625

Regular meeting of the Board of Health held on Tuesday, February 17, 2015. Called to order by James Griffin, Chairman at 6:30 PM in the Council Committee Room, City Hall, 1st floor.

PRESENT: James Griffin, Chairman (JG); John Curran, M.D., Vice Chair (JC); Robin Williams, Member (RW); Steven Ward Interim Public Health Director; Tina Nolin, Senior Clerk.

Administrative:

- 1: Minutes Review: The board reviewed the minutes of the February 3, 2015 meeting.**
RW made a motion to approve the minutes of the February 3 meeting and place on file. JC seconded. Motion carried 3-0.

New Business:

2A: Hearing: Sully's First Edition Pub

Mr. Sullivan of Sully's First Edition Pub and his Food Consultant, Eric Nusbaum appeared before the Board to show cause as to why the Board of Health should not suspend or revoke Mr. Sullivan's Permit to Operate a Food Establishment for serious and repeated violations and failure to comply with the requirements of Massachusetts State Sanitary Code, 105 CMR 590.000 and the 1999 Federal Food Code.

Mr. Ward presented the history of Sully's First Edition Pub violations and failure to correct, but noted that in the past month there had been progress including installation of a 3-bay sink, Mr. Sullivan had a signed contract with a consultant to work with him on the outstanding issues, and progress on addressing the walk-in services as well as the menu. SW mentioned the department was pleased with the progress seen albeit somewhat delayed.

Food Inspector, Maureen Lee presented her latest inspection notes and noted that while many violations had been corrected there were still issues remaining related to food expiration dates and other managerial function procedures.

Mr. Nusbaum then presented the status regarding violations outlined in the BOH January 6 Decision Order Letter.

- Walk-in: waiting for final bids to come in regarding epoxy vs stainless steel coverings, NSF compliant door; also replacing lighting.
- Limiting menu is underway that takes into account limitations on kitchen
- Storage room and bathrooms also on the radar for addressing by March deadlines
- Issues with trash complain also addressed
- Mr. Nusbaum will be providing a training for this coming Friday, February 20th, that will cover general food safe practices, personal hygiene issues, batch dredging practices, standard cleaning schedule so they know on a weekly basis that things will be cleaned. In addition, upon the Board's request active managerial control standards will be covered. Mr. Sullivan is scheduled for a ServSafe certification class on Wednesday, February 25, 2015 and should have his certificate in 2 weeks' time.

RW asked if staff would also be trained. Mr. Nusbaum said yes – all kitchen staff, some bar staff and serving staff. Board presented with outline of curriculum.

JG asked if there would be any measurable account of the training – Nusbaum said there was not traditionally, but could be. Further discussion on general ServSafe and training practices were covered.

JG asked Mr. Nusbaum to submit names of all employees as well as those who attended the training; Mr. Nusbaum agreed.

Mr. Ward made recommendation to the Board to continue suspension hearing until the April 7, 2015 Board Meeting when all dates for compliance will have passed and also allow time for the details related to the Walk-in and capital plan for future upgrades could be fleshed out. This is based on current albeit delayed progress and continued progress.

JC motioned to accept recommendation, RW seconded the motion. Motion carried 3-0.

2B. Board Appointments

- 1) John Garside: Assistant Sanitarian** – Introduced by Steve Ward, gave brief background on himself and experience, including 10 years' experience in public health, 12 years in construction development company. Excited to be back in public health.

RW motioned that the Board of Health appoint John Garside as Assistant Sanitarian in the Board of Health Department, effective Wednesday, February 25, 2015 and upon his successful completion of the city's employment screening process.

JG seconded. Motion carried 3-0.

- 2) **Cathleen Liberty: Administrator/Sanitarian** – Steve Ward introduced Cathleen Liberty, who gave brief background on herself and experience including a Master’s Degree in Public Health, Health Agent for Town of Webster and being ready to bring her experience to Marlborough.

RW motioned that the Board of Health appoint Cathleen Liberty as the Sanitarian/Administrator of the Board of Health Department, effective Monday, March 2, 2015, with full authority, oversight and responsibility regarding employee supervision, department operations, policy implementation and other tasks as may be assigned by the Board. JC seconded. Motion carried 3-0.

2C. Fee Schedule

Steve Ward recapped current fee schedule which needs to be brought up to date with surrounding towns, additional and neglected fees noted and final renewal dates attached to it.

Mr. Ward gave rationale for adding a surcharge fee and a sample of the notice that goes out with the letter to inform establishments what they are getting the surcharge. The surcharge would cover the costs of having an inspector out to an establishment for repeated inspections when violations are present. Mr. Ward said he would continue to tweak the schedule a bit and offer recommendations that take into account fee amounts collected from other towns in a survey by the Mayor’s office. Board was asked to consider it for adoption at the March or April Board meeting.

There was consensus among Board Members to revisit the fee schedule with an eye toward adoption at a Board meeting in the next few months.

2D. Tobacco Regulation and Testimony Review

Brief discussion on the previous meetings public hearing and overall feelings for how it went and what was the overall takeaways from the various speakers for and against the regulations.

JG asked for time with DJ Wilson or Cheryl Sbarra to go over legal issues as they relate to the regulations. Agreed this would happen at next Board meeting.

SW brought up the Mayor’s interest in not having a cap on the number of tobacco Licenses the city could approve. Board was in consensus that the language related to capping the number of tobacco licenses in the city could be removed from the regulations.

JC asked about setting up compliance checks with Bianca Pierre. Steve Ward agree she could be at the March Meeting to go over our needs. Mr. Ward also discussed the teaching and training the board would need to do to help retailers with compliance.

Board was at consensus to vote on the regulations at the next meeting after talking with DJ Wilson and/or Cheryl Sbarra and Bianca Pierre with implementation in July, 2015.

2E. Sam Wong and Alex DePaolo update

Dr. Wong and Ms. DePaola gave updates on the Prevention & Wellness Trust Fund project and MetroWest Moves project, as they move into the actual implementation phases. They discussed the grants provision for a community health worker that would be hired for each community (and paid through grant funds). Noting Marlborough Health Departments Transition situation that suggested we share the community health worker from Hudson for the short term until we were a little more stable and ready to "hire" our own. The community health worker would be the community interface person who would follow up with referrals and help qualified residents get the help they needed as relates to the parameters of the grants.

Both Ms. DePaola and Dr. Wong both stressed the state and national attention that the work from these grants will be getting as they are a model for future state and national programs.

Adjournment

Next BOH meeting will be held on Tuesday, March 3, 2015 at 6:30 pm.

RW motioned to adjourn; seconded by JC (Motion carried 3-0). Meeting adjourned at 9:03 PM.

Respectfully submitted,


James Griffin, Chairman

Dated: March 3, 2015

Cc: Board of Health Members
City Council
City Clerk
City of Marlborough Website

DOCUMENTS PERTAINING TO THIS MEETING MAY BE OBTAINED AT THE BOARD OF HEALTH OFFICE CITY HALL, LOWER LEVEL, 140 MAIN STREET. HOURS ARE 9:00 AM to 5:00 PM MONDAY THRU FRIDAY



CITY OF MARLBOROUGH

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

James Griffin, Chairman
John Curran, MD, Vice Chairman
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Tel: (508) 460-3741

2016 JAN 12 A 10:12

BOH MEETING MINUTES – 03/03/15

Attending
James Griffin
Robin Williams

Absent: John Curran, MD, Vice Chairman

Also In attendance: Cathleen Liberty, Tina Nolin and Steve Ward (transitioning)

Meeting called to order 6:34 pm

REVIEW OF MEETING MINUTES

Meeting minutes of February 3, 2015

Motion to accept minutes of February 3, 2015– Vice Chairman Griffin

Second –Chairman Griffin

Vote – Chairman Griffin – yes, Ms. Williams – yes.

2-0 Vote to accept minutes of February 3, 2015

BOARD BUISNESS

Vote on Fee Schedule

Motion to table vote on Fee Schedule until April meeting – Ms. Williams

Second – Mr. Griffin

2-0 vote to table vote on Fee Schedule until April meeting, Chairman Griffin – yes, Ms. Williams – yes

Vote on Tobacco Regulations

Motion to have City Solicitor review the proposed Tobacco Regulations prior to the Board of Health voting on them – Ms. Williams

Second – Mr. Griffin

2-0 Vote to have the City Solicitor review the proposed Tobacco Regulations prior to the Board of Health voting on them, Chairman Griffin – yes, Ms. Williams – yes

Prevention Wellness Trust Fund / Inter-Municipal Agreement

Tabled until April meeting due to City Council having to review and approve first, which they will do at their next meeting

PUBLIC HEALTH NURSE

Nurse update

MISCELLANEOUS ITEMS

Monthly Report- Mr. Landry submitted to the Board a monthly report on all updates and inspections.

OTHER BUSINESS UNKNOWN AT TIME OF POSTING

Steve Ward, by way of transitioning, reminded Board that the Fee Schedule being voted on in April was the first step in a longer term changing of pricing to bring the fee schedule up-to-date and in line with similar cities and towns; and that the proposed fees in this round are based on averages from a survey of similar and surrounding towns and cities conducted by the Mayor's office.

Recommended considering retention of Peter Wilner (DAR), Dan Ottenheimer (Title V) and Maureen Lee (Food Inspections). Also, Steve and the above are writing an Environmental Scan Report and recommending policy changes etc. which he said could be adopted in whole, or in part or discarded.

ADJOURN

Motion – to adjourn meeting at 6:50 pm Ms. Williams

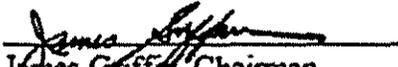
Second – Chairman Griffin

Vote – Chairman Griffin – yes, Ms. Williams – yes.

2-0 unanimous votes to adjourn Board of Health Meeting at 6:50pm

Next Board of Health Meeting Tuesday, April 14, 2015 at 6:30 pm

Respectfully submitted,


James Griffin, Chairman

Dated: April 14, 2015

Cc: Board of Health Members
City Council
City Clerk
City of Marlborough Website



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BOH MEETING MINUTES – 04/14/15

2016 JAN 12 A 10:13

Attending

James Griffin, Chairman
John Curran, MD, Vice Chairman
Robin Williams, Member

Also In attendance: Cathleen Liberty, Director of Public Health; Tina Nolin - Clerk

Meeting called to order 6:26 pm

REVIEW OF MEETING MINUTES

Meeting minutes of March 3, 2015

Motion to accept minutes of March 3, 2015– R Williams

Second –Chairman Griffin

Vote – Chairman Griffin – yes, Vice Chairman Curran – yes, Member Williams – yes.

3-0 Vote to accept minutes of March 3, 2015

BOARD BUISNESS

Update on Sully's First Edition Pub

Public Health Director Liberty and the Sanitarian went down to the establishment today and saw that the work pending is to have the interior of the walk-in refrigerator and wall behind the three-bay-sink be covered with epoxy to provide a smooth, cleanable surface. Mr. Sullivan agreed that the work would be finished by May 11, 2015, and if the work is not complete, Mr. Sullivan will come before the board of health to determine final decision of the board.

Variance requests for HACCP plan for both Jung Sushi and AFC

Both plans have been reviewed by the Dir. Liberty and recommended for approval. After a short discussion of the need for the variance and how the plan would be carried out in each establishment Chairman Griffin motioned to approve and grant the variance, Seconded by Vice Chairman Curran.

Vote – Chairman Griffin – yes, Vice Chairman Curran – yes, Member Williams – yes.

3-0 Vote to accept both Jeng Sushi and AFC's HACCP plan and grant the requested variance.

Vote on Fee Schedule

Vote taken to adopt fee schedule with the understanding that the milk fee will be in compliance with Massachusetts Law, if Massachusetts Law does not call for such a milk fee it will be deleted from the schedule. Also adding, special process plan review charge of \$50.

Motion to accept fee schedule based on the milk stipulation above – Vice Chairman Curran

Second – Chairman Griffin

Vote Chairman Griffin – yes, Vice Chairman Curran – yes, Member Williams – yes

3-0 vote to accept fee schedule with milk stipulation and Special Process Plan Review Charge of \$50

Annual permits requested - Dollar Tree Store

Dir. Liberty recommended acceptance of Dollar Tree Store's request for an annual Food Permit.

Member Williams motioned to approve and give Dollar Tree Store an annual Food Permit, Chairman Griffin Seconded

Vote Chairman Griffin – yes, Vice Chairman Curran – yes, Member Williams – yes

3-0 vote to provide Dollar Tree Store with an Annual Food Permit

Vote on Tobacco Regulations

Vote tabled until next month as Cathleen reported legal was still working through the regulations and how they relate to the 5 regulations and 1 ordinance already on the city books

PUBLIC HEALTH NURSE

Nurse update

ANNOUNCEMENTS/CORRESPONDENCE

Dir. Liberty gave an update that job openings for Assistant Sanitarian and for Community Health Worker for PWTF have been posted.

MISCELLANEOUS ITEMS

Sanitarian Monthly Reports were submitted to the Board

ADJOURN

Motion – to adjourn meeting at 7:29 pm Member Williams

Second – Chairman Griffin

Vote Chairman Griffin – yes, Vice Chairman Curran – yes, Member Williams – yes

3-0 vote to adjourn Board of Health Meeting at 7:29 pm

Next Board of Health Meeting Tuesday, May 5, 2015 at 6:30 pm

Respectfully submitted,


James Griffin, Chairman

Dated: May 5, 2015

Cc: Board of Health Members
City Council
City Clerk
City of Marlborough Website



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2016 JAN 12 A 10:13

BOH MEETING MINUTES – 05/05/15

Attending

James Griffin, Chairman
John Curran, MD, Vice Chairman
Robin Williams, Member

Also In attendance: Cathleen Liberty, Director of Public Health; Tina Nolin - Clerk

Meeting called to order 6:26 pm

REVIEW OF MEETING MINUTES

Meeting minutes of April 14, 2015

Motion to accept minutes of April 14, 2015– R Williams

Second – Vice Chairman Curran

Vote – Chairman Griffin – yes, Vice Chairman Curran – yes, Member Williams – yes.

3-0 Vote to accept minutes of April 14, 2015

BOARD BUSINESS

Review and Adopt Tobacco Regulations

After much research, the Director of Public Health Cathleen Liberty recommended to the Board to adopt the MARLBOROUGH BOARD OF HEALTH REGULATION PROHIBITING SMOKING IN WORKPLACES and PUBLIC PLACES and MARLBOROUGH BOARD OF HEALTH REGULATION RESTRICTING THE SALE OF TOBACCO PRODUCTS.

Before any motion was made Director Liberty explained that where the city has other regulations in place they will need to revoke those regulations before voting the new ones in place. This is in order to not have two of the same regulations on the books.

Vice Chair Curran made the motion to revoke revoke numbers 1 thru 5 and adopt the 2 proposed regulations entitled MARLBOROUGH BOARD OF HEALTH REGULATION PROHIBITING SMOKING IN WORKPLACES and PUBLIC PLACES and MARLBOROUGH BOARD OF HEALTH REGULATION RESTRICTING THE SALE OF TOBACCO PRODUCTS

Member Williams seconded

Vote – Chairman Griffin – yes, Vice Chairman Curran – yes, Member Williams – yes.

3-0 Vote to adopt the two new regulations: MARLBOROUGH BOARD OF HEALTH REGULATION PROHIBITING SMOKING IN WORKPLACES and PUBLIC PLACES and MARLBOROUGH BOARD OF HEALTH REGULATION RESTRICTING THE SALE OF TOBACCO PRODUCTS.

Member Williams motioned to accept the proposed effective date of September 1, 2015

Vice Chairman Curran seconded

Vote – Chairman Griffin – yes, Vice Chairman Curran – yes, Member Williams – yes.

3-0 Vote for September 1, 2015 to be the date that the new Tobacco Regulations go into effect.

Update on Sanitarian Position

On May 12, Director Liberty will be interviewing 7 candidates out of a total of 12 applicants. It is hopeful she will narrow it down to one out of those seven. She will report to the Board next month.

Prevention & Wellness Trust Fund Grant Community Health Worker

Director Liberty reported that a Community Health Worker for the Prevention & Wellness Trust Fund Grant work has been hired. Her name is Sara Oliveira, she is fluent in Portuguese and will help with the flu clinic with translation in addition to her other duties. Sara begins 80 hours of training on May 5, 2015 which she must complete before she starts her community assessments.

Beach Testing and Conservation Commission Request*

*** There was a change in order of the agenda as the Beach testing related to the conservation report re: Algae Blooms**

Director Liberty informed the Board that three volunteers from the Ft. Meadow Lake Association will be testing the beaches this summer and observing for algae blooms. Discussion regarding the Conservation report centered on Director Liberty's response the Conservation Board's letter. The Board was given copies of the letter to review and comment back to Director Liberty before it is sent.

Nurse's report

The nurse's report was presented and accepted.

Inter-municipal Agreement

Director Liberty reported that on May 4th the City Council approved the Inter-municipal Agreement for the Community Health Worker. Mayor Vigeant signed it on May 5th.

Sanitarian's report was submitted.

Next meeting is scheduled for June 9th at 6:30 pm

ADJOURN

Motion – to adjourn meeting at 7:10 pm Member Williams

Second – Vice Chairman Curran

Vote Chairman Griffin – yes, Vice Chairman Curran – yes, Member Williams – yes

3-0 vote to adjourn Board of Health Meeting at 7:10 pm

Next Board of Health Meeting Tuesday, June 9, 2015 at 6:30 pm

Respectfully submitted,


James Griffin, Chairman

Date: June 9, 2015

Cc: Board of Health Members
City Council
City Clerk
City of Mariborough Website

DOCUMENTS PERTAINING TO THIS MEETING MAY BE OBTAINED AT THE BOARD OF HEALTH OFFICE CITY HALL, LOWER LEVEL, 140 MAIN STREET. HOURS ARE 9:00 AM to 5:00 PM MONDAY THRU FRIDAY



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BOH MEETING MINUTES – 06/09/15 2016 JAN 12 A 10: 13

Attending

James Griffin, Chairman
John Curran, MD, Vice Chairman
Robin Williams, Member

Also in attendance: Cathleen Liberty, Director of Public Health; Tina Nolin - Clerk

Meeting called to order 6:28 pm

REVIEW OF MEETING MINUTES

Meeting minutes of May 5, 2015

Motion to accept minutes of May 5, 2015– R Williams

Second – Vice Chairman Curran

Vote – Chairman Griffin – yes, Vice Chairman Curran – yes, Member Williams – yes.

3-0 Vote to accept minutes of May 5, 2015

NEW BOARD BUSINESS

MW Regional Tobacco Compliance Officer

Tabled as the Tobacco Compliance Officer was unable to attend

Community Health Worker - Appointment

Director Liberty introduced the Community Health Worker – Sara Oliveira to the Board and requested that she be appointed by the Board. Motion to appoint was made by Vice Chairman Curran, seconded by Member Williams.

Vote – Chairman Griffin – yes, Vice Chairman Curran – yes, Member Williams – yes. 3-0 Vote to appoint Sara Oliveira as the Community Health Worker.

Forest St Café Annual Permit

Director Liberty updated the Board that final inspections have been completed at the new Forest Street Café and everything was in order and she recommended they be awarded their Annual Food Permit. Motion to award Annual Food Permit was made by Member Williams, Seconded by Vice Chairman Curran

Vote – Chairman Griffin – yes, Vice Chairman Curran – yes, Member Williams – yes. 3-0 Vote to award annual Food Permit to Forest Street Café.

Variance Request

Tabled for future meeting

PUBLIC HEALTH ISSUES

Semi Public Pools

Val's Mobile Home Park Pool – present Robert Valchuis

Wanted to speak to Board regarding the lack of a main drain in his swimming pool and keeping it that way if water purity and filtration could be maintained.

Since the State offers no variance the best the Board could offer is a correction plan that could be extended out over time in order to come into compliance. Board maintained that in order to open the pool Val's Mobile Park must obtain bacterial

testing of the water every two weeks, chemical testing 4x a day and catalogued in a pool log and the agreement that the pool would be closed immediately if the water turns cloudy. At the close of this season and in prep for next season the main drain must be opened up and working.

Director Liberty will issue an order letter that will be ready by 5:00 pm on Thursday, 6/11/2015 outlining the Board's requirements. The same standard letter would be sent to Wynwood apartments who also have no main drain in their pool.

Algae Blooms

Director Liberty updated the Board on the course of action related to Algae Blooms. Explaining that such blooms maybe exacerbated by excess nutrients in the water from Septic and other household causes (car washing, disposal use, etc.), a letter had been drafted to households along the area of the bloom telling them to be sure and have their tanks pumped. Vice Chairman Curran also suggested strong wording regarding disposal use and to pump more often if they used one.

ANNOUNCEMENTS / CORRESPONDENCE

Assistant Sanitarian – Director Liberty announced that by next month the new Assistant Sanitarian will have started and that she will bring her in to be appointed by the board.

MEHA Annual Meeting – The Board and Health Department recognized member Robin Williams as a recipient of the MEHA Innovation award.

Nurse's report

The nurse's report was presented by Director Liberty for Nancy Cleary who could not attend. The report was accepted.

Sanitarian's report

Submitted by Director Liberty and accepted.

ADJOURN

Motion – to adjourn meeting at 7:45 pm Member Williams

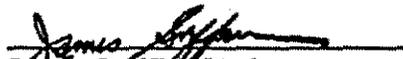
Second – Vice Chairman Curran

Vote Chairman Griffin – yes, Vice Chairman Curran – yes, Member Williams – yes

3-0 vote to adjourn Board of Health Meeting at 7:45 pm

Next Board of Health Meeting Tuesday, July 7, 2015 at 6:15 pm

Respectfully submitted,


James Griffin, Chairman

Dated: July 7, 2015

Cc: Board of Health Members
City Council
City Clerk
City of Marlborough Website

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CITY HALL, LOWER LEVEL, 140 MAIN STREET. HOURS ARE 9:00 AM to 5:00 PM MONDAY THRU FRIDAY**



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BOH MEETING MINUTES – 07/07/15 2016 JAN 12 A 10:13

Attending

James Griffin, Chairman
John Curran, MD, Vice Chairman
Robin Williams, Member

Also in attendance: Cathleen Liberty, Director of Public Health; Tina Nolin – Clerk, Public Health Nurse Nicole Isabelle and Nancy Cleary

Meeting called to order 6:20 pm

REVIEW OF MEETING MINUTES

Meeting minutes of June 9, 2015

Motion to accept minutes of June 9, 2015– R Williams

Second – Chairman Griffin

Vote – Chairman Griffin – yes, Vice Chairman Curran – absent, Member Williams – yes.

2-0 Vote to accept minutes of June 9, 2015

NEW BOARD BUSINESS

Mayor Vigeant spoke briefly

Thanking the board of health for being patient during the health department transition.

Assistant Sanitarian

Director Liberty introduced the new Assistant Sanitarian, Rike Sterrett to the Board and requested that she be appointed by the Board.

Motion to appoint was made by Member Williams, Seconded by Chairman Griffin. Vote: Chairman Griffin – yes, Vice Chairman Curran – absent, Member Williams – yes. 2-0 Vote to appoint Rike Sterrett as Assistant Sanitarian at the Board of Health.

Farmers Market

Director Liberty updated the Board on the status of the Farmers market that is scheduled to begin in September (Sept. 6 thru Nov. 1). The market is being organized and set up by our Summer Intern, Shaniece Forman. The event will be at the municipal parking lot at Chin's Restaurant.

Community Health Worker's Report – Sara Oliveira

Sara has completed training and has also been assisting the Nurses with interpreter services at the Tuesday afternoon clinics.

Council on Aging Wellness Clinic

Nicole has started the Wellness Clinic at the Senior Center every Thursday from 9:00 to 11:00.

PUBLIC HEALTH ISSUES

Memorial Beach Testing

Director Liberty updated the Board on the beach testing and that there was a positive test for E. coli on June 30, 2015. The beach was closed immediately and tested the next day. Negative e-coli results were received on July 3, 2015 and the beach

reopened. We are testing 1 public beach and 6 semi-public beaches. Director Liberty answered in the affirmative when asked if we file the end of year report with the state.

Variance Request – Longhorn Steakhouse

Director Liberty presented the issues:

The oven that is being used to cook prime rib is cooking through the night unattended at low temperature with a holding temperature of 135° F but during Maureen’s inspection temperature was recorded at 90° F. Member Williams state that 90° F is a violation, she spoke with the state and she does not think this type of cooking needs a variance. After further discussion on temperatures and log books, etc. it was agreed that Cathleen would see what other communities are doing regarding this issues (i.e., those with Longhorn restaurants) and then proceed. However, Member Williams wanted to be sure that they are not holding the temp at 90° F.

ANNOUNCEMENTS / CORRESPONDENCE

Director Liberty informed the Board on a new grant she had been given access to and was excited about using for substance abuse education for the youth.

Nurse’s report

The nurse’s report was presented by Nancy Cleary (and is on file at the Board of Health) – report was accepted Nicole and Rike have been pairing up to inspect camps.

Sanitarian’s report

Submitted by Director Liberty and accepted.

ADJOURN

Motion – to adjourn meeting at 6:55 pm Member Williams

Second – Chairman Griffin

Vote Chairman Griffin – yes, Vice Chairman Curran – yes, Member Williams – yes

3-0 vote to adjourn Board of Health Meeting at 6:55 pm

Next Board of Health Meeting Tuesday, August 4, 2015 at 6:30 pm

Respectfully submitted,


James Griffin, Chairman

Dated: August 4, 2015

Cc: Board of Health Members
City Council
City Clerk
City of Marlborough Website

DOCUMENTS PERTAINING TO THIS MEETING MAY BE OBTAINED AT THE BOARD OF HEALTH OFFICE CITY HALL, LOWER LEVEL, 140 MAIN STREET. HOURS ARE 9:00 AM to 5:00 PM MONDAY THRU FRIDAY



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BOH MEETING MINUTES – 08/04/15 2016 JAN 12 A 10:13

Attending

James Griffin, Chairman
Robin Williams, Member

Also in attendance: Cathleen Liberty, Director of Public Health; Tina Nolin – Clerk, Nicole Isabelle, Public Health Nurse

Meeting called to order 6:32 pm

REVIEW OF MEETING MINUTES

Meeting minutes of July 7, 2015

Motion to accept minutes of July 7, 2015– R Williams

Second – Chairman Griffin

Vote – Chairman Griffin – yes, Member Williams – yes.

2-0 Vote to accept minutes of July 7, 2015

NEW BOARD BUSINESS

Edward M Kennedy Community Health Center – tabled until later in the meeting

Alvin Marcus, Program Outreach and Jose Ramirez, VP of Operations from the Edward M Kennedy Community Health Center in Worcester came to speak to the Board about their services and the need they see in Marlborough for such services based on the numbers of calls they have received from Marlborough area residents. Tonight they just wanted to introduce themselves and the center to the Board and are looking at this being the first step in exploring the idea of putting a satellite location in Marlborough.

PUBLIC HEALTH ISSUES

Variance Request – Olive Garden

Tabled until the September meeting.

HACCP Plan – Japan 1

Tabled until the September meeting.

Substance Abuse Coalition

Mayor Vigeant has asked Cathleen Liberty, Director of Public Health, to chair the new Marlborough Substance Abuse Coalition. In addition, Mayor Vigeant and Director Liberty will be attending an Opiate task Force meeting with the Attorney General in Lowell.

MONTHLY REPORTS

Nurses Report

Public Health Nurse, Nicole Isabelle, presented the monthly Nurses Report (on file at the Board of Health) – report was accepted – vaccine and local TB cases as well as an update on camps and the Senior Center Blood Pressure Clinic were discussed. Report was accepted.

Sanitarians' report

Submitted by Director Liberty and accepted.

ADJOURN

Motion – to adjourn meeting at 7:20 pm Member Williams

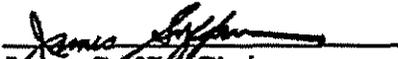
Second – Chairman Griffin

Vote Chairman Griffin – yes, Member Williams – yes

2-0 vote to adjourn Board of Health Meeting at 7:20 pm

Next Board of Health meeting is set for September 1, 2015 at 6:30 pm in the Council Committee Room

Respectfully submitted,


James Griffin, Chairman

Dated: September 1, 2015

Cc: Board of Health Members
City Council
City Clerk
City of Marlborough Website



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BOH MEETING MINUTES – 09/01/15

Attending

James Griffin, Chairman
Robin Williams, Member

Also in attendance: Cathleen Liberty, Director of Public Health; Tina Nolin – Clerk

Meeting called to order 6:30 pm

REVIEW OF MEETING MINUTES

Meeting minutes of August 4, 2015

Motion to accept and place on file the minutes of September 1, 2015-- R Williams

Second – Chairman Griffin

Vote – Chairman Griffin – yes, Member Williams – yes.

2-0 Vote to accept and place on file the minutes of September 1, 2015

NEW BOARD BUSINESS

54 Goodale Street

Director Liberty presented the request of owners of 54 Goodale St. for the board to agree to an enforceable agreement to upgrade the system or to connect the facility to a sanitary sewer or a shared system within two years following the transfer of title, provided that such agreement has been disclosed and is binding on subsequent owners; Request was if the Board agreed to a two year time frame.

The present Board members agreed to the request and Director Liberty would draft and send the necessary letter.

Retail Food Establishments

Discussion centered on low-risk food establishments – convenience stores, who served coffee only or, coffee, hot dogs etc. who do not have grease traps, 3-bay sinks etc. Should the establishments have the 3-bays if they serve coffee only or ice cream?

Decision was that coffee only would require 2 bay-sinks with sanitizer in one, while Smoothie's and other fresh fruit would require a 3-bay sink.

PUBLIC HEALTH ISSUES

HACCP Plan – Japan 1

Presented by Director Liberty who reported the HACCP plan review met the Food Code requirements and the employees had received HACCP training.

Motion to grant variance made by Chairman Griffin, 2nd by Member Williams, Vote to accept Japan 1 HACCP Plan, Chairman Griffin - Yes, Member Williams – Yes, 2 – 0 Accepted.

HACCP Plan – Olive Garden

Director Liberty presented the HACCP plan for Olive Garden's ROP operation that is in compliance with the 2009 Food Code. After much discussion the Board agreed that it would be consistent across the board in keeping with the 1999 Food Code for all operations. Therefore, the Board will not be granting the Olive Garden's requested variance at this time. Revision is needed.

Motion made by Chairman Griffin that the HACCP plan variance request for Olive Garden will not be granted until in compliance with the 1999 Food Code. Seconded by Member Williams. Vote to decline the Olive Garden HACCP Plan until in compliance with the 1999 Food Code, Chairman Griffin - Yes, Member Williams – Yes, 2 – 0 declined.

MONTHLY REPORTS

Nurses Report

Submitted by Director Liberty – report was accepted and to be placed on file.

Sanitarians' report

Submitted by Director Liberty who reported inspectors were on round two of inspections, averaging about 30 inspections a month + re-inspections. The department is working with establishments to get them into compliance. Maureen Lee continues to inspect, but also works on capital improvements, food safety and grease traps. The department is working on all aspects of the establishments and working to get everyone up to code.

Tobacco Update

There have been several inquiries related to the new regulations.

Mobile Food Truck Festival

The event was a success. Assistant Sanitarian Rike Sterrett and Director Liberty both conducted inspections.

Farmers Market Update

The Farmers Market will be starting this Sunday from 10:00 am to 2:00 pm.

ADJOURN

Motion – to adjourn meeting at 7:15 pm Member Williams

Second – Chairman Griffin

Vote Chairman Griffin – yes, Member Williams – yes

2-0 vote to adjourn Board of Health Meeting at 7:15 pm

Next Board of Health meeting is set for October 6, 2015 at 6:30 pm in the Council Committee Room

Respectfully submitted,


James Griffin, Chairman

Dated: October 6, 2015

Cc: Board of Health Members
City Council
City Clerk
City of Marlborough Website

DOCUMENTS PERTAINING TO THIS MEETING MAY BE OBTAINED AT THE BOARD OF HEALTH OFFICE CITY HALL, LOWER LEVEL, 140 MAIN STREET. HOURS ARE 9:00 AM to 5:00 PM MONDAY THRU FRIDAY



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2016 JAN 12 A 10:13

BOH MEETING MINUTES – 10/13/15

Attending

James Griffin, Chairman
John Curran, Vice Chairman
Robin Williams, Member

Also in attendance: Cathleen Liberty, Director of Public Health

Meeting called to order 6:30 pm

REVIEW OF MEETING MINUTES

Meeting minutes of September 1, 2015

Motion to accept and place on file the minutes of September 1, 2015-- R Williams

Second – Vice Chairman J Curran

3-0 Vote to accept and place on file the minutes of September 1, 2015

BOARD BUSINESS

Request for a Hearing

The board discussed that hearing requests should be done internally and the board did not have to intervene.

Red Spring Rd Letter

The board discussed the fact that five out of 17 landowners responded to the Title 5 enforcement letter. The next step is to send another enforcement letter, but hand deliver it to the dwellings.

MHOA Conference

Director Liberty updated the board on the staff attending the MHOA conference in October.

Public Health Issues

The board reviewed and approved the HACCP plan for Fuji Steakhouse.

The Director told the board that the Olive Garden did not respond to the decision letter that was received by Olive Garden on September 14, 2015. After much discussion, the board decided that if the Olive Garden does not present a HACCP plan for their ROP process by the next meeting, they will be ordered to cease and desist using the ROP process.

MONTHLY REPORTS

Nurses Report

Submitted by Director Liberty – report was accepted and to be placed on file.

Sanitarians' report

Submitted by Director Liberty who reported inspectors were on round two of inspections and the health department is current with day care inspections and is now looking to see which churches are preparing food in their kitchens. Liberty also noted that the monthly report was being worked on to be more formalized.

ADJOURN

Motion – to adjourn meeting at 7:10 pm-Chairman Griffin

Second – Member Williams

3-0 vote to adjourn Board of Health Meeting at 7:10 pm

Next Board of Health meeting is set for November 10, 2015 at 6:30 pm in the Council Committee Room

Respectfully submitted,


James Griffin, Chairman

Dated: November 10, 2015

Cc: Board of Health Members
City Council
City Clerk
City of Marlborough Website

DOCUMENTS PERTAINING TO THIS MEETING MAY BE OBTAINED AT THE BOARD OF HEALTH OFFICE CITY HALL, LOWER LEVEL, 140 MAIN STREET. HOURS ARE 9:00 AM to 5:00 PM MONDAY THRU FRIDAY



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2016 JAN 12 A 10:13

BOH MEETING MINUTES – 11/13/15

Attending

James Griffin, Chairman
John Curran, Vice Chairman
Robin Williams, Member

Also in attendance: Cathleen Liberty, Director of Public Health, Tina Nolin, Senior Clerk

Meeting called to order 6:30 pm

REVIEW OF MEETING MINUTES

Meeting minutes of October 6, 2015

Motion to accept and place on file the minutes of October 1, 2015 – R Williams

Second – Vice Chairman J Curran

3-0 Vote to accept and place on file the minutes of October 1, 2015

BOARD BUSINESS

Edward M Kennedy Community Health Center Update

Will be in Marlborough starting Nov. 18 every other Wednesday from 1:00 pm to 5:00 pm. They will be in the Walker Building at 255 Main Street in the 1st Floor Conference Room.

In addition to the vaccines, they will be able to help people with insurance and setting them up with primary care doctors. In addition, all staff are trilingual which is a huge benefit with the overall population being served.

Indoor Farmers Market

This is an initiative from the Mayor based on the success of the summer's Farmers Market. It will be on the Main Floor of the Walker building. We have 6 – 8 vendors so far.

Olive Garden ROP Variance Request (Reconsideration)

Chris Zedderland, Director, Karen Charlesworth, Director of Operations in Marlborough, and Kip Adams, attorney with Lewis Brisbois Firm were in attendance to address the Board regarding their request for a variance concerning their cook chill process for soups and sauces. After much discussion the Board tables the discussion and decision until the next meeting.

Flu Clinics

A flu Clinic will be held at the Senior Center on November 17th from 10:00 AM – 12:00 PM and from 2:00 PM to 4:00 PM. An Emergency Dispensary Site Exercise will be conducted. During our 5 day Express Clinic we gave out 77 vaccines.

MONTHLY REPORTS

Nurses Report

Submitted by Director Liberty – report was accepted and to be placed on file.

New TB Case – he is very compliant – visited 2 days a week

Unknown at time of posting: Food Born Illness – 2 weeks ago this Friday. 44 Children were sick, through inspections were conducted, Food samples have been collected and are being analyzed. In addition, a Food Survey was done via an Epidemiologist.

Sanitarians' report

Submitted by Director Liberty who reported inspectors were on round two of inspections and the health department is current with day care inspections and is now looking to see which churches are preparing food in their kitchens. Liberty also noted that the monthly report was being worked on to be more formalized.

ADJOURN

Motion – to adjourn meeting at 7:35 pm-Chairman Griffin

Second – Member Williams

3-0 vote to adjourn Board of Health Meeting at 7:35 pm

Next Board of Health meeting is set for December 1, 2015 at 6:30 pm in the Council Committee Room

Respectfully submitted,


James Griffin, Chairman

Dated: January 5, 2016

Cc: Board of Health Members
City Council
City Clerk
City of Marlborough Website



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**City of Marlborough
License Board**

2016 JAN 12 A 10: 12

140 Main Street, Lower Level
Marlborough, MA 01752
(508) 460-3751 FAX (508) 460-3625

**Minutes of the License Board Regular Meeting Held September 23, 2015
City Hall, 1st floor, Council Committee Room**

Attending: Walter Bonin, Chairman; Gregory Mitrakas, Member; David Bouvier, Member and Tina Nolin, Clerk

Meeting called to order by Chairman Bonin at 7:30 PM

New Business

1. **One Day Permits** – the following organizations applied for One-Day Permits. Member Mitrakas motioned for approval, Member Bouvier seconded, Approved 3-0

- ITAM
- COA
- CSF
- Tasty Home Cookin'
- The Moose

2. **Misc. Correspondence and Open Issues**

- a. **ABCC Correspondence – re: Advisory Regarding Fire and Building Safety**

After some discussion on which establishments would need to meet and follow the guidelines in the communication it was determined that Chairman Bonin would look into it further and see who it actually applies to, if it is based on size, activity, etc.

Member Mitrakas motioned to accepted the correspondence and put on file, seconded by Member Bouvier; approved 3 - 0

3. **Reports from the Chairman**

- a. **Update on the 401**

As of the meeting no contact has been made with Mr. Gillis despite two messages being left. After discussion the Board agreed to see if the Four Hundred and One License is renewed in the coming license renewal period before proceeding with any action.

b. All-Star Motor – 329 Maple Street regarding Conservations Correspondence and Concerns

After review and discussion of the Conservation Commission's citation, as well as images of the property and copies of the dealership licenses owned by Mr. Donnarumma the Board determined to send Mr. Donnarumma a letter requesting him to come before the Board in October and go over what is at each location, including the plans and layout of the properties.

c. Update on Funky Murphy's

There have been some noise issues and in at least one case the police were called. People do congregate out in the parking lot at times. A worker of the establishment, however, has come out and tried to break up and discourage people from congregating there. Since then there have not been issues.

4. Review minutes –

Regular meeting, August 26, 2015

Member Mitrakas requested that the minutes be amended to note that during the portion of the meeting relating to La Tapatia Member Mitrakas abstained from discussion.

Member Mitrakas motioned to approve the minutes with the amendment and place on file, Member Bouvier seconded, approved to accept amended minutes and file 3-0.

Motion made to adjourn: 8:38 pm by Member Mitrakas, Seconded by Member Bouvier, vote: 3-0 for adjournment. Next meeting is Wednesday, October 28, 2015

Respectfully submitted,

Walter Bonin

Walter Bonin, Chairman



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2015 JAN 12 A 10:12

**City of Marlborough
License Board**

140 Main Street, Lower Level
Marlborough, MA 01752
(508) 460-3751 FAX (508) 460-3625

**Minutes of the License Board Regular Meeting Held October 28, 2015
City Hall, 1st floor, Council Committee Room**

Attending: Walter Bonin, Chairman; Gregory Mitrakas, Member; David Bouvier, Member and
Tina Nolin, Clerk

Meeting called to order by Chairman Bonin at 7:32 PM

New Business

1. **One Day Permits** – the following organizations applied for One-Day Permits.
 - **Tasty Home Cookin'** Member Bouvier motioned for approval, Member Mitrakas seconded,
Approved 3-0
 - **Crave Mead** Member Bouvier motioned for approval, Member Mitrakas seconded,
Approved 3-0
 - **IC School** Member Mitrakas motioned for approval, Member Bouvier seconded,
Approved 3-0

2. **La Tapatia Taqueria Change of Location Application and Cordial License**
Jose Barajas

Public Hearing opened at 7:35 pm. Member Mitrakis requested to abstain from conversation as he has in past discussions on this venue.

Jose Barajas of La Tapatia Taqueria presented the application. Moving to a larger location with more parking and looking to expand the bar options so as to offer patrons more drink choices that complement the food.

Chairman Bonin asked if significant changes had been made to building – response was no, layout had been changed only slightly to allow for more space – equipment was in good condition and had what was needed.

- Chairman Bonin requested from public any pro/positive comments – Arthur Bergeron voiced that as a satisfied customer he felt that the establishment has been a great addition to the city and looked forward to going to the new location.

- Chairman Bonin requested from public any objections: None voiced

Public meeting closed at 7:38 pm.

There were no further questions. Member Bouvier motioned to approve the application, Chairman Bonin seconded the motion and Member Mitrakas abstained. Vote was 2 for, 0 against and 1 abstaining.

Application Approved.

3. All Star Auto and All Star Cycles

Benjamin Donnarumma, Owner, Chris Bombara, General Manager & Arthur Bergeron, Esq.

Discussion centered on Mr. Donnarumma's 2 dealership licenses and how Mr. Donnarumma's businesses are functioning under the licenses to meet their requirements in terms of number and location of vehicles on the grounds.

Question was asked by Mr. Donnarumma's counsel about consolidating his licenses into one and perhaps relooking at the dealership layouts relative to vehicles. It was agreed that Mr. Donnarumma, Chris Bombara, General Manager & Arthur Bergeron, Esq. would appear again before the Board at the December meeting with ideas of layouts for the 2 licenses and further discuss consolidation.

The Board set the date for the December meeting for December 16th at 7:30 pm.

4. Misc. Correspondence and Open Issues

a. ABCC Correspondence – re: License Renewals

Member Mitrakas motioned to accepted the correspondence and put on file, seconded by Member Bouvier; approved 3 - 0

Chairman Bonin requested that the 2016 Holiday Observed notice from the ABCC to be sent to the Board members as it was missing from the packet.

5. Review minutes –

Regular meeting, September 26, 2015

Member Bouvier motioned to approve the minutes with the amendment and place on file, Member Mitrakas seconded, approved minutes and to place on file 3-0.

Motion made to adjourn: 8:11 pm vote: 3-0 for adjournment. Next meeting is Wednesday, November 18, 2015

Respectfully submitted,



Walter Bonin, Chairman

Copies of public documents related to these minutes are available upon request at the Licensing Board Office at 140 Main Street, Lower Level, Marlborough, MA 01752



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**City of Marlborough
License Board**

2016 JAN 12 A 10:12

140 Main Street, Lower Level
Marlborough, MA 01752
(508) 460-3751 FAX (508) 460-3625

**Minutes of the License Board Special Meeting Held November 12, 2015
City Hall, 1st floor, Council Committee Room**

Attending: Walter Bonin, Chairman; Gregory Mitrakas, Member (absent); David Bouvier, Member and Tina Nolin, Clerk

Meeting called to order by Chairman Bonin at 3:30 PM

New Business

1. **One Day Permits** – the following organizations applied for One-Day Permits.
- **Shrewsbury Special Needs Program**
(**Special Olympics of Massachusetts Yawkey Training Center**)

Member Bouvier motioned for approval, Chairman Bonin seconded Approved 2-0

Motion made to adjourn: 3:35 pm vote: 2-0 for adjournment. Next meeting is Wednesday, November 16, 2015

Respectfully submitted,

Walter Bonin

Walter Bonin, Chairman



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2016 JAN 12 A 10:12

**City of Marlborough
License Board**

140 Main Street, Lower Level
Marlborough, MA 01752
(508) 460-3751 FAX (508) 460-3625

**Minutes of the License Board Regular Meeting Held November 18, 2015
City Hall, 1st floor, Council Committee Room**

Attending: Walter Bonin, Chairman; Gregory Mitrakas, Member; David Bouvier, Member and Tina Nolin, Clerk

Meeting called to order by Chairman Bonin at 7:30 PM

New Business

1. **One Day Permits** – the following organizations applied for One-Day Permits.
 - **Tasty Home Cookin'** Member Bouvier motioned for approval, Member Mitrakas seconded, Approved 3-0
2. **Application for Change of Manager Fuh Wah Restaurant, Inc. (D/B/A Chin's Garden)**
Tabled due to no one from Chin's Garden present. Clerk will call for them to come to December Meeting.
3. **Application for Transfer of License Shollo, Inc. to Chill Kitchen and Bar, Inc.**
Attorney Aldo Cipriano represented Chill Kitchen and Bar, Inc. owner John Logomasini who was in attendance with his wife, Colleen Logomasini.

Attorney Cipriano described Mr. Logomasini's extensive restaurant and bar experience and outlined the Chill Kitchen and Bar, Inc. concept experience. Specifically, a restaurant with a relaxed family environment with diverse food and options that will change seasonally. The establishment will also offer food wine pairings with an emphasis on teaching about wines and food. The establishment will be in a 5 year lease with 5 and 10 year options.

PUBLIC HEARING BEGAN AT 7:32

There were no comments from the public either positive or negative, with the exception of one resident who after stating their concern realized they had thought it was a different establishment in a different location.

PUBLIC HEARING CLOSED AT 7:47 PM

Member Mitrakas asked about any changes in terms of equipment or construction. Mr. Logomasini said no, none at this time, only paint, flooring and lighting changes and the addition of glass wine cases used as décor.

Member Mitrakas made the motion to approve, David Bouvier seconded. Application request was approved 3 to 0.

4. ITAM – discussion on change of Officer

John Manning came before the License Board to discuss the ABCC request for Change of Officers forms from Clubs each year and before approving any change of manager requests. There was some confusion over the requirement of the ABCC request.

John explained that when it came to managers only the Club Commander was involved in choosing who that would be. It was recommended that when they next applied for a Change of Manger that they should include a note to the effect that the Commander, and not the full officers, choose the manager.

5. Misc. Correspondence and Open Issues

a. MA Alcoholic Beverages Control Commission eLicensing Renewal Survey

The Senior Clerk would respond to the email and survey responding in a manner that best served getting permits done most expediently

b. 2016 Increase in Number of Package Stores Any One Individual is Allowed to hold beneficial interest in (“5-STORE LIMIT” INCREASED EFFECTIVE JANUARY 1, 2016)

Member Mitrakas motioned to accept the correspondence and put on file, seconded by Member Bouvier; approved 3 - 0

6. Review minutes –

Regular meeting, September 26, 2015

Member Bouvier motioned to approve the minutes and place on file, Member Mitrakas seconded.

Vote to approve minutes and place on file 3-0.

Motion made to adjourn: 8:17 pm vote: 3-0 for adjournment. Next meeting is Wednesday, December 16, 2015

Respectfully submitted,



Walter Bonin, Chairman

Copies of public documents related to these minutes are available upon request at the Licensing Board Office at 140 Main Street, Lower Level, Marlborough, MA 01752

**MARLBOROUGH PLANNING BOARD
MARLBOROUGH, MA 01752**

2016 JAN 12 A 11: 04

Call to Order

December 21, 2015

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

Colleen Hughes was absent. Mr. DuPont is "Acting Clerk".

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

1. Meeting Minutes:

A. Regular Meeting December 7,, 2015

On a motion made by Mr. Fay, seconded by Mr. DuPont it was voted to accept and place on file the minutes of the December 7, 2015 Regular Meeting. Motion carried with Mr. Coveney abstaining.

2. Chair's Business:

A. Discussion/Update regarding Planning Board Application Form

Chairperson Fenby noted that with one final minor modification the form will be considered in its final form.

On a motion made by Mr. Fay, seconded by Mr. Coveney it was voted to implement the application form in the New Year and see how it fares with developers. Motion carried.

B. Correspondence from Code Enforcement Officer regarding Detention Basins.

Mr. DuPont read the correspondence into the record.

On a motion made by Mr. Fay, seconded by Mr. DuPont the correspondence was accepted and placed on file.

Discussion points included: taxability, liability, possible exclusive use easement, security concerns.

This matter will need to be investigated further.

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

3. Approval Not Required: None

4. Public Hearings: 7:15pm None

5. Pending Sub Division Plans: Updates and Discussion:

A. Engineers Report

City Engineer Pilachowski had no new information to share with the Board.

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

7. Definitive Subdivision Submission: None

8. Signs: None

9. Unfinished Business:

A. Blackhorse Farms Update

City Engineer Pilachowski noted no movement was evident.

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

B. Mauro Farms Update

City Engineer Pilachowski noted that the developer claimed to have not received the “punchlist” of items still to be done from the City. City Engineer Pilachowski forwarded the information to the developer. There is no set date for when the list will be completed.

The developer is still trying to obtain the required easements from the current land owners for the previously brought forward issue. It was noted by City Solicitor Rider that a lot had been missed in the prior notification and that information has been forwarded to the developer as well.

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

10. Informal Discussions: None

11. Correspondence: None

12. Public Notices of other Cities and Towns:

A. Town of Framingham, Planning Board Notice(s) (2)

B. Town of Sudbury, Board of Appeals Notice of Decision(s) (4)

On a motion made by Mr. DuPont, seconded by Mr. Fay it was voted to accept notices A-B and place them on file. Motion carried.

Chairperson Fenby noted that both she and Code Enforcement Officer Pamela Wilderman met with the Principal figures from the Solomon Pond Mall, Target and MEDC.

The current feeling is that the signage for the Donald Lynch Boulevard area needs to be rethought and redesigned.

Mr. Fay noted that for the January 2016 agenda an item for discussion regarding the sign ordinance should appear.

Adjournment: On a motion made by Mr. McCarthy, seconded by Mr. Coveney it was voted to adjourn at 7:31pm. Motion carried.

Respectfully submitted,

Brian DuPont
Acting Clerk

/mai