

REGULAR MEETING
FEBRUARY 10, 2020
TIME: 8:00 PM

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

CONVENED:
ADJOURNED:

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2020 FEB -6 P 1:50

1. Minutes, City Council Meeting, January 27, 2020.
2. Communication from the Mayor, re: Transfer Requests from Undesignated Fund (Free Cash) to OPEB Trust and Undesignated Stabilization in the amount of \$1,331,902.00 each pursuant to the financial policies of the city.
3. Communication from the Mayor, re: Mid-Year Transfer Requests totaling \$838,272.00 from various departments for FY 20, which moves funds from and to accounts as noted.
4. Communication from the Mayor, re: Proposed Salary Ordinance Amendment.
5. Communication from the Mayor, re: Reappointments to the Community Development Authority Board (CDA) of Stephanie Ferrecchia and David Morticelli for three-year terms from date of confirmation, Paul Sliney for a two-year term to expire from date of confirmation and Renee Perdicaro for a one-year term to expire from date of confirmation.
6. Communication from City Clerk, Steven Kerrigan, re: Presidential Primary Election Call.
7. Communication from City Clerk, Steven Kerrigan, re: Early Voting for Presidential Primary.
8. Petition from Massachusetts Electric, to install a new pole and anchor #79-84 on Berlin Road which will enable National Grid to remove the pole to tree guy wire.
9. Communication from Chris White re: Yearly Operational Plan and Vegetation Management Plan **(Documents are available in the City Clerk's Office for viewing)**.
10. Minutes of Boards, Commissions and Committees:
 - a) School Committee, January 6, 2020 & January 14, 2020.
 - b) Library Trustees, December 3, 2019.
 - c) Planning Board, January 13, 2020.
 - d) Retirement Board, December 31, 2019.
 - e) Traffic Commission, November 27, 2019.
11. CLAIMS:
 - a) Joseph Mikula, 211 West Hill Road, residential mailbox claim (2a).

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

2020 JAN 30 A 9:45

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

JANUARY 27, 2020

Regular meeting of the City Council held on Monday, January 27, 2020 at 8:00 PM in City Council Chambers, City Hall. City Councilors Present: Ossing, Oram, Perlman, Robey, Wagner, Doucette, Dumais, Tunnera, Irish, Navin and Landers. Meeting adjourned at 9:03 PM.

ORDERED: That the Minutes of the City Council meeting, January 13, 2020, **FILE**; adopted.

ORDERED: That the PUBLIC HEARING PUBLIC HEARING On the Application for Special Permit from Attorney Brian Falk, on behalf of Vedi Naturals LLC, to operate an Adult Use Marijuana Retail Establishment, 505 Boston Post Road West (Twin Boro Crossing), Order No. 19-1007881, all were heard who wish to be heard, hearing closed at 8:50 PM; adopted.

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

ORDERED: That the Communication from Councilor Robey, re: Proposed Zoning Amendment to Chapter 650 §17 & §18 relative to Livestock Farms, refer to **URBAN AFFAIRS COMMITTEE, PLANNING BOARD, AND ADVERTISE A PUBLIC HEARING FOR MONDAY, FEBRUARY 24, 2020**; adopted.

THAT, PURSUANT TO § 5 OF CHAPTER 40A OF THE GENERAL LAWS, THE CITY COUNCIL OF THE CITY OF MARLBOROUGH, HAVING SUBMITTED FOR ITS OWN CONSIDERATION CHANGES IN THE ZONING ORDINANCE OF THE CITY OF MARLBOROUGH, AS AMENDED, TO FURTHER AMEND CHAPTER 650, NOW ORDAINS THAT THE ZONING ORDINANCE OF THE CITY OF MARLBOROUGH, AS AMENDED, BE FURTHER AMENDED AS FOLLOWS:

- I. Section 18 of Chapter 650, entitled "Conditions for uses," is hereby amended by:
 - a. Amending paragraph (12), entitled "Livestock farms" as follows (new text shown as underlined):

(12) Livestock farms. The raising of or keeping of a small flock of poultry (other than Chicken hens), less than 10, or of saddle horses, private kennel, livestock, or other farm animals for use only by residents of the premises, provided further, that adequate open space is available for their care.

b. Inserting the following paragraph:

(49) Chicken hens, personal use. The raising or keeping of female chickens (*Gallus gallus domesticus*) for personal use, not to exceed either 6 hens or 12 hens, as stated in the Table of Uses. The raising or keeping of roosters, cocks, or cockerels is prohibited. The slaughtering of Chicken hens for non-personal use is prohibited.

II. Section 17 of Chapter 650, entitled "Table of Uses," is hereby amended by inserting the following:

	RR	A1	A2	A3	RB	RC	RCR	NB	B	CA	LI	I	MV	WAYSIDE
Chicken hens, personal use (6 or fewer) (49)	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	N
Chicken hens, personal use (between 7 and 12) (49)	Y	Y	Y	Y	N	N	N	N	N	N	N	N	N	N

ORDERED: That the Transfer Request in the amount of \$3,029,000.00 for the design and construction of DEP corrective actions related to the Redevelopment of the Hudson Street Landfill, refer to **FINANCE COMMITTEE**; adopted.

CITY OF MARLBOROUGH
BUDGET TRANSFERS –

DEPT: DPW

FISCAL YEAR: 2020

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$13,169,020.00	\$3,029,000.00	10000	35900	Undesignated Fund	\$3,029,000.00	19300006	55966	Capital Outlay-Hudson St Land	\$0.00

Reason: Clean up of Hudson St Landfill for recreational purposes

\$3,029,000.00 Total

\$3,029,000.00 Total

ORDERED: That the Transfer Request in the amount of \$400,000.00 from Stabilization-Open Space to Open Space Acquisition to fund the proposed acquisition of 45-47 and 55 Bolton Street (Map 57 Parcel 104 and Map 70 Parcel 296) and to grant authorization to the Mayor to enter into a purchase and sale agreement, refer to **FINANCE COMMITTEE**; adopted.

Councilor Dumas Recused

CITY OF MARLBOROUGH
BUDGET TRANSFERS –

DEPT:		Mayor				FISCAL YEAR:		2020	
FROM ACCOUNT:					TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$539,397.80</u>	<u>\$400,000.00</u>	<u>83600</u>	<u>32918</u>	<u>Stabilization-Open Space</u>	<u>\$400,000.00</u>	<u>19300006</u>	<u>58170</u>	<u>Open Space Acquisition</u>	<u>\$0.00</u>
Reason:					For purchase of Bolton Street property				
\$400,000.00		Total		\$400,000.00		Total			

ORDERED: Under authority of MGL Chapter 44, Section 53A, the City Council hereby **APPROVES** the Gift Acceptance in the amount of \$14,358.35 for the Police Department from the Marlborough Police K-9 Unit Fundraiser to be used for the department's K-9 program; adopted.

ORDERED: That the Reappointment of Diane Smith as City Auditor for a three-year term from date of confirmation, refer to **PERSONNEL COMMITTEE**; adopted.

ORDERED: That the Appointment of Nusrath Khan to the Planning Board for a one-year term to expire the first Monday in February 2021, refer to **PERSONNEL COMMITTEE**; adopted.

ORDERED: That the Communication from City Solicitor, Jason Grossfield, re: Decision of Land Court in favor of the city, relative to Williams Street Holdings, LLC v. members of the Marlborough City Council, Docket No. 18 MISC 000284-HPS, **FILE**; adopted.

ORDERED: That Communication from Town of Littleton Board of Selectman and Planning Board, re: Counterpoint to Town of Needham's letter relating to House Bill No. 3507, **FILE**; adopted.

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

- School Committee, November 26, 2019 & December 10, 2019.
- Conservation Commission, December 5, 2019.
- Planning Board, December 16, 2019.
- Zoning Board of Appeals, January 7, 2020.

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

- a) Kori Berardino, 53 East Dudley Street, residential mailbox claim (2a).
- b) Caitlyn Cerrone, 4 Glade Street, Worcester, pothole or other road defect.
- c) John Kingsley, 21 Pine Hill Road, Southborough, pothole or other road defect.
- d) Melanie Pollard, 12 Bacher Circle, residential mailbox claim (2a).
- e) Scott Wudyka, 57 Kelleher Street, residential mailbox claim (2a).

Reports of Committees:

THERE WERE NO REPORTS OF COMMITTEE.

ORDERED: There being no further business, the regular meeting of the City Council is herewith adjourned at 9:03 PM; adopted.



City of Marlborough
Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Arthur G. Vigeant
MAYOR

2020 FEB -6 A 11: 15

Nathan R. Boudreau
EXECUTIVE AIDE

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

Patricia Bernard
EXECUTIVE SECRETARY

February 6, 2020

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

Re: Transfer Request – OPEB and Stabilization

Honorable President Ossing and Councilors:

Please find enclosed for your review two transfer requests from the Undesignated Fund ("Free Cash") each in the amount of \$1,331,902.00 to Undesignated Stabilization and the OPEB Trust.

Late last year, Free Cash was certified at \$13,319,020.00. As a result, I am requesting two transfers of 10% total Free Cash funds to our stabilization and OPEB accounts in keeping with our financial policies. Investing in our stabilization and OPEB accounts ensures we are strengthening our financial foundation for years to come.

I'm proud of our work together. Our stabilization fund is growing, and we are taking steps to lower our OPEB liability. I look forward to discussing these transfers with you further.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

FISCAL YEAR: 2020

	DEPT:	Mayor				FISCAL YEAR:	2020			
		FROM ACCOUNT:				TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
<u>\$13,169,020.00</u>	<u>\$1,331,902.00</u>	<u>10000</u>	<u>35900</u>	<u>Undesignated Fund</u>	<u>\$1,331,902.00</u>	<u>83600</u>	<u>32925</u>	<u>Undesignated Stabilization</u>	<u>\$13,942,532.76</u>	
	Reason:	<u>To increase undesignated stabilization funds</u>								
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CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Mayor

FISCAL YEAR: 2020

FROM ACCOUNT:

TO ACCOUNT:

Available
Balance

Amount

Org Code

Object

Account Description:

Amount

Org Code

Object

Account Description:

Available
Balance

\$13,169,020.00

\$1,331,902.00

10000

35900

Undesignated Fund

\$1,331,902.00

87500

35900

OPEB Trust

\$10,373,553.72

Reason:

Transfer funds to OPEB trust

Reason:

Reason:

Reason:

\$1,331,902.00

Total

\$1,331,902.00

Total

Department Head signature:

Auditor signature:

Comptroller signature:

Done



City of Marlborough
Office of the Mayor

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CITY CLERK'S OFFICE
MARLBOROUGH
2020 FEB -6 A 11: 15

Arthur G. Vigeant
MAYOR

Nathan R. Boudreau
EXECUTIVE AIDE

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

Patricia Bernard
EXECUTIVE SECRETARY

February 6, 2020

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

Re: Mid-year Transfer Requests

Honorable President Ossing and Councilors:

Please find enclosed for your review and approval mid-year transfer requests from several City Departments.

As always, Department Heads who have requested transfers will attend a future Finance Committee meeting to discuss these requests with you in greater detail. The two transfers proposed for my department are designated to cover payroll through the end of the fiscal year.

Thank you in advance for your consideration and please do not hesitate to let me know if you have any questions.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures



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

February 3, 2020

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

RE: Mid-Year Transfer Request

Enclosed herewith is a transfer request for various City departments. The Mayor's office requires a transfer to the Executive Aide line and the Summer Employment line to cover payroll through June 30, 2020. The City Council Part-Time Clerk line requires a small transfer to cover payroll through June 30, 2020.

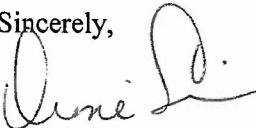
The Building Department requires a transfer to the Local Inspector line to fund a new position that was added during FY20 but not included in the original budget. There is also a retirement in the Building Department that requires a transfer to cover vacation and sick leave buy back payouts.

A memorandum was sent to the City for an additional retirement system appropriation for an individual on military leave. This appropriation represents the amount of money she would have paid into the system during her military leave.

Veterans monthly benefits are running higher than anticipated resulting in the need for a transfer.

Lastly a transfer is required to Property Liability Insurance for a potential shortfall. This account is running very close to budget and the prior Comptroller was concerned.

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

Sincerely,


Diane Smith
City Auditor

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Various

FISCAL YEAR: 2020

FROM ACCOUNT:

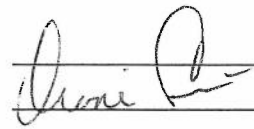
TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$667,126.75</u>	<u>\$77,350.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$7,850.00</u>	<u>11210001</u>	<u>50321</u>	<u>Exec Aide to Mayor</u>	<u>\$19,889.39</u>
	Reason:				Reason:			<u>Funds needed through June 30th</u>	
	<u>\$0.00</u>				<u>\$11,000.00</u>	<u>11210003</u>	<u>51250</u>	<u>Summer Employment</u>	<u>\$744.80</u>
	Reason:				Reason:			<u>Funds needed through June 30th</u>	
	<u>\$0.00</u>				<u>\$500.00</u>	<u>11110002</u>	<u>50401</u>	<u>Council P/T Sr Clerk</u>	<u>\$9,726.67</u>
	Reason:				Reason:			<u>Funds needed through June 30th</u>	
	<u>\$0.00</u>				<u>\$44,500.00</u>	<u>12410001</u>	<u>50260</u>	<u>Local Inspector</u>	<u>\$46,402.57</u>
	Reason:				Reason:			<u>To fund one local inspector not in original budget</u>	
	<u>\$0.00</u>				<u>\$12,100.00</u>	<u>12410001</u>	<u>50370</u>	<u>Plumbing Inspector</u>	<u>\$27,903.94</u>
	Reason:				Reason:			<u>To fund vacation payout due to retirement</u>	
	<u>\$0.00</u>				<u>\$1,400.00</u>	<u>12410003</u>	<u>51920</u>	<u>Bldg-Sick Leave Buy Back</u>	<u>\$5.68</u>
	Reason:				Reason:			<u>To fund sick leave buy back due to retirement</u>	
<u>\$1,080,000.00</u>	<u>\$67,600.00</u>	<u>13860006</u>	<u>59254</u>	<u>Interest on BAN</u>	<u>\$5,600.00</u>	<u>11940006</u>	<u>51770</u>	<u>Retirement Fund</u>	<u>\$6.00</u>
	Reason:			<u>Actual interest rate came in lower than budgeted amount</u>	Reason:			<u>Supplemental appropriation for military service</u>	
	<u>\$0.00</u>				<u>\$50,000.00</u>	<u>11930006</u>	<u>57410</u>	<u>Property Liability Insurance</u>	<u>\$5,725.00</u>
	Reason:				Reason:			<u>Additional insurance costs not budgeted</u>	
	<u>\$0.00</u>				<u>\$12,000.00</u>	<u>15430006</u>	<u>57710</u>	<u>Veterans Benefits</u>	<u>\$71,699.23</u>
	Reason:				Reason:			<u>Monthly benefits running higher than expected</u>	
	<u>\$144,950.00</u>	Total			<u>\$144,950.00</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:





City of Marlborough
BUILDING DEPARTMENT

140 Main Street
Marlborough, Massachusetts 01752
Tel. (508) 460-3776 Facsimile (508) 460-3736
building_dept@marlborough-ma.gov

JEFFREY COOKE, C.B.O.
BUILDING COMMISSIONER

PATRICK DAHLGREN
ASSISTANT BUILDING
COMMISSIONER

WILLIAM PAYNTON
LOCAL BUILDING INSPECTOR

RICHARD DESIMONE
PLUMBING & GAS INSPECTOR

JOHN CAIN
WIRING INSPECTOR

January 31, 2020

Mayor Arthur Vigeant
140 Main Street
Marlborough, MA 01752

RE: Mid-Year Budget

Mayor Vigeant,

Please find attached the Inspectional Service Department Mid-year budget request.

The request is to fund the assistant Plumbing Inspector position. This account has been difficult this year with the plumbing inspector being off duty due to medical and now he has retired from the service of Marlborough. I have previously made internal transfers into the assistant Plumbing Inspector account from the assistant inspector of Wires account. It is at this time I request to replenish both account with the anticipation that these transfers will satisfy the needs for the remainder of the FY20.

Respectfully submitted

Jeffrey Cooke, C.B.O.
Building Commissioner
City of Marlborough

Mission Statement

To promote the safe and compatible development of the community through the fair and consistent enforcement of the building codes and zoning ordinances

**CITY OF MARLBOROUGH
BUDGET TRANSFERS --**

	DEPT:	Building				FISCAL YEAR:	2020		
		FROM ACCOUNT:				TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$10,000.00</u>	<u>\$4,800.00</u>	<u>12410004</u>	<u>53140</u>	<u>Contract Services</u>	<u>\$800.00</u>	<u>12410001</u>	<u>50095</u>	<u>Asst Bldg Commissioner</u>	<u>\$31,253.92</u>
	Reason:	<u>Available funds</u>				<u>Step increase not included in original budget</u>			
					<u>\$2,000.00</u>	<u>12410001</u>	<u>50970</u>	<u>Asst Wiring Inspector</u>	<u>\$1,725.00</u>
	Reason:					<u>Expected funds needed through June 30th</u>			
					<u>\$2,000.00</u>	<u>12410001</u>	<u>50960</u>	<u>Asst Plumbing Inspector</u>	<u>\$2,100.00</u>
	Reason:					<u>Expected funds needed through June 30th</u>			
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City of Marlborough
Office of the City Clerk

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

Steven W. Kerrigan
City Clerk

Wilson Chu
Assistant City Clerk

January 29, 2020

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

RE: Transfer Request – City Clerk's Office

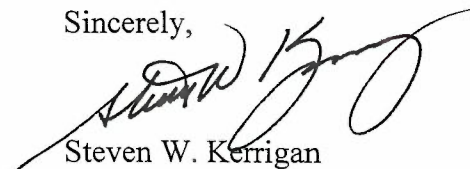
Honorable President Ossing and Councilors:


After a review of our FY 2020 budget we have identified two accounts that will need additional funding to take us through the remainder of the fiscal year. There are sufficient funds in other accounts within the City Clerk/Elections budgets to cover the shortfalls.

We require additional funds in the Advertising account as there have been several amendments and new proposals related to the Zoning Ordinance that required advertisements to be run for both the City Council and Planning Board. In addition, we will require additional funds in the Election Programming account to cover the costs associated with the Presidential Primary being held on March 3, 2020, and Early Voting which will be taking place at the end of February of this year.

Attached is the transfer sheet outlining where the funds can be transferred from to cover the additional funds needed. As always, any questions please feel free to let us know.

Sincerely,


Steven W. Kerrigan
City Clerk


Wilson Chu
Assistant City Clerk

Enclosure

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

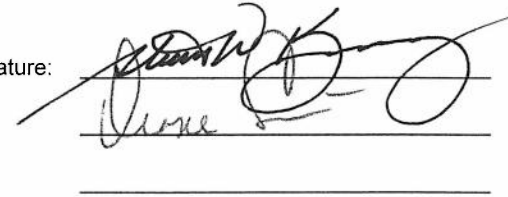
DEPT: **City Clerk/Election**FISCAL YEAR: **2020**

		FROM ACCOUNT:			TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$30,388.53</u>	<u>\$2,800.00</u>	<u>11610002</u>	<u>50290</u>	<u>Assistant City Clerk</u>	<u>\$5,300.00</u>	<u>11610004</u>	<u>53150</u>	<u>Advertising</u>	<u>\$1,621.11</u>
	Reason:	<u>Surplus in account</u>			Reason:	<u>Additional Funds for remainder of FY20</u>			
<u>\$22,771.81</u>	<u>\$2,500.00</u>	<u>11610002</u>	<u>50770</u>	<u>Senior Clerk</u>					
	Reason:	<u>Surplus in account</u>			Reason:				
<u>\$40,676.41</u>	<u>\$6,000.00</u>	<u>11620002</u>	<u>50520</u>	<u>Principal Clerk</u>	<u>\$7,500.00</u>	<u>11620004</u>	<u>53932</u>	<u>Election Programming</u>	<u>\$30.20</u>
	Reason:	<u>Surplus in account</u>			Reason:	<u>Programming for Presidential Primary/Early Voting</u>			
<u>\$1,910.00</u>	<u>\$1,500.00</u>	<u>11620003</u>	<u>51920</u>	<u>Sick Leave Buy Back</u>					
	Reason:	<u>Surplus in account</u>			Reason:				
	Reason:				Reason:				
	\$12,800.00	Total			\$12,800.00	Total			

Department Head signature: _____

Auditor signature: _____

Comptroller signature: _____





CITY OF MARLBOROUGH

BOARD OF HEALTH

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

Robin Williams, Member
Jim Griffin, Vice Chairman
Joseph Tennyson, MD, Chair
Tel (508) 460-3751

MEMORANDUM

To: Diane Smith, Auditor

From: John Garside, Director of Public Health

Date: 1/29/2020

Subject: Transfer Request of \$15,701 from 15120001 50611 Assistant Sanitarian to 15120004 53140 Contract Services

Attached is a request for a transfer of \$15,701 from 15120001 50611 Assistant Sanitarian to 15120004 53140 Contract Services. As currently funded, we are anticipating a surplus in our Assistant Sanitarian salary line item of this same amount due to staffing vacancies from employee turnover at these positions. This requested transfer into Contracted Services will be used to fund our food inspection program contracted services through June 30th which has and will be used more extensively this year due to staffing vacancies.

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: HEALTH DEPARTMENT

FISCAL YEAR: FY2020

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Department Head signature:

Auditor signature:

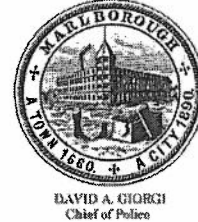
Comptroller signature:

Done 1-30-20



**City of Marlborough
POLICE DEPARTMENT**

355 Bolton St
Marlborough, Ma. 01752
Phone: 508-485-1212 Fax: 508-624-6949



January 27, 2020

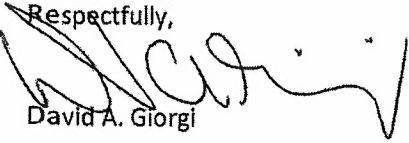
Mayor Arthur G. Vigeant
City Hall
140 Main Street
Marlborough, MA 01752

Dear Mayor Vigeant:

As part of the police department's midyear budget review for FY20, per the attached transfer request form I am requesting three internal transfers to allow for sufficient funds to be properly allocated to the appropriate line items. The first request is for a transfer in the amount of \$93,550.00 from the City's Reserve for Salaries account to the Police Captains, Police Lieutenants, and Police Sergeants salary accounts, to fund the contractual % increase for each rank within the Marlborough Police Command Officers Union upon the ratification of the most recent Memorandum of Agreement. The second transfer request is for \$10,000.00 from the Night Shift Differential account to the Office Supplies/Expenses account due to higher expenditures in trainings for officers as well as the anticipated purchase of new software which will allow for an update to the scheduling and detail assignment practices for the department- this should significantly upgrade the invoicing and billing practices for police details as well as allow officer's the ability to access shift, vacation and detail assignments through a mobile device. The third transfer request is for \$11,500.00 from the Longevity account to the Vehicle Repair & Maintenance account(\$8000.00) to fund the maintenance and repair of our cruisers as well as the Initial Equipment account(\$3500.00) for the anticipated attendance of at least four candidates to the police academy in May or June 2020.

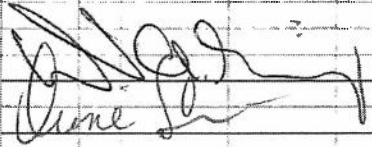
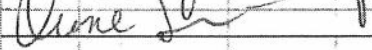
Thank you for your consideration and please let me know if you have any questions.

Respectfully,


David A. Giorgi

1/27/2020

**CITY OF MARLBOROUGH
BUDGET TRANSFERS --**

DEPT: POLICE		FROM ACCOUNT:				TO ACCOUNT:				FY: 2020
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$667,126.75	\$93,550.00	11990006	57820	Reserve for Salaries	\$11,550.00	12100001 #	50500	Police Captains	\$78,871.88	
	Reason:	Contractual % increase not included in FY20 budget				Contractual % increase to contract				
					\$27,000.00	12100001	50510	Police Lieutenants	\$180,203.79	
	Reason:					Contractual % increase to contract				
					\$55,000.00	12100001	50820	Police Sergeants	\$319,162.72	
	Reason:					Contractual % increase to contract				
\$65,880.73	\$10,000.00	12100003	51450	Night Shift Differential	\$10,000.00	12100005	54220	Office Supplies	\$9,951.99	
	Reason:	Surplus due to open officer positions				Deficit due to increase in classes & Kennel transfers				
\$56,727.36	\$11,500.00	12100003	51342	Longevity	\$8,000.00	12100006	52560	Vehicle Repair & Maintenance	\$6,456.36	
	Reason:	Surplus due to open officer positions				Deficit due to higher increased number of cruisers, needed repairs, maintenance				
					\$3,500.00	12100006	51975	Initial Equipment	\$7,787.10	
						Deficit due to candidates academy attendance in May 2020				
	\$115,050.00	Total			\$115,050.00	Total				
					Department Head signature:					
					Auditor signature:					
					Comptroller signature:					



City of Marlborough
Department of Public Works

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

JOHN L. GHILONI
COMMISSIONER

February 3, 2020

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

Re: Transfer Requests

Dear Mayor Vigeant:

Enclosed herewith are the Department of Public Works and Public Facilities Department mid year Transfer Requests.

The majority of the requests are from the Salary Reserve account for funding of the CBA for the Engineers Union for the second year of the contract. In addition, I have transfers funded from surpluses within the operating budget.

Please contact me if you require any additional information.

Sincerely,

John L. Ghiloni,
Commissioner

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT:		Department of Public Works/Public Facilities				FISCAL YEAR:		2020	
FROM ACCOUNT:						TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$393,893</u>	<u>\$250,000.00</u>	<u>60086006</u>	<u>52935</u>	<u>Solid Waste Disposal</u>	<u>\$50,000.00</u>	<u>60080004</u>	<u>53110</u>	<u>Legal Services</u>	<u>\$0.00</u>
	Reason:	<u>Excess due to end of WeCare Contract</u>				<u>Northborough and closeout of WeCare</u>			
					<u>\$200,000.00</u>	<u>14003006</u>	<u>52920</u>	<u>Rubbish Collection</u>	<u>\$112,000.00</u>
	Reason:					<u>Transfer three months of municipal solid waste</u>			
<u>\$60,500</u>	<u>\$60,500.00</u>	<u>14003006</u>	<u>53142</u>	<u>Protection Services</u>	<u>\$60,500.00</u>	<u>61090003</u>	<u>51240</u>	<u>Temporary Part-Time</u>	<u>\$1,674.00</u>
	Reason:	<u>Excess due to cancelled contract</u>				<u>Due to Resident Drop-Off employees</u>			
<u>\$66,750</u>	<u>\$37,000.00</u>	<u>13032001</u>	<u>50690</u>	<u>Foreman</u>	<u>\$37,000.00</u>	<u>11920001</u>	<u>50292</u>	<u>Building Maint. Craftsman</u>	<u>\$26,620.00</u>
	Reason:	<u>Excess due to vacancy</u>				<u>Due to temporary position</u>			
<u>\$667,127</u>	<u>\$76,947.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$33,437.00</u>	<u>60081001</u>	<u>50910</u>	<u>Head Trmt Plant Op.</u>	<u>\$34,810.00</u>
	Reason:	<u>Salary reserve</u>				<u>Due to Retirement - Superannuation</u>			
					<u>\$43,510.00</u>	<u>14001303</u>	<u>50740</u>	<u>Equipment Operators</u>	<u>\$389,881.00</u>
	Reason:					<u>Due to Retirement - Superannuation</u>			
	<u>\$424,447.00</u>	Total			<u>\$424,447.00</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:




CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2020

FROM ACCOUNT:


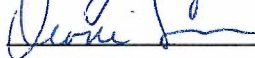
TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$667,127</u>	<u>\$31,336.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$3,550.00</u>	<u>14001101</u>	<u>50108</u>	<u>GIS Administrator</u>	<u>\$29,283.00</u>
	Reason:	<u>Salary reserve</u>				<u>Due to new Engineering CBA</u>			
					<u>\$8,450.00</u>	<u>14001101</u>	<u>50660</u>	<u>Assistant City Engineer</u>	<u>\$69,621.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$5,150.00</u>	<u>14001101</u>	<u>50700</u>	<u>Senior Engineering Aide</u>	<u>\$20,085.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$12,500.00</u>	<u>14001101</u>	<u>50710</u>	<u>Junior Civil Engineer</u>	<u>\$128,905.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$460.00</u>	<u>14001103</u>	<u>51430</u>	<u>Longevity</u>	<u>\$0.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$1,226.00</u>	<u>14001103</u>	<u>51920</u>	<u>Sick Leave Buyback</u>	<u>\$0.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
	<u>\$31,336.00</u>	Total			<u>\$31,336.00</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2020

FROM ACCOUNT:



TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$667,127</u>	<u>\$6,656.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$1,600.00</u>	<u>14001103</u>	<u>51940</u>	<u>Clothing Allowance</u>	<u>\$346.00</u>
	Reason:	<u>Salary reserve</u>				<u>Due to new Engineering CBA</u>			
					<u>\$4,250.00</u>	<u>14001301</u>	<u>50660</u>	<u>General Foreman</u>	<u>\$34,913.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$135.00</u>	<u>14001303</u>	<u>51430</u>	<u>Longevity</u>	<u>\$459.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$310.00</u>	<u>14001303</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$10,035.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$161.00</u>	<u>14001303</u>	<u>51920</u>	<u>Sick Leave Buyback</u>	<u>\$2,287.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$200.00</u>	<u>14001303</u>	<u>51940</u>	<u>Clothing Allowance</u>	<u>\$250.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
	<u>\$6,656.00</u>	Total			<u>\$6,656.00</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2020

FROM ACCOUNT:

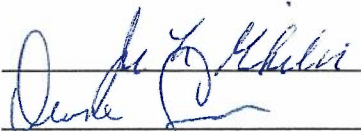
TO ACCOUNT:

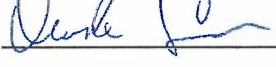
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$667,127</u>	<u>\$5,325.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$4,250.00</u>	<u>14001401</u>	<u>50692</u>	<u>Supt. Auto Maintenance</u>	<u>\$34,808.00</u>
Reason:		<u>Salary reserve</u>				<u>Due to new Engineering CBA</u>			
					<u>\$230.00</u>	<u>14001403</u>	<u>51430</u>	<u>Longevity</u>	<u>\$0.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$230.00</u>	<u>14001403</u>	<u>51440</u>	<u>Education Incentive</u>	<u>\$0.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$245.00</u>	<u>14001403</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$276.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$170.00</u>	<u>14001403</u>	<u>51920</u>	<u>Sick Leave Buyback</u>	<u>\$1,988.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$200.00</u>	<u>14001403</u>	<u>51940</u>	<u>Clothing Allowance</u>	<u>\$0.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
	<u>\$5,325.00</u>	<u>Total</u>			<u>\$5,325.00</u>	<u>Total</u>			

Department Head signature:

Auditor signature:

Comptroller signature:





CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2020

FROM ACCOUNT:



TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$667,127</u>	<u>\$5,230.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$4,250.00</u>	<u>14001501</u>	<u>50680</u>	<u>General Foreman</u>	<u>\$34,810.00</u>
	Reason:	<u>Salary reserve</u>				<u>Due to new Engineering CBA</u>			
					<u>\$230.00</u>	<u>14001503</u>	<u>51430</u>	<u>Longevity</u>	<u>\$1,643.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$75.00</u>	<u>14001503</u>	<u>51440</u>	<u>Education</u>	<u>\$8,065.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$300.00</u>	<u>14001503</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$609.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$175.00</u>	<u>14001503</u>	<u>51920</u>	<u>Sick Leave Buyback</u>	<u>\$3,841.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$200.00</u>	<u>14001503</u>	<u>51940</u>	<u>Clothing Allowance</u>	<u>\$0.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
	<u>\$5,230.00</u>	<u>Total</u>			<u>\$5,230.00</u>	<u>Total</u>			

Department Head signature:

Auditor signature:

Comptroller signature:

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2020

FROM ACCOUNT:



TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$667,127</u>	<u>\$7,734.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$4,500.00</u>	<u>60080001</u>	<u>50570</u>	<u>Chemist</u>	<u>\$29,658.00</u>
	Reason:	Salary reserve				<u>Due to new Engineering CBA</u>			
					<u>\$2,650.00</u>	<u>60080001</u>	<u>50580</u>	<u>Assistant Chemist</u>	<u>\$21,560.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$100.00</u>	<u>60080003</u>	<u>51430</u>	<u>Longevity</u>	<u>\$0.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$84.00</u>	<u>60080003</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$348.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$400.00</u>	<u>60080003</u>	<u>51940</u>	<u>Clothing Allowance</u>	<u>\$0.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
	<u>\$7,734.00</u>	Total			<u>\$7,734.00</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2020

FROM ACCOUNT:

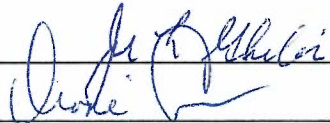
TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$667,127</u>	<u>\$31,563.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$21,450.00</u>	<u>60081001</u>	<u>50850</u>	<u>Sewage Trmt Plant Op</u>	<u>\$150,046.00</u>
	Reason:	<u>Salary reserve</u>				<u>Due to new Engineering CBA</u>			
					<u>\$7,300.00</u>	<u>60081001</u>	<u>50910</u>	<u>Chief Trmt Plant Op</u>	<u>\$34,810.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$900.00</u>	<u>60081003</u>	<u>51430</u>	<u>Longevity</u>	<u>\$0.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$98.00</u>	<u>60081003</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$2,845.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$615.00</u>	<u>60081003</u>	<u>51920</u>	<u>Sick Leave Buyback</u>	<u>\$0.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$1,200.00</u>	<u>60081003</u>	<u>51940</u>	<u>Clothing Allowance</u>	<u>\$0.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
	<u>\$31,563.00</u>	Total			<u>\$31,563.00</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:



**CITY OF MARLBOROUGH
BUDGET TRANSFERS --**

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2020

FROM ACCOUNT:

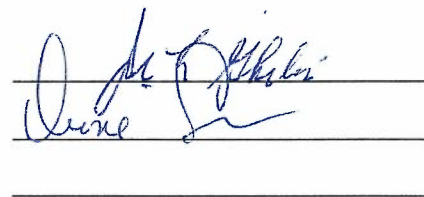
TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$667,127</u>	<u>\$28,115.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$19,000.00</u>	<u>60085001</u>	<u>50850</u>	<u>Sewage Trmt Plant Op</u>	<u>\$99,698.00</u>
Reason:		<u>Salary reserve</u>				<u>Due to new Engineering CBA</u>			
					<u>\$7,300.00</u>	<u>60085001</u>	<u>50910</u>	<u>Chief Trmt Plant Op</u>	<u>\$36,246.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$350.00</u>	<u>60085003</u>	<u>51430</u>	<u>Longevity</u>	<u>\$0.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$45.00</u>	<u>60085003</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$1,183.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$420.00</u>	<u>60085003</u>	<u>51920</u>	<u>Sick Leave Buyback</u>	<u>\$0.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$1,000.00</u>	<u>60085003</u>	<u>51940</u>	<u>Clothing Allowance</u>	<u>\$0.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
\$28,115.00		Total			\$28,115.00	Total			

Department Head signature: _____

Auditor signature: _____

Comptroller signature: _____



CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2020

FROM ACCOUNT:

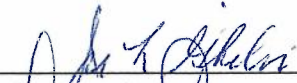
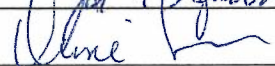
TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$667,127</u>	<u>\$5,195.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$4,350.00</u>	<u>61090001</u>	<u>50680</u>	<u>General Foreman</u>	<u>\$34,888.00</u>
Reason:		<u>Salary reserve</u>				<u>Due to new Engineering CBA</u>			
					<u>\$75.00</u>	<u>61090003</u>	<u>51440</u>	<u>Education Incentives</u>	<u>\$0.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$570.00</u>	<u>61090003</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$2,955.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$200.00</u>	<u>61090003</u>	<u>51940</u>	<u>Clothing Allowance</u>	<u>\$200.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
<u>\$5,195.00</u>		<u>Total</u>			<u>\$5,195.00</u>	<u>Total</u>			

Department Head signature:

Auditor signature:

Comptroller signature:



City of Marlborough
Office of the Mayor

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

Arthur G. Vigeant
MAYOR

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Nathan R. Boudreau
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

2020 FEB -6 A 11:15

February 6, 2020

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

Re: Salary Order and Ordinance Amendment

Honorable President Clancy and Councilors:

Please find enclosed for your review an order proposing several changes to salaries within the City of Marlborough upon council approval. Based on the scope of work these board members and employees do, I believe that their salaries should be adjusted to reflect equitable pay and current municipal market demand. Additionally, for council consideration, I have included an ordinance amendment removing several of these positions from the current Salary Ordinance, as rates are reflected in the enclosed order.

I recommend adjusting the stipend of the Planning Board and the Zoning Board of Appeals. These boards are required to prepare for and attend regular evening meetings. I believe \$150.00 per meeting will properly compensate the important work done by these boards.

Secondly, I would like to rectify a situation with the Council on Aging's part-time Social Services Coordinator. The position, formerly, Volunteer Coordinator, received an increase during the Fiscal Year 2020 budget but a salary ordinance was never established. Attached, you will find a salary ordinance establishing the position with compensation equal to that of a "Clerk" in the City of Marlborough, step schedule also attached.

Finally, I am seeking to address inequities in the positions of Detention Assistant, Parking Enforcement Officer, Crossing Guards, and Mail Clerk. Hiring these positions is challenging and they require employees to work obscure hours. It is my belief that raising the pay of these positions will assist us with training, securing, and retaining quality workers.

Please do not hesitate to contact me with any questions.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures

ORDERED: That the City of Marlborough hereby votes to establish stipend or hourly rates for the following positions as set forth below:

<u>Position</u>	<u>Rate</u>
Planning Board Member	\$150 Per Planning Board Meeting Attended
Zoning Board of Appeals Member (including associate member)	\$150 Per Zoning Board of Appeals Meeting Attended
Detention Assistant	Not to Exceed \$18 Per Hour
Parking Enforcement Officer	Not to Exceed \$18 Per Hour
Mail Clerk	Not to Exceed \$18 Per Hour
Crossing Guard	Not to Exceed \$18 Per Hour.

ADOPTED
In City Council
Order No. 20-XXX
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:

ORDERED:

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

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

Position	Effective Date	Minimum	Step	Step	Maximum
			1	2	
Social Service Coordinator	Upon Ordainment				Same rate as Clerk position in City Ord. Sect 125-6

II. By deleting from the salary schedule referenced in Section 125-6: any reference to salary rate for the following positions: Planning Board Member, Zoning Board of Appeals Member (including associate member), Detention Assistant, Parking Enforcement Officer, Mail Clerk, and Crossing Guard.

Rates for said positions are included in the accompanying vote of the City Council.

ADOPTED
In City Council
Order No. 20-XXX
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:

07/06/2017 10:33
 6876mwar

 CITY OF MARLBOROUGH
 SALARY TABLES

 P 3
 pmgrstep

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/ DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT
07/01/2017	CMUN MUNICIPAL	CHDI	CHF DISPATCHER	A ANNUAL	W WEEKLY	11	52.0000	8.00	40.00	5.00	2080.00	260.00	N
Change was made by 2.0000%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	23.8103	190.4814	952.41	49,525.17
01	0.0000	24.7425	197.9409	989.70	51,464.64
02	0.0000	25.7125	205.6992	1,028.50	53,481.79
03	0.0000	26.7210	213.7678	1,068.84	55,579.64

07/01/2017	CMUN MUNICIPAL	CHLI	CHILDRENS LIB	A ANNUAL	W WEEKLY	11	52.0000	7.00	35.00	5.00	1820.00	260.00	N
Change was made by 2.0000%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	26.0514	182.3609	911.80	47,413.84
01	0.0000	27.1486	190.0392	950.20	49,410.18
02	0.0000	28.1774	197.2429	986.21	51,283.16
03	0.0000	29.3046	205.1320	1,025.66	53,334.31

07/01/2017	CMUN MUNICIPAL	CLK	CLERK	A ANNUAL	W WEEKLY	11	52.0000	7.00	35.00	5.00	1820.00	260.00	N
Change was made by 2.0000%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	15.4903	108.4329	542.16	28,192.55
01	0.0000	16.1094	112.7663	563.83	29,319.24
02	0.0000	16.7540	117.2776	586.39	30,492.17
03	0.0000	17.6143	123.3000	616.50	32,057.99

07/01/2017	CMUN MUNICIPAL	CLTY	CLERK/TYPIST	A ANNUAL	W WEEKLY	11	52.0000	7.00	35.00	5.00	1820.00	260.00	N
Change was made by 2.0000%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	19.7634	138.3449	691.72	35,969.68
01	0.0000	20.5540	143.8784	719.39	37,408.39
02	0.0000	21.3763	149.6341	748.17	38,904.87
03	0.0000	22.2314	155.6193	778.10	40,461.03



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RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2020 FEB -6 A 11:15

Arthur G. Vigeant
MAYOR

Nathan R. Boudreau
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

February 6, 2020

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

Re: Community Development Authority Board Re-Appointments

Honorable President Ossing and Councilors:

I am pleased to submit for your review and confirmation the re-appointments of four members of the Community Development Authority Board ("CDA") for terms set forth below:

- Stephanie Ferrecchia for a term to expire three years from the date of City Council confirmation.
- David Morticelli for a term to expire three years from the date of City Council confirmation.
- Paul Sliney for a term to expire two years from the date of City Council confirmation.
- Renee Perdicaro for a term to expire one year from the date of City Council confirmation.

These nominees are CDA members in good standing who have dedicated countless hours to the development of our community. They all bring valuable insight and experience to the CDA.

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

Sincerely,

Arthur G. Vigeant
Mayor



City of Marlborough

Office of the City Clerk

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

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2020 JAN 30 P 4:10
Steven W. Kerrigan
City Clerk

Wilson Chu
Assistant City Clerk

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

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

On Tuesday, March 3, 2020 then and there, for the purpose of casting their votes in the Presidential Primary for candidates of political parties for the following offices:

PRESIDENTIAL PREFERENCE

STATE COMMITTEE MAN

STATE COMMITTEE WOMAN

WARD COMMITTEES

FOR THIS COMMONWEALTH

FOR THE MIDDLESEX & WORCESTER SENATE DISTRICT

FOR THE MIDDLESEX & WORCESTER SENATE DISTRICT

FOR THE CITY OF MARLBOROUGH

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

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

Per Order of the City Council

Attest:
Steven W. Kerrigan
City Clerk



City of Marlborough
Office of the City Clerk

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

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2020 FEB -6 A 11:40
Steven W. Kerrigan
City Clerk

Wilson Chu
Assistant City Clerk

February 6, 2020

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

RE: Early Voting – Presidential Primary, March 3, 2020

Honorable President Ossing and Councilors:

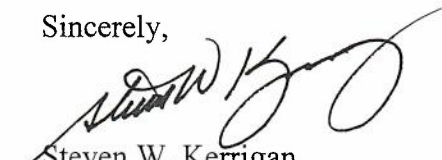
At the end of 2019 the Legislature passed a bill that calls for one week of Early Voting for the Presidential Primary, which is scheduled for March 3, 2020. Under the law, cities and towns will have Early Voting from Monday, February 24, 2020 to Friday, February 28, 2020.


Here in Marlborough Early Voting will take place at City Hall, 140 Main Street the hours for Early Voting are as follows:

Monday, February 24, 2020 – 8:30 AM to 7:00 PM
Tuesday, February 25, 2020 – 8:30 AM to 5:00 PM
Wednesday, February 26, 2020 – 8:30 AM to 5:00 PM
Thursday, February 27, 2020 – 8:30 AM to 5:00 PM
Friday, February 28, 2020 – 8:30 AM to 5:00 PM

We have seen great interest in Early Voting here in Marlborough, and we encourage the residents of Marlborough to come out and exercise their right to vote!

Sincerely,


Steven W. Kerrigan
City Clerk


Wilson Chu
Assistant City Clerk

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

December 20th, 2019

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2020 JAN 27 P 5:04

To the City Council
of the City of Marlborough, Massachusetts

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:

Berlin Rd

National Grid to install new pole and anchor #79-84. This will be needed to remove the pole to tree guy.

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. 29357045 Dated: 12/19/2019

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: Robert Leonida
Manager of Distribution Design

VERIZON NEW ENGLAND, INC.

By: [Signature]
Manager, R.O.W.

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

December 20th, 2019

By the City Council
of the City of Marlborough, Massachusetts

Notice having been given and public hearing held, as provided by law, IT IS HEREBY ORDERED:
that MASSACHUSETTS ELECTRIC COMPANY and VERIZON NEW ENGLAND, INC. be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the
20th day of December, 2019

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

Poles shall be of sound timber, and reasonably straight, and shall be set substantially at the points indicated upon the plan marked-- filed with this order
Plan No. 29357045 Dated: 12/19/2019

There may attached to said **MASSACHUSETTS ELECTRIC COMPANY** not to exceed twenty wires and by said **VERIZON NEW ENGLAND, INC.** not to exceed forty wires and four aerial cables, and all of said wires and cables shall be placed at a height of not less than eighteen feet from the ground.

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

Berlin Rd

National Grid to install new pole and anchor #79-84. This will be needed to remove the pole to tree guy.

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

I hereby certify that the foregoing order was adopted at a meeting of the City Council
of the City of Marlborough, Massachusetts held on the _____ day of _____ #VALUE!

Clerk of Council

Received and entered in the records of location orders
of the City of Marlborough, Massachusetts

Book: _____ Page: _____

City Clerk

We hereby certify that on _____ #VALUE! at _____ o'clock, _____ M.
at _____ a public hearing was held on the petition of the

MASSACHUSETTS ELECTRIC COMPANY and VERIZON NEW ENGLAND, INC.

for permission to erect the poles, wires, cables, fixtures and connections described in the order
herewith recorded, and that we mailed at least seven days before said hearing a written notice of the
time and place of said hearing to each the owners of real estate (as determined by the last preceding
assessment for taxation) along the ways or parts of ways upon which the Companies are permitted
to erect poles, wires, cables, fixtures and connections under said order. And that thereupon said
order was duly adopted.

Council of the City of

Marlborough, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of a joint location order and certificate of hearing with notice
adopted by the City Council of the City of Marlborough, Massachusetts, on the _____ day of

_____ ##### recorded with the records of location orders of said City,

Book _____, Page _____.

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

Attest: _____
City Clerk

National Grid to install new pole and anchor #79-84. This will be needed to remove the pole to tree guy.

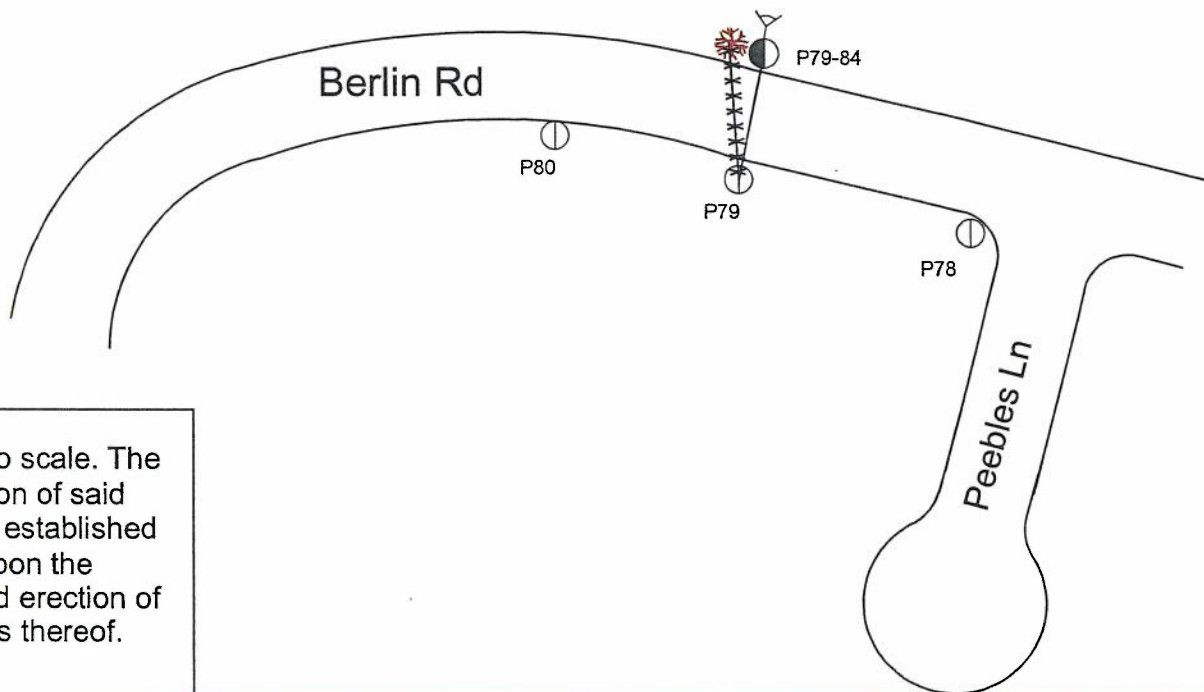
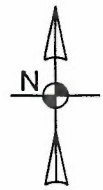


Exhibit A not to scale. The exact location of said facilities to be established by and upon the installation and erection of the facilities thereof.

JOINT OWNED POLE PETITION

- Proposed NGRID Pole Locations
- Existing NGRID Pole Locations
- Ⓢ Proposed J.O. Pole Locations
- Ⓢ Existing J.O. Pole Locations
- Ⓢ Existing Telephone Co. Pole Locations
- Ⓢ Existing NGRID Pole Location To Be Made J.O.
- Ⓢ Existing Pole Locations To Be Removed

DISTANCES ARE APPROXIMATE

nationalgrid

And
Verizon New England, Inc.

Date: 12-19-19

Plan Number: 29357045

To Accompany Petition Dated:

To The: City Of Marlborough

For Proposed: JO Pole: 79-84 Location: Berlin Rd

Date Of Original Grant:

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

MATTHEW A. BEATON
Secretary

JOHN LEBEAUX
Commissioner

NOTICE

Pursuant to the provisions of the **Rights of Way Management Regulations, 333 CMR 11:00**, In order to apply herbicides to control vegetation along rights of way, a 5 year Vegetation Management Plan (VMP) and a Yearly Operational Plan (YOP) must be approved by the (DAR) Department of Agricultural Resources. Therefore, notice of receipt of a YOP and procedures for public review is hereby given as required by Section 11.06 (3).

A Yearly Operational Plan (YOP) has been submitted for: The City of Marlborough.

This plan has been prepared by and submitted to the Department by: Mr. Christopher White, General Foreman Forestry, Parks, & Cemetery

Areas identified in the YOP as locations where treatment of Rights of Way with herbicides will be carried out in calendar year 2020 are: Streets and Roads in the City of Marlborough.

The applicant has described in the YOP the Rights of Way scheduled for treatment.

Public Review

The Massachusetts Department of Agricultural Resources (MDAR) in particular seeks the verification of sensitive area locations reported in the Yearly Operational Plan (YOP). The Department itself has a limited ability to survey the geography, land use, and the water supplies in all the communities through which the rights of way are located. Municipalities, however, have most of this information readily available, and the particular knowledge with which to better certify the sensitive areas in their communities. Therefore, MDAR requests, and urges, the assistance of the "affected" municipality in reviewing the completeness and accuracy of the maps contained in the submitted document. MDAR has established the following procedures for this review.

Yearly Operational Plans (YOP) and a copy of this notice will be sent by the applicant to the Conservation Commission, Board of Health (or designated health agent), and to the head of government (Mayor, City Manager, Chair of the Board of Selectmen) of the municipality where herbicides are to be applied along the rights of way during the calendar year 2020. Municipal agencies and officials will have forty-five (45) days following receipt of the YOP to review the maps contained in the document that indicate the location of "sensitive areas not readily identifiable in the field" for inaccuracies and omissions. "Sensitive areas" will be defined as in Section 11.02 a-f.

YOP can be view at: <https://www.mass.gov/service-details/rights-of-way-vegetation-management-vmpps-yops-and-notices>

Municipal agencies and officials are requested to forward the YOP to other appropriate official(s) in their municipality qualified to certify the accuracy of sensitive area locations as indicated on the maps. The maps should be "corrected" and returned to the applicant, also a copy of the maps with these corrections indicated should be sent to MDAR to the address listed below, within the forty-five day review period. If the city or town needs more time to carry out this review, it should send a written request for an extension to MDAR and cite why there is a "good cause" for requesting additional time.

All corrections will be required to be made by the applicant, and corrected maps sent back to the city/town before the YOP can be considered "approved" by MDAR for vegetation maintenance in that municipality. Any dispute on the part of the applicant regarding corrections made by municipal authorities should be indicated in writing to MDAR and to the city/town, which requested the disputed changes within (15) fifteen days of receipt of the request. MDAR will decide whether or not YOP should be approved with or without the requested changes. MDAR will consider the "final approval" of a YOP individually for the municipality.

The final (21) twenty-one days of the public review period can serve concurrently to provide public notification as required by section 11.07 of the Rights-of-Way Management regulations, if the applicant has an approved VMP and if all the requisite city/town offices which have received copies of the YOP have completed their review and corrections have been duly made by the applicant and approved by the Department.

A failure by the city/town to respond to the applicant's submission of the YOP within the forty-five day public review period will be considered by MDAR to indicate agreement by municipal officials with the sensitive area demarcations as provided by the applicant in their YOP.

Any questions or comments on the information provided in this Notice and the procedures established for the municipal review as outlined above, should be addressed to:

Right of Way Program
Massachusetts Department of Agricultural Resources
Pesticide Bureau
251 Causeway Street, Suite 500
Boston, MA 02114-2151

Any additional questions or comments on any information provided as part of the proposed YOP should be addressed in writing to:

Mr. Christopher White
City of Marlborough
Department of Public Works
Forestry, Parks, & Cemetery
131 Neil Street
Marlborough, Massachusetts 01752

A copy should be sent to the Rights-of-Way program at the above address.

COMMENT PERIOD ENDS AT THE CLOSE OF BUSINESS (5pm), Friday, March 27, 2020

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

Call to Order

January 6, 2020

1. Chairman Arthur Vigeant called the organizational meeting of the Marlborough School Committee to order at 11:50 a.m. at the Mayor's Conference Room, City Hall, 140 Main Street, Marlborough, MA. Members present included Michelle Bodin-Hettinger, Denise Ryan, Heidi Matthews, Earl Geary and Daniel Caruso.

2. **Election of Officers:** Mrs. Matthews nominated Mrs. Bodin-Hettinger as Vice Chair, seconded by Chairman Vigeant. Nomination passed 6-0.

Vice-Chair Bodin-Hettinger nominated Mrs. Matthews as Secretary, seconded by Chairman Vigeant. Nomination passed 6-0.

3. **Committee Member Assignments:** Chairman Vigeant will be forwarding the Committee Assignments later this week.

4. **Adjournment:**

Motion made by Mrs. Matthews, seconded by Chairman Vigeant to adjourn at 11:55 a.m.
Motion passed 6-0.

Respectfully submitted,



Heidi Matthews
Secretary, Marlborough School Committee

HM
Approved January 28, 2020

www.mps-edu.org

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

Call to Order

January 14, 2020

1. Chairman Arthur Vigeant called the regular meeting of the Marlborough School Committee to order at 7:32 p.m. at the District Education Center, 17 Washington Street, Marlborough, MA. Members present included Michelle Bodin-Hettinger, Denise Ryan, Katherine Hennessy, Heidi Matthews, Earl Geary and Daniel Caruso. Also present were Superintendent Michael Bergeron, Assistant Superintendent of Teaching and Learning, Mary Murphy, Director of Finance and Operations, Douglas Dias, MEA Representative Rupal Patel and Administrative Support Julia Marshall.

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

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

3. **Presentation:**

- A. **MHS Student Advisory Committee Update**

The MHS Student Advisory Committee did not appear for their presentation.

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

5. **Communications:** None

6. **Superintendent's Report:**

Superintendent Bergeron began his report by updating the committee on Chris Sullivan's presentation being changed to January 27th due to a snow cancellation back in December. Mr. Sullivan will meet with students during the day and host the community at night. An updated calendar including this information, along with the March date that was changed to accommodate the primary election, will be sent home to parents.

Superintendent Bergeron continued with a reminder to the committee that there is a school committee workshop at 3:00pm on January 21st in the conference room. This workshop is being held to review the updated Superintendent's evaluation and continue the work on the committee's goals.

www.mps-edu.org

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

Superintendent Bergeron updated the committee on enrollment; since January 1st, 26 more students have been or are in the process of being registered at MPS. The new total enrollment stands at 4,802 students. He also checked that total number today on January 14th and the total enrollment is now at 4,810 students.

Superintendent Bergeron then informed the committee that the MSBA, the school building authority, released their period where you can put in a statement of interest for any new construction. He recommends that as the fourth elementary school is being finished, it is not advisable to apply for another building project. The MSBA doesn't look kindly upon SOIs being put in while another construction project is in the process.

A report of all the donations and gifts the School Committee received for the first half of the year is attached to the Superintendent's report. A total of \$3,316,414.54 in grants, donations and gifts was received by the committee. He thanked everyone who donated time and money and allowed their employees to work with the School Committee.

A motion was made by Mrs. Matthews, seconded by Chairman Vigeant to move up item 9C in the agenda.

Motion passed 7-0-0.

9C. Power Purchase Agreement/Lease of School Roofs

Mr. Ghiloni explained the proposal for solar panels to be put on MHS, Kane, Jaworek, and the new elementary school. This proposal has been presented to City Council and is contingent upon the School Committee to proceed.

Mrs. Hennessy questioned why the contract began years ago. Mr. Ghiloni responded that the start date referred to the first draft of this contract, and then the City Solicitor explained the contract and further answered this question.

Mr. Caruso asked if all of the solar panel projects will be going on at the same time. Mr. Ghiloni explained that once the agreement is signed, Mr. Shortsleeve, an employee of Solect Energy, will begin a schedule. Mr. Shortsleeve explained that they usually go one building at a time. If everything went right, the timeline for each school should include 2-3 weeks of mechanical installation and then 1-2 weeks of electricians tying things together. The electricians would probably follow the installation crew school to school.

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

Mrs. Matthews pointed out that the photos of the site locations (schools) have streets labeled wrong. The City Solicitor said there will be a final review of all the documents to make sure the maps accurately reflect the sites and streets surrounding them.

A motion was made by Mrs. Matthews, seconded by Chairman Vigeant to approve the agreement for the lease of solar power for our schools.
Motion passed 7-0-0.

A. Assistant Superintendent of Teaching & Learning

Assistant Superintendent of Teaching and Learning, Mary Murphy, updated the committee on the January 21st Professional Development (PD) day. The plan for the Kindergarten - grade 4 teachers that day is to continue with their STEAM targeted workshop training. These teachers will be introduced to new science units and a STEAM challenge for each grade level, which will then be taught in all K-4 classrooms by the end of the year. This science training is extended into the afternoon.

The fifth-grade staff will attend a morning choice session followed by a workshop with the elementary ETLs and Assistant Principals. This session will focus on topics such as the Student Support Team Protocol (SST) and discipline referrals at the elementary schools. This session enables fifth-grade staff to ask questions to elementary building leaders.

Mrs. Murphy ended her report by stating that at 1:15pm, all 2020-2021 teaching staff will attend staff meetings with their new elementary principals for the first time.

Mrs. Hennessy asked what PD is planned for Whitcomb and MHS staff. Mrs. Murphy responded that she sent out the choice catalog to these groups yesterday, and she will be reporting this to the committee next month.

7. Acceptance of Minutes:

A. Minutes of the November 26, 2019 School Committee Meeting

A motion was made by Mrs. Matthews, seconded by Chairman Vigeant to accept these minutes.

Motion passed 7-0-0.

www.mps-edu.org

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

B. Minutes of the December 10, 2019 School Committee Meeting

A motion was made by Mrs. Matthews, seconded by Chairman Vigeant to accept the minutes.

Motion passed 7-0-0.

8. Public Participation: None

9. Action Items/Reports:

A. MHS Business Professionals of America

Mrs. Haley, the MHS Business Professionals of America advisor, spoke to the committee about the annual State Leadership conference. It will be held at the Sheraton Tara in Framingham, MA this year. Mrs. Haley is asking the committee if she and another chaperone can take 25 students to this conference. It will begin on February 29th, which is a Saturday and go until Monday March 2nd for the awards ceremony, thus requiring an excused absence on Monday for her students.

A motion was made by Mrs. Matthews, seconded by Chairman Vigeant to approve this request.

Motion passed 7-0-0.

B. MHS National Cheerleader Competition

Superintendent Bergeron stated that the MHS Cheerleading Squad is requesting to travel to Dallas, Texas for the 2020 NCA High School Nationals from January 31st through February 3rd. The cheerleaders have qualified for the opportunity and raised funds for their trip.

A motion was made by Mrs. Matthews, seconded by Chairman Vigeant to approve this request.

Motion passed 7-0-0.



Marlborough Public Schools

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

D. Acceptance of Donations and Gifts

Alliance Energy/Global Co/Exxon Mobil Corp. Alliance Energy/Global Co/Exxon Mobil Corp. donated \$500.00 to the Whitcomb School STEM program.

A motion was made by Mrs. Matthews, seconded by Chairman Vigeant, to approve.
Motion passed 7-0-0.

Lifetouch School Photos. Lifetouch School Photos donated \$1,768.40 to Jaworek School, \$1,534.60 to Whitcomb School and \$486.00 to the Early Childhood Center.

A motion was made by Mrs. Matthews, seconded by Chairman Vigeant, to approve.
Motion passed 7-0-0.

DuPont Services Company. DuPont Services Company donated \$7,000.00 to Whitcomb STEM Week.

A motion was made by Mrs. Matthews, seconded by Chairman Vigeant, to approve.
Motion passed 7-0-0.

Donor's Choose. \$417.14 was donated to the Early Childhood Center classroom of Ms. Lamacchia.

A motion was made by Mrs. Matthews, seconded by Chairman Vigeant, to approve.
Motion passed 7-0-0.

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

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

10. Reports of School Committee Sub-Committees:

Mrs. Hennessy informed the committee that the policies in the December 10th SC meeting will be moving forward next meeting to vote on. In addition, a policy meeting will be held tomorrow morning.

Mrs. Matthews would like to put union contracts online for the School Committee so they can be public record. Superintendent Bergeron believes they are already online but under a different tab, potentially the HR tab. He will look into this.

11. Members' Forum:

Chairman Vigeant recognized Daniel Caruso, the new School Committee member!

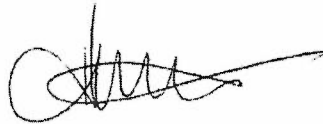
Mrs. Hennessy informed the committee that she was officially sworn in at City Hall. She had missed the Inauguration because she was out of town.

Mrs. Bodin-Hettinger is on the board of MASC and is hoping to attend the National Conference in Chicago in April. She informed the committee that there is available funding within the Superintendent's training budget to fund her trip.

12. Adjournment:

Motion made by Mrs. Matthews, seconded by Chairman Vigeant to adjourn at 7:54 p.m.
Motion passed 7-0-0.

Respectfully submitted,



Heidi Matthews
Secretary, Marlborough School Committee

HM/jm
Approved January 28, 2020

www.mps-edu.org

Marlborough Public Library Board of Trustees
Meeting Minutes

December 3, 2019
Bigelow Auditorium, Marlborough Public Library

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CITY OF MARLBOROUGH
2020 JAN 27 A 8:05

Meeting called to order by Tom Abel at 7:01pm

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

Also Present: Margaret Cardello, Library Director

Documents Reviewed/Referenced:

1. Agenda
2. Minutes from the November 5, 2019 meeting
3. Trust Fund/State Aid reports for November 2019
4. Director's Report
5. Trustee Bylaws
6. Job Description and Compensation study proposal

Proceedings:

1. **Minutes:** *A motion to approve the meeting minutes from the November 5, 2019 meeting was passed (Ripley/Brewin).*
2. **Trust Fund Reports:** *A motion to approve the Trust Fund Reports for November 2019 was passed (Haas/Ripley).*
3. **Director's Report:** (see attached for more details)
 - The Library Building Committee met on November 20 to review the latest schematics and cost estimates for the library renovation project. Currently everything is on track and on budget. A meeting is scheduled to review the plans with the Marlborough Historical Commission on December 19. The building committee is working on scheduling a meeting with the City Council Finance Committee in January.
 - A Reference Librarian has been contracted to provide 20 hours of coverage through the end of March while the Assistant Library Director is on maternity leave.
 - Margaret is meeting with the Marlborough Board of Health in early December to discuss the city's plans to have Narcan placed in all public buildings. In addition, a member of the library staff recently attended a symposium on how libraries are coping with the opioid crisis.

- The library staff is continuing to assist the new Micah Center for Social Justice by providing relevant educational materials. For the first program on Voter Registration, City Clerk Steve Kerrigan will speak and the library will provide information on topics such as how to research candidates.

4. **Committee Reports:**

- Marlborough Public Library Foundation:
The Trustees asked Nena Bloomquist, MPLF Chair, to review the Foundation's communications with donors regarding naming requests to ensure that the method of recognizing a donor is very clear.

Nena notified the board that Dan Verrico, who has been heading up the capital campaign, has resigned from the Foundation. The Board is very appreciative of all of Dan's hard work on behalf of the foundation and his ongoing support of the library.

The next MPLF meeting is scheduled for December 17 at the Walker Building.

5. **Old Business:**

- There was no old business this month.

6. **New Business:**

- Margaret has received a proposal from consultant GovHR to create updated job descriptions for library employees. The job descriptions have not been updated in many years, with some dating back to 1989, and do not reflect the skills or experience required in today's libraries. This is very important as the library plans for the future, especially given the modernization of the library through the renovation project. GovHR has a Library Director on staff, which will be very beneficial in efficiently drafting accurate job descriptions. *A motion was passed to allow Margaret to work with GovHR to create updated job descriptions. (Bloomquist/Hass).*
- A neighbor of the library has contacted Margaret about concerns regarding after-hours use of the library's wireless network. The Trustees asked Margaret to investigate this issue with the police department to see if they share the neighbor's concerns.
- In accordance with the Board of Trustees bylaws, the 2020 slate of officers was presented: Tom Abel, Chair; Bill Brewin, Vice Chair; Janice Merk, Secretary/Treasurer. The vote will take place at the January 7 meeting.

- It was suggested that the bylaws be amended to change the regular monthly meeting time to 7pm. This change will be discussed at the January meeting.

7. Adjournment: *A motion to adjourn passed at 8:17pm (Ripley/Kyle)*

Minutes submitted by Janice Merk.

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

1A
RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
January 13, 2020
2020 FEB -4 P 3:17

Call to Order

The Meeting of the Marlborough Planning Board was called to order at 7:00 pm in Memorial Hall, 3rd Floor City Hall, 140 Main Street, Marlborough, MA. Members present: Barbara Fenby, Sean Fay, Phil Hodge, George LaVenture, Chris Russ and Matthew Elder. City Engineer, Thomas DiPersio, and Planning Board Administrator, Krista Holmi, were also present.

First order of Business: Planning Board Organizational Meeting – Election of Chairperson and Clerk

Chair Fenby opened the organizational meeting. George LaVenture opened the nominations for Planning Board Chairperson by nominating Ms. Fenby. There were no other nominations for Chairperson. On a motion by Mr. LaVenture, seconded by Mr. Elder, the Board voted to elect Dr. Barbara Fenby as Chairperson of the Marlborough Planning Board for the year 2020. Motion carried. Mr. Fay then nominated Mr. George LaVenture to serve as Clerk of the Planning Board. There were no additional nominations. On a motion by Mr. Fay, seconded by Mr. Hodge, the Board voted to elect Mr. George LaVenture to serve as Planning Board Clerk for the year 2020. Motion carried.

1. Meeting Minutes

A. December 16, 2019

On a motion Mr. LaVenture, seconded by Mr. Russ, the Board voted to accept and file the minutes of December 16, 2019. Motion carried.

2. Chair's Business

A. Proposed 2020 Planning Board Meeting Dates

Ms. Fenby directed the Board to the proposed 2020 meeting dates. With no objection to the proposed dates, on a motion by Mr. LaVenture, seconded by Mr. Russ, the Board voted to accept and file the 2020 Planning Board proposed meeting calendar. Motion carried. Additional meeting dates may be added as necessary. As is customary, the Planning Board will generally meet on the same days as the Marlborough City Council.

3. Approval Not Required

A. ANR Application: The Charles Company, LLC, 131 Black Bear Drive S. Waltham, MA 02451

Owners: Richard Chaousis, 283 Bolton St., Marlborough, MA 01752 and Amy Aldrich Goebel, 16 Greybert Ln., Worcester, MA 01602

Location: Stevens Street – Middlesex South Registry of Book 9742 page 362. (Excluding Lot 1 of Plan 467 of 2018) Engineer: The Jillson Company, LLC, 32 Freemont St. S-200 Needham Heights, MA 02494.

Representative Kevin O'Leary, PE, was present to introduce the plan. Mr. O'Leary indicated that the parcel consists of 23+-acres bisected by a City of Marlborough sewer taking. The parcel had been surveyed, and the plan before the Board creates two separate building lots. He described the locus of the plan and indicated that the two lots meet requirements in the A-2 zone, which has a minimum lot size of 18,000 SF and 120 feet of frontage. Mr. LaVenture noted that there is a large area of wetland on the larger Lot 2. He asked Mr. O'Leary whether there was adequate access for the proposed building lot. Mr. O'Leary indicated that Lot 2 has plenty of upland. Lot 2 does fall into the Wetland Protection District, and the plan includes the necessary 20' "no touch buffer". On a motion by Mr. Russ, seconded by Mr. LaVenture, the Board voted to refer the plan to Engineering. Motion carried.

4. Public Hearings (Cont.)

- A. Letter of Withdrawal : Definitive Subdivision Application: Richard and Joan Lavoie, 24 Clearview Drive and Richard Archibald, 18 Clearview Drive. Engineer: Robert Parente, 118 Deerfoot Rd., Southborough, MA 01772. Description of Property: 18 and 24 Clearview Drive, Marlborough, MA 01752
Mr. LaVenture read the December 23, 2019 letter from project engineer, Robert Parente. On behalf of the property owners, he requested withdrawal of the Definitive Subdivision Plan at 18 and 24 Clearview Drive. His clients will move forward with a plan for exclusive use areas instead. On a motion by Mr. Fay, seconded by Mr. LaVenture, the Board voted to file the correspondence and to accept the withdrawal the referenced definitive plan on Clearview Drive. Motion carried.

5. Subdivision Progress Reports (City Engineer, Updates and Discussion)

- A. Goodale Estates – Mr. LaVenture read portions of the draft “Standby Irrevocable Letter of Credit” submitted by the property owner, Kevin Gillis. His attorney has been working on an acceptable form of surety. Mr. Gillis was not present at the time of the initial discussion. The Board noted a line of credit is not one of the forms of surety mentioned in the City’s subdivision rules and regulations, and the draft form will require additional review. On a motion by Mr. Elder, seconded by Mr. LaVenture, the Board voted to refer the matter to the City Solicitor and City Comptroller for review and recommendation. Motion carried.
- B. Release of Lot from Covenant of Restrictions – “Elmview at Marlboro” subdivision.
Mr. LaVenture read a portion of the January 3, 2020 letter from Assistant City Engineer Collins into the record. Katie Sheehan, an attorney working for the owners of 29 Leonard Drive (lot 6) in the “Elmview at Marlboro” subdivision requests a Release of Lots from Covenant of Restrictions. The original release was acted upon on August 14, 1974, but the release was never recorded at the South Middlesex Registry of Deeds. On a motion by Mr. Fay, seconded by Mr. LaVenture, the Board voted to accept and file the Assistant City Engineer’s letter with the provided historical backup and to execute the document “Certificate of Performance Release of Lots from Covenant of Restrictions” for lots 2 through 7. Motion carried. The release will be returned to Attorney Sheehan for recording.

6. Preliminary/Open Space /Limited Development Subdivision Submissions

- A. Correspondence from Brown Rudnick LLP re: 339 Boston Post Road East
Planning Board Administrator Holmi indicated she had received the included email communications from the attorneys at Brown Rudnick stating they wished to withdraw the preliminary subdivision filing for 339 Boston Post Road East. Brown Rudnick had previously requested to present the plan at the January 13th meeting. Attorney Sampson said a formal communication would arrive by January 10, 2020. As of the meeting date on January 13, the correspondence had not arrived. On a motion by Mr. LaVenture, seconded by Mr. Elder, the Board voted to accept and file the email correspondence. Motion carried.

7. Definitive Subdivision Submissions (None)

8. Signs

- A. Application for Sign Appeal/Variance to Planning Board – 601 Donald J. Lynch Blvd. Pretorius Sign on behalf of Talbots.
Ms. Fenby opened the sign hearing. Jeffrey Cooke, Building Commissioner, was present to address the sign permit denial for which the applicant is seeking a variance. Two issues exist: The total allowed flat wall signage on the mall is limited to 200 square feet. This limitation is detailed in a variance approved by the Marlborough Planning Board on May 6, 1996. The 1996 variance did not expressly allow for any tenant flat wall signage, so the flat wall sign allowance is already consumed with general mall signs. The second issue detailed in the denial letter is that Talbots is not located on the façade for which the flat wall sign is requested.

During the discussion, member LaVenture noted that Talbots is owned by a private equity firm that owns other mall tenants. As a cautionary comment, he wondered how long it would be before another tenant may request external flat wall signage.

Rich Pretorius of Pretorius sign was present to represent Talbots. Mr. Pretorius indicated that Talbots previously had external signage on the mall, but since moving to a consolidated space on the other side of the mall hallway, they no longer do. He explained Talbots requires the signage, since many people now mistakenly believe that the store is closed. The mall has authorized the sign, (subject to any applicable permits or requirements). The proposed sign will be located beneath the Old Navy sign on the Donald Lynch Blvd. side. Old Navy has already received a sign permit from the Building Department. The proposed Talbots sign is approximately 41 square feet.

Mr. Elder spoke in favor of the proposed sign. The sign, he felt, did not detract from the building and noted it was consistent with other signage on the building. Mr. Fay also commented that for the mall, he also did not see a problem with the signage. His consideration of the mall's size and isolated location factored into his generally favorable opinion of the variance request. He noted that if the request was for sign expansion in the downtown area, his opinion would be much different.

Ms. Fenby has knowledge of the mall's original 1996 variance request. An overall review of the original mall variance may be in order. While tenant signs were not originally contemplated for signage on the mall, current market conditions may warrant a review of allowed signage. Ms. Fenby and Commissioner Cooke agreed that reviewing the original variance with the property owner and adjusting the variance, if necessary, was preferred over addressing individual tenant variance requests. Ms. Fenby suggested that the Marlborough Economic Development Corporation (MEDC) may be an appropriate review body.

Council President Ossing was present and requested the opportunity to address the Board. Granted. President Ossing said that it may be time to review the sign ordinance in its entirety. There was a concerted effort years ago that stalled, but it may be time to revisit language in the ordinance and he would like to establish a working group to suggest possible changes.

On a motion by Mr. Elder, seconded by Mr. Fay, the Board voted to grant the variance request of Pretorius Electric on behalf of Talbots. The Board believed that the sign ordinance did not contemplate a project of this nature, and to grant relief at this time would not substantially derogate from the intent and purpose of this ordinance. Motion Carried. On a motion by Mr. Elder, seconded by Mr. LaVenture, it was voted to refer the 1996 mall variance to the MEDC for review and potential modification. Motion carried.

Kevin Gillis, owner of the Goodale Estates subdivision property, arrived late to the meeting. On a motion by Mr. Fay, seconded by Mr. Elder, the Board voted to return to item 5A., Goodale Estates, for a discussion of the proposed surety for the project.

5) Subdivision Progress Reports (City Engineer- Updates and Discussion, Continued.)

A. Goodale Estates – Surety discussion.

Mr. Gillis has submitted a draft security in the form of a standby irrevocable line of credit as a condition of the item 6 of the Goodale Estates covenant. *6. Prior to release by the Planning Board of any Lots shown on the Plan from the terms of this Covenant, the Covenantor shall deposit with the City of Marlborough a performance bond in an amount to be determined by the Planning Board, said bond to be secured by the posting of cash, or by surety company bond or by such other form of security as may be approved by the Planning Board.*

Mr. Gillis questioned why the Board could not approve the surety at this time. He wishes to obtain lot releases, so that the lots can be conveyed and building permits obtained.

Mr. Fay pointed out that this draft form of security had not been formally reviewed by the Solicitor's office. The Board has many years of collective experience, and a line of credit is not the usual form of security. To the Board's recollection, this form of security has never been presented.

Mr. Gillis said the form should be acceptable, he has provided draft deeds for the roadway and municipal easements as well as a certificate of insurance. Ms. Fenby informed Mr. Gillis that the Board voted earlier to refer the proposed security to the Solicitor's office, who shall, according to the City's regulations, approve as to form and manner of execution and to the City Comptroller (Treasurer) to approve as to sureties. The release document cannot be voted on until the Board has these department reviews.

9. Correspondence

- A. Final Decision of the Energy Facilities Siting Board – NSTAR Electric Company, dba Eversource Energy EFSB 17-02/DPU 17-82/17-83

On a motion by Mr. Elder, seconded by Mr. Russ, the Board voted to accept and file the correspondence. Motion carried.

10. Unfinished Business (None)

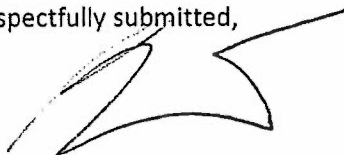
11. Calendar Updates

- A. 1-27-20 : Vote due on ANR Application of The Charles Company, LLC, 131 Black Bear Drive S. Waltham, MA 02451. (Stevens Street)

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

On a motion by Mr. Elder, seconded by Mr. Russ, the Board voted to adjourn the meeting of the Planning Board. Motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'George LaVenture', with a stylized, sweeping flourish extending upwards and to the right.

George LaVenture/Clerk

/kih

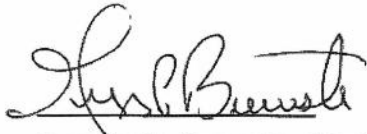
2020 JAN 28 A 11:30

**Minutes
Retirement Board Meeting of
December 31, 2019**

The monthly meeting of the Marlborough Retirement Board was held on December 31, 2019. Gregory Brewster, William Taylor, Diane Smith, Margaret Shea, and Nathaniel Chen were present. The meeting was held at 289 Elm Street, Marlborough.

1. The meeting was called to order at 8:15 a.m.
2. A motion was made and seconded to approve the minutes of the meeting of November 26, 2019. Vote unanimous.
3. The Board had planned to discuss PTG's software enhancements. The director asked the Board to table the item to the January meeting because PTG was still researching the requested information. Vote unanimous.
4. Approval of retirements was the next item on the agenda. Paula Vellante, formerly of the School Department, had applied to receive a superannuation retirement allowance effective November 7, 2019. After review of pertinent information, a motion was made and seconded to approve. Vote unanimous.
5. The following individuals applied for refunds of their annuity savings accounts: Esther Asilo and Anthony Pflugrad. A motion was made and seconded to approve the refunds. Vote unanimous.
6. The director discussed the contract for custodial services. It was reviewed by Christopher Collins of Michael Sacco's office who found it to be acceptable. A motion was made and seconded to approve the contract. Vote unanimous.
7. The Board reviewed a PERAC memo regarding the Gomes decision. After discussion, a motion was made and seconded to accept and place on file. Vote unanimous.
8. The Board reviewed a cash flow analysis and operating budget as of December 31, 2019. The Board also reviewed the November cashbooks, journals, and trial balance. The Board reviewed the October and November cash reconciliation. A variance of \$5,500 between the Board and Treasurer's Office was due to an incorrectly listed warrant amount. It will be corrected for the December reconciliation. A motion was made and seconded to accept and place on file. Vote unanimous.
9. New Business / Old Business was the next item on the agenda. There was no old or new business.
10. The Board approved the following warrants: retiree payroll warrant for December 2019, #012020, and #022020.

11. A motion was made and seconded to adjourn the meeting. Vote unanimous.

A handwritten signature in cursive script, appearing to read "Gregory P. Brewster". The signature is written in dark ink and is positioned above the printed name.

Gregory P. Brewster, Chairman

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CITY OF MARLBOROUGH

2020 JAN 31 P 4:40



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

Traffic Commission Minutes

The Regular Meeting of the Traffic Commission was held on Wednesday, November 27, 2019 at 10:00 am in Memorial Hall, 3rd Floor, City Hall. Members present: Chairman - Police Chief David Giorgi, DPW Commissioner John Ghiloni, Fire Chief Kevin Breen and City Clerk Steve Kerrigan. Also present: City Engineer Tom DiPersio, Assistant City Engineer Tim Collins, Sgt. Zac Attaway - MPD Traffic Services Unit. Minutes taken by Karen Lambert, MPD Records Clerk.

1- Minutes

The minutes of the Traffic Commission meeting of Wednesday, October 30, 2019.

MOTION was made, seconded, duly VOTED:

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

2 - New Business

2a) Parking Issues at Bethel Presbyterian Church, 373 Lincoln St.

Chief D'Amico from the Fire Department received a call from a resident of Hastings Street expressing his concern about parking issues on Hastings during church services. Fire Chief Breen felt it was more of an enforcement issue for the Police Department and forwarded the concern to the Traffic Commission.

Tim Collins pulled up an aerial photo of the area around the church which included notations on the pavement widths on Hastings Street, curb to curb is 31.5 feet, between parked cars is 18 feet and curb to building is 38.5 feet. It also included the layout of the parking lot with the number of spaces indicated and the private way through the center of the lot. He noted that the parking spaces are still marked the same as when the building used to be a grocery store. There are a total of 75 marked parking spots. He does not feel that the parking lot is being utilized to the most efficient use. The overflow during

church services then continues onto Hastings Street. They could redesign the parking lot to make a much better layout for parking. Mr. Collins also provided a copy of the land survey with the specific description of the parcel that was done in 1980.

Chief Giorgi asked if the church owns the property and Mr. Collins confirmed that they do. Chief Giorgi advised that he and Sgt. Attaway could go out and talk to the pastor in person about redesigning the lot. The Chief said he would show them copies of the diagrams and parcel information provided by Mr. Collins.

MOTION was made, seconded, duly VOTED to REFER to CHIEF GIORGI to discuss the issue with the church pastor.

3-Old Business

3a) Parking Issues on John Street around the playground area.

Update: Tim Collins advised that he finally received the plan from St. Mary's and pulled up a copy on the screen for reference. The sidewalk on John Street will be extended and modified for handicapped access. The crosswalk will be basically in the same location. Mr. Collins also prepared the wording for the specific Time Limit Parking area. The time limit is defined as "Dawn to Dusk". He noted that this is the official opening time for all recreational parks in the City. He also had an aerial photo with the specific area highlighted in yellow. He advised that the Playground signs have already been installed.

Chief Giorgi will prepare the regulation for the next meeting as per the wording provided by Mr. Collins.

MOTION was made, seconded, duly VOTED to APPROVE the wording for the Time Limit Parking as proposed by Mr. Collins and to REFER to Chief Giorgi to prepare the corresponding regulation for a vote at the next meeting.

3b) Request for a Truck Exclusion on Stevens Street.

Update: Tim Collins reviewed the fact that this same request was made back in 2006 but it was denied by the State because Stevens Street did not meet the Warrant for truck volume. The State also did not accept the alternate route that was suggested. Mr. Collins passed out a copy of the response letter from the state along with two diagrams outlining the proposed exclusion and alternate route.

He was also finally able to complete the truck count over a 24-hour period from 11/25/19 to 11/26/19 in both the northbound and southbound directions. See attached "Commercial Vehicle – Percentage Count" for detailed specifics. In summary, non-commercial vehicles = 5,553 and commercial vehicles = 162, for a total vehicle count of 5,715. Total percentile of Commercial Traffic = 2.83%. The Warrant specifies that the minimum percentage volume of heavy commercial vehicles falls in the range of 5 to 8%. As such, Stevens Street still does not meet the Volume Warrant at this time.

MOTION was made, seconded, duly VOTED to REFER to CHIEF GIORGI to discuss the findings with Councilor Clancy.

3c) Hillside School – Dangers on Robin Hill Street.

Update: Tim Collins advised that we don't need the State's permission to designate a School Zone. He had a copy of an email from 2011 from MA Highway indicating this was the case when the School Zones were established for the Middle School and High School. He also pulled up a copy of the Warrants required to create a School Zone. The issue is that there are currently no sidewalks in the area. Also, a School Zone normally has specific posted hours.

Mr. Collins also suggested the creation of a Safety Zone rather than a School Zone. A Safety Zone also has a 20-mph speed limit and would be in effect 24 hours a day. This might be better here because students are crossing the street at all different hours to get to and from the dorms.

Chief Giorgi said that they talked about the sidewalks at Site Plan. Fire Chief Breen said that one of the conditions of Site Plan was that they have to designate a crosswalk while using the temporary housing across the street during construction of the new dorms. Once the new dorms are complete they won't be using the old dorms across the street.

There is one existing crosswalk near the chapel but the School wants another one further down the street closer to the dorms. Mr. Collins had photos of the existing crosswalk and the area for the proposed crosswalk.

Steve Kerrigan asked about the length/distance of the proposed Safety Zone. Mr. Collins said it would be for 500 feet on each side of the school property with an area of an additional 600 feet in the middle. He passed out aerial photos showing the crosswalk and walking route to the dorms and the proposed school zone/safety zone and a diagram of the school property.

If a Safety Zone is created here it will be the first Safety Zone the City has created. Chief Giorgi said that the school is only getting bigger and it certainly makes sense to do it. All were in agreement. Mr. Collins advised that a regulation would be required and he will check on the wording and signage to create a Safety Zone with a 20mph speed limit and get it to Chief Giorgi so that he can create the regulation for the next meeting.

MOTION was made, seconded, duly VOTED to REFER to Engineering and Chief Giorgi to create the regulation for the Safety Zone in the area of Hillside School.

3d) Request for No Parking – Mechanic Street.

Update: Tim Collins advised that the signs have not been moved yet. As discussed at the last meeting, the two signs for the parking restrictions are currently close to the building and partially covered by the awnings. They are on the schedule to be moved closer to the curb line so they will be more visible. He passed out a photo with arrows indicating the new location for the signs and sign wording.

MOTION was made, seconded, duly VOTED to REMOVE from the Agenda.

That there being no further business of the Traffic Commission held on this date, the meeting adjourned at 10:23 am.

Respectfully submitted,

Karen L. Lambert
Records Clerk
Marlborough Police Department

List of documents and other exhibits used at the meeting:

- City of Marlborough Meeting Posting for Traffic Commission Meeting on Wednesday, November 27, 2019 including meeting agenda.
- Draft of Traffic Commission Minutes from Wednesday, October 30, 2019.
- Email forwarded by Fire Chief Breen to Chief Giorgi, dated 11/14/19, re: Bethel Presbyterian Church, 373 Lincoln Street.

Additional Handouts:

- Summary of Commercial Vehicle – Percentage Count for Stevens Street
- Diagram of Proposed Commercial Vehicle Exclusion for a portion of Stevens St. between East Main St. and Union St. from 7/9/10.
- Recent Diagram of same from 11/27/19
- Copy of a letter from MA Highway to City of Marlborough Engineer., dated 3/15/06, explaining why the Heavy Commercial Vehicle Exclusion on a section of Stevens St. and Union St. was denied.
- Aerial photo of area around Bethel Presbyterian Church with Hasting Street pavement widths and number of parking spaces indicated.
- Plan of Land Diagram with all plot measurements indicated and attached description of the parcel.
- Copy of 2009 email from Tim Collins to MA Highway outlining the warrants for a school zone on Stevens Street (for the Middle School and High School).
- Info. on Massachusetts School Zone Warrants and Designated Safety Zone.
- 2 Aerial Photos of Hillside School Area. – one showing the School Zone Crosswalk and one showing the area for a designated School Zone.
- Photos of existing crosswalk and area of proposed crosswalk.
- Diagram of entire area of Hillside school Properties.
- Aerial phot of Jon Street Playground Area with proposed no parking area indicated.
- Engineering diagram of St. Mary's Credit Union plan included John Street with no parking area highlighted.
- Proposed wording to add the specific area of John Street to the Schedule of Time Limit Parking in the Rules & Regulations Manual.
- Photo of the storefront on Mechanic Street showing the area with the parking restriction and the existing signs that are obstructed by the awnings.