

CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Finance Committee

Date: November 13, 2018

Time: 7:00 PM

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

Agenda Items to be addressed:

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2018 OCT 31 P 12:15

1. 10-29-2018 – **Order No. 18-1007439:** Communication from the Mayor regarding Bond Authorization for the Public Library Project in the amount of \$23,780,902.00.
-Refer to Finance Committee
2. 10-29-2018 – **Order No. 18-1007440:** Communication from the Mayor regarding Bond Authorization for a new Fire Station in the amount of \$10,000,000.00.
-Refer to Finance Committee
3. 10-29-2018 – **Order No. 18-1007441:** Communication from the Mayor regarding workplace Charging Program grant in the amount of \$6,219.00 awarded to DPW to fund 50% of the cost to purchase two Level 2 Electric Vehicle Charging Stations.
-Refer to Finance Committee

THE LISTING OF TOPICS THAT THE CHAIR REASONABLY ANTICIPATES WILL BE DISCUSSED AT THE MEETING IS NOT INTENDED AS A GUARANTEE OF THE TOPICS THAT WILL HAVE BEEN DISCUSSED. NOT ALL TOPICS LISTED MAY IN FACT BE DISCUSSED, AND OTHER TOPICS NOT LISTED MAY ALSO BE BROUGHT UP FOR DISCUSSION TO THE EXTENT PERMITTED BY LAW.

The public should take due notice that the Marlborough City Council may have a quorum in attendance due to Standing Committees of the City Council consisting of both voting and non-voting members. However, members attending this duly posted meeting are participating and deliberating only in conjunction with the business of the Standing Committee.

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.



IN CITY COUNCIL

Marlborough, Mass., OCTOBER 29, 2018

ORDERED:

That the City of Marlborough, Massachusetts ("the City") appropriate the amount of \$23,780,902.00 (twenty-three million seven hundred eighty thousand nine hundred and two dollars) for the purpose of paying the costs of the renovation and construction project at the Marlborough Public Library located at 35 West Main Street. Costs shall include demolition, landscaping, paving, utility, and other site improvements incidental or directly related to such construction, renovation and expansion, architectural, engineering or other professional and legal expenses and fees associated with this project, temporary library operational space, storage and moving expenses, furnishings and equipment, and all other costs incidental or related to the Marlborough Public Library building.

To meet this appropriation, the Comptroller/Treasurer, with the approval of the Mayor, is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, as amended and supplemented, or pursuant to any other enabling authority, and that the Mayor is authorized to contract for and expend any grants, aid, or gifts available for this project; and that the Mayor is authorized to take any other action necessary or convenient to carry out this project.

Any premium received by the City upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Be and is herewith refer to **FINANCE COMMITTEE.**

ADOPTED

ORDER NO. 18-1007439



City of Marlborough
Office of the Mayor

Arthur G. Vigeant
MAYOR

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Nicholas J. Milano
EXECUTIVE AIDE

140 Main Street
Marlborough, Massachusetts 01752

Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610

www.marlbrough-ma.gov

2018 OCT 25 A 11:53

Patricia Bernard
EXECUTIVE SECRETARY

AIN

October 25, 2018

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

Re: Bond Authorization for the Marlborough Public Library Project

Honorable President Clancy and Councilors:

Please find enclosed a bond order in the amount of \$23,780,902.00 to fund the proposed renovation and construction of the Marlborough Public Library. This project will increase the size of the library and enable it to provide more programming in an improved facility for future generations of Marlborough residents.

I am proposing that the City borrow the minimum required by the Massachusetts Board of Library Commissioners ("MBLC"), which is \$23,780,902.00. This amount is equal to the total project costs that the MBLC deems as eligible for grant assistance. The MBLC has awarded the City a grant in the amount of \$10,186,626. Any cost in excess of the City's share must be made up by the Library's Capital Campaign Committee which is attempting to raise funds to support the Library project. They have made some progress but have much work to do in the months ahead to secure additional funds.

At the time of the City Council's approval of the grant application to the MBLC, I cautioned that the City's share must not exceed \$10,000,000.00. With this bond order, I am recommending that the City increase its commitment to the Library project but limit it to a total of \$13,594,276.00.

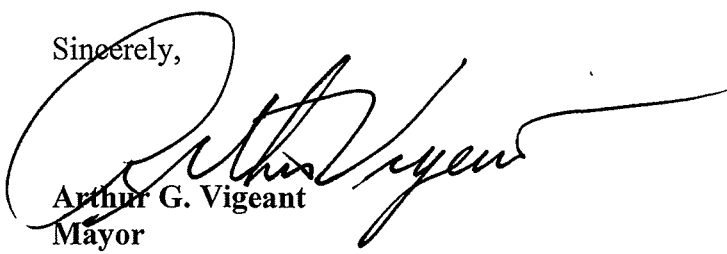
Our debt service from our street construction projects, parks and recreation projects, the new school, and other investments in our critical infrastructure is projected to grow for a few more years. We need to limit the amount of new debt service in our budget so we do not exceed our adopted financial policies, or place too high a financial burden on our residents.

The MBLC requires the City Council take action on this bond order prior to January 12, 2019. In addition, construction must begin within two years of the bond order being approved by the City Council. The Library Building Committee and the project architect will utilize much of this time reviewing and fine-tuning the schematic design that has been completed to date; however, it is imperative that construction not begin until those two years are close to ending to better fit scheduled payments into our budget.

I have also enclosed a revised project budget as approved by the MBLC, which contains some slight changes from the budget previously presented to the City Council. The amount of eligible project costs increased and the total project costs was revised downward slightly to \$26,117,618.00.

I look forward to discussing this project with you in further detail with Library Director Margaret Cardello, representatives from the various Library organizations, and my financial team. If you have any questions in the meantime, please do not hesitate to contact me.

Sincerely,



Arthur G. Vigeant
Mayor

Enclosures

ORDERED:

That the City of Marlborough, Massachusetts ("the City") appropriate the amount of \$23,780,902.00 (twenty-three million seven hundred eighty thousand nine hundred and two dollars) for the purpose of paying the costs of the renovation and construction project at the Marlborough Public Library located at 35 West Main Street. Costs shall include demolition, landscaping, paving, utility, and other site improvements incidental or directly related to such construction, renovation and expansion, architectural, engineering or other professional and legal expenses and fees associated with this project, temporary library operational space, storage and moving expenses, furnishings and equipment, and all other costs incidental or related to the Marlborough Public Library building.

To meet this appropriation, the Comptroller/Treasurer, with the approval of the Mayor, is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, as amended and supplemented, or pursuant to any other enabling authority, and that the Mayor is authorized to contract for and expend any grants, aid, or gifts available for this project; and that the Mayor is authorized to take any other action necessary or convenient to carry out this project.

Any premium received by the City upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ADOPTED

In City Council

Order No 18-

Adopted

Approved by Mayor

Arthur G. Vigeant

Date:

Marlborough Public Library - Grant Project Cost Estimate - REVISED 10/9/2018

A. Cost Estimate: Eligible / Non-Eligible Project Costs Summary			
<i>If the proposed project is for a shared building, contact MBLC construction specialist for financial section forms and instructions.</i>			
Item/Activity	Eligible	Non-Eligible	Total
Construction			
1 Construction (Less Landscaping/Paving)	\$ 14,297,568		\$ 14,297,568
2 Landscaping & Paving		\$ 404,325	\$ 404,325
3 Bonds & Insurance (1.75%)	\$ 221,887	\$ 6,274	\$ 228,161
4 Overhead & Profit (4%)	\$ 451,539	\$ 12,769	\$ 464,308
5 Permits, if not waived by municipality	\$ -		\$ -
6 Subtotal	\$ 14,970,994	\$ 423,368	\$ 15,394,362
7 Contingency for Construction 10% of total	\$ 1,497,099	\$ 42,337	\$ 1,539,436
8 Construction Subtotal	\$ 16,468,093	\$ 465,705	\$ 16,933,798
Professional Services			
9 Library Building Consulting, if used (1)			\$ -
10 Architect/Engineering Fees: Schematic Design (1)	\$ 93,615		\$ 93,615
11 Architect/Engineering Fees: 10% of Construction Development through Bid Documents (75% of Fee \$'s)	\$ 1,270,035		\$ 1,270,035
12 Architect Fees: Construction Administration (25% of Fee \$'s)	\$ 423,345		\$ 423,345
13 Project Management / OPM (5% of Construction)	\$ 846,690		\$ 846,690
14 Clerk of the Works, if separate from OPM	included above		included above
15 Hazardous Abatement Design/Oversight (Industrial Hygienist)	\$ 25,000		\$ 25,000
16 Information Technology Consulting	\$ 30,000		\$ 30,000
17 LEED Consulting	\$ 95,000		\$ 95,000
18 LEED Application Fees (Estimate w/fee changes)	\$ 7,000		\$ 7,000
19 Commissioning Agent	\$ 70,000		\$ 70,000
20 Other Engineering (Additional Permitting/Geotech Support)	\$ 30,000		\$ 30,000
21 Interior Design Services	\$ 100,000		\$ 100,000
22 Independent Design Review (if used)			\$ -
23 Legal Services		\$ -	\$ -
24 Misc. Fees and Expenses		\$ 10,000	\$ 10,000
25 Other (list separately on next page)	\$ 41,000		\$ 41,000
26 Professional Services Subtotal	\$ 3,031,685	\$ 10,000	\$ 3,041,685
Furnishings, Finishes & Equipment (FF&E)			
27 Utility Backcharges	\$ 35,000		\$ 35,000
28 Steel Bookshelves & Metal End panels	\$ 220,000		\$ 220,000
29 Mobile Shelving & Mobile Service Desks	\$ 50,000		\$ 50,000
30 Furniture		\$ 500,000	\$ 500,000
31 Window Treatments		\$ 136,733	\$ 136,733
32 Telephones, i.e. handsets		\$ 25,000	\$ 25,000
33 Tele/Data Equipment	\$ 50,000		\$ 50,000
34 Computer Terminals & Peripherals		\$ 60,000	\$ 60,000
35 Audio Visual Equipment, i.e. projectors, televisions, microphones		\$ 30,000	\$ 30,000
36 Wayfinding and Decorative Signage		\$ 35,000	\$ 35,000
37 Automated Sorting System			\$ -
38 Security System for Collections		\$ 150,000	\$ 150,000
39 Murals or Other Artwork		\$ -	\$ -
40 Other (list separately on next page)		\$ -	\$ -
41 Subtotal	\$ 355,000	\$ 936,733	\$ 1,291,733
42 Contingency for Expenses: Professional Service and FF&E (10% of total of all expenses)	\$ 338,668	\$ 94,673	\$ 433,342
43 FF&E Subtotal	\$ 693,668	\$ 1,031,406	\$ 1,725,075
44 Expenses: Profession Services and FF&E Subtotal	\$ 3,725,353	\$ 1,041,406	\$ 4,766,760
Other			
45 Town or School Owned	\$ -	\$ -	\$ -
46 Gifted or Purchased	\$ 800,000	\$ -	\$ 800,000
47 Municipal Bond Costs		\$ 520,000	\$ 520,000
48 Moving		\$ 100,000	\$ 100,000
49 Temporary Library Fit-out, Rent, Insurance, etc.		\$ 50,000	\$ 50,000
50 Other Subtotal	\$ 800,000	\$ 670,000	\$ 1,470,000
50.a Total Project Costs - Before Escalation	\$ 20,993,446	\$ 2,177,111	\$ 23,170,558

Annual Escalation			
b Construction for up to 36 mos. (4% per yr./Compounded)	\$ 2,470,214	\$ 58,150	\$ 2,528,364
52 Architects services based on 10% of Construction (3% per yr./Compounded)	\$ 205,627	\$ 5,815	\$ 211,442
53 Professional Services for up to 36 mos. (3% per yr./Compounded)	\$ 111,615		\$ 111,615
54 FF&E for up to 36 mos. (3% per yr./Compounded)		\$ 95,639	\$ 95,639
55 Escalation Subtotal	\$ 2,787,456	\$ 159,604	\$ 2,947,060
56 Grand Total Project Costs	\$ 23,780,902	\$ 2,336,715	\$ 26,117,618

Marlborough Public Library - Grant Project Cost Estimate - REVISED 10/9/2018

Notes:			
(1) Include only those costs incurred within three years of the date of this application. This could include surveys and materials testing, structural inspections and peer review			
(2) a. Purchased land and/or building may be valued up to the actual purchase price.			
b. Only monies already expended for eligible costs related to acquisition of real property after January 26, 2014 date can be included as an eligible cost			
c. Where publicly or privately owned real property is donated to a project, only so much land as is necessary to provide an adequate library site, up to a maximum of \$800,000, may be considered in the calculation of eligible costs, and the value of such land must be documented.			
d. For more details on valuing land see Question 10 (4) (D)			
(3) Amounts for contingencies and annual escalations must be broken down by eligible and non-eligible costs.			

MBLC Awards \$28.7m in Construction Grants

[BACK TO NEWS RELEASES >](#)

Print News Release

FOR IMMEDIATE RELEASE

July 12, 2018

Celeste Bruno

Communications Director

1-800-952-7403 x208

Celeste.Bruno@state.ma.us

At their July 12, 2018 board meeting, the Massachusetts Board of Library Commissioners awarded provisional construction grants to the Greenfield Public Library in the amount of \$9,378,183, the Hingham Public Library in the amount of \$9,151,270, and the Marlborough Public Library in the amount of \$10,186,626. The libraries were originally placed on the construction waiting list during the July 13, 2017 board meeting when the first round of project grants was approved.

The Board also approved Library Green Incentive awards for each project that receives LEED (Leadership in Energy and Environmental Design) certification. They will receive 2-3.5% of the grant award in additional state funds administered by the MBLC.

The MBLC's FY2019 construction funding became available in July, making it possible for the Commissioners to award provisional grants to Greenfield, Hingham and Marlborough. The communities have six months to secure local match funding necessary to accept the grant.

Currently eight communities from the 2017 grant round have accepted their provisional grants and have moved ahead with their projects: Dartmouth, Erving, Hadley, Medford, Monterey, Norwell, Springfield, and Weymouth.

For the FY2017 grant round, 33 libraries applied for construction grants through the MBLC's construction program. Nineteen libraries remain on the waitlist and will receive construction grants as the funding becomes available either through the existing bond bill or a future bond authorization.

MPLCP library building projects are currently underway in Leicester, Sherborn, Stoughton, Webster and Woburn. MPLCP grants provide crucial funding that enables the libraries to meet the growing demand for services. Statewide, attendance at public library programs has increased 49% since 2006 and every 5.5 seconds a Massachusetts resident accesses the Internet through a public library.

Funding for the MPLCP is authorized by the governor and the legislature. The MPLCP was first funded in 1987. Since then, the program has assisted hundreds of communities in building new libraries or in renovating and expanding existing libraries. For more information about the program, please visit the MBLC's website: <https://mblc.state.ma.us/>



IN CITY COUNCIL

Marlborough, Mass., OCTOBER 29, 2018

ORDERED:

That the City of Marlborough, Massachusetts ("the City") appropriate the amount of \$10,000,000.00 (ten million dollars) for the purpose of paying the cost of building a new fire station in the City of Marlborough.

To meet this appropriation, the Comptroller/Treasurer, with the approval of the Mayor, is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, as amended and supplemented, or pursuant to any other enabling authority, and that the Mayor is authorized to contract for and expend any grants, aid, or gifts available for this project; and that the Mayor is authorized to take any other action necessary or convenient to carry out this project.

Any premium received by the City upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Be and is herewith refer to **FINANCE COMMITTEE.**

ADOPTED

ORDER NO. 18-1007440



City of Marlborough
Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2018 OCT 25 A 11:44
Arthur G. Vigeant
MAYOR
Nicholas J. Milano
EXECUTIVE AIDE

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

Patricia Bernard
EXECUTIVE SECRETARY

October 25, 2018

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

Re: Bond Authorization for a new Marlborough Fire Station

Honorable President Clancy and Councilors:

Please find enclosed a bond order in the amount of \$10,000,000.00 to fund the construction of a new fire station on the western side of Marlborough.

As you are well aware, the City's Fire Station Committee is currently evaluating the department's needs and best locations for a new station for the Marlborough Fire Department. While the committee and I agree that the western side of Marlborough is the obvious answer, the committee is carefully evaluating the best location within that area and the best facility size and design.

At Councilor Michael Ossing's request, I am submitting this bond order to you now so that the City Council can discuss this project and the Library project in tandem. These are the second and third major capital projects in the City's Capital Improvement Plan and along with the new elementary school, these are the projects that we have been planning for and anticipating in recent years.

If approved, the Comptroller/Treasurer Brian Doheny will have the ability to borrow funds to fund a fire station construction project, but I do not anticipate moving forward on construction for some time. The committee will have to finish its analysis and the City will have to purchase land for the station. In addition, we will have to contract with an owner's project manager and an architect then design the facility. This will take significant amount of time and that time will provide additional budgetary flexibility for when the project is ready to move forward.

In addition, prior to borrowing funds for this project, I will submit this bond for a confirmatory vote to ensure that the City Council remains in support of the project once the location is selected and the design is complete.

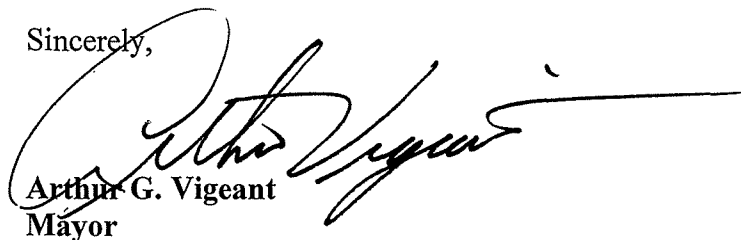
As Councilor Ossing has mentioned to you and as was discussed in the City Council's Urban Affairs Committee on Tuesday, October 23, 2018, additional economic growth would help fund this project and the library project. I encourage the City Council to carefully consider the long-term budgetary impact of an additional fire station that will likely result in increased operational costs and the long-term impact of

the library project. We must continue to find growth in the City to ensure that not too much of the burden of paying for these investments falls on our residents.

We have had good news on the school project. Site work is moving ahead on budget and on schedule. The general contractor bids were opened on Wednesday, October 24 and all of the bids were under our budgeted amount. If the project remains on budget, we will have additional budgetary flexibility to absorb the borrowing costs for the fire station and library projects.

As with the proposed library bond order, I look forward to discussing this with you in greater detail. If you have any questions in the meantime, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Arthur G. Vigeant", with a long horizontal flourish extending to the right.

Arthur G. Vigeant
Mayor

Enclosures

ORDERED:

That the City of Marlborough, Massachusetts ("the City") appropriate the amount of \$10,000,000.00 (ten million dollars) for the purpose of paying the cost of building a new fire station in the City of Marlborough.

To meet this appropriation, the Comptroller/Treasurer, with the approval of the Mayor, is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, as amended and supplemented, or pursuant to any other enabling authority, and that the Mayor is authorized to contract for and expend any grants, aid, or gifts available for this project; and that the Mayor is authorized to take any other action necessary or convenient to carry out this project.

Any premium received by the City upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ADOPTED

In City Council

Order No 18-

Adopted

Approved by Mayor

Arthur G. Vigeant

Date:



IN CITY COUNCIL

Marlborough, Mass., OCTOBER 29, 2018

ORDERED:

Under authority of MGL Chapter 44, Section 53A, the City Council hereby **REFERS TO FINANCE COMMITTEE** the Workplace Charging Program grant in the amount of \$6,219.00 awarded to DPW to fund 50% of the cost to purchase two Level 2 Electric Vehicle Charging Stations.

ADOPTED

ORDER NO. 18-1007441



City of Marlborough
Office of the Mayor

5
RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2018 OCT 25
Arthur G. Vigeant
MAYOR
Nicholas J. Milano
EXECUTIVE AIDE

140 Main Street
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www.marlborough-ma.gov

Patricia Bernard
EXECUTIVE SECRETARY

October 25, 2018

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

fin

Re: Grant Acceptance – Department of Public Works

Honorable President Clancy and Councilors:

Please find enclosed for your acceptance a grant in the amount of \$6,219.00 from the Commonwealth of Massachusetts through the Massachusetts Electric Vehicle Incentive Program (MassEVIP). These funds will fund 50 percent of the costs to purchase two Level 2 Electric Vehicle Charging Stations to be placed behind City Hall.

Since this is a matching grant, City funds will be utilized to complete the full purchase of the charging stations. Funds are available in the DPW Capital Outlay – Equipment Account for this purpose. This is another sign that we are continuing to green Marlborough together.

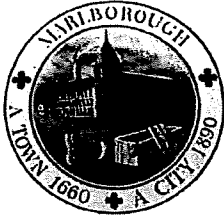
Approximately, 61 percent of the City's electricity load is purchased through net-metering agreements with solar power producers. The City also recently purchased two electric vehicles, one of which is currently being used by the Health Departments' sanitarians and the other by Public Works. This past week, Cadmus Group completed an analysis of the solar potential of various City and School facilities and next we will begin work on an RFP to solicit proposals for rooftop solar on a number of facilities.

Thank you for partnering with me to green Marlborough. If you have any questions, please do not hesitate to contact me or Commissioner John Ghiloni.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures



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

October 22, 2018

Arthur G. Vigeant, Mayor
City of Marlborough
140 Main St
Marlborough, MA 01752

Dear Mayor Vigeant,

On October 9, 2018, the DPW was awarded a Workplace Charging Program grant in the amount of \$6,219. These funds, earned under the Massachusetts Electric Vehicle Incentive Program (MassEVIP), provides 50% of the hardware costs to purchase two Level 2 Electric Vehicle Charging stations to be placed in the Carl R. Rowe Parking Garage behind City Hall.

I respectfully request that you submit this grant for Council acceptance and approval at the next meeting of the City Council on October 29th, 2018.

A copy of the grant acceptance form has also been attached for Council's review and consideration.

Sincerely,

John L. Ghiloni,
Commissioner

cc. Ted Scott, Asst. Commissioner

**CITY OF MARLBOROUGH
NOTICE OF GRANT AWARD**

DEPARTMENT: Public Works DATE: 10/22/2018

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Ted Scott- Asst. Commissioner of Operations

NAME OF GRANT: Workplace Charging Program Grant

GRANTOR: MassDEP Electric Vehicle Incentive Program

GRANT AMOUNT: \$6,219.00

GRANT PERIOD: 180 calendar days starting 10/9/2018

SCOPE OF GRANT/
ITEMS FUNDED 50% of the cost to purchase two Level 2 Electric Vehicle Charging Stations.

IS A POSITION BEING
CREATED: No

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

ARE MATCHING CITY
FUNDS REQUIRED? Yes

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

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

Capital Outlay- Equipment 19300006 58731

ANY OTHER EXPOSURE TO CITY?
No

IS THERE A DEADLINE FOR CITY COUNCIL APPROVAL: A.S.A.P. (no later than 12-31-18)

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



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Matthew A. Beaton
Secretary

Martin Suuberg
Commissioner

September 20, 2018

Mr. Andrew Pope
City of Marlborough
135 Neil Street
Marlborough, MA 01752

Dear Mr. Pope,

The Massachusetts Department of Environmental Protection (MassDEP) is pleased to announce that the City of Marlborough has been awarded a grant of \$6,219.00 to acquire two electric vehicle charging stations under the Massachusetts Electric Vehicles Incentive Program: Workplace Charging (MassEVIP) at the following location:

- An amount to not exceed \$6,219.00 for 21 Court Street, Marlborough, MA.

To complete the grant acceptance, you will need to sign and return the attached End-User Agreement within **15** days of receipt. You are also encouraged to sign and return to MassDEP the Transportation & Climate Initiative Statement of Support found as Attachment C of the End-User agreement. MassDEP will execute the agreement and return a scanned copy for your records. Once the executed agreement is returned to you, the City of Marlborough is authorized to proceed with the acquisition and installation of the electric vehicle charging stations. An Incentive Payment Request form will be sent with the executed End-User Agreement that must be completed and signed, upon completion of the installation, by both you the Grantee and the charging stations Vendor representative. Please note you have up to 180 calendar days from the execution of the end-user agreement to complete the acquisition and installation of the electric vehicle charging stations.

MassDEP recognizes that the technical, financial, and time requirements for each Vendor and Grantee are different and site specific. Keeping this in mind MassDEP is offering two options for disbursement of the incentive.

Option 1:

The Grantee submits payment to the vendor in full and is reimbursed by MassDEP upon the charging stations being installed and operational.

This information is available in alternate format. Contact Michelle Waters-Ekanem, Director of Diversity/Civil Rights at 617-292-5751.

TTY# MassRelay Service 1-800-439-2370

MassDEP Website: www.mass.gov/dep

Printed on Recycled Paper

Option 2:

The Grantee enters into an agreement with the Vendor that the charging stations will be installed within the timeframe specified by the Vendor. If the charging stations are installed in the agreed upon timeframe the incentive is provided directly to the vendor and the Grantee is responsible for the balance. If, however, the charging stations are NOT installed in the specified timeframe, the Vendor, as agreed upon, will request full payment from the Grantee. The Grantee will then be reimbursed by MassDEP once the charging stations are installed and operational.

Once the electric vehicle charging stations are installed, please forward a copy of the final invoice showing line item charges for the charging stations you are acquiring under MassEVIP (see enclosed template), also include invoice from the installing vendor (i.e. electrician), if different than the Vendor you are purchasing the charging stations from, along with the Incentive Payment Request Form. MassDEP will use the information on the invoice and the Payment Request Form to direct the incentive to the appropriate payee (Vendor or you as the grant recipient).

Please note that the MassEVIP: Workplace Charging Program requires that the End User Agreement be fully executed prior to the purchase or installation of the charging stations.

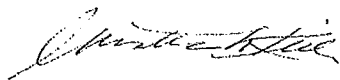
Please mail all documents to the following address:

MassDEP
Attn: Sejal P. Shah
One Winter Street, 6th Floor
Boston, MA 02108

On behalf of Commissioner Suuberg, I want to congratulate the City of Marlborough for taking this important step to making Massachusetts a regional leader in deploying electric vehicle charging equipment and helping the Commonwealth achieve its ambitious climate goals.

If you have any questions or comments regarding MassEVIP and/or the awarded incentives please contact Ms. Sejal Shah at (617) 556-1015 or at sejal.shah@state.ma.us.

Sincerely,



Christine Kirby
Assistant Commissioner
Bureau of Air and Waste

Enclosures: End-User Agreement
Charging Station Final Invoice Template