

REGULAR MEETING  
MARCH 9, 2020  
TIME: 8:00 PM

IN CITY COUNCIL  
ABSENT  
LOCATION: CITY HALL, 140 MAIN STREET, 2<sup>ND</sup> FLOOR

CONVENED:  
ADJOURNED:  
**RECEIVED**  
**CITY CLERK'S OFFICE**  
**CITY OF MARLBOROUGH**  
**2020 MAR -5 P 2:40**

1. Minutes, City Council Meeting, February 24, 2020.
2. Communication from President Ossing, re: Appointment of Councilor Tunnera to the Municipal Aggregation Committee.
3. Communication from the Mayor, re: Grant Acceptance in the amount of \$21,900.00 awarded to the DPW from the Department of Environmental Protection to be used to offset costs associated with the processing of recyclable materials.
4. Communication from the Mayor, re: Grant Acceptance in the amount of \$649.00 awarded to the Public Library from the Massachusetts Board of Library Commissioners (MLBC) to be used for training of library staff.
5. Communication from the Mayor, re: Reappointment of Judith Kane to the Council on Aging Board for a four-year term to expire the first Monday in May 2024.
6. Minutes of Boards, Commissions and Committees:
  - a) Board of Assessors, November 21, 2019.
  - b) Conservation Commission, February 6, 2020.
  - c) Council on Aging Board, December 10, 2019.
  - d) Historical Commission, January 23, 2020.
  - e) Planning Board, January 27, 2020 & February 10, 2020.
  - f) Retirement Board, January 28, 2020.

#### REPORTS OF COMMITTEES:

7. **ORDERED:** That the City Council review the results of the FY20 abbreviated budget process; and it is further Ordered That the City Council approve the Massachusetts Department of Revenue Financial Review Recommendation for adopting an abbreviated budget authorization format for all departments for future city budgets. ....Submitted by Councilors Irish & Ossing.

Background: The City Council approved the abbreviated budget process for FY18 on April 24, 2017 (Order No. 17-1006856A), FY19 on April 23, 2018 (Order No. 18-1007236) and FY20 on April 8, 2019 (Order No. 19-1007618). In its 2006 Financial Management Review of the City of Marlborough, the Massachusetts Department of Revenue recommended that the City adopt several best financial practices including approving the City budget with the salary and expenditure accounts for each department as opposed to the past practice of approving each individual line item. This recommendation was also made in the City's Fiscal Year 2016 audit performed by Roselli, Clark & Associates. Department heads would not be able to add funds to their approved salary or expenditure accounts without City Council approval. The Auditor will provide a summary of all transfers within a department's budget each month to the City Council.

**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.**

## UNFINISHED BUSINESS:

From Public Services Committee

8. **Order No. 19-1007513A – Application for a Livery License from Bismark Ohemeng d/b/a West Royal Car Service, to operate at 33 Paris Street.** Motion by Councilor Irish, seconded by Councilor Perlman, to accept and place the application on file. Vote 3-0.

**Recommendation of the Public Services Committee is to accept and file.**

9. **Order No. 19-1007759A – Application for a Livery License from Snold Benjamin d/b/a Ben Transportation, to operate one (1) vehicle at 98 Bolton Street.** Motion by Councilor Irish, seconded by Councilor Perlman, to approve the application for a livery license for Snold Benjamin d/b/a Ben Transportation, to operate one (1) vehicle at 98 Bolton Street. Vote 3-0.

**Recommendation of the Public Services Committee is to approve to operate one (1) vehicle.**

From Finance Committee

10. **Order No. 20-1007927A – Transfer Request in the amount of \$1,331,902.00 from Undesignated Fund (Free Cash) to Undesignated Stabilization pursuant to the financial Policies of the City of Marlborough.** Communication from the Mayor dated February 6, 2020 requesting the transfer of \$1,331,902.00 from the Undesignated Fund (“Free Cash”) to the Undesignated Stabilization account. Motion by Councilor Tunnera, seconded by Chair, to approve the transfer. Vote 5-0.

**Recommendation of the Finance Committee is to approve the transfer as requested by the Mayor.**

11. **Order No. 20-1007927B – Transfer Request in the amount of \$1,331,902.00 from Undesignated Fund (Free Cash) to OPEB Trust pursuant to the financial policies of the City of Marlborough.** Communication from the Mayor dated February 6, 2020 requesting the transfer of \$1,331,902.00 from the Undesignated Fund (“Free Cash”) to the OPEB Trust account. Motion by Councilor Tunnera, seconded by Chair, to approve the transfer. Vote 5-0.

**Recommendation of the Finance Committee is to approve the transfer as requested by the Mayor.**

12. **Order No. 20-1007928 – Mid-Year Transfer Requests totaling \$838,902.00 from various departments for FY20, which moves funds from and to accounts as noted in the Order.** The Finance Committee reviewed the Mayor’s letter dated February 6, 2020 requesting mid-year transfers for various departments totaling \$838,902.00. Motion by Councilor Oram, seconded by Councilor Dumais, to approve the transfers. Vote 5-0.

**Recommendation of the Finance Committee is to approve the mid-year transfers as requested by the Mayor.**

13. **Order No. 20-1007929 – Proposed Salary Ordinance Amendment submitted by the Mayor relative to Chapter 125 §6 of the City Code.** The Finance Committee reviewed the Mayor’s letter dated February 6, 2020 proposing several salaries changes. The Mayor recommended deleting reference to several positions in Section 125-6 and creating a per meeting attended rate of \$150.00 for members of the Planning Board and Zoning Board of Appeals and a new hourly rate not to exceed \$18.00 per hour for the positions of Detention Assistant, Parking Enforcement Officer, Mail Clerk, and Crossing Guard. The proposal also establishes a four-step hourly rate of \$15.4903/Minimum to \$17.6143/Maximum for the existing part-time Council on Aging Social Services Coordinator which compensation is equal to the position of Clerk. Motion by Councilor Oram, seconded by Chair, to approve, advertise the salary ordinance, and refer to the City Solicitor for proper legal form. Vote 5-0.

**Recommendation of the Finance Committee is to approve the proposed salary ordinance, refer to the City Solicitor for proper legal form and to advertise.**

From Personnel Committee

14. **Order No. 20-1007930 – The reappointments to the Community Development Authority (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.**

**Recommendation of the Personnel Committee is to approve the reappointment of Stephanie Ferrecchia for three years and Paul Sliney for two years from date of confirmation.**

From Rules Committee

15. **Order No.20-1007894 – Council Review of the 2020 Rules:** The Rules Committee met for the second time (prior meeting held on January 21, 2020) to continue the review of potential changes to the City Council Rules for 2020. The Rules Committee voted 3 – 0 to approve the revised Council Rules for 2020.

**Recommendation of the Rules Committee is to approve the revised Council Rules for 2020.**



RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2020 MAR -4 P 12:37

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

**FEBRUARY 24, 2020**

Regular meeting of the City Council held on Monday, February 24, 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 8:46 PM.

**ORDERED:** That the Minutes of the City Council meeting, February 10, 2020, **FILE**; adopted.

**ORDERED:** That the PUBLIC HEARING On the 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, Order No. 20-1007933, all were heard who wish to be heard, hearing closed at 8:03 PM; adopted.

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

**ORDERED:** That the PUBLIC HEARING On the Proposed Zoning Amendment to Chapter 650 §17 & §18 relative to Livestock Farms, Order No. 20-1007915, all were heard who wish to be heard, hearing closed at 8:14 PM; adopted.

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

**ORDERED:** That the Transfer Request in the amount of \$473,846.52 which moves funds from PEG Funds to Marlborough Cable Trust to fund the operation of WMCT for FY2021, refer to **FINANCE COMMITTEE**; adopted.

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

**CITY OF MARLBOROUGH  
BUDGET TRANSFERS --**

DEPT:		Mayor				FISCAL YEAR:		2020	
		FROM ACCOUNT:				TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$550,853.61	\$473,846.52	27000099	47750	Receipts Reserved-PEG Funds	\$473,846.52	89000	25581	Marlboro Cable Trust	\$0.00
Reason:		To fund WMCT's operating budget for FY21 with PEG fees							
		\$473,846.52	Total			\$473,846.52	Total		



ORDERED: That the Transfer Request in the amount of \$400,000.00 from Undesignated Fund (Free Cash) to Stabilization – Open Space to replace the money used for the purchases of land on Bolton Street, refer to **FINANCE COMMITTEE**; adopted.

**Councilor Dumais recused.**

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

	DEPT:	Mayor				FISCAL YEAR:	2020		
		FROM ACCOUNT:				TO ACCOUNT:			
Available									Available
Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Balance
\$13,009,020.00	\$400,000.00	10000	35900	Undesignated Fund	\$400,000.00	83600	32918	Stabilization-Open Space	\$140,919.97
	Reason:	To use free cash for Bolton St property and return open space funds							
	\$400,000.00	Total			\$400,000.00	Total			

ORDERED: Under authority of MGL Chapter 44, Section 53A, the City Council hereby **APPROVES** the Grant Acceptance in the amount of \$5,000.00 from the Massachusetts Cultural Council to fund cultural projects, including the Museum in the Streets; adopted.

ORDERED: That the Appointment of Lynn Davine as Director of Human Resources for a three-year term from date of confirmation, refer to **PERSONNEL COMMITTEE**; adopted.

ORDERED: That the Appointment of Michael Hennessy as Director of Veterans Services for a three-year term effective February 10, 2020, refer to **PERSONNEL COMMITTEE**; adopted.

ORDERED: That the Reappointment of Beverly Sleeper as Chief Procurement Officer for a three-year term from date of confirmation, refer to **PERSONNEL COMMITTEE**; adopted.

ORDERED: That the Appointment of Melynda Gallagher to the Parks and Recreation Commission for a three-year term from date of confirmation, refer to **PERSONNEL COMMITTEE**; adopted.

ORDERED: That the Proposed Zoning Amendment to Chapter 650, §5, §17, & §18 – Contractor Yards and the Proposed Rezoning of land located on Farm Road, identified as Map 85 Parcel 12, refer to **URBAN AFFAIRS COMMITTEE, PLANNING BOARD, AND ADVERTISE A PUBLIC HEARING FOR MONDAY, MARCH 23, 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 650-5, entitled “Definitions; word usage,” is hereby amended, as follows:

- a. By amending the definition in subsection B of “OUTDOOR STORAGE,” by inserting at the end thereof the following sentence: “Outdoor storage shall not include either a contractor’s yard or a landscape contractor’s yard.”
- b. By inserting the following new definitions:

CONTRACTOR’S YARD - Premises used for the storage of equipment and/or materials used for providing contracting services, including but not limited to building construction, heating, plumbing, roofing, and excavation.

LANDSCAPE CONTRACTOR’S YARD – Premises used for the storage of equipment and/or materials used by a business principally engaged in the decorative and functional alteration, planting, and maintenance of grounds, including the installation of hardscape such as stonework, patios, decks, arbors, and other decorative elements of the landscape. Such a business may engage in the installation and construction of underground improvements, but only to the extent that such improvements (e.g., irrigation or drainage facilities) are accessory to the principal business and are necessary to support or sustain the landscaped surface of the grounds being otherwise landscaped.

II. Section 650-17, entitled “Table of Uses,” is hereby amended by adding the following new uses:

	RR	A1	A2	A3	RB	RC	RCR	B	CA	LI	I	MV	NB	WAYS.
Contractor’s Yard (48)	N	N	N	N	N	N	N	N	SP	SP	N	N	N	N
Landscape Contractor’s Yard (48)	N	N	N	N	N	N	N	N	SP	SP	N	N	N	N

III. Section 650-18, entitled “Conditions for uses,” is hereby amended as follows:

- a. By inserting in subsection A thereof a new paragraph (48) as follows:

(48) Contractor’s yard and landscape contractor’s yard.

- (a) **Exemptions; Design Standards for Certain Existing Yards.** All existing contractor’s yards and landscape contractor’s yards in the CA or LI zoning district as of the date of this amendment that existed prior to December 31, 2014 shall not be required to obtain a special permit, but shall file for site plan review with an as-built plot plan by the City of Marlborough Site Plan Review Committee within nine (9) months of the effective date of this paragraph, and complete site plan review within twenty-four (24) months of the effective date of this paragraph. Said site plan review shall be limited to the following design standards:

(1) *Screening.* To the maximum extent practicable, the yard shall be adequately screened from the street and adjacent properties to obscure the vehicles parked thereon, and the equipment and/or materials stored therein, to create an effective visual barrier.

(2) *Vehicles, Equipment and/or Materials.* To the maximum extent practicable, all vehicles, equipment and/or materials associated with the yard must be stored on and accessed from impervious or otherwise dust-free surfaces.

(3) *Flammable, Combustible or Dangerous Substances.* A yard shall not store excessive quantities of flammable, combustible or dangerous substances, and may be required to comply with the notification, reporting and permitting requirements set forth in SARA Title III (the Emergency Planning and Community Right-To-Know Act, or EPCRA) and/or MGL c. 148.

(4) *Maximum size of yard.* The maximum size of the yard (including all structures, parking and driveways on the lot) shall not exceed the percentage of maximum lot coverage permitted under Section 650-41 for the zoning district in which the lot is located. If the yard exceeds said lot coverage percentage, the yard shall not increase its lot coverage and shall be made compliant within twenty-four (24) months of the effective date of this paragraph.

For yards that are in compliance with a prior special permit or site plan approval, no special permit or site plan review is required.

- (b) **Design Standards for All Other Permissible Yards.** Yards shall require a special permit, and site plan approval by the City of Marlborough Site Plan Review Committee, whose review shall include, but not be limited to, the following design standards.

(1) *Screening.* Yard shall be adequately screened from the street and adjacent properties to obscure the vehicles parked thereon, and the equipment and/or materials stored therein, to create an effective visual barrier from ground level to a height of at least five (5) feet.

(2) *Vehicles, Equipment and/or Materials.* All vehicles, equipment and/or materials associated with the yard must be stored on and accessed from impervious or otherwise dust-free surfaces.

(3) *Flammable, Combustible or Dangerous Substances.* A yard shall not store excessive quantities of flammable, combustible or dangerous substances, and may be required to comply with the notification, reporting and permitting requirements set forth in SARA Title III (the Emergency Planning and Community Right-To-Know Act, or EPCRA) and/or MGL c. 148.

(4) *Maximum size of yard.* The maximum size of the yard, when combined with all structures, parking and driveways on the lot being proposed for the lot on which the yard is proposed to be located, shall not exceed the percentage of maximum lot coverage permitted under Section 650-41 for the zoning district in which the lot is located.

(5) *Proximity to existing residential zoning districts/uses.* (i) Yard shall not be located on a lot less than two hundred (200) feet from a residential zoning district, and on any lot if a residential use is being made of any abutting lot(s); and (ii) *Minimum lot area.* Minimum area of the lot shall be 22,500 square feet.

#### IV. Zoning Map Amendment

The Zoning Map, Section 650-8, is amended by making the following changes:

Change a portion of Assessor's Parcel 85-12, consisting of less than 6.53 +/- acres, being the portion of the property currently zoned Business (B), to the adjacent Light Industrial (LI) District. The proposed Zoning Map change is shown on the attached map.

ORDERED: That the Communication from City Solicitor, Jason Grossfield, re: Letters of support for Proposed Zoning Amendment relative to Contractor Yards and the Proposed Rezoning of land on Farm Road and update on pending litigation, **FILE**; adopted.

ORDERED: That the Request for Sign, Gerardo's Bakery, 115 Apex Drive, Unit D, within the HRMUOD, **APPROVED**; adopted.

ORDERED: That the Communication from Attorney Brian Falk, on behalf of Vedi Naturals, LLC, re: Request to Extend Time Limitations to June 9, 2020 at 10:00 PM, on the Application for Special Permit to operate an Adult Use Marijuana Retail Establishment, 505 Boston Post Road West (Twin Boro Crossing), **APPROVED**; adopted.

ORDERED: That there being no objection thereto set **MONDAY, MARCH 23, 2020** as **DATE FOR PUBLIC HEARING** Application for LED Sign Special Permit, from William Camuso on behalf of Lincoln 431 LLC, (Shell Station) 431 Lincoln Street, refer to **URBAN AFFAIRS COMMITTEE & ADVERTISE**; adopted.

ORDERED: That the Communication from Central MA Mosquito Control, re: FY 2021 Budget Notification and Compliance Certification Policy, **FILE**; adopted.

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

- a) Conservation Commission, January 9, 2020 & January 23, 2020.
- b) Historical Commission, December 19, 2019.
- c) Library Trustees, January 7, 2020.

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

- a) Mark Bigelow, 29 Pearl Street, pothole or other road defect.
- b) David & Cindy D'Amico, 102 West Hill Road, residential mailbox claim (2a).
- c) Eileen Hebert, 512 Linwood Court, Clinton, pothole or other road defect.
- d) Daniel Hong, 5 Repton Circle, #5214, Watertown, pothole or other road defect.



## Reports of Committees:

Councilor Landers reported the following out of the Public Services Committee:

**Marlborough City Council Public Services Committee**  
**Tuesday, February 18, 2020**  
**In City Council Chambers, 2<sup>nd</sup> Floor, City Hall, 140 Main Street**

**Public Services:** Chairman Landers, Councilors Irish and Perlman  
**Other Councilors:** Councilor Tunnera  
**Also Present:** Snold Benjamin

**The meeting convened at 8:35 PM.**

1. **Order No. 19-1007759: Application for a Livery License from Snold Benjamin d/b/a Ben Transportation, to operate one (1) vehicle at 98 Bolton Street.** Mr. Benjamin explained he would have one car for his business, be the sole driver and answered the committee's questions regarding his insurance and CORI. Motion by Councilor Irish, seconded by Councilor Perlman, to approve the application for a livery license for Snold Benjamin d/b/a Ben Transportation, to operate one (1) vehicle at 98 Bolton Street. Vote 3-0.

**Recommendation of the Public Services Committee is to approve the application.**

2. **Order No. 19-1007513: Application for a Livery License from Bismark Ohemeng d/b/a West Royal Car Service, to operate at 33 Paris Street.** Mr. Ohemeng has since moved from Marlborough and no longer requires a livery license from the City. Motion by Councilor Irish, seconded by Councilor Perlman, to accept and place the application on file. Vote 3-0.

**Recommendation of the Public Services Committee is to accept and file.**

**The meeting adjourned at 8:39 PM.**

Councilor Irish reported the following out of the Finance Committee:

**Marlborough City Council Finance Committee**  
**Tuesday, February 18, 2020**  
**In City Council Chambers, 2<sup>nd</sup> Floor, City Hall, 140 Main Street**

**Finance Committee:** Chairman Irish, Councilors Dumais, Oram, Tunnera, and Perlman  
**Other Councilors:** Councilors Landers, Navin, Ossing, and Robey  
**Also Present:** Mayor Vigeant, Department of Public Works Commissioner Ghiloni, Building Commissioner Cooke, City Auditor Smith; City Clerk Kerrigan, Assistant Commissioner Operations Ted Scott, Police Chief Giorgi, Board of Health Director John Garside

**Meeting convened at 7:38 PM.**

## Reports of Committee Continued:

1. **Order No. 20-1007927A – Transfer Request in the amount of \$1,331,902.00 from Undesignated Fund (Free Cash) to Undesignated Stabilization pursuant to the financial Policies of the City of Marlborough.** Communication from the Mayor dated February 6, 2020 requesting the transfer of \$1,331,902.00 from the Undesignated Fund (“Free Cash”) to the Undesignated Stabilization account. Motion by Councilor Tunnera, seconded by Chair, to approve the transfer. Vote 5-0.  
**Recommendation of the Finance Committee is to approve the transfer as requested by the Mayor.**
2. **Order No. 20-1007927B – Transfer Request in the amount of \$1,331,902.00 from Undesignated Fund (Free Cash) to OPEB Trust pursuant to the financial policies of the City of Marlborough.** Communication from the Mayor dated February 6, 2020 requesting the transfer of \$1,331,902.00 from the Undesignated Fund (“Free Cash”) to the OPEB Trust account. Motion by Councilor Tunnera, seconded by Chair, to approve the transfer. Vote 5-0.  
**Recommendation of the Finance Committee is to approve the transfer as requested by the Mayor.**
3. **Order No. 20-1007928 – Mid-Year Transfer Requests totaling \$838,902.00 from various departments for FY20, which moves funds from and to accounts as noted in the Order.** The Finance Committee reviewed the Mayor’s letter dated February 6, 2020 requesting mid-year transfers for various departments totaling \$838,902.00. Motion by Councilor Oram, seconded by Councilor Dumais, to approve the transfers. Vote 5-0.  
**Recommendation of the Finance Committee is to approve the mid-year transfers as requested by the Mayor.**
4. **Order No. 20-1007929 – Proposed Salary Ordinance Amendment submitted by the Mayor relative to Chapter 125 §6 of the City Code.** The Finance Committee reviewed the Mayor’s letter dated February 6, 2020 proposing several salaries changes. The Mayor recommended deleting reference to several positions in Section 125-6 and creating a per meeting attended rate of \$150.00 for members of the Planning Board and Zoning Board of Appeals and a new hourly rate not to exceed \$18.00 per hour for the positions of Detention Assistant, Parking Enforcement Officer, Mail Clerk, and Crossing Guard. The proposal also establishes a four step hourly rate of \$15.4903/Minimum to \$17.6143/Maximum for the existing part-time Council on Aging Social Services Coordinator which compensation is equal to the position of Clerk. Motion by Councilor Oram, seconded by Chair, to approve, advertise the salary ordinance, and refer to the City Solicitor for proper legal form. Vote 5-0.  
**Recommendation of the Finance Committee is to approve the proposed salary ordinance, refer to the City Solicitor for proper legal form and to advertise.**

**Meeting adjourned at 8:31 PM.**

## Reports of Committee Continued:

Councilor Dumais reported the following out of the Personnel Committee:

**Marlborough City Council Personnel Committee**  
**Tuesday, February 18, 2020**  
**In City Council Chambers, 2<sup>nd</sup> Floor, City Hall, 140 Main Street**

**Members Present:** Chairman Dumais, Councilors Doucette and Landers  
**Other Councilors:** Councilors Navin, Ossing, and Robey  
**Also Present:** Mayor Vigeant

**The meeting convened at 6:32 PM.**

**Order No. 20-1007930 – The reappointments to the Community Development Authority (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.** Paul Sliney and Stephanie Ferrecchia explained the purpose of the Community Development Authority (CDA) Board is to oversee the management of the senior housing on Main, Pleasant, and Bolton Streets; manage the vouchers distributed by the housing authority; as well as distribute funds to assist residents in the rehab of houses and other similar work in the community. Motion by Councilor Doucette, seconded by Councilor Landers, to approve the reappointments of Paul Sliney and Stephanie Ferrecchia. Vote 3-0. [Morticelli and Perdicaro unable to appear]

**Recommendation of the Personnel Committee is to approve the reappointment to the CDA of Stephanie Ferrecchia for three years from the date of confirmation and Paul Sliney for two years from date of confirmation.**

**The meeting adjourned at 6:36 PM.**

## Reports of Committee Continued:

President Ossing reported the following out of the Rules Committee:

**Marlboro City Council Rules Committee  
Tuesday February 18, 2020  
In Council Chambers**

Rules Committee Members Present: **Chairman Ossing; Councilors Robey and Landers.**

Rules Committee Members Absent: **None**

Other Councilors in Attendance: **Councilors Irish (arrived at 7:20), Doucette, Dumais, Navin and Perlman.**

The meeting convened at 6:45 PM.

1. **Order #20-1007894 – Council Review of the 2020 Rules:** The Rules Committee met for the second time (prior meeting held on January 21, 2020) to continue the review of potential changes to the City Council Rules for 2020. Councilors, Council Secretary and City Clerk discussed changes to the Rules for 2020. A summary of the changes made at the January 21, 2020 meeting were reviewed and summarized below:
  - Majority of changes are editorial
  - Remove the “Wireless Communications” Committee and role that function into the Public Services Committee
  - Create a new “Climate Resiliency” Committee to help Marlboro move forward to reduce the carbon footprint in the City
  - Added specificity to the Finance, Human Services and Veterans Committee descriptions to align with the other Committees.
  - Add “and special permits” after the “licenses” in the description of the Public Services Committee.
  - Add “improving sustainability” after “issues relating to” in the description of the Climate Resiliency Committee.

In addition to the above changes, the Rules Committee reviewed the track change version and a summary of the accepted changes are below:

- “Unbold” the various bolded text sections throughout the rules.
- Rule 6 – add guidance for an optional consent agenda.
- Rule 13 – added wording for the latest edition of Robert’s Rules newly revised.
- Rule 15 – clarified the “Postpone” and “Table” motions.
- Rule 17 – change “one (1) month” to “30 days”.
- Rule 20 – accepted revised wording for Councilors wishing to speak and deleted “and not to each other”.
- Rule 29 – Change “laid on the table” to “postponed”.
- Rule 32 – Delete “all”.
- Page 9 – Third paragraph – clarified the “Chair” cannot make motions.
- Page 9 – Seventh paragraph – clarified how to carry over orders.

The Rules Committee voted 3 – 0 to approve the revised Council Rules for 2020.

**The Rules Committee adjourned at 7:34 PM.**



ORDERED: That the Petition from Massachusetts Electric, to install new underground equipment to feed street lights 52 through 57 from existing street light #24 on Donald J. Lynch Boulevard, **APPROVED**; adopted.

ORDERED: That the Petition from Massachusetts Electric, to install a new pole and anchor #30-84 on Bigelow Street which will enable National Grid to remove the pole to tree guy wire, **APPROVED**; adopted.

ORDERED: That the Communication from the Mayor, re: Update on Library Renovation Project, **FILE**; adopted.

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, **APPROVED**; adopted.

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT:		DPW		FISCAL YEAR:		2020			
		FROM ACCOUNT:				TO ACCOUNT:			
Available									Available
Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Balance
<u>\$13,169,020.00</u>	<u>\$3,029,000.00</u>	<u>10000</u>	<u>35900</u>	<u>Undesignated Fund</u>	<u>\$3,029,000.00</u>	<u>19300006</u>	<u>55966</u>	<u>Capital Outlay-Hudson St Land</u>	<u>\$0.00</u>
Reason:		<u>Clean up of Hudson St Landfill for recreational purposes</u>							
		\$3,029,000.00		Total	\$3,029,000.00		Total		

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

ORDERED That the Reappointment of Patricia Carlson to the Commission on Disabilities for a two-year term from date of confirmation, **APPROVED**; adopted.

ORDERED That the Reappointments to the Zoning Board of Appeals of Paul Giunta and Robert Levine for three-year terms from date of confirmation, in addition to Thomas Golden and Ralph Loftin for two-year terms from date of confirmation, **APPROVED**; adopted.

ORDERED That the Appointment of Paul Gould to the Fort Meadow Commission for a three-year term from date of confirmation, **APPROVED**; adopted.

ORDERED: There being no further business, the regular meeting of the City Council is herewith adjourned at 8:46 PM; adopted.



# City of Marlborough

## Office of the City Council

140 Main Street  
Marlborough, Massachusetts 01752  
Tel. (508) 460-3711 Fax (508) 460-3710 TDD (508) 460-3610  
Email [citycouncil@marlborough-ma.gov](mailto:citycouncil@marlborough-ma.gov)

*Michael H. Ossing*  
PRESIDENT  
*Kathleen D. Robey*  
VICE-PRESIDENT  
*Karen A. Boule*  
CITY COUNCIL SECRETARY

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CITY OF MARLBOROUGH  
2020 MAR -4 P 12:32

February 27, 2020

Marlborough City Council  
City Hall  
Marlborough, MA 01752

Reference: Municipal Aggregation Committee Appointment

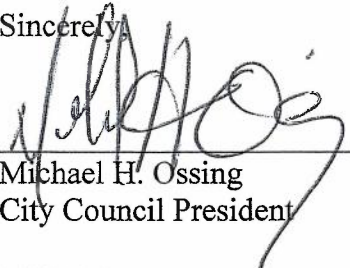
Dear Councilors:

I would like to thank councilors for support during my term as the President's appointee on the Municipal Aggregation Committee and will now be turning over those duties to City Councilor Robert Tunnera. I had the opportunity to discuss this opportunity with Rob, and he recently notified me of his willingness to take on this task.

I am proud of the work of the entire Municipal Aggregation Committee and have no doubt that Rob will be a welcome addition to the team.

I would entertain a motion to accept and file the appointment of Councilor Robert Tunnera as a member of the Municipal Aggregation Committee.

Sincerely,



Michael H. Ossing  
City Council President

MHO/kb



*City of Marlborough*  
*Office of the Mayor*

140 Main Street  
Marlborough, Massachusetts 01752  
508.460.3770 Fax 508.460.3698 TDD 508.460.3610  
[www.marlborough-ma.gov](http://www.marlborough-ma.gov)

*Arthur G. Vigeant*  
MAYOR

*Nathan R. Boudreau*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

March 5, 2020

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

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2020 MAR - 5 A 10:49

Re: Grant Acceptance – Sustainable Materials Recovery Program Grant – Marlborough DPW

Honorable President Ossing and Councilors:

Please find enclosed for your review and acceptance a grant in the amount of \$21,900.00 from the Department of Environmental Protection. This grant money was earned through the Recycling Dividends Program and Small-Scale Initiatives Grant Program and will be used to offset the rising cost of processing recyclable materials. We appreciate the continued support of the Massachusetts Department of Environmental Protection.

If you have any questions, please do not hesitate to contact Acting Commissioner Ted Scott or my office.

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

February 18, 2020

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

Dear Mayor Vigeant:

The Department of Public Works was awarded a Sustainable Materials Recovery Program Grant from the Department of Environmental Protection in the amount of \$21,900. These funds, earned under the Recycling Dividends Program (RDP) and Small-Scale Initiatives grant program, provide incentives for municipalities to improve their recycling programs by implementing best practices and reward communities who practice model recycling and waste reduction programs.

Funds will be expended to offset the rising costs of processing recyclable materials. I respectfully request that you submit this grant for Council acceptance and approval at the next meeting of the City Council on February 24<sup>th</sup>, 2020.

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  
Assistant Commissioner of Operations



**CITY OF MARLBOROUGH  
NOTICE OF GRANT AWARD**

DEPARTMENT: Department of Public Works DATE: 2/18/2020

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

NAME OF GRANT: Recycling Dividends Program Grant

GRANTOR: MassDEP Sustainable Materials Recovery Program

GRANT AMOUNT: \$21,900.00

GRANT PERIOD: Calendar Year 2020

SCOPE OF GRANT/  
ITEMS FUNDED Grant will be used to offset the increased cost of processing recyclable  
materials.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IS A POSITION BEING  
CREATED: No  
\_\_\_\_\_

IF YES: CAN FRINGE BENEFITS BE PAID FROM GRANT? \_\_\_\_\_

ARE MATCHING CITY  
FUNDS REQUIRED? No  
\_\_\_\_\_

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

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

ANY OTHER EXPOSURE TO CITY?  
No  
\_\_\_\_\_

IS THERE A DEADLINE FOR CITY COUNCIL APPROVAL: ASAP  
\_\_\_\_\_

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



*City of Marlborough*  
*Office of the Mayor*

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508.460.3770 Fax 508.460.3698 TDD 508.460.3610  
[www.marlborough-ma.gov](http://www.marlborough-ma.gov)

*Arthur G. Vigeant*  
MAYOR

*Nathan R. Boudreau*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

March 5, 2020

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

Re: Grant Acceptance – Social Infrastructure Grant – Marlborough Public Library

Honorable President Ossing and Councilors:

Please find enclosed for your review and acceptance a grant in the amount of \$649.00 from the Massachusetts Board of Library Commissioners (MLBC). This grant money was made available thorough attendance at Communities in Crisis: Libraries Respond to the Opioid Epidemic.

This money will be used to create an online training module to assist library staff in providing library services to vulnerable populations in our community. We appreciate the support of the Massachusetts Board of Library Commissioners.

If you have any questions, please do not hesitate to contact Margaret Cardello or my office.

Sincerely,

  
Arthur G. Vigeant  
Mayor

Enclosures

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CITY OF MARLBOROUGH  
2020 MAR - 5 A 10:48



City of Marlborough  
Marlborough Public Library  
35 West Main Street  
Marlborough, MA 01752  
Phone 508-624-6900 FAX 508-485-1494  
TDD 508-460-3610

Margaret Cardello  
Director

February 20, 2020


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

Dear Mayor Vigeant,

I am pleased to inform you that the Library has been awarded a Social Infrastructure grant in the amount of \$649 from the Massachusetts Board of Library Commissioners (MBLC). This grant opportunity was made available to us through our attendance at a recent symposium titled *Communities in Crisis: Libraries Respond to the Opioid Epidemic*. The grant will provide funds to make a yearlong online training module focusing on providing library services to vulnerable populations available to library staff.

I would be happy to answer any questions you or City Councilors may have regarding this grant award.

Sincerely

  
Margaret Cardello

## Margaret Cardello

---

**From:** Quezada, Shelley (BLC) <shelley.quezada@state.ma.us>  
**Sent:** Monday, January 13, 2020 11:51 AM  
**To:** Margaret Cardello  
**Subject:** Social Infrastructure Mini Grant

January 13, 2020

Dear Margaret,

The Social Infrastructure Mini Grants received numerous applications and the MBLC is only able to fund a portion of requests. We are pleased to inform you that your grant proposal is among those that have been selected for funding. This is a provisional award in the amount of \$649.00 and is contingent on your completion of the contract materials, which will be sent to you in the next two weeks. Please note that monies will not be released until your contract is sent back, so please do this in a timely manner.

I look forward to working with you on your project and will be in touch with you in the coming weeks to confirm that the funds have been received and the project is moving forward based on the timeline in your application.

Thanks so much for your interest in the mini grant program.

Regards,

Shelley

Shelley Quezada

Massachusetts Board of Library Commissioners

98 No. Washington St Suite 401

Boston, MA 02114

[shelley.quezada@state.ma.us](mailto:shelley.quezada@state.ma.us)

617 725 1860 x235



CITY OF MARLBOROUGH  
NOTICE OF GRANT AWARD

DEPARTMENT: Marlborough Public Library DATE: 2/20/2020

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Margaret Cardello

NAME OF GRANT: Social Infrastructure Mini Grant

GRANTOR: Massachusetts Board of Library Commissioners

GRANT AMOUNT: \$649

GRANT PERIOD: March - August 2020

SCOPE OF GRANT/ Grant will provide 1 year's access to online training resources for staff.

ITEMS FUNDED Focus will be providing library services to vulnerable populations.

IS A POSITION BEING  
CREATED: No

IF YES: CAN FRINGE BENEFITS BE PAID FROM GRANT? \_\_\_\_\_

ARE MATCHING CITY  
FUNDS REQUIRED? No

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

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

ANY OTHER EXPOSURE TO CITY? No  
\_\_\_\_\_

IS THERE A DEADLINE FOR CITY COUNCIL APPROVAL: No  
\_\_\_\_\_

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



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*Office of the Mayor*

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[www.marlborough-ma.gov](http://www.marlborough-ma.gov)

*Arthur G. Vigeant*  
MAYOR

*Nathan R. Boudreau*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

March 5, 2020

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

Re: Council on Aging Re-Appointment – Judith Kane

Honorable President Ossing and Councilors:

I am submitting for your review and confirmation the re-appointment of Mrs. Judith Kane to the Marlborough Council on Aging for a term of four years, to expire the first Monday in May 2024. Ms. Kane brings a wide variety of experience as well as years of dedication to our community and to the Marlborough Council on Aging.

The Council on Aging continues to work diligently making Marlborough a wonderful place for seniors, keeping the Senior Center buzzing with activity, and recruiting new people to join in on the fun. There are still two available vacancies on the Council on Aging, if you have any recommendations please forward them to my office.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Arthur G. Vigeant  
Mayor

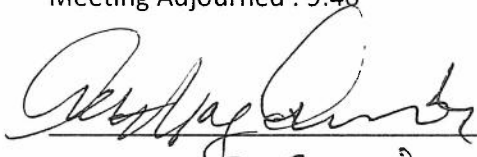

Enclosures

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2020 MAR - 5 A 10:48

CITY OF MARLBOROUGH BOARD OF ASSESSORS

MEETING MINUTES: November 21, 2019

1. CALL TO ORDER: 9:05 am
2. MEMBERS PRESENT: Anthony Arruda, Ellen Silverstein  
Also in attendance: Jonathan Frank, Regional Principal Assessor and Paula Murphy, Head Clerk
3. MOTION TO ACCEPT: Minutes of the July 10, 2019 meeting: Mr. Arruda, second Ms. Silverstein  
Vote 2-0
4. APPROVE AND SIGN: Excise Tax Abatements 7/6 thru 11/19/19  
Motion to Approve: Mr. Arruda, second Ms. Silverstein  
Vote 2-0
5. Board Member, David Manzello, joined meeting at 9:15am.
6. APPROVE AND SIGN: Excess Overlay Release of \$1,041,046.13 for Fiscal 2020  
Motion to Approve: Mr. Arruda, second Ms. Silverstein  
Vote 3-0
7. DISCUSS AND APPROVE: Settlement for Fiscal 2018 ATB case and current year Administrative Abatement for 820 Concord Rd.  
Motion to Approve: Mr. Arruda, second Ms. Silverstein  
Vote 3-0
8. MOTION TO CONCLUDE – Mr. Arruda, second Ms. Silverstein  
Meeting Adjourned : 9:40

  
\_\_\_\_\_  
  
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2020 FEB 25 A 10:58

**CITY OF MARLBOROUGH  
CONSERVATION COMMISSION**

**Minutes**

**February 6, 2020 (Thursday)**

**Marlborough City Hall – 3<sup>rd</sup> Floor, Memorial Hall**

**7:00 PM**

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2020 MAR -1 P 12:22

**Present:** John Skarin - Acting Chairman, David Williams, Dennis Demers, Karin Paquin, Allan White, and William Dunbar. Also present was Priscilla Ryder - Conservation Officer.

**Absent:** Edward Clancy

**Approval of Minutes** – January 23, 2020

**Public Hearings:**

Request for Determination of Applicability

96 Crowley Dr.- Pleasant Hill Retirement Community LLC.

Robert Michaud, MDM Transportation Consultants, Inc. and Brian Blaesser, of Dinsmore & Shohl LLP were present.

Mr. Michaud explained that they have received a special permit from City Council which required the construction of a walking path (condition #6) They are here tonight because a portion of the trail will be within the 100' buffer zone to the adjacent wetland. The majority of the buffer zone is within an existing old gravel roadway, but they intend to create a stone dust path with switch backs to allow for a gradual decent/assent on the trail. The approximate length of the path is between 400-500 feet long. It will be a woods trail and will be marked in the field prior to construction to avoid taking down any large trees. There will be a small footbridge over the drainage swale along the edge of the existing gravel drive. They will mark it in the field prior to construction, once it's constructed, they will provide an as-built plan and grant easements across the trail to the City as required in the special permit. There is a letter of commitment from the land owner, John Deli Priscoli to create the connection with a sidewalk to where the 96 Crowley Dr. sidewalk ends to the sidewalk at Assabet Ridge to make a continuous trail.

There was discussion about the pipe gate and if it needs to be adjusted to allow easier passage through, having the conservation office walk the marked trail for approval prior to construction, build the trail to be sensitive to abutters, provide a stone dust cross section detail, require that only small machines be used for this trail to preserve the trees, to be sure a permanent easement is granted. Mr. Blaesser noted he thought the project would start in the spring and be 18 months duration.



After some discussion about the adjacent wetland and the project as a whole, the Commission closed the hearing. The Commission voted unanimously 6-0 to issue a standard negative determination with the conditions as noted above.

### **Certificates of Compliance:**

The first four requests are old files which were never recorded and/or needed to be re-issued because they are registered land. The Commission took the following action on each:

- 212-313 48 Grogan Path (Lot 3) – Partial Certificate - The commission voted unanimously 6-0 to issue a partial certificate
- 212-590 48 Grogan Path (Lot 3) – Partial Certificate - The commission voted unanimously 6-0 to issue a partial certificate
- 212-313 53 Grogan Path (Lot 4) – Partial Certificate - The commission voted unanimously 6-0 to issue a partial certificate
- 212-590 53 Grogan Path (Lot 4) – Partial Certificate -The commission voted unanimously 6-0 to issue a partial certificate
- 212-662 63 Maple St.–National Community Bank - additional parking and drainage - this is an old file for which a certificate was never issued, all work has been completed and conditions satisfied. The Commission voted unanimously 6-0 to issue a full certificate of compliance.

The following items relate to Overlook at Lake Williams, aka Ice House Landing -The final sign off of this project was delayed due to some outstanding issues including removal of silt fence etc. Two months ago, this was all resolved, and the funds held back and returned because all items had been addressed, including all conditions of the Order of Conditions. Therefore, the Commission took the following action on each:

- 212-1114 Overlook at Lake Williams - The Commission voted unanimously 6-0 to issue a full certificate of compliance.
- 212-1116 Overlook at Lake Williams – Beautification of road - The Commission voted unanimously 6-0 to issue a full certificate of compliance.
- 212-1147 Overlook at Lake Williams – gas line only - The Commission voted unanimously 6-0 to issue a full certificate of compliance.

### **Discussion:**

- 178 Simpson Rd. - wetland violation - Ms. Ryder read an e-mail that she received from Mr. Biaszza the homeowner, apologizing that he could not attend this meeting however, he intends to address the issues raised in the Commission's last enforcement letter. The Commission asked Ms. Ryder to reiterate to Mr. Biaszza that an engineered stamped plan showing more gentle slopes and final grades needs to be provided, as the work being done now is way beyond the scope of the

Determination issued 3 years ago. He should also be cleaning up the silt that has passed through the erosion controls, as the warmer weather is conducive to this type of work now. A full Notice of Intent (NOI) is required to be filed. Ms. Ryder will follow up with him.


#### **Correspondence/Other Business**

- Letter from Beaver Solutions, dated Jan. 17, 2020 RE: 2020 Maintenance Plan Renewal – Cider Knoll, beaver control flow device maintenance Plan - After some discussion that this maintenance work is short money as compared to trapping beavers, the Commission voted unanimously 6-0 to approve renewing this service agreement. This led to a discussion about the beavers at Lake Williams, Mr. Williams and Mr. Dunbar will check the spillway to see if there are any signs of beavers now. Also, Ms. Ryder will check the beaver activity at Lower Pleasant St. near Fitchburg St.
- Sudbury Reservoir Public Access Plan listening session – Feb. 26, 2020\*; Ms. Ryder indicated she would attend this meeting to understand what restrictions might be imposed as the Panther trail does use a section of the Sudbury Reservoir and the Boroughs Loop Trail uses a portion of Sudbury Reservoir on the Southborough section. (\* Note, after the meeting we received notice that this meeting was postponed due to changing leadership at DCR Watershed Division.)

**Next Meeting** – February 20<sup>th</sup>, and March 5<sup>th</sup>, 2020

**Adjournment-** There being no further business the meeting was adjourned at 7:47 PM

Respectfully submitted,

  
Priscilla Ryder  
Conservation Officer

**CITY OF MARLBOROUGH MEETING MINUTES**

**MEETING:** Council on Aging Board of Directors Meeting

**DATE:** December 10, 2019

**TIME:** 8:30 A.M.

**LOCATION:** Sr. Center Conference Rm, 40 New Street, Marlborough, MA

**ATTENDANCE:** Leslie Biggar, Joseph Bisol, Jim Confrey, Brenda Costa, Marie Elwood, Pat Gallier, Judy Kane, Jeanne McGeough, Mike Ossing, Trish Pope

**EXCUSED:**

- I. CALL TO ORDER at 8:30 am
- II. November 12, 2019 MINUTES - Approved
- III. DIRECTOR'S UPDATE – Trish Pope

The January newsletter will explain how the sign up for large events will work. The 1st 3 days of the sign up, will be for Marlborough residents only.

There have been snow days already for the 2019-2020 winter season. The senior center was closed for programing on the Monday and Tuesday after the recent storm.

A Marlborough family has donated to the senior center gift cards for food to use for needy community members.

Meals were delivered to community members who were alone for Thanksgiving holiday.

Volunteers were very pleased with the pies they received the week of Thanksgiving.

Libby Ginnetti made a \$500 donation, which will be used to update the bingo equipment.

The EOEA formula grant for the Marlborough Council on Aging is expected to be \$80,000 (\$12.00 per senior resident).

In March 2020, computers at the senior center will be available for use regarding the 2020 Census.

IV. BOARD UPDATES:

A. BAYPATH ELDER SERVICES UPDATE – Joe Bisol

See Att. #1

B. TRANSPORTATION REPORTS – Jeanne McGeough

See Att. #2

V. OTHER

VI. MEETING ADJOURNED AT 9:30 am.

The next board meeting is Tuesday, January 14, 2020 at 8:30 a.m. in the conference room at the Senior Center, 40 New Street, Marlborough, MA.

Respectfully Submitted,

Brenda Costa, Secretary

## Remaining Board Meetings for 2019 December 18

### Board Meeting Dates for 2020:

January 22	February 26	March 25	April 22
May 27	June 24	July 22	August NO MEETING
September 23	October 28	November 18 (week early due to holiday)	December 16 (week early due to holiday)

### BayPath Training in 2019:

Ms. Ketron, BayPath Training Manager presented training accomplishments for 2019. Our required compliance training is at 100%. Our goal to standardize training classes for all new hires has been completed. We have created eight specific training classes that all new hires take when beginning their employment. In addition to new hire training, several employee development classes were offered on Excel, Time Management and Telephone Etiquette of which 32 employees attended. Our new employee On-Boarding guide has been completed along with several guides for specific job roles. In addition to these guides, Ms. Ketron has created a large variety of "How To" guides and other training aides and reference material.

We provide resources to employees for free training online in very significant areas of development; including computer skills training, supervisor and management training, and other important topics of interest. We will continue with more training resources and opportunities in 2020.

### Mass Home Care ASU

The Mass Home Care ASU will act as a single point of contracting for the entire aging services access point network for the state. They are putting the finishing touches on the operating agreement. We should have the operating agreement by the beginning of December.

The ASU is now working on clinical integration activities which are required under the framework of the ASU.

### Age Strong Boston

Ms. Alessandro talked about "Age Strong Boston". The AAA in Boston (Boston Commission on the Affairs of the Elderly) has embarked on a re-framing campaign. They wanted to choose a new name and a new direction. They have chosen the name "Age Strong Boston". Age Strong Boston has invited all of the AAA's and Aging Services Access Point in Massachusetts to follow suit. They are re-framing aging as something that is vital, engaging, and to attempt to change the way we think about older people. Below is a 30 second marketing video that they created.

<https://www.youtube.com/watch?v=3mpkLNm-x50&feature=youtu.be>

BayPath and others can model this type of campaign to re-frame aging. We can show we are not just helping older people, we help people along the lifespan and help them age gracefully. All COAs are invited to look at the following websites for more information and inspiration. There



## Board Meeting Highlights – November 20, 2019

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is a lot we can do around this work and we ask the COAs to bring this to their communities. The kind of language we all use is so important with aging individuals.

<https://www.boston.gov/departments/age-strong-commission>

<https://www.frameworksinstitute.org/>

### Strategic Plan/Rebranding

Ms. Alessandro stated that the agency name is in our By-Laws, so in order to change the agency name legally, we need to change the By-Laws. Special notice will go out to all board members, and a special Board meeting to vote on changing the By-laws will be held immediately before the December Board Meeting.

### Home Care Programs – October

Home Care	1189
Over Income	146
Total	1245

Enhanced Community Options Program (ECOP)	257
Choices Program	147

### Town Analysis – Home Care basic only

Town	Consumer #	Town	Consumer #
Ashland	41	Natick	138
Dover	0	Northborough	33
Framingham	235	Sherborn	1
Holliston	46	Southborough	10
Hopkinton	24	Sudbury	39
Hudson	70	Wayland	23
Marlborough	96	Westborough	25

### Nutrition – October - Meal Days – 22

TOWN	TOTAL	TOWN	TOTAL
Ashland	473	Natick	1757
Dover	41	Northborough	362
Framingham	5582	Sherborn	95
Holliston	754	Southborough	304
Hopkinton	338	Sudbury	725
Hudson	1434	Wayland	891
Marlborough	2643	Westborough	450
		Total	15,849

**MARLBOROUGH SENIOR CENTER TRANSPORTATION REPORT**  
**MONTH OF NOVEMBER, 2019**

**TOTAL NUMBER OF TRIPS = 145**

**BROKEN DOWN**

**SUPERMARKET/SHOPPING/RESTAURANTS = 18**

**SENIOR CENTER = 65**

**CITY VAN- OTHER = 28**

**MWRTA = 34**

**NEW APPLICANTS = 4**

**NEW RIDERS = 2**

Marlborough Historical Commission Meeting Minutes

January 23, 2020

City Hall 140 Main Street Council Committee Meeting Room

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CITY OF MARLBOROUGH

2020 FEB 24 A 7:38

Board Attendees: Robert Fagone, Melanie Whapham, Brendan Downey, Alan Slattery, Pamela Wilderman, Cpt. Nicholas Evans. Andrea Bell Bergeron

Other Attendees: Michael Ossing, City Council President

Meeting called to order 7:00 PM

1. December minutes approved.
2. Chair to request that members of the Historical Commission to be added to the distribution list of the city council meeting agendas in order to learn more efficiently about new and on going municipal projects.
3. Correspondence & Communications.
  - a. Chair spoke to Sem Aykanian re 74 Main St (Cotting House), his place of business. Property seems safe for now. This property has been identified as a "property of interest" for historical preservation as it is located in heart of the city and in an area with a large amount of development activity. Atty. Aykanian is aware that the MHC wants to support his future needs while at the same time preserving the historicity of the property.
  - b. Lincoln Street Armory. Pamela Wilderman confirmed the sale of the property in 2019. No imminent development planned. Property has been documented as a "property of interest" for historical preservation. Contact continuing with property owner Voyatzis.
  - c. Brendan Downey to help develop a Google Drive format for MHC members to easily share frequent and/or common communications sent directly to the Commission's mailing address.
4. Preservation by Education
  - a. "Historic Review Period Ordinance." MHC new name for preservation of properties set for re-development.
    - i. Proposal presentation was reviewed.
    - ii. Community engagement needed before a formal proposal is made. Suggestion was made to try targeted focus groups divided by persons (based on type of community engagement). Pro's and Con's discussed:
      1. General public.
      2. Real estate professionals.
      3. Marlborough Historical Society
      4. MEDC and/or Chamber of Commerce members.
      5. The MHC will proactively identify properties that would be covered in the proposed ordinance. Emphasis placed on the necessity of developing a go-to "List", easily accessible by City Departments, Real Estate agents, and the public in general. This will be a MHC proactive outreach initiative to drive community buy-in.
    - iii. MHC should contact Chandra Lothian who is currently working on documenting historic houses in Marlborough (on display on the ground floor of the Marlborough library).
5. Motion to adjourn. Seconded and so moved 8:28 PM

Respectfully submitted,  
Brendan Downey

## MINUTES

MARLBOROUGH PLANNING BOARD  
MARLBOROUGH, MA 01752

Call to Order

January 27, 2020

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.

**1. Meeting Minutes**

## A. January 13, 2020

On a motion Mr. LaVenture, seconded by Mr. Russ, the Board voted to accept and file the minutes of January 13, 2020. Motion carried.

**2. Chair's Business**

## A. Request from Tree Warden re: Joint Public Hearing (Scenic Road/Shade Tree Lower Pleasant and Pleasant)

Mr. LaVenture read the January 23, 2020 letter from the Forestry Division Tree Warden, Christopher White. Mr. White requests a joint public hearing with the Planning Board with respect to the removal of trees within the limits of the public way. The work is associated with the project "Resurfacing and Appurtenant Work of Lower Pleasant and Pleasant" (Berlin Road to Lincoln St.) On a motion by Mr. Elder, seconded by Mr. Fay, the Board voted to schedule the public hearing for Monday, February 24, 2020 at 7:00 pm during the regular meeting of the Planning Board. Motion carried.

**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: Kevin O'Leary, PE, The Jillson Company, LLC, 32 Freemont St. S-200 Needham Heights, MA 02494.  
 Mr. LaVenture read the January 23, 2020 Engineering review letter RE: ANR-309 & 315 Stevens St. Engineering indicates that lots 2 and 3 created by the ANR plan have the required area and the required frontage for property in a Residence A-2 zone and have "present adequate access" on Stevens Street. The letter also states that both lots 2 and 3 meet the "Lot Shape" requirement.  
 On a motion by Mr. Fay, seconded by Mr. Russ, the Board voted to accept, file and endorse the referenced plan of land for 309 and 315 Stevens St. as "Approval Not Required" under the subdivision control law. Motion carried.

**4. Public Hearings (None)****5. Subdivision Progress Reports (City Engineer, Updates and Discussion)**

- A. Goodale Estates – Email communication from Solicitor Grossfield RE: Security  
 Mr. LaVenture read the 1-23-20 email communication from Solicitor Grossfield into the record. The solicitor indicates that the subdivision will be secured with a bond in lieu of a line of credit. At the time of the meeting posting, the form of bond had not been sent to the Legal Dept. for review. On a motion by Mr. Fay, seconded by Mr. Elder, the Board voted to accept and file the City Solicitor's correspondence. Motion carried.  
 Dee Kerner of Blackhorse Real Estate was present and asked for clarification on the status of the lot releases for the project.



Mr. Fay provided a review for Ms. Kerner. Mr. Fay indicated that the draft security in the form of a line of credit was not the form of security typically approved by the Board. In the Board's experience, a line of credit has never been used. It was suggested at the time that the Board preferred a bond. The terms of the line of credit would need to be reviewed and clarified by the Legal Dept. and City Comptroller. For simplicity, the developer then agreed to proceed with a bond, but the paperwork was not submitted in time for the City's review at this meeting. The earliest date to finalize a vote on the security and lot releases is February 10, but at this time, it would be premature to make a commitment to that date without first hearing from the Legal Dept. and Comptroller. The Board does have another meeting scheduled for February 24 if any items are outstanding on February 10.

B. Commonwealth Heights – Email communication from Connorstone Engineering

Mr. LaVenture read the 1-23-20 email communication from Vito Colonna of Connorstone Engineering. Connorstone plans to meet with Engineering the week of January 27 prior to updating the Planning Board on their progress with the Commonwealth Heights subdivision. Connorstone intends to update the Board at the Planning Board meeting on February 10. On a motion by Mr. Fay, seconded by Mr. Russ, the Board voted to accept and file the communication. Motion carried.

Mr. Fay expressed some concerns with the submittal. The applicant should not assume that the Board will automatically approve the roadway length waiver simply because the waiver was granted in 2007. The Board will need to determine whether the waiver is in the best interest of the City and to consider whether the waiver will adversely affect the surrounding neighborhoods. He noted that in the project's history, abutters were significantly impacted by runoff. His primary concern will be for those neighborhoods and not the developer's interest in maximizing profits. Prior to offering comments, Mr. Elder reminded those in attendance that while he is not an abutter to the proposed project, he lives in the project's vicinity. Mr. Elder expressed similar concerns to Mr. Fay. Given the project's previous negative neighborhood impacts, his comfort level remains in question. The property owner has expressed that they are not a developer, and their primary objective is to obtain the subdivision approval and then find a development partner. Mr. Fay added that any construction schedule commitments made by the developer are hypothetical, since they don't have a construction partner at this point. Gutierrez indicated they were unlikely to build the roadway or complete the infrastructure. Those tasks would likely be the responsibility of the to-be-determined developer.

Ms. Fenby brought up the issue of sidewalks and indicated an offset sidewalk like Mauro Farm is preferred. When a sidewalk abuts the roadway, snow clearing operations deposit the snow onto a sidewalk, reducing the likelihood that the sidewalks will be cleared. She added that offset sidewalks improve the neighborhood quality of life. Mr. Fay asked whether this design standard was part of our rules and regulations. City Engineer DiPersio stated that there are no formal requirements for this standard.

Mr. Fay noted that the GIS still shows the lot configurations from the previously recorded approved subdivision. The subdivision approval has expired, and he questioned why we are still showing the divided lots. On a motion by Mr. Fay, seconded by Mr. LaVenture, the Board voted to have Engineering investigate whether the lot lines should be removed from the City's GIS. Motion carried.

Councilor Dumais was present to represent Ward 3 on the matter. He also expressed caution to ensure minimal impact to the neighborhood. There is no identified development partner, so we don't know who we will be dealing with. Mr. Hodge expressed that he was not opposed to revisiting the development's proposed design for possible recommended changes. Due to the steep grade and soil conditions, the Board suggested a possible mitigation account to address any potential claims from impacted neighbors. Because there is no identified developer, Mr. Russ wondered what leverage the Board had to prevent the land from a continued state of partial completion.



Mr. Fay stated the Board has two control points: 1) Deny extensions 2) Pull the bond securing the completion of the subdivision. He noted that Blackhorse Farm dragged on for too long, because extensions allowed the developer to leave the subdivision incomplete. Mr. Fay commented that the bond held by the City should cover oversight if the developer leaves or cannot complete the subdivision to our standards.

**6. Preliminary/Open Space /Limited Development Subdivision Submissions (None)**

**7. Definitive Subdivision Submissions (None)**

**8. Signs (comment only)**

- A. Chair Fenby informed the Board that the 1996 mall sign variance was referred to the Marlborough Economic Development Corporation for review and potential modification. Executive Director Harris will consult with the Metropolitan Area Planning Council on the matter.

**9. Correspondence**

- A. Town of Littleton Planning Board re: Governor Baker's "Housing Choices Initiative"  
On a motion by Mr. LaVenture, seconded by Mr. Russ, the Board voted to accept and file the correspondence. Motion carried.

**10. Unfinished Business (None)**

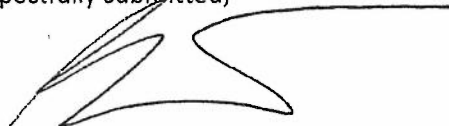
**11. Calendar Updates**

- A. February 24, 2020 7:00 pm Joint Public Hearing (Scenic Road/Shade Tree Lower Pleasant and Pleasant)

**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 be 'G. LaVenture', written over a horizontal line.

George LaVenture/Clerk

/kih

MINUTES

MARLBOROUGH PLANNING BOARD  
MARLBOROUGH, MA 01752

1A

February 10, 2020

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
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, City Solicitor, Jason Grossfield, and Planning Board Administrator, Krista Holmi, were also present.

**1. Meeting Minutes**

A. January 27, 2020

On a motion Mr. LaVenture, seconded by Mr. Russ, the Board voted to accept and file the minutes of January 27, 2020. Motion carried.

**2. Chair's Business**

A. Planning Board Member Appointment Recommendation

Chair Fenby informed the Board that the Mayor recommended Ms. Nusrath Kahn for appointment to the Planning Board. She anticipates Ms. Kahn will join the Board in March following the vote by City Council at their next meeting.

B. Set Public Hearing Date: CO 20-1007915 Proposed Zoning Amendment Livestock Farms

On a motion by Mr. Elder, seconded by Mr. Russ, the Board scheduled the referenced hearing for March 9, 2020.

**3. Approval Not Required (None)**

**4. Public Hearings (None)**

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

A. Goodale Estates – Mr. LaVenture read the 2-6-20 email communication from Solicitor Grossfield, who had reviewed the proposed form of guarantee, by bond, in connection with the referenced subdivision plan. He presented the following documents for the Board's consideration:

i) Performance Agreement Secured by Surety Bond; ii) Subdivision Performance Bond; iii) Lot Release.

Solicitor Grossfield was in attendance and confirmed that the documents are in proper legal form and the Comptroller's office has determined the surety acceptable. The documents are ready for the Board's execution. On a motion by Mr. Fay, seconded by Mr. Elder, the Board voted to accept, file and approve the \$352,000 bond presented by Northborough Capital Partners, LLC to secure the completion of the Goodale Estates subdivision. Motion carried. On a motion by Mr. Fay, seconded by Mr. Elder, the Board voted to accept, file and approve the Subdivision Performance Agreement Secured by Surety Bond (Exhibit A). Motion carried. The owner is responsible for recording these documents. Mr. Fay asked about the status of the roadway deed and deed to appurtenant easements. Solicitor Grossfield indicated the City had received the draft deed, and once he completed his review, the deed could be executed. On a motion by Mr. Fay, seconded by Mr. Elder, the Board voted to sign the release for lots 1-7 contingent upon the final approval and execution of the deed for the subdivision roadway and appurtenant municipal easements. Motion carried. Once the deed is received, the owner may record the lot release.

B. Commonwealth Heights – Pre-Approval Discussion

Mr. LaVenture read the 2-5-20 communication from Vito Colonna of Connorstone Engineering.

The correspondence details the requested project waivers for the subdivision. The project includes 23 lots with a 1072' cul-de-sac (waiver required to allow a dead-end roadway longer than 500') as well as a waiver to Section V.B.2 & V.D.1 & V.E.1 to allow an alternative roadway cross-section. The cross-section resembles the cross-section utilized at Mauro Farm. The cross-section allows for reduced pavement area (28' v. 32'), a grass plot between the roadway and sidewalk, a sidewalk reduction from 6' to 5' and allows for staggered tree planting. Connorstone indicates that the waiver reduces the overall impervious area, reduces site runoff and reduces future maintenance costs for the City. Connorstone's correspondence also detailed two alternative plans, that the applicant believes were less favored by neighbors and the City. On a motion by Mr. Fay, seconded by Mr. Elder, the Board voted to accept and file the communication. Motion carried.

Mr. Colonna was not available for the meeting. Scott Weiss from The Gutierrez Company was present for the discussion. He reviewed the two alternate plans (without waivers) with the Board and described the analysis that lead to the final design with the waiver requests. Alternative A consists of a through-road connecting to Conrad Road. This design was not favored by abutters. Alternative B upgrades the emergency access drive to a full roadway, but creates another entrance onto Forest St.

Ms. Fenby asked for the Board's input. Mr. Russ noted the extensive site work required for a through-way design to Conrad. Substantial grade alternations as well as relocating the existing detention basin is required for Alternative A. Prior to making comment, Mr. Elder reminded those in attendance that while he is not an abutter, he lives in proximity to the proposed project. Mr. Elder, Mr. Hodge and Mr. LaVenture all acknowledged that a through-street design could impact neighbors adversely by providing a cut-through to RT 20. Mr. Russ wondered whether increased screening could be added to the rear of the detention basin or possibly adding a buffer zone between Mackay and the project. Mr. Weiss is not opposed to adding appropriate screening. A landscape architect could provide guidance with City approvals on tree types. Mr. Fay noted previous developers have offered landscaping allowances for abutters. Given the previous project's runoff issues, Mr. Russ would also like additional erosion controls. He identified an area for potential improvement between lots 2 and 3 and between lots 3 and 4 and between lots 4 and 5. City Engineer DiPersio agreed that it is preferable to mitigate runoff along the hillside as opposed to controlling the runoff once it has reached the bottom. Mr. Weiss indicated that Connorstone resurveyed the property and softened the lines. Mr. Elder asked whether consideration should be made to opening Glen St. Mr. Fay said that neighbors are not in favor. Alternative B had its own set of issues identified by the Board. The Forest St. entrance's proximity to a controlled intersection could present a cut through for people attempting to avoid the light. Councilor Robey expressed that she is not in favor of an additional opening. Mr. Fay questioned the viability of the two alternative plans. Mr. Weiss responded that the Board requested waiverless plans as a condition of the application, but the preferred design (with waivers) makes use of the existing structures and infrastructure of the partially constructed, previously approved plan. He acknowledged the previous development issues and commented that additional check dams and erosion prevention methods can be added. Gutierrez is seeking approvals for the site consistent with current zoning. He is willing to work with the Board in order to obtain the approvals necessary to develop the property.

The Board discussed a different alternative – reducing the length of the proposed roadway and creating a shorter cul-de-sac. Shortening the cul-de-sac would eliminate two lots at the end (9 and 10) and provide further separation between the Commonwealth Heights development and the Mackay Drive neighborhood. Chair Fenby asked for the Board's sense of this alternate design. All concurred that the suggested design offered advantages to the existing proposed design. By shortening the road, the cul-de-sac location would be moved farther from the downhill abutters, and the proposed utilities and drainage detention basins would not significantly change. Since the project will be slightly smaller and less impactful to the abutters, the Board wondered whether this proposed roadway change would trigger a new public hearing.

On a motion by Mr. Fay, seconded by Mr. Russ, the board voted to refer to the following question to the Legal Department: If the Commonwealth Heights subdivision plan is modified to reduce the length of the proposed roadway, is a new public hearing required? Motion carried.

**6. Preliminary/Open Space /Limited Development Subdivision Submissions (None)**

**7. Definitive Subdivision Submissions (None)**

**8. Signs (None)**

**9. Correspondence (None)**

**10. Unfinished Business (None)**

**11. Calendar Updates**

- A. Public Hearing: CO 20-1007915 Proposed Zoning Amendment - Livestock Farms March 9, 2020.
- B. Mr. Fay requested that an item be added to the 2-24-20 Planning Board agenda under "Informal Discussion". Long Pond Estates case. The case involves access considerations for ANR plans.

**12. Public Notices of other Cities & Towns**

- A. Framingham Zoning Board of Appeals – Three Notices

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

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', written over a horizontal line.

George LaVenture/Clerk

/kih



**Minutes  
Retirement Board Meeting of  
January 28, 2020**

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2020 FEB 25 P 2:08

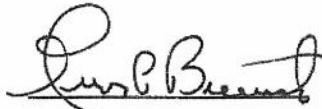
The monthly meeting of the Marlborough Retirement Board was held on January 28, 2020. Gregory Brewster, William Taylor, Diane Smith, Daniel Stanhope, David Keene, Margaret Shea, and Nathaniel Chen were present. The meeting was held at 289 Elm Street, Marlborough.

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 December 31, 2019. Vote unanimous.
3. The Board reviewed details of accidental disability application of Shawn Brecken. After discussion, a motion was made and seconded to convene a medical panel. Vote unanimous.
4. The Board reviewed bar charts provided by PTG illustrating the annual use of the Employee Self Service Module in eight retirement systems and recap by the director of the landings on primary pages. After discussion, a motion was made and seconded to table the matter to a later meeting. Vote unanimous.
5. The Board reviewed PERAC's Appropriation and Funding Schedule Approval letters. A motion was made and seconded to accept and place on file. Vote unanimous.
6. The Board was in receipt of a request for transfer from the Framingham Retirement System for the account of Kristen Walls. A motion was made and seconded to approve the transfer of Ms. Walls' annuity savings account. Vote unanimous.
7. The Board reviewed a cash flow analysis and operating budget as of January 31, 2020. The Board also reviewed the preliminary cashbooks, journals, and trial balance for December 31, 2019. The cash reconciliation for December 31, 2020 was not completed. A motion was made and seconded to accept and place on file. Vote unanimous.
8. The Board's current contract for legal services will expire on February 21, 2020. The contract can be extended for two years without issuing an RFP. After discussion, a motion was made and seconded to extend the contract with the Law Offices of Michael Sacco until February 21, 2022. Vote unanimous.
9. New Business / Old Business was the next item on the agenda. There was no old or new business.
10. The Board reviewed three pieces of miscellaneous correspondence; PERAC's 2020 Funding Ratios, PERAC's 2018 Fee Analysis Report, and PERAC Memo #3



regarding Training. A motion was made and seconded to place on file. Vote unanimous.

11. The Board approved the following warrants: retiree payroll warrant for January 2020, #032020, and #042020. Vote unanimous.
12. A motion was made and seconded to adjourn the meeting. Vote unanimous.

A handwritten signature in black ink, appearing to read "Greg P. Brewster". The signature is fluid and cursive, with a horizontal line drawn underneath the name.

Gregory P. Brewster, Chairman