

REGULAR MEETING  
JANUARY 4, 2021  
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 DEC 31 P 12:05

This meeting of the City Council will be held virtually on Monday, January 4, 2021 at 8:00 PM with Councilors attending in person and/or remotely. **NO PUBLIC ATTENDANCE WILL BE PERMITTED.** This meeting will be televised on WMCT-TV (Comcast Channel 8 or Verizon/Fios Channel 34) or you can view the meeting using the link under the Meeting Videos tab on the city website ([www.marlborough-ma.gov](http://www.marlborough-ma.gov)).

1. Organization of the City Council for 2021.
2. Minutes, City Council Meeting, December 21, 2020.
3. Communication from the Mayor, re: Request pursuant to Chapter 125 §10 of the Code of the City of Marlborough the flexibility to hire the Public Health Nurse at step three of the Public Health Nurse Salary Schedule (\$72,585.61).
4. Communication from the Mayor, re: Request pursuant to Chapter 125 §10 of the Code of the City of Marlborough to advance Public Health Director John Garside from step three to step seven of the Director of Public Health Salary Schedule (\$99,588.09).
5. Communication from the Mayor, re: Grant Acceptance in the amount of \$6,000.00 from the Brigham Family Trust awarded to the Police Department to be used to offset the cost of the Youth Police Academy.
6. Communication from the Mayor, re: Grant Acceptance in the amount of \$9,500.00 from the Massachusetts Emergency Management Agency (MEMA) awarded to the Fire Department to be used for the purchase of AED radios and emergency shelter equipment for firefighters.
7. Application for Modification of Special Permit from Todd Wilson, on behalf of Diversified Funding Acquisition LLC/Atlantic Property Management, to add kitchenettes to existing guest rooms for use as an extended stay hotel and the conversion of manager's residence to guest room for a total of 65 guest rooms.
8. Minutes of Boards, Commissions and Committees:
  - a) Historical Commission, November 19, 2020.
  - b) Planning Board, November 2, 2020, November 16, 2020 & December 7, 2020.
  - c) Traffic Commission, October 28, 2020 & November 25, 2020.
9. CLAIMS:
  - a) Keith Dwinells, 30 Schofield Drive, residential mailbox claim (2a).

**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.**

REPORTS OF COMMITTEES:

UNFINISHED BUSINESS:

From City Council

10. **Order No. 20-1008134A: Proposed amendment to the City Code, Chapter 270 Building and Site Development, section 9 Fees with proposed changes as recommended by the Mayor and the Building Commissioner.**

**Recommendation of the Finance Committee is to approve, and the proposed Ordinance was properly advertised on December 18, 2020.**



RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2020 DEC 22 P 5:26

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

DECEMBER 21, 2020

Regular meeting of the City Council was held on Monday, December 21, 2020 at 8:00 PM in City Council Chambers, City Hall. City Councilors Present: Ossing, Doucette, Dumais, Tunnera, Irish, Navin & Landers. Councilors Participating Remotely: Wagner, Oram, Perlman & Robey. Meeting adjourned at 8:22 PM.

Council President Ossing explained that this meeting is being held under the Emergency Order of the Governor allowing relief from the Open Meeting Law (MGL c. 30A §20). The Emergency Order allows for remote participation by public bodies. President Ossing further stated that all votes of the City Council will be taken by roll call vote pursuant to 940 CMR 29.10.

The City Council President asked for a roll call to confirm attendance of all City Councilors.

**Yea: 11 – Nay: 0**

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

ORDERED: That the Minutes of the City Council meeting, December 7, 2020, **FILE**; adopted.

**Yea: 11 – Nay: 0**

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

ORDERED: That the Communication from Councilors Ossing and Tunnera, re: Municipal Aggregation – December 2020 Update, **FILE**; adopted.

**Yea: 11 – Nay: 0**

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

ORDERED: Under authority of MGL Chapter 44, Section 53A, the City Council hereby **APPROVES** the Grant Acceptance in the amount of \$25,000.00 from the National Highway Traffic Safety Administration awarded to the Police Department to be used for municipal road safety, **APPROVED**; adopted.

**Yea: 11 – Nay: 0**

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

ORDERED: Under authority of MGL Chapter 44, Section 53A, the City Council hereby **APPROVES** the Grant Acceptance in the amount of \$13,071.00 from the Department of Justice awarded to the Police Department for the purchase of equipment upgrades for first responders, **APPROVED**; adopted.

**Yea: 11 – Nay: 0**

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

ORDERED: Under authority of MGL Chapter 44, Section 53A, the City Council hereby **APPROVES** the Grant Acceptance in the amount of \$6,000.00 from the Brigham Family Trust awarded to the Senior Center to be used for programming, **APPROVED**; adopted.

**Yea: 11 – Nay: 0**

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

ORDERED: Under authority of MGL Chapter 44, Section 53A, the City Council hereby **APPROVES** the Gift Acceptance in the amount of \$3,000.00 for the Police Department from Michael Burnell, Lawrence Bertucci and Christina Barreira employees of Cummings Properties, LLC to be used for community outreach programs by the Police Department, **APPROVED**; adopted.

**Yea: 11 – Nay: 0**

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

ORDERED: That the Communication from City Solicitor Jason Grossfield, re: Proposed Ordinance Amendment to Chapter 125 by adding a new §10(C) granting the Mayor authority to waive any two steps of the salary schedule and also adding a new §18(A) (4) allowing the Mayor the authority to grant an additional week of vacation time effective at the time of employment for all non-union personnel, in proper legal form, Order No. 20-1008108, **MOVED TO AGENDA ITEM 13**; adopted.

**Yea: 11 – Nay: 0**

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

ORDERED: That there being no objection thereto set **THE SECOND MEETING IN JANUARY 2021** as the **DATE FOR PUBLIC HEARING**, on the Application for Special Permit from Attorney Brian Falk, on behalf of Speedy Auto Repair, Inc., to relocate an existing auto body shop from 315 Maple Street to 412-418 Maple Street in the Commercial Automotive Zoning District; with a land area of less than one acre in addition to a preexisting nonconforming structure on the site, referred to **URBAN AFFAIRS COMMITTEE & ADVERTISE**; adopted.

**Yea: 11 – Nay: 0**

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

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

- a) Board of Assessors, October 30, 2020 & November 24, 2020.
- b) Library Board of Trustees, November 3, 2020.
- c) Zoning Board of Appeals, November 17, 2020.

**Yea: 11 – Nay: 0**

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

Reports of Committees:

**THERE WERE NO REPORTS OF COMMITTEE.**

ORDERED: That the Transfer Request in the amount of \$80,000.00 which moves funds from PEG Fund to IT Equipment to fund upgrades for Accela for various departments, **APPROVED**; adopted.

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT:		IT				FISCAL YEAR:		2021		
Available Balance		FROM ACCOUNT:				TO ACCOUNT:				Available Balance
Amount	Org Code	Object	Account Description:		Amount	Org Code	Object	Account Description:		
<u>\$460,128.83</u>	<u>\$80,000.00</u>	<u>27000099</u>	<u>47750</u>	<u>Receipts Reserved-PEG Funds</u>	<u>\$80,000.00</u>	<u>19300006</u>	<u>58618</u>	<u>IT Equipment</u>		<u>\$0.00</u>
Reason:		<u>Use PEG funds for Accela services</u>								
\$80,000.00	Total					\$80,000.00	Total			

**Yea: 11 – Nay: 0**

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

ORDERED: That the Petition from Eversource Energy to install approximately 465' of 8" Intermediate Pressure Gas Main as part of a system improvement on South Street between 417 South Street and Maple Street, be and is herewith **APPROVED WITH THE FOLLOWING CONDITIONS**.

1. A field visit with Eversource and Engineering shall be conducted prior to the start of work so that the location of the new main within the roadway can be approved;
2. Final trench paving conditions shall be set forth in the Road Opening Permit;
3. This work shall not be permitted to start until the Spring of 2021.

**Yea: 11 – Nay: 0**

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

ORDERED: That the Application for renewal of Junk Dealer/Secondhand Dealer License from ecoATM, LLC, 601 Donald J. Lynch Boulevard, **APPROVED**; adopted.

**Yea: 11 – Nay: 0**

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

ORDERED: That the Communication from City Solicitor Jason Grossfield, re: Proposed Ordinance Amendment to Chapter 125 by adding a new §10(C) granting the Mayor authority to waive any two steps of the salary schedule and also adding a new §18(A) (4) allowing the Mayor the authority to grant an additional week of vacation time effective at the time of employment for all non-union personnel, in proper legal form, Order No. 20-1008108, **FILE**; adopted.

**Yea: 11 – Nay: 0**

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

ORDERED: At a regular meeting of the City Council held on Monday, DECEMBER 21, 2020, the following proposed amendment to the City Code, Chapter 125 by adding a new §10(C) granting the Mayor authority to waive any two steps of the salary schedule and also adding a new §18(A) (4) allowing the Mayor the authority to grant an additional week of vacation time effective at the time of employment for all non-union personnel, having been read was **ORDERED ADVERTISED**; adopted.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH THAT THE CITY CODE OF THE CITY OF MARLBOROUGH, AS AMENDED, BE FURTHER AMENDED AS FOLLOWS:

- I. By amending Chapter 125 ("Personnel"), Section 125-10, entitled "Starting minimum rate", by **inserting** a new Section 125-10(C) to read as follows:
  - C. Notwithstanding anything to the contrary in this chapter, for all other employees, in order to reflect an employee's prior experience or performance, the Mayor is authorized to waive any two steps on a salary schedule established under this chapter, at time of hiring, subject to available appropriation of funds. Any waiver of more than two steps shall require approval by the City Council.

II. By amending Chapter 125 (“Personnel”), Section 125-18, entitled “Vacations”, by **inserting** a new Section 125-18(A)(4) to read as follows:

- (4) Notwithstanding anything to the contrary in this chapter, for all other employees, in order to credit an employee’s experience in prior public or private employment, the Mayor is authorized to grant an increase of up to one (1) additional week of annual vacation time which may be made effective at time of employment. Upon granting, said additional time shall accrue on a pro-rated basis per completed month in that calendar year, and thereafter shall be received annually. Any increase in annual vacation time above one (1) week shall require approval by the City Council.

**Yea: 11 – Nay: 0**

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

ORDERED There being no further business, the regular meeting of the City Council is herewith adjourned at 8:22 PM; adopted.

**Yea: 11 – Nay: 0**

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



RECEIVED  
CITY CLERK'S OFFICE  
MARLBOROUGH  
2020 DEC 30 P 4:37

*City of Marlborough*  
*Office of the Mayor*

*Arthur G. Vigeant*  
MAYOR

*Patricia M. Bernard*  
EXECUTIVE AIDE

*Michele H. O'Brien*  
EXECUTIVE SECRETARY

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

December 31, 2020

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

**Re: Step increase for Public Health Nurse position and Nurse Coordinator stipend**

Dear President Ossing and Councilors:

In August of this year, we hired Public Health Nurse Michelle Andrade and the City Council approved our request to exercise Chapter 25 Section 125-10 of our City Charter allowing Ms. Andrade to be hired at step two of the Public Health Nurse Salary at \$69,793.31 due to her level of experience.

Ms. Andrade has recently given her notice for a higher paying job, and we will be seeking a replacement for this position as soon as possible. Due to the challenges with COVID-19, Public Health Director John Garside has added temporary help for his department and continues to make organizational changes along the way to adapt to state guidelines.

I am requesting that we have the flexibility to hire the Public Health Nurse position at step three at \$72,585.61. Enclosed is the job description which will not change.

Secondly, this position has an added responsibility of coordinating six part-time, temporary nurses that we've hired in relation to COVID, management and implementation of COVID-19 vaccination clinics, as well as acting as primary contact for school and municipal COVID-19 cases. These temporary employees' duties include following all COVID positive patients in the city for a ten-day period or until symptom free and entering information into the state database.

I will also add a \$12,000 stipend to be paid \$1,000.00 per month through December 2021, or until the state of emergency is lifted. Director Garside will use this to cover additional coordinating responsibilities directly related to COVID. The city will expense this through the CARES Act.



As you may know, there is an increased demand on nursing skills and these requests will help us stay competitive in hopes to be able to fulfill this position swiftly with the best qualified candidate.

I will follow up with an update on our Board of Health department in January. If you have any questions, please do not hesitate to contact me or John Garside.

Sincerely,

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

**Arthur G. Vigeant**  
**Mayor**

Enclosure

# CITY OF MARLBOROUGH

Marlborough, MA 01752

AA #20-10

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## POSITION AVAILABLE

### BOARD OF HEALTH

### PUBLIC HEALTH NURSE

#### Definition

The Public Health Nurse performs professional nursing and administrative work to provide and organize various public health programs and services; other related work, as required. This is a benefited, 35-hour position under the direct supervision of the Director of Public Health.

#### Essential Duties and Responsibilities

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

Responsible for assessing the public health needs of the community, addressing issues of concern and planning interventions; participates in the department budget process.

Investigates, reports, and takes follow-up actions regarding communicable and infectious diseases; responds to cases of rabies exposure; responds to emerging pathogen issues, such as West Nile Virus and Eastern Equine Encephalitis.

Plans and implements immunization clinics, influenza and pneumonia clinics, hepatitis B vaccinations and blood pressure clinics; maintains and updates all records associated with immunizations; responsible for medical record retention in accordance with the secretary of state requirements; may conduct tuberculosis testing, direct observed therapy and report results.

Investigates and reports cases of elder abuse or self-neglect and cases of child abuse or neglect and conducts follow-up activities. Conducts home visits relative to sanitary code violations and conducts follow-up.

Collaborates with the Human Services / Council on Aging to address emergency elder needs. In addition, works with the Human Services Department on homeless calls.

Coordinates with the Department of Mental Health and the community crisis teams on mental health issues.

Responsible for inspecting and licensing recreational camps for children, tanning establishments, body piercing establishments, bodywork establishments, and body art establishments.

Oversees the implementation of various State public health programs and vaccine distribution.

Provides information pertaining to public health to health professionals and the public.

Organizes internship programs and oversees the work of community health interns.

**POSITION AVAILABLE**  
**BOARD OF HEALTH**  
**PUBLIC HEALTH NURSE**  
(CONTINUED)

May review the work of other staff when medical judgment is required.  
Performs other similar or related duties as required, or as situation dictates.

Works with Director of Public Health or other Staff members regarding Public Health Emergency Preparedness plans, drills, and exercises and may attend meetings.

Helps oversee the Medical Reserve Corps Program.

Coordinates with inspectors and other Staff regarding Foodborne Illness complaints and follow-ups.

Coordinates with the School Nurses on public health and school health matters

Represents the department on various committees and attends applicable meetings related to public health matters in the community. May also serve as the Board of Health representative on the city's Substance Abuse Prevention Coalition.

Provide consultation, education and resources for residents, providers, agencies and town employees relating to pertinent health issues through media outlets, websites, meetings, and health promotions/fairs.

**Supervision**

Works under the direction of the Director of Public Health and in accordance with state statutes and professional standards; responsible duties of a complex and diverse nature require professional judgment in promoting and implementing public health programs.

**Work Environment**

Some work is performed in typical office conditions, other work is performed in varying conditions with the possibility of exposure to contagious diseases, blood borne pathogens, unsafe housing conditions and high-risk patients; the volume and nature of work are subject to unplanned events, such as disease outbreaks; responds to public health emergencies.

The employee operates standard office equipment, medical equipment and an automobile.

The employee has regular contact with the general public, City departments and state agencies to provide and obtain information pertaining to public health issues and provision of services.

The employee has access to confidential medical information, criminal and legal proceedings.

Errors could endanger public health, result in personal injury or injury to others, or have legal repercussions.

**POSITION AVAILABLE**  
**BOARD OF HEALTH**  
**PUBLIC HEALTH NURSE**  
 (CONTINUED)

**Recommended Minimum Qualifications**

**Education and Experience**

Registered Nurse; Bachelor's Degree preferred; two years of nursing experience; public health experience preferred; or an equivalent combination of education and experience.

**Additional Requirements**

Registration by the Commonwealth of Massachusetts as a Registered Nurse – (maintenance of credential required)

Current Certification in BLS CPR/AED

Valid Massachusetts motor vehicle operator's license

Familiarity with MAVEN is a plus but not a requirement

**Knowledge, Ability, and Skill**

Knowledge of public health nursing principles, practices and public health resources; knowledge of communicable diseases and vaccine preventable diseases; knowledge of applicable MDPH regulations.

Ability to work independently; ability to communicate effectively in written and oral form; ability to assess individual and public health needs and issues; ability to establish and maintain harmonious relationships with City officials, public health officials and the general public; ability to manage multiple tasks in a detailed and timely manner; ability to effectively handle problems in the field and during emergencies.

Excellent interpersonal skills; skill in performing nursing techniques and the use of various medical equipment.

**Physical Requirements**

Light to moderate physical effort is required to attend to patients. Ability to lift up to 30 pounds occasionally. The employee is frequently required to stand, walk, sit, speak and hear and use hands to operate equipment. Vision requirements include the ability to read routine documents, fine print and medical instruments, use a computer and operate an automobile.

**Step Salary:** \$64,527.17 – \$72,585.61

Please forward cover letter and resume to:  
 Human Resources Department  
 City of Marlborough  
 140 Main Street  
 Marlborough, MA 01752  
[hrjobs@marlborough-ma.gov](mailto:hrjobs@marlborough-ma.gov)

Deadline for applications extended: **July 31, 2020**

Position:	<input type="checkbox"/> Union	<input type="checkbox"/> Non-Union	<input type="checkbox"/> Contract
Class:	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Intermittent
	<input type="checkbox"/> Provisional	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Temporary

The City of Marlborough is an Equal Opportunity Employer. The City of Marlborough does not discriminate in hiring or employment on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, age, genetic information, national origin, ancestry, disability, veteran status or membership in the armed services, marital status or any other protected category under federal or state law.



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MARLBOROUGH  
2020 DEC 30 P 4:37

*City of Marlborough*  
*Office of the Mayor*

*Arthur G. Vigeant*  
MAYOR

*Patricia M. Bernard*  
EXECUTIVE AIDE

*Michele A. O'Brien*  
EXECUTIVE SECRETARY

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www.marlborough-ma.gov

December 31, 2020

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

**Re: Step increases for Public Health Director**

Dear President Ossing and Councilors:

I would like to commend our Board of Health department on their handling of the COVID-19 pandemic. Like all City departments, we are affected in different ways and our Board of Health has had to transform their department to service all the City's needs internally as well as externally.

I am requesting that John Garside who is currently at step 3 be advanced to step 7 with an annual salary rate of \$99,588.09 effective January 1<sup>st</sup>, 2021. This will give Mr. Garside roughly a \$7,500.00 increase and help compensate him for the added responsibilities he has inherited. Health agents are under an increased amount of pressure and we do not want to face being without one similarly to some of our surrounding communities.

Mr. Garside began with the City of Marlborough in early 2015 and was promoted to Public Health Director in December of 2019 and then took on the added COVID responsibilities that has kept him and his department extremely busy over the last nine months. The department has more than doubled with added temporary help to handle the workload, some of which includes: follow up with COVID positive residents, providing resource information, interpreting constant updates from state officials, coordinating testing sites while working closely with the state and testing providers. Mr. Garside is often working longer hours that overlap his weekend keeping abreast of this fluid pandemic.

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

Sincerely,

**Arthur G. Vigeant**  
**Mayor**

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

Enclosure



RECEIVED  
CITY CLERK'S OFFICE  
MARLBOROUGH  
2020 DEC 30 P 4:31

*City of Marlborough*  
*Office of the Mayor*

*Arthur G. Vigeant*  
MAYOR

*Patricia M. Bernard*  
EXECUTIVE AIDE

*Michele A. O'Brien*  
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[www.marlborough-ma.gov](http://www.marlborough-ma.gov)

December 31, 2020

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

**Re: Grant acceptance for MPD from Brigham Family Trust**

Dear President Ossing and Councilors:

Enclosed for your acceptance is a grant for \$6,000.00 from the Brigham Family Trust to offset the costs of the Marlborough Police Youth Academy.

This funding will cover the cost of some equipment upgrades detailed in Police Chief David Giorgi's enclosed letter.

We appreciate and thank the Brigham Family Trust for their continued support to our community.

If you have any questions, please do not hesitate to contact me or Chief David Giorgi.

Sincerely,

**Arthur G. Vigeant**  
Mayor

Enclosures



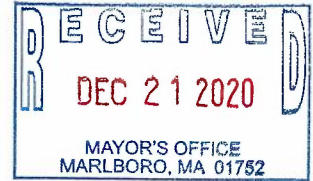
# City of Marlborough

## Police Department

355 Bolton Street, Marlborough, Massachusetts 01752  
Tel. (508)-485-1212 Fax (508)-624-6938



David A. Giorgi  
Chief of Police



December 17, 2020

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

Dear Mayor Vigeant:

The Marlborough Police Department has received a grant award check in the amount of \$6,000.00 from the Trustees of the Marlborough Brigham Family Trust. The award has been offered to our department as an award to assist the department in funding our annual Marlborough Police Youth Academy. Lt. Daniel Campbell applied for the grant on behalf of the department and he detailed a need for the department to upgrade some of the equipment, including our MILO range system as well our CPR equipment, which is used during the course of the academy. Although COVID-19 derailed the Academy is 2020, we believe that our 2021 MPD Youth Academy will be more successful than in past years and the funding from this grant award allows us to improve the program which was very well-received by the Marlborough community.

Attached is a copy of the cover letter which our department received from the Marlborough Brigham Family Trust, a Notice of Grant Award, as well as copy of the check. I am requesting that the donation be forwarded to the City Council for approval. Should you have any questions, please do not hesitate to let me know.

Sincerely,

David A. Giorgi  
Chief of Police



**CITY OF MARLBOROUGH  
NOTICE OF GRANT AWARD**

DEPARTMENT: Police DATE: December 17, 2020

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Chief David A. Giorgi

NAME OF GRANT: Marlborough Brigham Family Trust

GRANTOR: The Trustees of the Marlborough Brigham Family Trust

GRANT AMOUNT: \$6,000.00

GRANT PERIOD: \_\_\_\_\_

SCOPE OF GRANT/  
ITEMS FUNDED Grant award to support upgrading equipment and offset costs of Youth Academy

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IS A POSITION BEING  
CREATED: N/A

\_\_\_\_\_

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

ARE MATCHING CITY  
FUNDS REQUIRED? N/A

\_\_\_\_\_

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

\_\_\_\_\_

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

N/A  
\_\_\_\_\_

ANY OTHER EXPOSURE TO CITY?  
N/A

\_\_\_\_\_

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**

# Marlborough Brigham Family Trust

P.O. Box 221, Marlborough, MA 01752

November 30, 2020

Marlborough Police Department  
Lt. Daniel Campbell  
355 Bolton Street  
Marlborough, MA 01752

Dear Lt. Daniel Campbell,

The Trustees of the Marlborough Brigham Family Trust are pleased to inform you that after careful consideration of this year's grant applications, we are awarding \$6,000.00 toward your request of funding for providing "Youth Academy".

This year over 20 applicants requested more than \$110,000 in their collective grant applications. We were very encouraged not only by the level of interest of our community organizations in this funding opportunity, but even more so by the quality and diversity of the grant applications. Unfortunately, we were not in a position to fund all of the requests but we believe the funds we are awarding will significantly help these organizations implement meaningful programs in our community.

Please note that a condition of accepting the grant, and any previous grants, is submitting to the Family Trust proof of how the money is being used where we may request receipts, purchase orders, canceled checks and other documents that justifies the utilization of the granted funds. All verified information will be held in the strictest confidence allowed by law.

We are very proud of being part of the Brigham Family vision and carrying out their hopes and dreams of leaving a lasting legacy of making a positive difference in the community of Marlborough.

Sincerely,

*The Trustees of the Marlborough Brigham Family Trust*

MARLBOROUGH BRIGHAM FAMILY TRUST  
PO BOX 221  
MARLBOROUGH, MA 01752

1223  
53-7075/2113  
01

12/7/2020  
Date

FRAUDARMOR

Pay to the Order of Marlborough Police Dept. \$ 6,000.00

Six thousand and 00/100s Dollars



**Marlborough**  
SAVINGS BANK  
MARLBOROUGH, MA 01752  
www.agreatbank.com

For I. D. Campbell PROGRAM

Patricia W. Pope MP  
Patricia W. Pope

1223



*City of Marlborough*  
*Office of the Mayor*

RECEIVED  
CITY CLERK'S OFFICE  
140 MAIN STREET  
MARLBOROUGH  
2020 DEC 30 P 4:37

*Arthur G. Vigeant*  
MAYOR

*Patricia M. Bernard*  
EXECUTIVE AIDE

*Michele A. O'Brien*  
EXECUTIVE SECRETARY

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

December 31, 2020

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

**Re: MEMA Grant Acceptance – Marlborough Fire Department**

Honorable President Clancy and Councilors:

Please find enclosed for your review and acceptance, a grant in the amount of \$9,500.00 for the Marlborough Fire Department from the Commonwealth of Massachusetts Emergency Management Agency (MEMA).

This 2021 Emergency Management Performance Grant (EMPG) will be utilized for the purchase of AED's, radios and emergency shelter equipment for firefighters. A match is required for this grant, but the funds we use for Blackboard Connect meet the requirement set by MEMA.

The Emergency Management responsibilities for the City of Marlborough are handled by Emergency Management Director Fred Flynn.

If you have any questions, please do not hesitate to contact me, Chief Breen, or Emergency Management Director Fred Flynn.

Sincerely,

Arthur G. Vigeant  
Mayor

Enclosures



**CITY OF MARLBOROUGH  
FIRE DEPARTMENT**

215 Maple Street, Marlborough, MA 01752  
Business (508) 624-6986 Facsimile (508) 460-3795

12/29/2020

Mayor Vigeant,

Marlborough Emergency Management has applied for the Emergency Management Performance Grant (EMPG) that is offered by the Massachusetts Emergency Management Agency (MEMA). The application is for the procurement of radio equipment, AED's, and emergency shelter equipment which was allowed with the funding coming from Homeland Security/FEMA. The City has been awarded a grant in the amount of \$9,500.00.

A handwritten signature in black ink, appearing to read "Frederick Flynn".

Frederick Flynn  
Emergency Management Director

**CITY OF MARLBOROUGH  
NOTICE OF GRANT AWARD**

DEPARTMENT: Emergency Management DATE: 12/29/2020

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Frederick Flynn

NAME OF GRANT: Emergency Management Performance Grant (EMPG 20)

GRANTOR: MEMA

GRANT AMOUNT: \$9,500.00

GRANT PERIOD: 12/29/2020 to 6/30/2021

SCOPE OF GRANT/  
ITEMS FUNDED Shelter Partitions, AED's  
Portable radios  
HAM Radio upgrade to back-up EOC  
\_\_\_\_\_  
\_\_\_\_\_

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:  
Blackboard Connect annual payment  
\_\_\_\_\_

ANY OTHER EXPOSURE TO CITY?  
NO

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

**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 ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions](#), [Contractor Certifications](#) and [Commonwealth Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

CONTRACTOR LEGAL NAME:(and d/b/a): MARLBOROUGH, City of		COMMONWEALTH DEPARTMENT NAME: Massachusetts Emergency Management Agency (MEMA)	
Legal Address: (W-9, W-4): 140 MAIN STREET MARLBOROUGH, MA 01752-3812		Business Mailing Address: 400 Worcester Rd, Framingham, MA 01702	
Contract Manager: Fred Flynn	Phone:	Billing Address (if different): same	
E-Mail: <a href="mailto:fflynn@marlborough-ma.gov">fflynn@marlborough-ma.gov</a>	Fax:	Contract Manager: Lorri Gifford / Emily Horan	Phone: 508.820.2004
Contractor Vendor Code: VC6000192111		E-Mail: <a href="mailto:EM.Grants@mass.gov">EM.Grants@mass.gov</a>	Phone: 508.820.1407
Vendor Code Address ID (e.g. "AD001"): (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): FY21EMPG2000000MARLB	
		RFR/Procurement or Other ID Number: FFY2020EMPG	
<input checked="" type="checkbox"/> <b>NEW CONTRACT</b>		<input type="checkbox"/> <b>CONTRACT AMENDMENT</b>	
PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> Department Procurement (includes all Grants - <a href="#">815 CMR 2.00</a> ) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		Enter Current Contract End Date <i>Prior</i> to Amendment: _____ Enter Amendment Amount: _____ AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) <input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> <a href="#">Commonwealth Terms and Conditions</a> <input type="checkbox"/> <a href="#">Commonwealth Terms and Conditions For Human and Social Services</a>			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under <a href="#">815 CMR 9.00</a> . <input type="checkbox"/> Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or <i>new</i> total if Contract is being amended). <b>\$9,500</b>			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting <b>accelerated</b> payments must identify a PPD as follows: Payment issued within 10 days % PPD; Payment issued within 15 days % PPD; Payment issued within 20 days % PPD; Payment issued within 30 days % PPD. If PPD percentages are left blank, identify reason: agree to standard 45 day cycle statutory/legal or Ready Payments ( <a href="#">M.G.L. c. 29, § 23A</a> ); <input checked="" type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: Funding for this grant is provided via a Federal Fiscal Year 2020 Emergency Management Performance Grant (EMPG) award, CFDA #97.042 and has a required dollar-for-dollar match. Funds will only be used for activities outlined in the subrecipient's approved FFY2020 application and in accordance with attached Federal Articles of Agreement, and MEMA Special Conditions and Reporting Requirements and the SIEC Special Conditions for Interoperability Grants.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date. <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date. <input type="checkbox"/> 3. were incurred as of _____, 20____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <b>June 30, 2021</b> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, this Standard Contract Form, the Standard Contract Form Instructions, Contractor Certifications, the applicable Commonwealth Terms and Conditions, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <a href="#">801 CMR 21.07</a> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: <u><i>Frederick F Flynn</i></u> Date: <u>12/22/2020</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>FREDERICK F FLYNN</u> Print Title: <u>EMERGENCY MANAGEMENT DIR.</u>		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: <u><i>David Mahr</i></u> Date: <u>12/29/20</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>David Mahr</u> Print Title: <u>Chief Administrative Officer</u>	

FFY 2020 EMPG Application

**APPLICANT INFORMATION:**

<b>TOWN/CITY/TRIBE:</b>	Marlborough		
<b>DUNS #: (required)</b>	045633484	<b>Expiration Date: (required)</b>	none

**PROJECT Point of Contact (Emergency Manager/Director):**

<b>Name:</b>	Frederick F. Flynn		
<b>Title:</b>	Emergency Management Director		
<b>Email:</b>	fflynn@marlborough-ma.gov	<b>Phone:</b>	774-245-7598

**PROJECT STATEMENT OF WORK:**

**Provide a description of your project that includes "who, what, when, where, why and how"**

The continued enhancement of the shelter capabilities will include privacy partitions and AED's. Addition of communication equipment at the secondary EOC to make it ready to use. this is located at the Marlborough Police Dept. and will also make this a better location for an EOC for a police oriented emergency. The portable radios are to enhance operations with the repeated VHF frequency we have.

<b>Will anything be installed?</b>	Yes
<b>Are you purchasing any communication equipment?</b>	Yes
<b>Are you purchasing a drone or drone accessories?</b>	No
<b>Are you purchasing sonar equipment?</b>	No

Please email your completed Application to [EM.GRANTS@mass.gov](mailto:EM.GRANTS@mass.gov) (do not mail copy)



**PROJECT BUDGET**

<b>What is your Total Eligible Award Amount:</b>		<b>\$9,500.00</b>	
<i>If Regional, List each community and their eligible award amount below</i>			
<b>Town/City/Tribe Name(s)</b>	<b>Award Amount</b>	<b>Town/City/Tribe Name(s)</b>	<b>Award Amount</b>
Marlborough, City of	\$9,500		

**Please list your estimated project cost below:**

Description of Each Proposed Expenditure	AEL #	Portable or Installed	Quantity	Total Cost
Motorola Mototrbo SL300 portable radio	06CP-01-PORT	portable	10	\$ 3,530.00
Motorola PRSM-HD3-BP microphone	06CP-03-PRAC	portable	5	\$ 520.00
Yaesu FTM-7250DR Ham radio	06CP-01-MOBL	installed	2	\$ 440.00
MFJ-4125P power supply for radio	06CP-03-PRAC	installed	2	\$ 212.00
AED- Physio Control CR2	09ME-03-DEAE	portable	2	\$ 3,590.00
Outdoor/Indoor Room Divider (3-Panel)	09MS-01-SCRN	portable	9	\$ 1,125.00
			<b>TOTAL</b>	<b>\$ 9,417.00</b>

**MATCH**

**Please list below what you will use as match:**

Match Description <i>(your match amount must equal award amount and be an allowable activity/expense)</i>	Total Match to be Provided
Blackboard Connect annual service	\$ 9,500.00
<b>TOTAL</b>	<b>\$ 9,500.00</b>

Please email your completed Application to [EM.GRANTS@mass.gov](mailto:EM.GRANTS@mass.gov) (do not mail copy)

2020 DEC 31 A 8:00

**Gareth I. Orsmond**

100 Summer Street  
22<sup>nd</sup> Floor  
Boston, MA 02110

617.488.8181 voice  
617.824.2020 fax  
gorsmond@pierceatwood.com  
www.pierceatwood.com

*Admitted in: MA, NH*

December 31, 2020

**BY EMAIL AND FEDERAL EXPRESS**

Steven W. Kerrigan, City Clerk  
City of Marlborough  
Marlborough City Hall  
140 Main Street  
Marlborough, MA 01752

**Re: 880 Donald J. Lynch Boulevard, Marlborough, MA  
Application for Modification of Existing Special Permit**

Dear Mr. Kerrigan:

Enclosed please find an application for modification of an existing special permit to operate a hotel located at 880 Donald J. Lynch Boulevard in Marlborough.

Also enclosed is a check in the amount of \$250.00, made out to the Town of Marlborough as payment of the filing fee for the above-referenced application.

I look forward to discussing the application with the City Council.

Please do not hesitate to call or write if you have questions or need additional information.

Thank you for your courtesy.

Very truly yours,

Gareth I. Orsmond

GIO/smg  
Enclosures

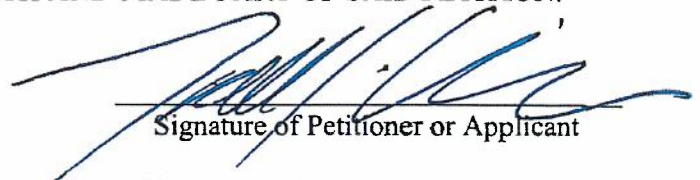
CITY OF MARLBOROUGH  
OFFICE OF THE CITY CLERK

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2020 DEC 31 A 8:00

APPLICATION TO CITY COUNCIL FOR ISSUANCE OF SPECIAL PERMIT

1. **Name and address of Petitioner or Applicant:**  
Todd Wilson, Diversified Funding Acquisition LLC/Atlantic Property Management,  
c/o Gareth Orsmond, Pierce Atwood LLP, 100 Summer St., Boston, MA 02110
2. **Specific Location of Property including Assessor's Plate and Parcel Number.**  
880 Donald J. Lynch Boulevard, Marlborough, MA 01753; Assessors Map 50, Lot 4B
3. **Name and address of owner of land if other than Petitioner or Applicant:**  
Devki, L.L.C., 880 Donald J. Lynch Boulevard, Marlborough, MA 01752
4. **Legal interest of Petitioner or Applicant (owner, lessee, prospective owner, etc.)** Prospective owner: potential purchaser under signed purchase and sale agreement
5. **Specific Zoning Ordinance under which the Special Permit is sought:**  
Article 650 Section 59 Paragraph C Subparagraph 20 ;  
see also Table of Use Regulations, § 650-17 (requirements for hotel in LI district)
6. **Zoning District in which property in question is located:** Limited Industrial (LI)
7. **Specific reason(s) for seeking Special Permit**  
See Exhibit A: Special Permit Narrative.
8. **List of names and addresses of abutter.** See Exhibit E: Abutter's List, as certified by the Marlborough Assessors and received by the City Clerk's Office on December 23, 2020

PETITION IS HEREBY MADE FOR THE ISSUANCE OF A SPECIAL PERMIT BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH AND IS BASED ON THE WITHIN PETITION OR APPLICATION AS FILED HERewith AND MADE PART OF SAID PETITION.

  
Signature of Petitioner or Applicant

Address: 63 Atlantic Avenue  
Boston, MA 02110  
Telephone No. 791-284-3885

Date: December 31, 2020

LIST OF NAMES AND ADDRESSES OF ABUTTERS  
AS REQUESTED ON THE APPLICATION FOR SPECIAL PERMIT OF:

Todd Wilson, as representative of Diversified Funding Acquisitions LLC and Atlantic Property Management

FOR THE ISSUANCE OF SPECIAL PERMIT BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH UNDER CHAPTER 650, ZONING, OF THE CODE OF THE CITY OF MARLBOROUGH.

(Abutters as defined in §650-59, Section 4H, Powers and Procedure of Special-Permit Granting Authorities

Name	Parcel No.	Property Address	Owner Address
Commonwealth of Massachusetts	50-1	River Road	100 Cambridge St., Ste. 900 Boston, MA 02114
Riverbridge Association Inc.	50-2	River Road	15 Cape Lane Brewster, MA 02631
Riverbridge Association Inc.	50-3C	River Road	15 Cape Lane Brewster, MA 02631
Digital Federal Credit Union	50-3A	905 Donald J. Lynch Blvd.	220 Donald J. Lynch Blvd. Marlborough, MA 01752
Digital Federal Credit Union	50-3B	River Road	220 Donald J. Lynch Blvd. Marlborough, MA 01752
Digital Federal Credit Union	50-9	853-856 Donald J. Lynch Blvd.	220 Donald J. Lynch Blvd. Marlborough, MA 01752
Marlboro Business Center Limited Partnership	50-3D	Donald J. Lynch Blvd.	71 3 <sup>rd</sup> Avenue Burlington, MA 01803
Marlboro Business Center Limited Partnership	50-3E	Donald J. Lynch Blvd.	71 3 <sup>rd</sup> Avenue Burlington, MA 01803
Berlin Properties	50-4A	876 Donald J. Lunch Blvd.	c/o New England Development 75 Park Plaza Boston, MA 02116 ATTN: Accounting Dept.

*See Exhibit E for a list of abutters certified by the Board of Assessors Office*

**SPECIAL PERMIT-SUMMARY IMPACT STATEMENT**

Applicant's Name: Todd Wilson, Address: 63 Atlantic Avenue, Boston, MA 02110  
Diversified Funding Acquisition LLC/  
Atlantic Property Management

Project Name: Extended Stay Hotel Address: 880 Donald J. Lynch Blvd., Marlborough, MA 01752

1. **PROPOSED USE:** Addition of kitchenettes to guest rooms for use as extended stay hotel; conversion of manager's residence to guest room for a total of 65 guest rooms.
2. **EXPANSION OR NEW:** Neither; interior remodeling only.
3. **SIZE: floor area sq. ft.** No change (28,280 s.f. existing) **1<sup>st</sup> floor** No change **all floors** No change  
**# buildings** 1 **# stories** 2 **lot area (s.f.)** 96,450 s.f.
4. **LOT COVERAGE:** No change % **Landscaped Area:** No change from existing conditions.
5. **POPULATION ON SITE:** Number of people expected on site at anytime:  
**Normal:** 50 **Peak period:** 65  
\*These are estimates only, as population will vary by occupancy and number of guests per room.
6. **TRAFFIC:**  
**(A) Number of vehicles parked on site:**  
**During regular hours:** 45 **Peak period:** 65  
\*These are estimates only, as population will vary by occupancy and number of guests per room.  
**(B) How many service vehicles will service the development and on what schedule?**  
There will be no change from existing conditions.
7. **LIGHT:** How will the development be lit at the exterior? How much light will leave the property and enter the abutting property? There will be no change from existing conditions.
8. **NOISE:**  
**(A) Compare the noise levels of the proposed development to those that exist in the area now.**  
There will be no change from existing conditions.  
**(B) Describe any major sources of noise generation in the proposed development and include their usual times of operation.**  
There will be no change from existing conditions.
9. **AIR:** What sources of potential air pollution will exist at the development? None known. There will be no change from existing conditions.
10. **WATER AND SEWER:** Describe any unusual generation of waste. None.
11. **HAZARDOUS MATERIAL:** List any types of Hazardous Waste that will be on-site. How will this waste be stored? Where? How much will be in storage on a daily basis? How will it be disposed?  
None

\*Attach additional sheets if necessary



**CITY OF MARLBOROUGH**  
**MARLBOROUGH, MASSACHUSETTS 01752**

City Hall  
140 Main St.

Marlborough, Massachusetts 01752

Voice (508) 460-3775 Facsimile (508) 460-3723 TTD (508) 460-3610

President and Members City Council

Date: 30 DEC 2020

**SPECIAL PERMIT APPLICATION**  
**CERTIFICATION BY PLANNING DEPARTMENT**

**Project Name:** Extended stay hotel

**Project Use Summary:** Addition of kitchenettes to existing guest rooms for use as an extended stay hotel; conversion of manager's residence to guest room for total of 65 guest rooms

**Project Street Address:** 880 Donald J. Lynch Blvd., Marlborough, MA 01752

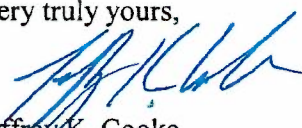
**Plate:** 50 **Parcel:** 4B

**Plan Date:** December 1, 2020 (floor plans only) **Revision Date:** N/A

Dear President and Members:

In accordance with the City Council's Rules for Special Permit Applications, I hereby certify that the Site Plan filed with the City Clerk has been reviewed by the Building Department within the limits of work shown on the plan, and that said plan meets all prior referenced informational requirements of Section 7; that the plan conforms in all aspects to City Code and to these Rules and Regulations, and that any necessary zoning variances have been already granted by the Marlborough Zoning Board of Appeals, and any applicable appeal period concerning said variances have run.

Very truly yours,

  
Jeffrey K. Cooke  
Acting Director of Planning

**Application Fee to submit to**  
**City Clerk's office**

\$250<sup>00</sup>/<sub>74</sub>



City of Marlborough, Massachusetts  
CITY CLERK DEPARTMENT  
Steven W. Kerrigan  
City Clerk

Dear Applicant,

To ensure that each department listed below receives a copy of your completed Special Permit application, please hand-deliver to each department as instructions indicate below.

**PLACE A CHECK-MARK AFTER HAND-DELIVERING THE APPLICATION TO THE FOLLOWING DEPARTMENTS AND SIGN YOUR NAME & DATE IT ACCORDINGLY. MAKE SURE THIS PAGE IS SIGNED AND RETURNED TO THE CITY CLERK'S OFFICE WITH THE COMPLETED APPLICATION. THE CITY CLERK'S OFFICE WILL NOT ACCEPT THE APPLICATION WITHOUT THE SIGNATURE OF THE APPLICANT OR PETITIONER AS INDICATED BELOW.**

1 SET	POLICE CHIEF	<input checked="" type="checkbox"/>
1 SET	FIRE CHIEF	<input checked="" type="checkbox"/>
1 SET	CITY ENGINEER	<input checked="" type="checkbox"/>
1 SET	DIRECTOR OF PLANNING	<input checked="" type="checkbox"/>
1 SET	CONSERVATION OFFICER (IF WETLANDS AFFECTED)	<input checked="" type="checkbox"/>
1 SET	BUILDING COMMISSIONER	<input checked="" type="checkbox"/>
12 SETS	OFFICE OF THE CITY COUNCIL	<input checked="" type="checkbox"/>
3 SETS	OFFICE OF THE CITY CLERK	<input checked="" type="checkbox"/> ( <b>MUST be Original</b> & 2 Complete Sets)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Thank you for your cooperation in this matter.

Sincerely,

*Steven W. Kerrigan*

*City Clerk*

**City of Marlborough, Massachusetts  
CITY CLERK DEPARTMENT**

**Lisa M. Thomas  
City Clerk**



I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all Municipal tax returns and paid all Municipal taxes required under law.

**Company Name**

Devki, L.L.C.

---

**Owner Name/Officer Name of LLC or Corporation**

Suresh Patel

---

**Owner/Officer Complete Address and Telephone Number**

29 Horizon Drive

---

Cranston, RI 02921

---

---

**Signature of Applicant**

*Suresh Patel*

---

**Attorney on behalf of Applicant, if applicable**

---

The Special Permit Package will not be accepted unless this certification clause is signed by the applicant and the Tax Collector.

*Eileen Bristol*

---

**Tax Collector**



**EXHIBITS**

**Application to City Council for Issuance of Special Permit by Todd Wilson,  
Diversified Funding Acquisitions LLC/Atlantic Property Management, dated  
December 31, 2020**

## **EXHIBIT A**

### **SPECIAL PERMIT NARRATIVE**

#### **Background**

The applicant, Todd Wilson, as the authorized representative of Diversified Funding Acquisitions LLC and Atlantic Property Management (the “Applicant”), submits this application (the “Application”) for modification of an existing special permit for hotel use at an approximately 2.2-acre parcel of land located at 880 Donald J. Lynch Boulevard (the “Property”). Since 1986 or thereabouts, the Property has been operated as a hotel pursuant to a special permit for a 64-room hotel granted by the City Council on October 6, 1986, recorded with the Middlesex South Registry of Deeds in Book 18318, Page 218 (the “Original Special Permit”), a copy of which is Exhibit B of the Application.

The Applicant seeks to add kitchenettes to the guest rooms so that it can operate the Property as an extended stay hotel. Attached as Exhibit C of the Application is a plan set entitled “DFI Marlboro Quality Inn,” dated December 1, 2020, prepared by The Architectural Team Inc. (the “Floor Plans”).<sup>1</sup> The Floor Plans show the proposed changes to the guest rooms.

In addition to adding kitchenettes in accordance with the Floor Plans, the Applicant seeks to convert the manager’s residence into a guest room so that the total number of guest rooms will be 65, one more than the 64 rooms referenced in the Original Special Permit.

The Applicant does not propose any changes to the building exterior or to the site (*e.g.*, parking and landscaping), except for replacing the existing signage on account of the change in ownership.

By letter dated December 21, 2020, Building Commissioner Cooke informed the Applicant and the current owner, Devki, L.L.C., that the proposed changes are “significant enough of a change to require modification of the original Special Permit.” Attached as Exhibit D of the Application is a copy of Building Commissioner Cooke’s determination.

#### **Legal Requirements**

Pursuant to M.G.L. c. 40A, § 9, the special permit granting authority (“SPGA”) may grant a special permit where it finds that the use is “in harmony with the general purpose and intent of the ordinance or by-law....” The City Council is the SPGA for special permits for hotel use. Pursuant to § 650-59(B)(12)(a) of the Zoning Ordinance, the City Council, as SPGA, may grant a special permit “upon a general finding that the use sought and its impact and characteristics shall not be in conflict with public health, safety, convenience and welfare and shall not be detrimental or offensive.” This finding takes into consideration the conditions, safeguards, or limitations imposed in the special permit, if any.

---

<sup>1</sup> Although the Floor Plans refer to the existing Quality Inn, the Applicant will not operate the Property as a Quality Inn or as any other hotel franchise. The Applicant is a local company with its headquarters in Boston; it owns and operates its own properties independently of any franchise.

Because the proposed improvements to the Property meet these criteria, the Applicant respectfully requests that the City Council approve the Application for a modification of the Original Special Permit. The City Council necessarily made the required findings to permit a hotel use when it granted the Original Special Permit. The Application does not propose any external changes to the Property, aside from removing franchise-protected signage and replacing this signage with its own signs. The Property will still have 70 parking spaces, more than the 65 parking spaces that the Zoning Ordinance requires for a hotel use. The changes enhance the amenities offered to hotel guests by adding kitchenettes. The kitchenettes will be available to all guests, not just guests who are on an extended stay for business purposes or otherwise. Regardless of the purpose of the stay, the new amenities will make it possible for guests to stay at the hotel for a longer period of time and thereby contribute more to local businesses, both as employees on business trips and as customers of other businesses.

For the foregoing reasons, the Applicant urges the City Council to grant the Application and modify the Original Special Permit by authorizing the kitchenettes and increasing the number of guest rooms from 64 to 65.

**EXHIBIT B**

**ORIGINAL SPECIAL PERMIT DATED OCTOBER 6, 1986**

3 1 8 3 1 8 P 2 1 8

D10 -



IN CITY COUNCIL 7/15/87 11:21 TR 332 RE 10.05

Marlborough, Mass., OCTOBER 6 19 86

ORDERED:

That the application of Attorney Douglas J. Rowe, on behalf of <sup>Stephen D. Burwick, Trustee</sup> MITOKI REALTY TRUST of 370 Main St, Worcester, MA. for a SPECIAL PERMIT to construct a 64 room Hotel at Donald J. Lynch Blvd. and River Road, under Article V, Section 8, paragraph D of the Zoning Ordinance, be and is herewith GRANTED subject to fulfilling the requirements of the Fire Department and Legal matters pertaining to sewer.

ADOPTED  
In City Council  
Order No. 1102B  
Adopted October 6, 1986

A TRUE COPY  
ATTEST:

City Clerk

This is to certify that twenty (20) days have passed since the granting of the above decision and no appeal thereto has been filed with this office.

Given at Marlborough this nineteenth day of June, 1987,

Attest:   
City Clerk

Deed Reference: 16855-354

**EXHIBIT C**

**PLANS ENTITLED "DFI MARLBORO QUALITY INN," DATED DECEMBER 1, 2020,  
PREPARED BY THE ARCHITECTURAL TEAM INC.**

# DFI MARLBOROUGH QUALITY INN

## MARLBOROUGH, MA



**SUBMISSIONS :**

DECEMBER 01, 2020 | SUBMISSION NAME \_\_\_\_\_

# tat

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 Chelsea MA 02150  
 O 617.889.4402  
 F 617.884.4329  
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**PROJECT CONTACT INFORMATION :**

**OWNER** | DIVERSIFIED FUNDING, INC.  
 63 ATLANTIC AVENUE  
 BOSTON, MA 02119  
 PHONE #: 617.227.0893  
 FAX #:

**GENERAL CONTRACTOR** | \_\_\_\_\_  
 PHONE #:  
 FAX #:

**ARCHITECT** | THE ARCHITECTURAL TEAM  
 50 COMMANDANT'S WAY AT ADMIRAL'S HILL  
 CHELSEA, MA 02150  
 PHONE #: 617.889.4402  
 FAX #: 617.884.4329

**Consultant:**

Revision: \_\_\_\_\_  
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**Architect of Record:**

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Drawn: RP  
 Checked: JMS  
 Scale: \_\_\_\_\_  
 Key Plan:

Project Name:  
DFI MARLBOROUGH QUALITY INN MARLBOROUGH, MA

**LOCUS MAP :**

Sheet Name:  
PROJECT COVER

Project Number:  
12183.04

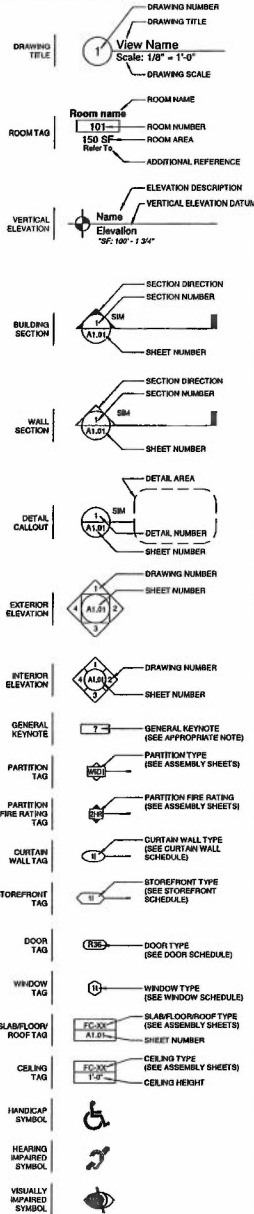
Issue Date:  
DECEMBER 01, 2020

Sheet Number:  
T0.01

**TYPICAL ABBREVIATIONS :**

ATF	ABOVE FINISH FLOOR	MFR	MANUFACTURER
ASL	ACOUSTIC SEALANT	MAT	MATERIAL
ACL	ACoustical CEILING TILE	MO	MASONRY OPENING
ALUM	ALUMINUM	MAC	MASONRY
ALT	ALTERNATE	MECH	MECHANICAL
ANSI	AMERICAN NATIONAL STANDARD INSTITUTE	MEI	MEDIA
ASTM	AMERICAN SOCIETY FOR TESTING AND MATERIALS	MTL	METAL
APPROX	APPROXIMATE	MSG	METAL SINGING
AV	AUDIO VISUAL FIRE ALARM	MR	MILMETER
AUTO	AUTOMATIC DOOR	MSC	MISCELLANEOUS
		MUL	MULLION
BR	BACKER ROD	NEC	NATIONAL ELECTRIC CODE
BD	BOARD	NOM	NORMAL
BUDG	BUILDING	N	NORTH
BYOT	BY OTHERS	NIC	NOT IN CONTRACT NUMBER
CR	CARD READER	OC	ON CENTER
GPT	CARPET	OPNG	OPENING
CLG	CALLING	OP	OPERABLE
CLG	CEILING	OPP	OPPOSITE
CL	CENTERLINE		
CT	CERAMIC TILE		
CLR	CLEAR	PTD	PAINTED
COL	COLUMN	PH	PHONE
CONC	CONCRETE	PL	PLATE / PROPERTY LINE
CMU	CONCRETE MASONRY UNIT	PLUMB	PLUMBING
CONT	CONTINUOUS	PP	POLYWOOD
CS	CORNER BRAD	PPS	POUNDS PER SQUARE FOOT
CSK	COUNTERSINK	PF	FIRE OR FACTORY FINISH
		PT	PRESSURE TREATED
DTL	DETAIL	R	RADIUS OR RIBER
DA	DIAMETER	R	RADIUS OR RIBER
DM	DIMENSION	RECIP	RECTANGLE
DW	DISH WASHER	REFR	REFLECTED CEILING PLAN
DN	DOWND (DOWNON)	REFR	REFLECTOR
DS	DOWNSPOUT	REQD	REQUIRED
DSL	DOWNSPOUT LEADER	RD	ROAD
DWG	DRAWING	RUFDD	ROLL-UP FIRE DOOR
D	DRYER	RO	ROUGH OPENING
EA	EACH	SCH	SCHEDULE
E	EDGE	SE	SEALANT
EOD	EDGE OR DECK	SECT	SECTIONAL
EOS	EDGE OF SLAB	SHT	SHEET
ELC	ELECTRICAL	SM	SIMILAR
ELV	ELEVATION	SHL	SINGLE SHELF
ENCL	ENCLOSURE	SLDS	SOLID SURFACE
ENT	ENTRANCE	SPEC	SPECIFICATION
EP	EPOXY PAINT (SEE SPEC)	SF	SQUARE FEET
EQ	EQUAL	SS	STAINLESS STEEL
EQUIP	EQUIPMENT	STD	STANDARD
EX	EXISTING	STL	STEEL
ETV	EXPOSED TO THE WEATHER	ST	STREET
EXT	EXTERIOR	STRUCT	STRUCTURAL
FOF	FACE OF FINISH	TEL	TELEPHONE
FOS	FACE OF STUD	TEMP	TEMPERATURE
FRR	FIBERGLASS REINFORCED PLASTIC	TEST	TEMPERATURE
FNH	FINISH	T&G	TONGUE AND GROOVE
FAS	FIRE ALARM PULL SYSTEM	TS	TRANSITION STRIP
FP	FIRE PROTECTION	T	TREAD OR TAPE
FRT	FIRE RETARDANT	TYP	TYPICAL
FRL	FLOOR		
FD	FLOOR DRAIN	UNO	UNLESS OTHERWISE NOTED
FLOOR	FLORESCENT		
FT	FOOT	VB	VAPOR BARRIER
FTG	FOOTING	VENT	VENTILATION
		VERT	VERTICAL
GLV	GALVANIZED		
GA	GAUGE		
GL	GLASS		
GPRC	GLASS FIBER REINFORCED CONCRETE	W	WASHER
GPCI	GROUND FAULT CIRCUIT INTERRUPTER	WD	WASHERDRYER
GYP	GYP-SUM	WP	WATERPROOFING
DWB	GYP-SUM WALL BOARD	WRB	WEATHER RESISTANT BARRIER
		W	WEST
		WD	WOOD
HST	HEIGHT		
HP	HIGH POINT OR HANDICAP		
HB	HOSE BIB		
HR	HOUR		
IN	INCH		
ID	INSIDE DIAMETER		
IC	INTERCOM		
INT	INTERIOR		
INTP	INTERMEDIATE POINT		
JB	J-BEAD		
JT	JOINT		
LAM	LAMINATED SAFETY GLASS		
LDG	LANDING		
LA	LANDSCAPE		
L	LENGTH		
LGM	LIGHT GAUGE METAL		
LS	LEMIN SHELVES		
LP	LOW POINT		
LB	FOUND		

**TYPICAL ANNOTATIONS :**



**LIST OF DRAWINGS :**

SHEET LIST			
SHEET NUMBER	SHEET NAME	DECEMBER 01, 2020	SUBMISSION
T0.01	PROJECT COVER	X	
T0.02	DRAWING LIST	X	
D1.01	DEMOLITION PLAN - LEVEL 1 AND LEVEL 2	X	
D2.01	ENLARGED DEMOLITION PLAN - LEVEL 1	X	
D2.02	ENLARGED DEMOLITION PLAN - LEVEL 1	X	
D2.03	ENLARGED DEMOLITION PLAN - LEVEL 2	X	
D2.04	ENLARGED DEMOLITION PLAN - LEVEL 2	X	
A1.01	OVERALL FLOOR PLAN - LEVEL 1 AND LEVEL 2		
A2.01	ENLARGED FLOOR PLAN - LEVEL 1	X	
A2.02	ENLARGED FLOOR PLAN - LEVEL 1	X	
A2.03	ENLARGED FLOOR PLAN - LEVEL 2	X	
A2.04	ENLARGED FLOOR PLAN - LEVEL 2	X	
A2.05	ENLARGED PLAN - BOH 100	X	
A2.06	ENLARGED PLAN - LOBBY	X	
A3.01	WALL AND FLOOR/CVG. ASSEMBLIES	X	
A7.01	KITCHEN & BATH PLANS AND ELEVATIONS	X	
A8.01	ENLARGED RCP - LEVEL 1	X	
A8.02	ENLARGED RCP - LEVEL 1	X	
A8.03	ENLARGED RCP - LEVEL 2	X	
A8.04	ENLARGED RCP - LEVEL 2	X	

**BUILDING INFORMATION :**

UNIT TYPE SUMMARY		AREA SCHEDULE (GROSS BUILDING)	
UNIT TYPE	UNIT COUNT	LEVEL	AREA
UNIT A	40	LEVEL 1	14,176 SF
UNIT B	4	LEVEL 2	14,104 SF
UNIT C	3	Grand total 2	28,280 SF
UNIT D	4		
UNIT E	1		
UNIT F	1		
Grand total	65		



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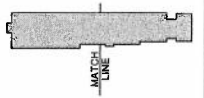
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Revision:

Architect of Record:

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Checked: JMS  
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Key Plan:



Project Name:  
**DFI  
MARLBOROUGH  
QUALITY INN  
MARLBOROUGH, MA**

Sheet Name:  
**DRAWING LIST**

Project Number:  
**12183.04**

Issue Date:  
**DECEMBER 01, 2020**

Sheet Number:

**T0.02**



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Key Plan:

Project Name:  
**DFI  
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 QUALITY INN**  
 MARLBOROUGH, MA

Sheet Name:  
**DEMOLITION PLAN  
 - LEVEL 1 AND  
 LEVEL 2**

Project Number:  
 12183.04

Issue Date:  
 DECEMBER 01, 2020

Sheet Number:

**D1.01**

**LEGEND:**

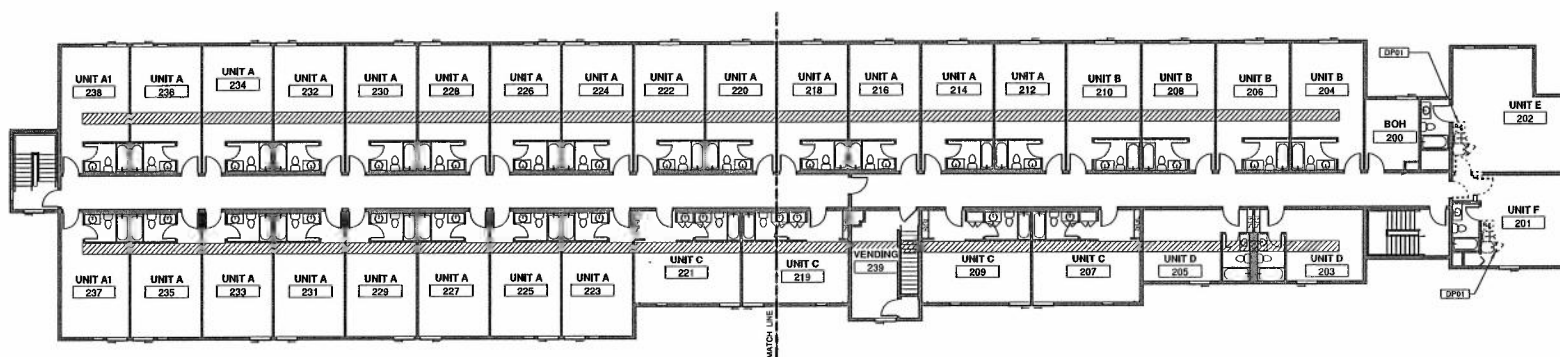
AREA OF FLOOR TO BE REMOVED FOR NEW PLUMBING SERVICES. EXACT AREAS TO BE COORDINATED IN FIELD.

**KEYNOTE LEGEND - DEMO PLANS**

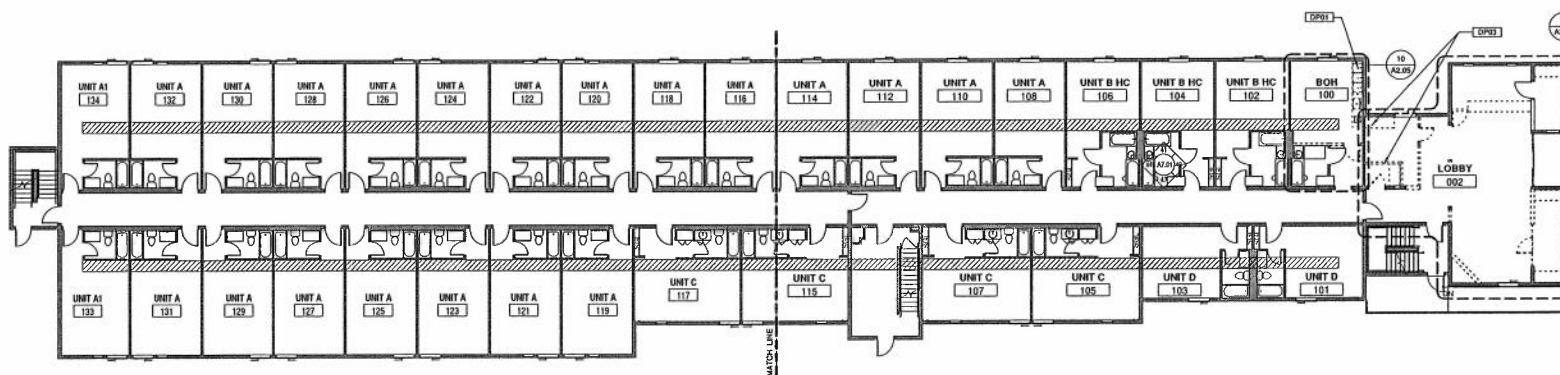
- DP01 REMOVE AND DISPOSE OFF EXISTING KITCHEN EQUIPMENT. PREP AREA TO RECEIVE NEW.
- DP02 DEMOLISH AND REMOVE EXISTING CORRIDOR WALLS AND DOOR. PREP AREA TO RECEIVE NEW PAINTED CORRIDOR WALLS AND REUSE DOORS.
- DP03 DEMOLISH AND REMOVE EXISTING WALLS AND CASEROCK. PREP AREA TO BE RECONSTRUCTED.

**GENERAL NOTES - DEMOLITION PLANS:**

- A. VERIFY ALL DIMENSION AND CONDITIONS IN FIELD.
- B. ALL DEMOLITION WORK MUST CONFORM TO STATE AND FEDERAL HISTORIC REQUIREMENTS. INFORM THE ARCHITECT IMMEDIATELY OF ANY UNFORESEEN CONDITIONS.
- C. ANY STRUCTURAL MODIFICATIONS MUST BE APPROVED BY A STRUCTURAL ENGINEER HIRED BY THE OWNER.
- D. COMPLETELY REMOVE EXISTING FLOOR FINISHES. PREP AREA TO RECEIVE NEW FINISHES. REFER TO MEASUREMENT DRAWINGS AND SPECS. FOR ADDITIONAL INFO.
- E. PATCH / INFILL EXISTING ABANDONED THROUGH-FLOOR AND THROUGH-ROOF PENETRATIONS. PATCH INFILL TO MAINTAIN REQUIRED RATING OF NEW FLOOR/CEILING AND ROOF/CEILING ASSEMBLY.
- F. PREP EXISTING CEILING TO RECEIVE NEW LIGHT GUAGE FRAMING AND GYPSUM WALL BOARD FOR NEW MECHANICAL SOFFITS.
- G. PROVIDE CORING, CUTTING, ETC. THROUGH EXISTING FLOOR/CEILING AND ROOF TO INSTALL NEW BUILDING SYSTEMS. COORDINATE NEW PENETRATIONS WITH EXISTING STRUCTURAL CONDITIONS.
- H. PROPERLY PATCH AND PREPARE EXISTING TO REMAIN SURFACES THAT WILL BE EXPOSED TO RECEIVE NEW FINISHES.
- I. REFER TO PROPOSED FLOOR PLANS FOR DIMENSIONS OF NEW OPENINGS THROUGH EXTERIOR WALLS.



**20** DEMOLITION PLAN - LEVEL 2  
 Scale: 3/32" = 1'-0"



**10** DEMOLITION PLAN - LEVEL 1  
 Scale: 3/32" = 1'-0"

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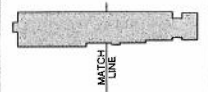


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Project Name:  
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 MARLBOROUGH, MA

Sheet Name:  
**ENLARGED  
 DEMOLITION PLAN  
 - LEVEL 1**

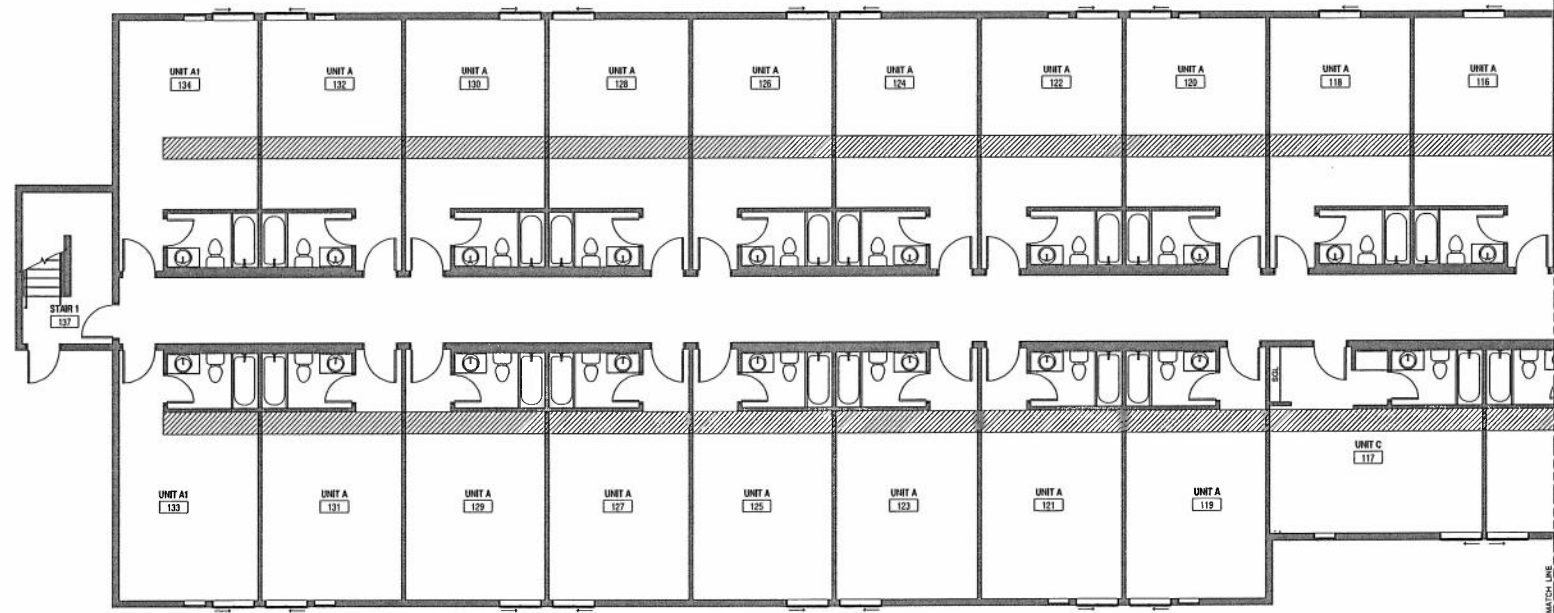
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 12183.04  
 Issue Date:  
 DECEMBER 01, 2020

Sheet Number:  
**D2.01**

**LEGEND:**  
 AREA OF FLOOR TO BE REMOVED FOR NEW PLUMBING SERVICES. EXACT AREAS TO BE COORDINATED IN FIELD.

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 DP01 REMOVE AND DISPOSE OFF EXISTING KITCHEN EQUIPMENT. PREP AREA TO RECEIVE NEW...  
 DP02 DEMOLISH AND REMOVE EXISTING CORRIDOR WALLS AND DOORS. PREP AREA TO RECEIVE NEW RATED CORRIDOR WALLS AND REUSE DOORS.  
 DP03 DEMOLISH AND REMOVE EXISTING WALLS AND CASEWORK. PREP AREA TO BE RECONFIGURED.

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 F. PREP EXISTING CEILING TO RECEIVE NEW LIGHT QUAGE FRAMING AND GYPSUM WALL BOARD FOR NEW MECHANICAL SOFFITS.  
 G. PROVIDE CORING, CUTTING, ETC. THROUGH EXISTING FLOOR/CESILING AND ROOF TO INSTALL NEW BUILDING SYSTEMS. COORDINATE NEW PENETRATIONS WITH EXISTING STRUCTURAL CONDITIONS.  
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10 ENLARGED DEMOLITION PLAN - LEVEL 1  
 Scale: 3/16" = 1'-0"

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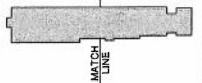
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Sheet Name:  
**ENLARGED  
 DEMOLITION PLAN  
 - LEVEL 1**

Project Number:  
**12183.04**

Issue Date:  
**DECEMBER 01, 2020**

Sheet Number:

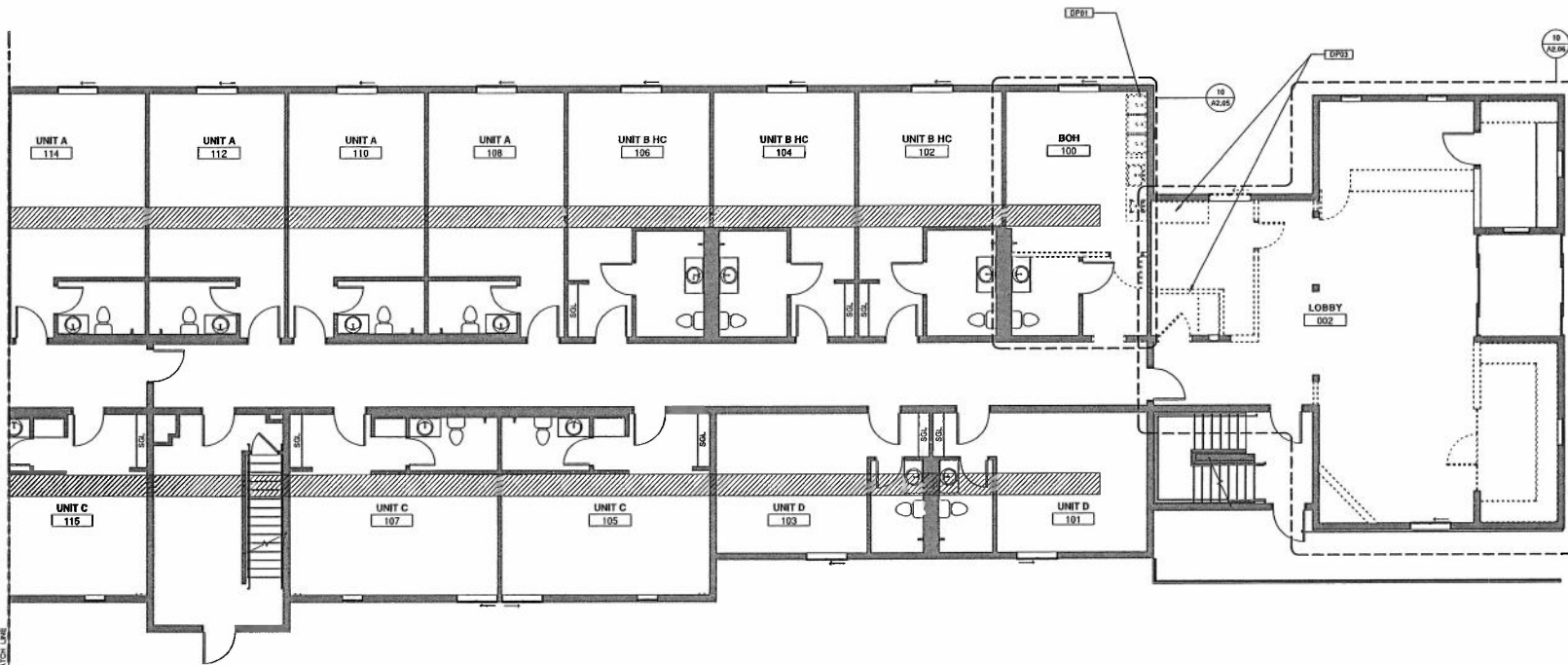
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**LEGEND:**  
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**KEYNOTE LEGEND - DEMO PLANS**  
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**10 ENLARGED DEMOLITION PLAN - LEVEL 1 (CONTD.)**  
 Scale: 3/16" = 1'-0"

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Architect of Record:

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 Key Plan:



Project Name:  
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 QUALITY INN**  
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Sheet Name:  
**ENLARGED  
 DEMOLITION PLAN  
 - LEVEL 2**

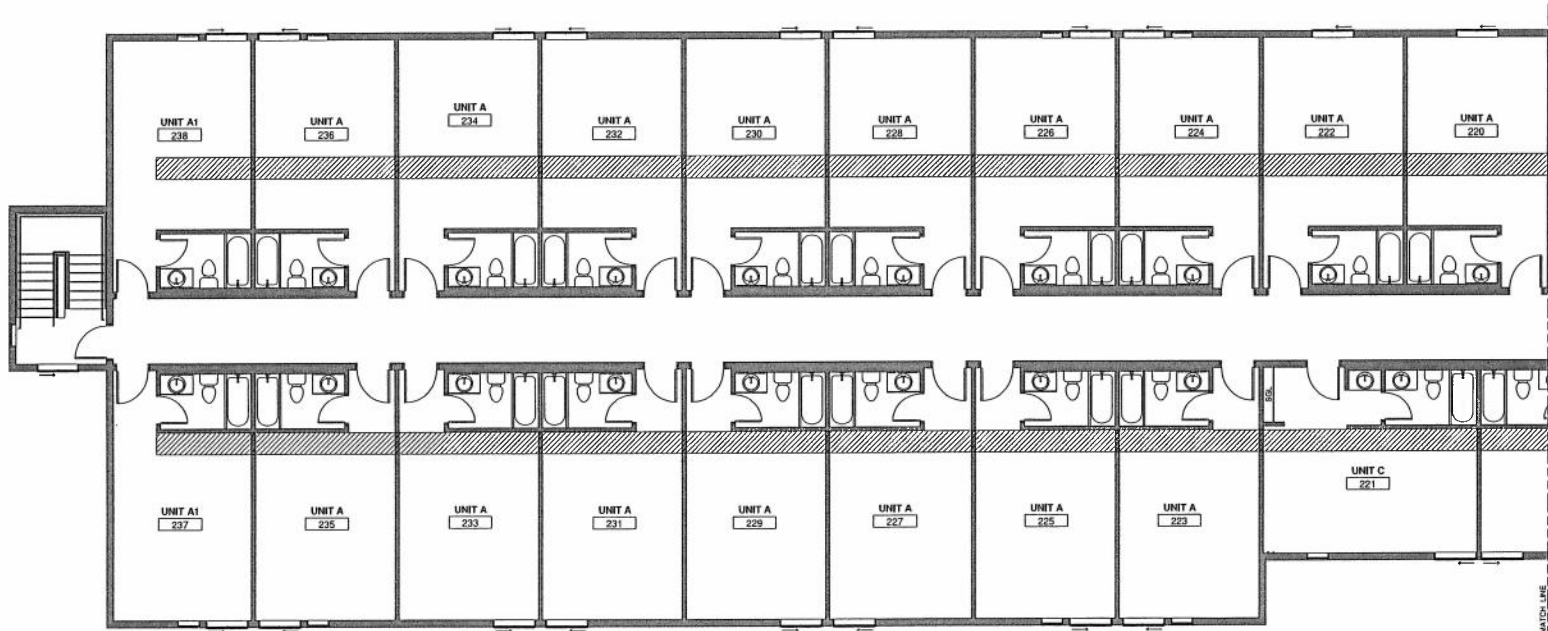
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 Issue Date:  
**DECEMBER 01, 2020**  
 Sheet Number:

**D2.03**

**LEGEND:**  
 AREA OF FLOOR TO BE REMOVED FOR NEW PLUMBING SERVICES. EXACT AREAS TO BE COORDINATED IN FIELD.

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**10 ENLARGED DEMOLITION PLAN - LEVEL 2**  
 Scale: 3/16" = 1'-0"

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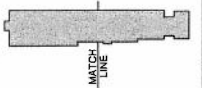


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Architect of Record:

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 Checked: JMS  
 Scale: 3/16" = 1'-0"  
 Key Plan:



Project Name:  
**DFI  
 MARLBOROUGH  
 QUALITY INN  
 MARLBOROUGH, MA**

Sheet Name:  
**ENLARGED  
 DEMOLITION PLAN  
 - LEVEL 2**

Project Number:  
 12183.04

Issue Date:  
 DECEMBER 01, 2020

Sheet Number:

**D2.04**

**LEGEND:**

AREA OF FLOOR TO BE REMOVED FOR NEW PLUMBING SERVICES. EXACT AREAS TO BE COORDINATED IN FIELD.

**KEYNOTE LEGEND - DEMO PLANS**

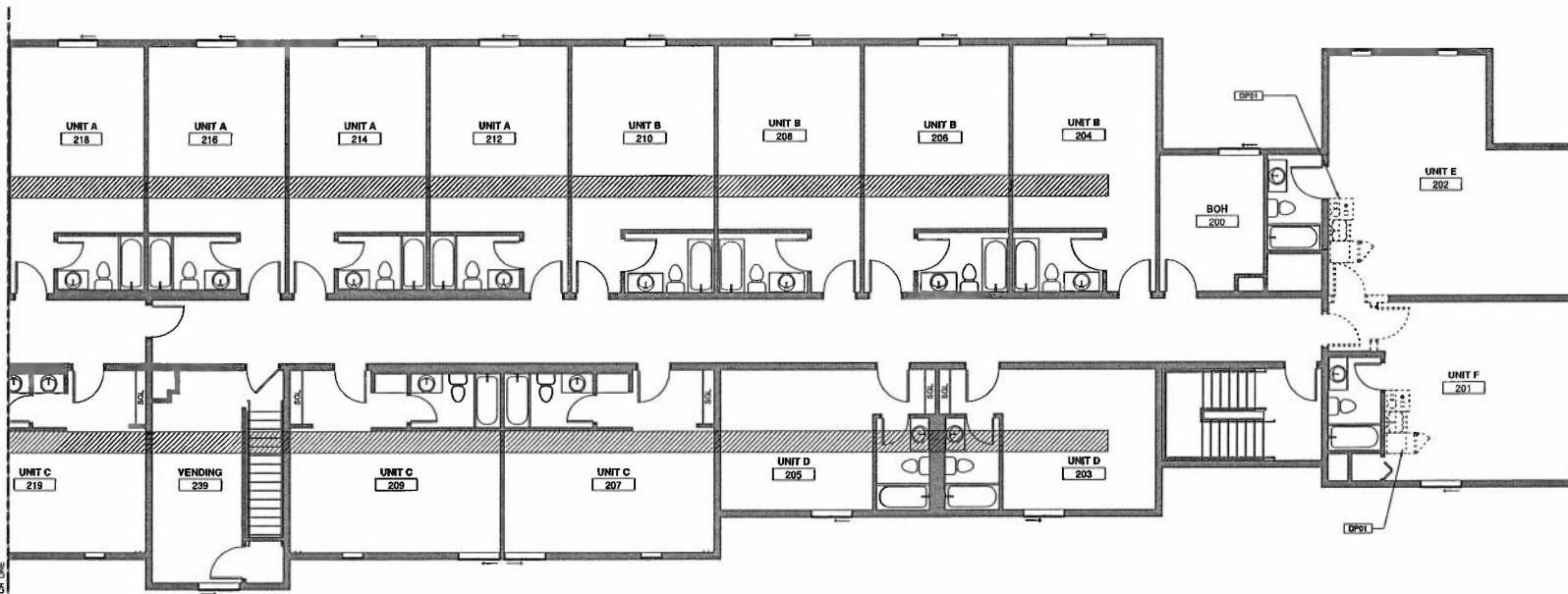
DP01 REMOVE AND DISPOSE OFF EXISTING KITCHEN EQUIPMENT. PREP AREA TO RECEIVE NEW EQUIPMENT.

DP02 DEMOLISH AND REMOVE EXISTING CORRIDOR WALLS AND DOORS. PREP AREA TO RECEIVE NEW FINISHED CORRIDOR WALLS AND REUSE DOORS.

DP03 DEMOLISH AND REMOVE EXISTING WALLS AND CASEWORK. PREP AREA TO BE RECONSTRUCTED.

**GENERAL NOTES - DEMOLITION PLANS:**

- A. VERIFY ALL DIMENSION AND CONDITIONS IN FIELD.
- B. ALL DEMOLITION WORK MUST CONFORM TO STATE AND FEDERAL HISTORIC REQUIREMENTS. INFORM THE ARCHITECT IMMEDIATELY OF ANY UNFORESEEN CONDITIONS.
- C. ANY STRUCTURAL MODIFICATIONS MUST BE APPROVED BY A STRUCTURAL ENGINEER HIRED BY THE OWNER.
- D. COMPLETELY REMOVE EXISTING FLOOR FINISHES. PREP AREA TO RECEIVE NEW FINISHES. REFER TO INTERIOR DESIGN DRAWINGS AND SPECS. FOR ADDITIONAL INFO.
- E. PATCH / INFILL EXISTING ABANDONED THROUGH FLOOR AND THROUGH ROOF PENETRATIONS. PATCH INFILL TO MEET MIN. REQUIRED RATING OF NEW FLOOR/CEILING AND ROOF/CEILING ASSEMBLY.
- F. PREP EXISTING CEILING TO RECEIVE NEW LIGHT GUAGE FRAMING AND OPSHAM WALL BOARD FOR NEW MECHANICAL SOFFITS.
- G. PROVIDE CORING, CUTTING, ETC. THROUGH EXISTING FLOOR/CEILING AND ROOF TO INSTALL NEW BUILDING SYSTEMS. COORDINATE NEW PENETRATIONS WITH EXISTING STRUCTURAL CONDITIONS.
- H. PROPERLY PATCH AND PREPARE EXISTING TO REMAIN SURFACES THAT WILL BE EXPOSED TO RECEIVE NEW FINISHES.
- I. REFER TO PROPOSED FLOOR PLANS FOR DIMENSIONS OF NEW OPENINGS THROUGH EXTERIOR WALLS.



**10 ENLARGED DEMOLITION PLAN - LEVEL 2 (CONTD.)**  
 Scale: 3/16" = 1'-0"

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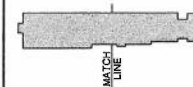
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Checked: JMS

Scale: As indicated

Key Plan:



Project Name:

**DFI  
 MARLBOROUGH  
 QUALITY INN**  
 MARLBOROUGH, MA

Sheet Name:

**OVERALL FLOOR  
 PLAN - LEVEL 1  
 AND LEVEL 2**

Project Number:

12183.04

Issue Date:

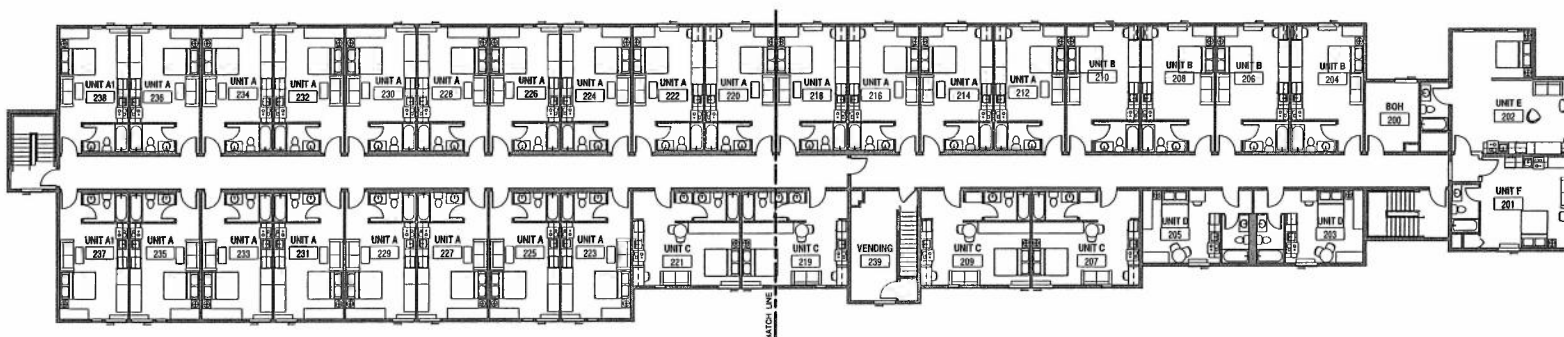
DECEMBER 01, 2020

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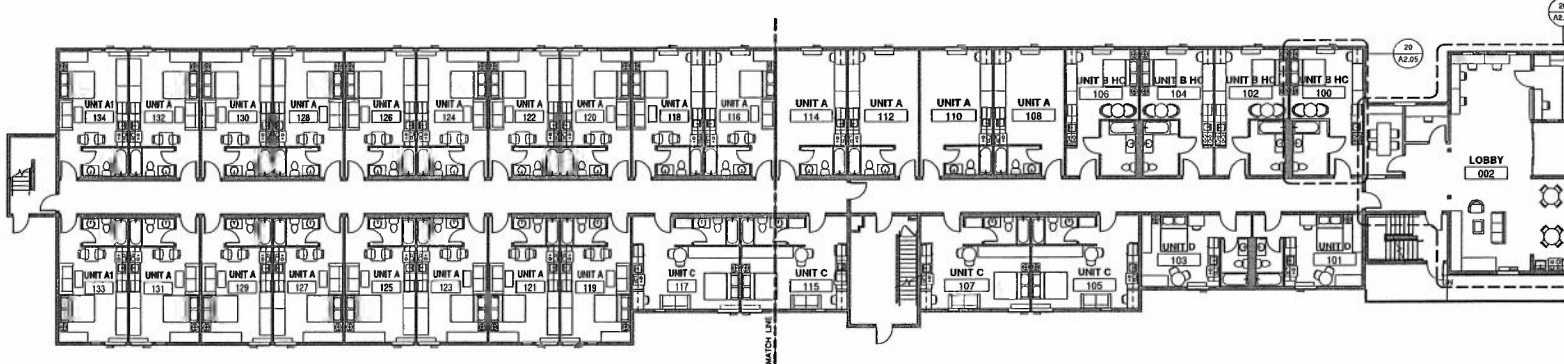
**A1.01**

**GENERAL NOTES - PROPOSED PLANS**

- A. VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS IN FIELD.
- B. DIMENSIONS ARE GIVEN FROM FACE OF LGM STUDS AND FACE OF EXISTING MASONRY TO COLUMN CENTER LINES UNLESS OTHERWISE NOTED.
- C. DOOR DIMENSIONS ARE GIVEN FROM COLUMN CENTER LINES TO CENTER OF DOOR OPENING UNLESS OTHERWISE NOTED.
- D. REFER TO ENLARGED KITCHEN AND BATHROOM DRAWINGS FOR ADDITIONAL INFORMATION.



20 OVERALL FLOOR PLAN - LEVEL 2  
 Scale: 3/32" = 1'-0"



10 OVERALL FLOOR PLAN - LEVEL 1  
 Scale: 3/32" = 1'-0"

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- GENERAL NOTES - PROPOSED PLANS**
- A. VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS IN FIELD.
  - B. DIMENSIONS ARE GIVEN FROM FACE OF LGM STUDS AND FACE OF EXISTING MASONRY TO COLUMN CENTER LINES UNLESS OTHERWISE NOTED.
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  - D. REFER TO ENLARGED KITCHEN AND BATHROOM DRAWINGS FOR ADDITIONAL INFORMATION.

Consultant:

Revision:

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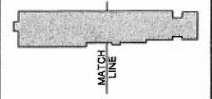
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Key Plan:



Project Name:  
**DFI  
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 QUALITY INN  
 MARLBOROUGH, MA**

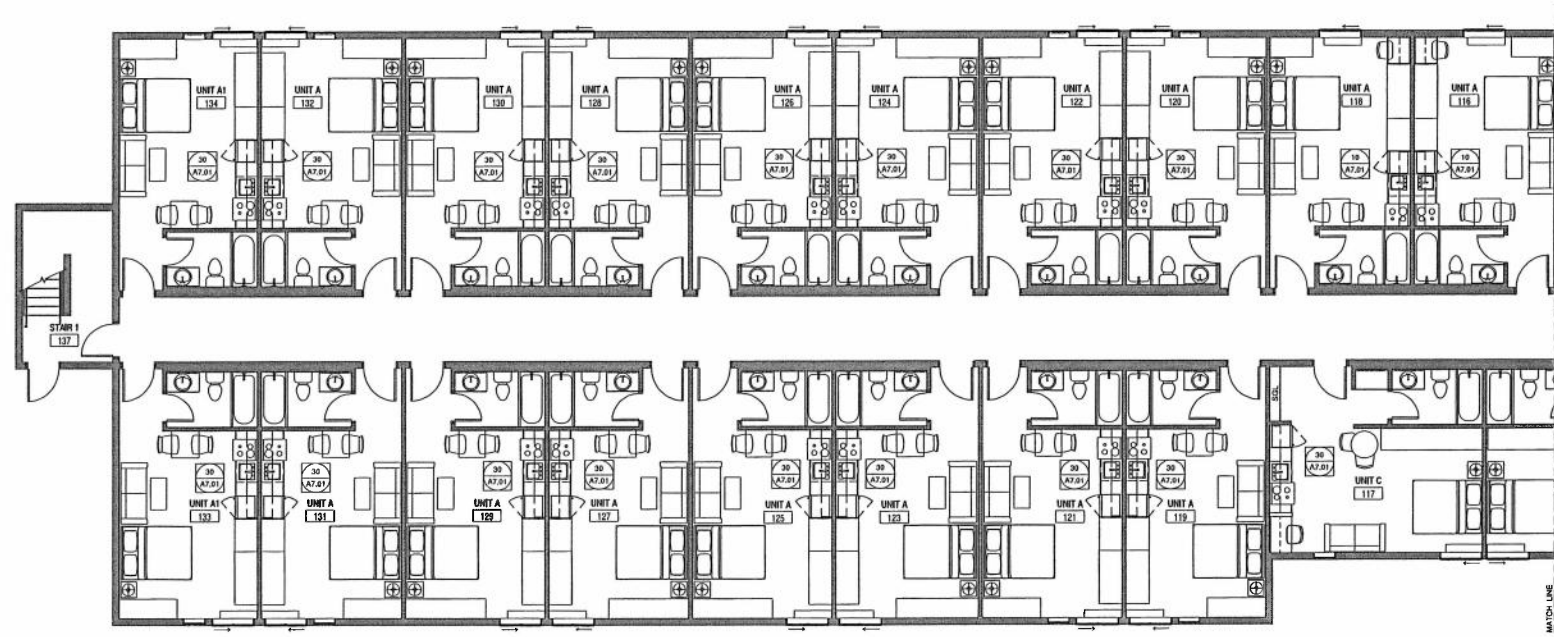
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**ENLARGED FLOOR  
 PLAN - LEVEL 1**

Project Number:  
**12183.04**

Issue Date:  
**DECEMBER 01, 2020**

Sheet Number:

**A2.01**



**10 ENLARGED FLOOR PLAN - LEVEL 1**  
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**GENERAL NOTES - PROPOSED PLANS**

- A. VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS IN FIELD.
- B. DIMENSIONS ARE GIVEN FROM FACE OF LGM STUDIES AND FACE OF EXISTING MASONRY TO COLUMN CENTER LINES UNLESS OTHERWISE NOTED.
- C. DOOR DIMENSIONS ARE GIVEN FROM COLUMN CENTER LINES TO CENTER OR DOOR OPENING UNLESS OTHERWISE NOTED.
- D. REFER TO ENLARGED KITCHEN AND BATHROOM DRAWINGS FOR ADDITIONAL INFORMATION.

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Checked: JMS

Scale: 3/16" = 1'-0"

Key Plan:



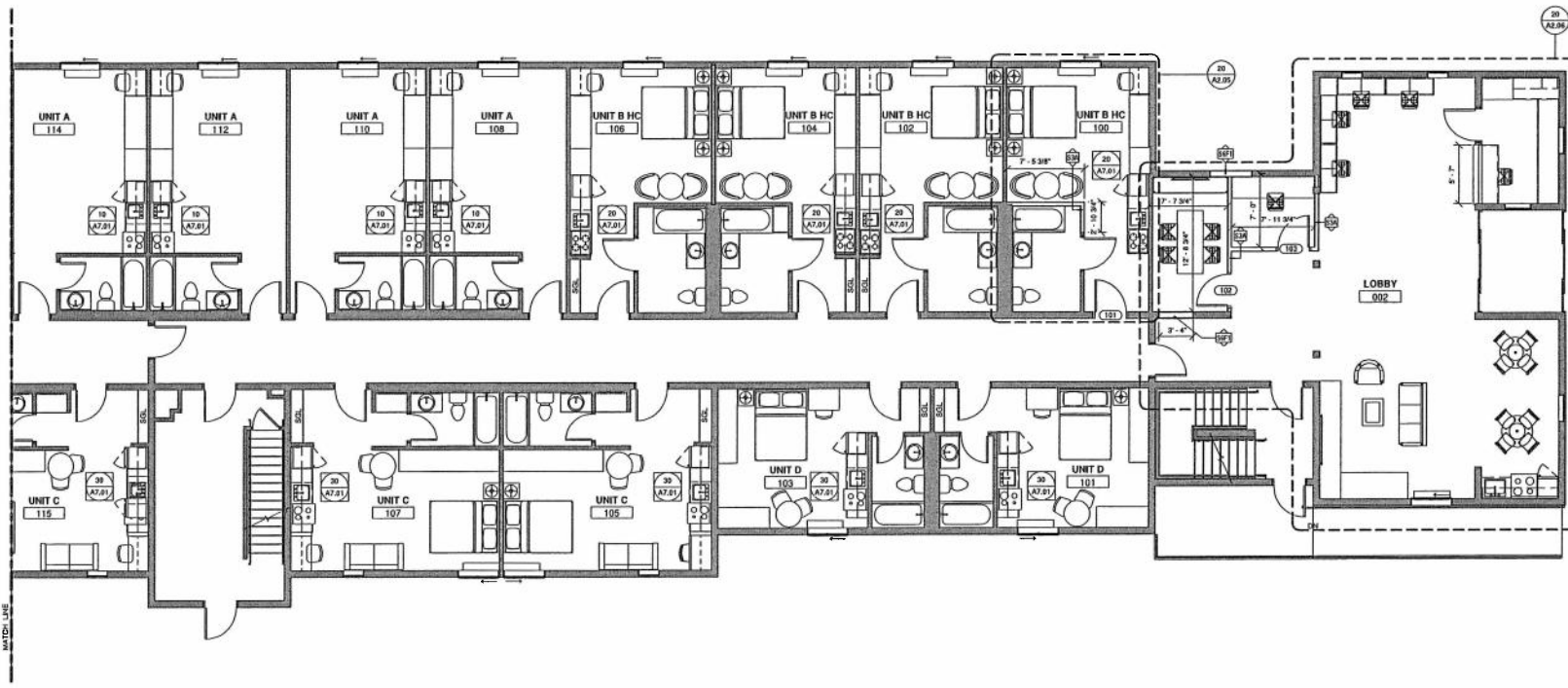
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 MARLBOROUGH, MA

Sheet Name:  
 ENLARGED FLOOR  
 PLAN - LEVEL 1

Project Number:  
 12183.04

Issue Date:  
 DECEMBER 01, 2020

Sheet Number:  
**A2.02**



**10 ENLARGED FLOOR PLAN - LEVEL 1 (CONTD.)**  
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**GENERAL NOTES - PROPOSED PLANS**

- A. VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS IN FIELD.
- B. DIMENSIONS ARE GIVEN FROM FACE OF LGM STUDS AND FACE OF EXISTING MASONRY TO COLUMN CENTER LINES UNLESS OTHERWISE NOTED.
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- D. REFER TO ENLARGED KITCHEN AND BATHROOM DRAWINGS FOR ADDITIONAL INFORMATION.

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Revision:

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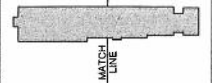


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 Key Plan:



Project Name:  
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 MARLBOROUGH, MA

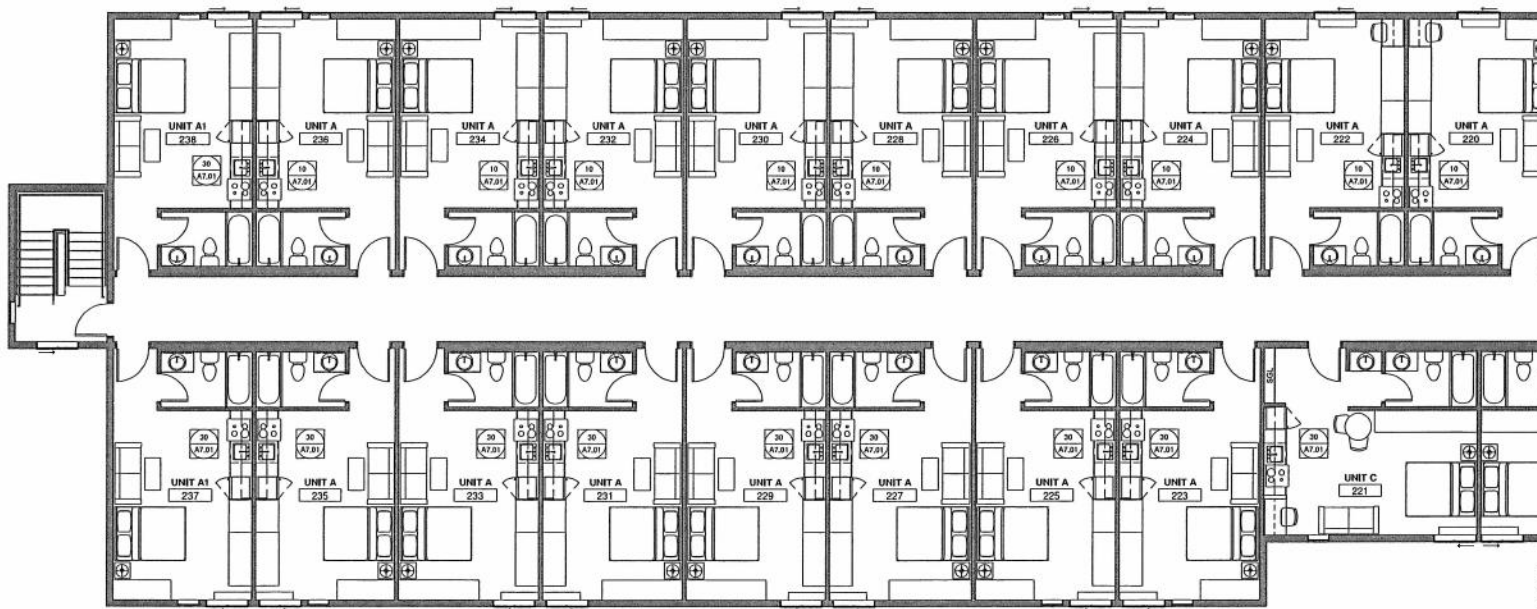
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 PLAN - LEVEL 2**

Project Number:  
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Issue Date:  
**DECEMBER 01, 2020**

Sheet Number:

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10 ENLARGED FLOOR PLAN - LEVEL 2  
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- GENERAL NOTES - PROPOSED PLANS**
- A. VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS IN FIELD.
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  - D. REFER TO ENLARGED KITCHEN AND BATHROOM DRAWINGS FOR ADDITIONAL INFORMATION.

Consultant:

Revision:

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 Scale: 3/16" = 1'-0"  
 Key Plan:



Project Name:  
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 MARLBOROUGH, MA

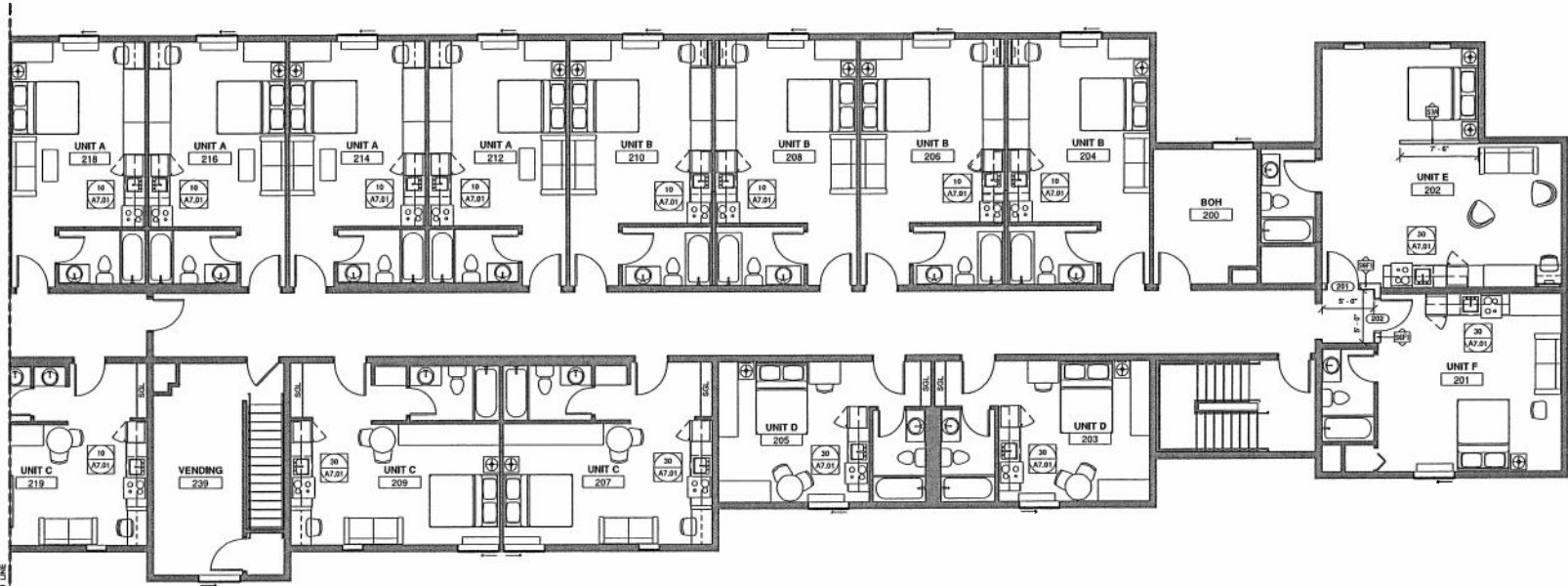
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Project Number:  
**12183.04**

Issue Date:  
**DECEMBER 01, 2020**

Sheet Number:

**A2.04**



**10 ENLARGED FLOOR PLAN - LEVEL 2 (CONTD.)**  
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**KEYNOTE LEGEND - ENLARGED PLANS**

EP01 REMOVE EXISTING DOOR AND FRAME IN ITS ENTIRETY, CLEAN AND PREP DOOR TO BE RELOCATED AT NEW ENTRY. DRILL/CHISEL NEW DOOR VESSELS AT TWO HEIGHTS FOR MARK

**GENERAL NOTES - ENLARGED PLANS:**

- A. VERIFY ALL DIMENSION AND CONDITIONS IN FIELD.
- B. ALL DEMOLITION WORK MUST CONFORM TO STATE AND FEDERAL HISTORIC REQUIREMENTS. INFORM THE ARCHITECT IMMEDIATELY OF ANY UNFORSEEN CONDITIONS.
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- E. PATCH/INFILL EXISTING ABANDONED THROUGH FLOOR AND THROUGH ROOF PENETRATIONS. PATCH/INFILL TO MAINTAIN REQUIRED RATING OF NEW FLOOR/CEILING AND ROOF/CEILING ASSEMBLY.
- F. PREP EXISTING CEILINGS TO RECEIVE NEW LIGHT GUAGE FRAMING AND GYPSUM WALL BOARD FOR NEW MECHANICAL SOFFITS.
- G. PROVIDE CORING, CUTTING, ETC. THROUGH EXISTING FLOOR/CEILING AND ROOF TO INSTALL NEW BUILDING SYSTEMS. COORDINATE NEW PENETRATIONS WITH EXISTING STRUCTURAL CONDITIONS.
- H. PROPERLY PATCH AND PREPARE EXISTING TO REMAIN SURFACES THAT WILL BE EXPOSED TO RECEIVE NEW FINISHES.
- I. REFER TO PROPOSED FLOOR PLANS FOR DIMENSIONS OF NEW OPENINGS THROUGH EXTERIOR WALLS.

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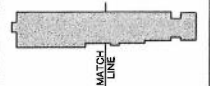
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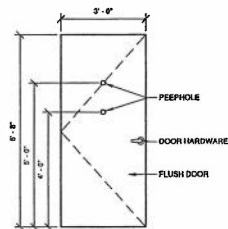


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 QUALITY INN  
 MARLBOROUGH, MA**

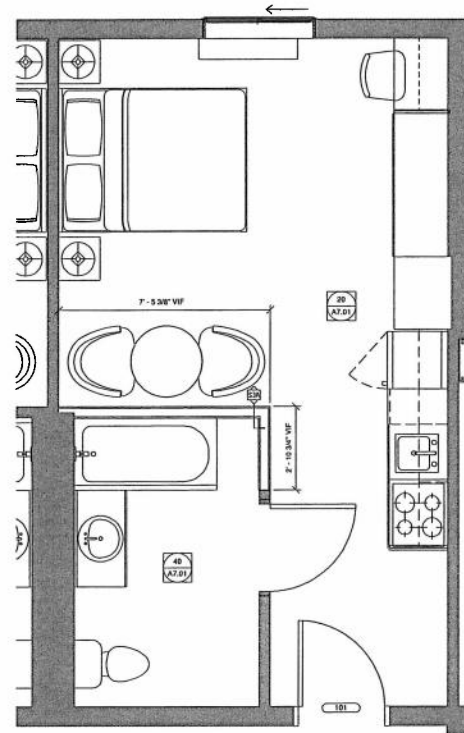
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**ENLARGED PLAN -  
 BOH 100**

Project Number:  
**12183.04**  
 Issue Date:  
**DECEMBER 01, 2020**

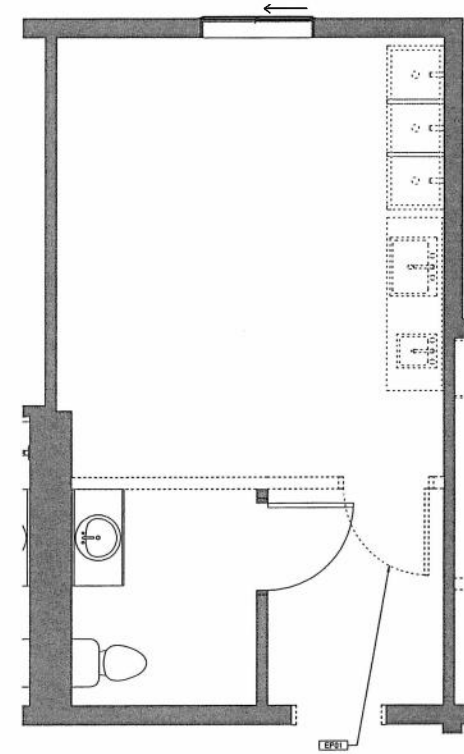
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**A2.05**



**30** RELOCATED UNIT ENTRY DOOR  
 Scale: 1/2" = 1'-0"



**20** ENLARGED PLAN - NEW UNIT 100 (HC)  
 Scale: 1/2" = 1'-0"



**10** ENLARGED DEMOLITION PLAN - BOH 100  
 Scale: 1/2" = 1'-0"

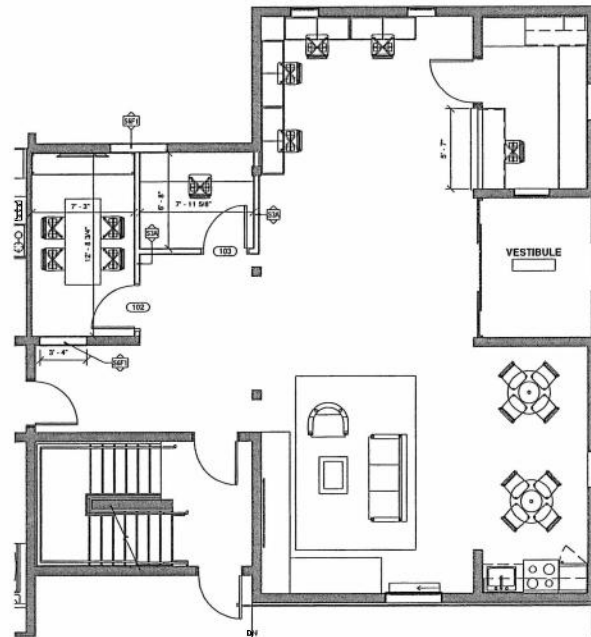
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**KEYNOTE LEGEND - ENLARGED PLANS**

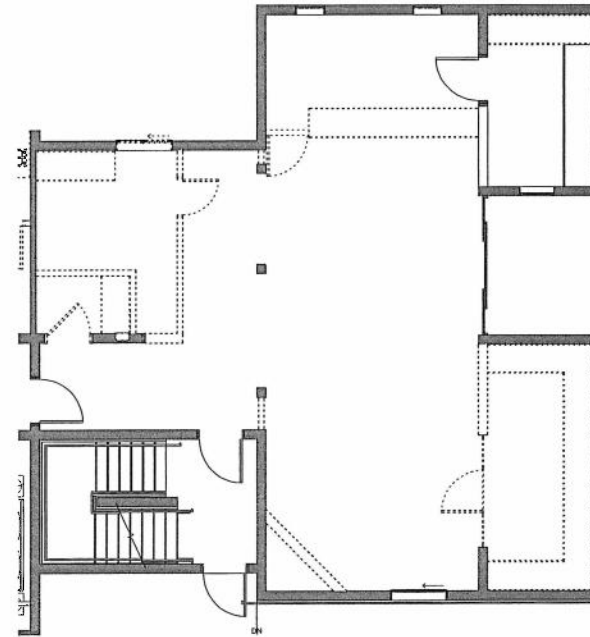
EP01 REMOVE EXISTING DOOR AND FRAME IN ITS ENTIRETY. CLEAN AND PREP DOOR TO BE RELOCATED AT NEW ENTRY. DRILLCORE NEW DOOR VIEWERS AT TWO HEIGHTS FOR MAMB.

**GENERAL NOTES - ENLARGED PLANS:**

- A. VERIFY ALL DIMENSION AND CONDITIONS IN FIELD.
- B. ALL DEMOLITION WORK MUST CONFORM TO STATE AND FEDERAL HISTORIC REQUIREMENTS. INFORM THE ARCHITECT IMMEDIATELY OF ANY UNFORSEEN CONDITIONS.
- C. ANY STRUCTURAL MODIFICATIONS MUST BE APPROVED BY A STRUCTURAL ENGINEER HIRED BY THE OWNER.
- D. COMPLETELY REMOVE EXISTING FLOOR FINISHES. PREP AREA TO RECEIVE NEW FINISHES. REFER TO INTERIOR DESIGN DRAWINGS AND SPECS. FOR ADDITIONAL INFO.
- E. PATCH (INFL. E) AND ABANDONED THROUGH-FLOOR AND THROUGH-ROOF PENETRATIONS. PATCH/GRILL TO MAINTAIN REQUIRED RATING OF NEW FLOOR/CEILING AND ROOF/CEILING ASSEMBLY.
- F. PREP EXISTING CEILINGS TO RECEIVE NEW LIGHT GUARD FRAMING AND GYPSUM WALL BOARD FOR NEW MECHANICAL SOFFITS.
- G. PROVIDE CORING, CUTTING, ETC. THROUGH EXISTING FLOOR/CEILING AND FLOOR TO INSTALL NEW BUILDING SYSTEMS. COORDINATE NEW PENETRATIONS WITH EXISTING STRUCTURAL CONDITIONS.
- H. PROPERLY PATCH AND PREPARE EXISTING TO REMAIN SURFACES THAT WILL BE EXPOSED TO RECEIVE NEW FINISHES.
- I. REFER TO PROPOSED FLOOR PLANS FOR DIMENSIONS OF NEW OPENINGS THROUGH EXTERIOR WALLS.



20 ENLARGED PLAN - LOBBY  
Scale: 1/4" = 1'-0"



10 ENLARGED DEMOLITION PLAN - LOBBY  
Scale: 1/4" = 1'-0"

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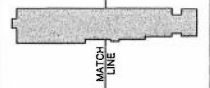
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Checked: JMS

Scale: As Indicated

Key Plan:



Project Name:

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MARLBOROUGH  
QUALITY INN  
MARLBOROUGH, MA

Sheet Name:

ENLARGED PLAN -  
LOBBY

Project Number:

12183.04

Issue Date:

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Sheet Number:

A2.06

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Key Plan:

Project Name:  
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MARLBOROUGH, MA

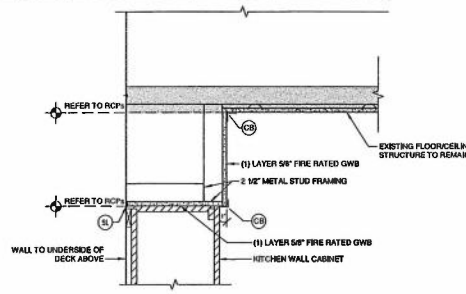
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**WALL AND FLOOR/CLG. ASSEMBLIES**

Project Number:  
12183.04  
Issue Date:  
DECEMBER 01, 2020

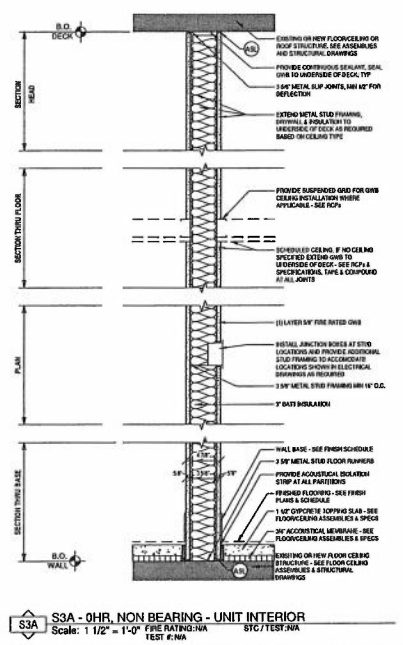
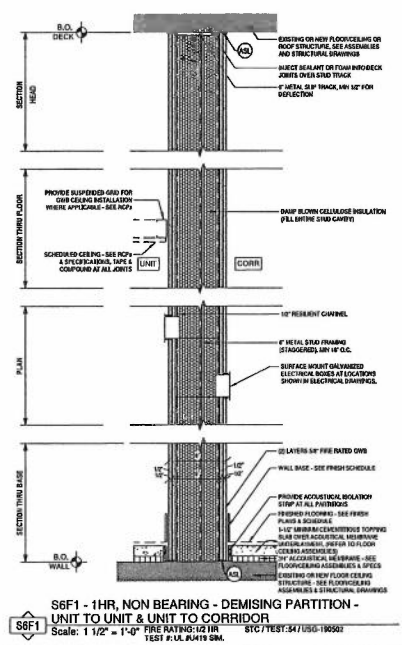
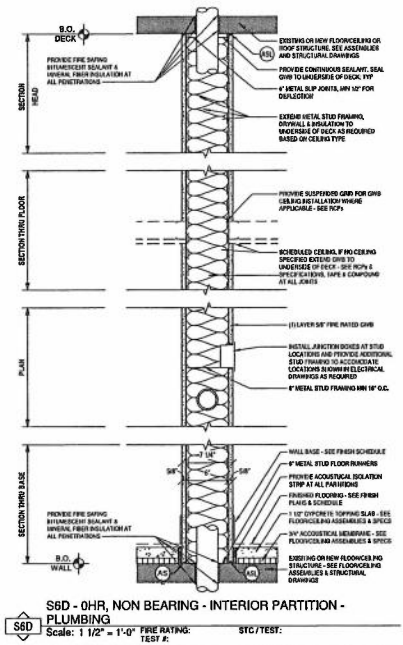
Sheet Number:  
**A3.01**

DOOR SCHEDULE														
DOOR NO.	ROOM / LOCATION	DOOR PANEL			FIRE RATING	DOOR FRAME		DOOR DETAILS			REMARKS			
		WIDTH	HEIGHT	THICK		PANEL	PANEL MAT'L	GLASS	FRAME	FRAME MAT'L		HEAD	JAMB	SILL
<b>Interior</b>														
<b>LEVEL 1</b>														
101	ENTRY DOOR UNIT B HC	3'-0"	6'-8"	0'-1 3/4"	F								3	EXISTING DOOR TO BE REUSED MODIFY FOR DOOR VIEWERS AND UNITS HARDWARE
102	LOBBY	3'-0"	6'-8"	0'-1 3/4"	F								3	
103	LOBBY	3'-0"	6'-8"	0'-1 3/4"	F								3	
<b>LEVEL 2</b>														
201	ENTRY DOOR UNIT E	3'-0"	6'-8"	0'-1 3/4"	F								3	EXISTING DOOR TO BE REUSED MODIFY FOR DOOR VIEWERS
202	ENTRY DOOR UNIT F	3'-0"	6'-8"	0'-1 3/4"	F								3	EXISTING DOOR TO BE REUSED MODIFY FOR DOOR VIEWERS

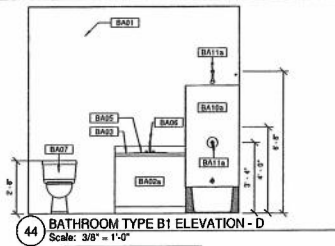
- GENERAL NOTES - WALL ASSEMBLIES**
- DIMENSIONS GIVEN ARE TO FINISH SURFACES UNLESS OTHERWISE NOTED.
  - STAGGER JOINTS IN GYPSUM WALL BOARD ASSEMBLIES.
  - PIPING SHALL BE PLACED ON THE WARM SIDE OF CHASE WALLS ADJACENT TO UNHEATED SPACES.
  - REFER TO FINISH SCHEDULE FOR INTERIOR FINISHES.
  - REFER TO REFLECTED CEILING PLANS FOR ACTUAL CEILING CONDITIONS, SOFFIT HEIGHTS, WEIRS, AND LOCATIONS.
  - MAINTAIN INTEGRITY OF RATED PARTITIONS AND FLOORING ASSEMBLIES AT INTERSECTION WITH UNRATED PARTITIONS.
  - WHERE WALL OR FLOOR ASSEMBLIES OF DIFFERING FIRE RESISTANCE RATINGS ADJOIN, MAINTAIN THE INTEGRITY OF THE HIGHER RATED ASSEMBLY CONTINUOUS THROUGH CONCEALED SPACES.
  - WHETHER INDICATED IN PLANS OR NOT, PROVIDE A COMPLETE 1 HR FIRE RATED ENCLASURE AROUND DUCTS AND GROUPS OF PIPES GREATER THAN 1.50 FT WHICH PENETRATE OR LESS THAN 30 IN. ON A 2 HR FIRE RATED ENCLASURE AROUND DUCTS AND GROUPS OF PIPES WHICH PENETRATE MORE THAN 3 STORES. REFER TO MECHANICAL PLUMBING PLANS FOR DUCT AND PIPE LAYOUTS.
  - PROVIDE PAPERLESS GWB IN LIEU OF FIRE RATED GWB AT SHOWER ENCLOSURES. SEE SPECIFICATIONS AND BATHROOM ELEVATIONS.
  - AT DEMISING WALLS (UNIT/UNIT, CORRIDOR/UNIT, AND UNIT/COMMON), PROVIDE INTERIOR AIR BARRIER (AIR SEALING). PROVIDE SEALANT AS SPECIFIED BETWEEN SILL PLATE & GWB, TYPICAL.



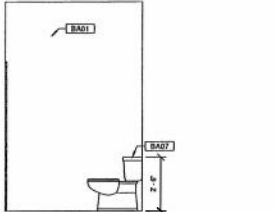
**10 FLOOR/CLG. ASSEMBLY - MECHANICAL VENTILATION SOFFIT ABOVE KITCHEN CABINETS**  
Scale: 1 1/2" = 1'-0"



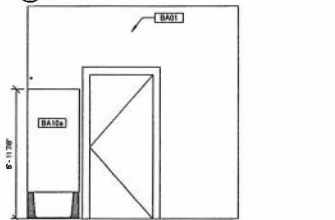
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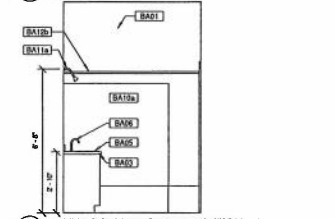
44 BATHROOM TYPE B1 ELEVATION - D  
Scale: 3/8" = 1'-0"



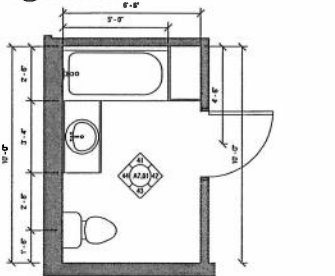
43 BATHROOM TYPE B1 ELEVATION - C  
Scale: 3/8" = 1'-0"



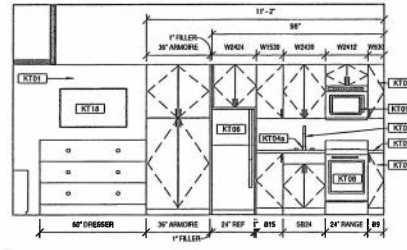
42 BATHROOM TYPE B1 ELEVATION - B  
Scale: 3/8" = 1'-0"



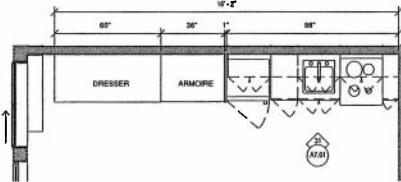
41 BATHROOM TYPE B1 ELEVATION - A  
Scale: 3/8" = 1'-0"



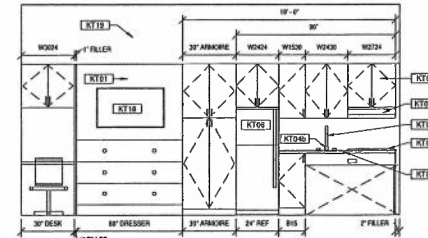
40 BATHROOM TYPE B1  
Scale: 3/8" = 1'-0"



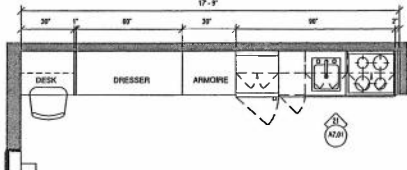
31 ELEVATION - TYPICAL 98" KITCHEN  
Scale: 3/8" = 1'-0"



30 PLAN - TYPICAL 98" KITCHEN  
Scale: 3/8" = 1'-0"



21 ELEVATION - TYPICAL 90" KITCHEN (HC)  
Scale: 3/8" = 1'-0"



20 PLAN - TYPICAL 90" KITCHEN (HC)  
Scale: 3/8" = 1'-0"

**KEYNOTE LEGEND - KITCHENS**

KT01	PAINTED GYPSUM BOARD, SEE FINISH SCHEDULE
KT02	CABINETS W/ CABINET HARDWARE, SEE SPECIFICATIONS
KT03	COUNTERTOP, SEE FINISH SCHEDULE
KT04	1/2" X 1/2" UNDERCOUNTER SINK, SEE PLUMBING DWGS & SPECIFICATIONS
KT04a	1/2" X 1/2" UNDERCOUNTER SINK WITH OFF-CENTER DRAIN, INSULATE ALL EXPOSED PIPING AT 1/2" UNITS, SEE PLUMBING DWGS & SPECIFICATIONS
KT05	SINK FAUCET, SEE PLUMBING DWGS
KT06	REFRIGERATOR W/ TOP FREEZER, SEE SPECIFICATIONS
KT07	1/2" ACCESSIBLE COOKTOP, SEE SPECIFICATIONS
KT08	24" ELECTRIC RANGE, SEE SPECIFICATIONS
KT09a	MICROWAVE W/ RANGE HOOD, SEE SPECIFICATIONS
KT09b	RANGE HOOD, PROVIDE SECONDARY CONTROL SWITCH AT APRON BELOW.
KT10	PROVIDE AND INSTALL NEW 42" MOUNTED FLAT SCREEN TV, PROVIDE BLOCKING AS REQUIRED
KT11	PAINTED DWS SOFFIT ABOVE CABINETS
KT12	HEAT SHIELD END PANEL

**KEYNOTE LEGEND - BATHROOMS**

BA01	GYPSUM WALL BOARD, PAINTED
BA02a	VANITY CABINET, REFER TO SPECS
BA03	VANITY COUNTERTOP W/ SIDE & BACK SPLASHES, REFER TO SPECS
BA05	VANITY SINK, REFER TO PLUMBING DWGS & SPECS
BA06	SINK FAUCET, REFER TO PLUMBING DWGS & SPECS
BA07	WATER CLOSET, PROVIDE BLOCKING FOR ACCESSIBLE HANDRAILS (SHOWN OR FUTURE USE) AT ALL UNITS, REFER TO PLUMBING DWGS & SPECS
BA10a	SHOWER WITH 3 SIDED PORCELAIN TILE SURROUND, REFER TO PLUMBING DWGS & SPECS, PROVIDE BLOCKING UP TO 82" AFF FOR HANDRAILS (SHOWN FOR FUTURE USE) AT ALL UNITS
BA11a	WALL MOUNTED SHOWER HEAD AND CONTROLS, SHOWER HEAD MOUNTED @ 8" AFF, CONTROLS @ 32" AFF (TUB) @ 48" AFF (SHOWER), REFER TO PLUMBING DWGS & SPECS
BA12a	CURTAIN ROD, PROVIDE BLOCKING

**GENERAL NOTES - KITCHENS**

- OVERALL KITCHEN DIMENSIONS GIVEN ARE TO FINISHED SURFACES UNLESS OTHERWISE NOTED.
- DIMENSION OF CABINETRY GIVEN ARE TO FINISH SURFACES UNLESS OTHERWISE NOTED.
- FIELD VERIFY DIMENSION PRIOR TO SHOP DRAWINGS SUBMISSION.
- PROVIDE STRUCTURAL BLOCKING (PLYWOOD BACKING OR OTHER) AT REQUIRED LOCATIONS, (SHOWN AS HATCHED AREA).
- CONTRAHE FLOOR FINISH UNDER REMOVABLE CABINETS.
- PROVIDE FILER STRIPS AS REQUIRED AT WALL/CABINET, 2" WIDE MAX.
- PROVIDE REMOVABLE SINK BASE AT ALL UNIT KITCHENS (RP AND NON-RP)
- AT ACCESSIBLE KITCHENS, PROVIDE GLIDING SHELVES AT BASE CABINETS.
- AT ACCESSIBLE KITCHENS, WALL CABINETS TO BE MOUNTED SO THAT THE INSIDE BOTTOM SURFACE OF THE CABINET IS TO BE NO HIGHER THAN 48" A.F.F.
- AT ACCESSIBLE KITCHENS, RECEPTACLES SHALL BE LOCATED 30" MIN FROM ANY CORNER.
- AT ACCESSIBLE KITCHENS, BASE CABINETS TO HAVE COUNTERS MOUNTED AT 34" A.F.F.
- AT ACCESSIBLE KITCHENS, PROVIDE OFFSET SWITCH FOR GARBAGE DISPOSAL MOUNTED IN FACE OF BASE CABINET.

**GENERAL NOTES - BATHROOMS**

- DIMENSIONS GIVEN ARE TO FACE OF FINISH SURFACE UNLESS OTHERWISE NOTED.
- TYPICAL WATER CLOSETS CENTERLINES TO BE 18" FROM NEAREST ADJACENT FINISHED SURFACE, UNLESS OTHERWISE NOTED.
- COORDINATE PLUMBING FIXTURES WITH PLUMBING DRAWINGS.
- COORDINATE ELECTRICAL FIXTURES AND EQUIPMENT WITH ELECTRICAL DRAWINGS.
- COORDINATE INTERIOR FINISHES, PLUMBING FIXTURES, ELECTRICAL FIXTURES, AND HARDWARE WITH INTERIOR PACKAGE.
- FIXTURES, EQUIPMENT, FINISHES, & ACCESSORIES TO BE COORDINATED/VERIFIED WITH WRITTEN SPECIFICATIONS (NOTIFY ARCHITECT WHERE UNCLEAR).
- SEE SPECIFICATIONS FOR TOILET AND BATH ACCESSORIES.
- BATHROOM DOOR LOCATIONS VARY, VERIFY DOOR LOCATIONS WITH ENLARGED FLOOR PLANS.
- FIELD VERIFY DIMENSIONS PRIOR TO SHOP DRAWINGS SUBMISSION.
- PROVIDE PAPERLESS GYPSUM WALL BOARD AT TUB AND SHOWER SURROUNDS UNLESS OTHERWISE NOTED.
- PROVIDE MOISTURE RESISTANT DWS AT BATHROOMS.
- PROVIDE CEMENTITIOUS BACKER BOARD AT ALL BATHROOM TILE INSTALLATIONS.
- TOILET FLUSH LEVER SHALL BE ON THE OPEN SIDE AT ALL UNIT AND COMMON AREA TOILETS
- PROVIDE FILER STRIPS AS REQUIRED AT CABINET/WALL (2" WIDE MAX).
- PROVIDE CONTINUOUS FLOORING, PAINT, & WALL BASES UNDERNEATH VANITY AREAS.
- REFER TO A2207a FOR WALL TYPES AT BATHROOMS.
- PROVIDE STRUCTURAL BLOCKING (PLYWOOD BACKING OR OTHER) AT REQUIRED LOCATIONS. (SHADED AREAS OF WALLS INDICATE LOCATIONS, BUT NOT THE EXTENT OF CONTINUOUS WOOD BLOCKING TO BE PROVIDED TO MEET MOUNTING REQUIREMENT OF EQUIPMENT SPECIFIED. PROVIDE ADDITIONAL BLOCKING AS REQUIRED TO PROPERLY SECURE EQUIPMENT AND FIXTURES SPECIFIED, INCLUDING BUT NOT LIMITED TO COUNTERTOPS, TOILET ACCESSORIES, TOWEL BARS, AND MIRRORS / MEDICINE CABINETS.)

**tat**

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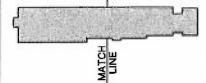
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Checked: JMS

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Key Plan:



Project Name:  
**DFI  
MARLBOROUGH  
QUALITY INN  
MARLBOROUGH, MA**

Sheet Name:  
**KITCHEN & BATH  
PLANS AND  
ELEVATIONS**

Project Number:  
**12183.04**

Issue Date:  
**DECEMBER 01, 2020**

Sheet Number:  
**A7.01**

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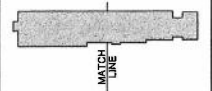
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Key Plan:



Project Name:  
**DFI  
 MARLBOROUGH  
 QUALITY INN  
 MARLBOROUGH, MA**

Sheet Name:  
**ENLARGED RCP -  
 LEVEL 1**

Project Number:  
**12183.04**

Issue Date:  
**DECEMBER 01, 2020**

Sheet Number:  
**A8.01**

**LEGEND:**

NEW SOFFIT FOR KITCHEN EXHAUST.

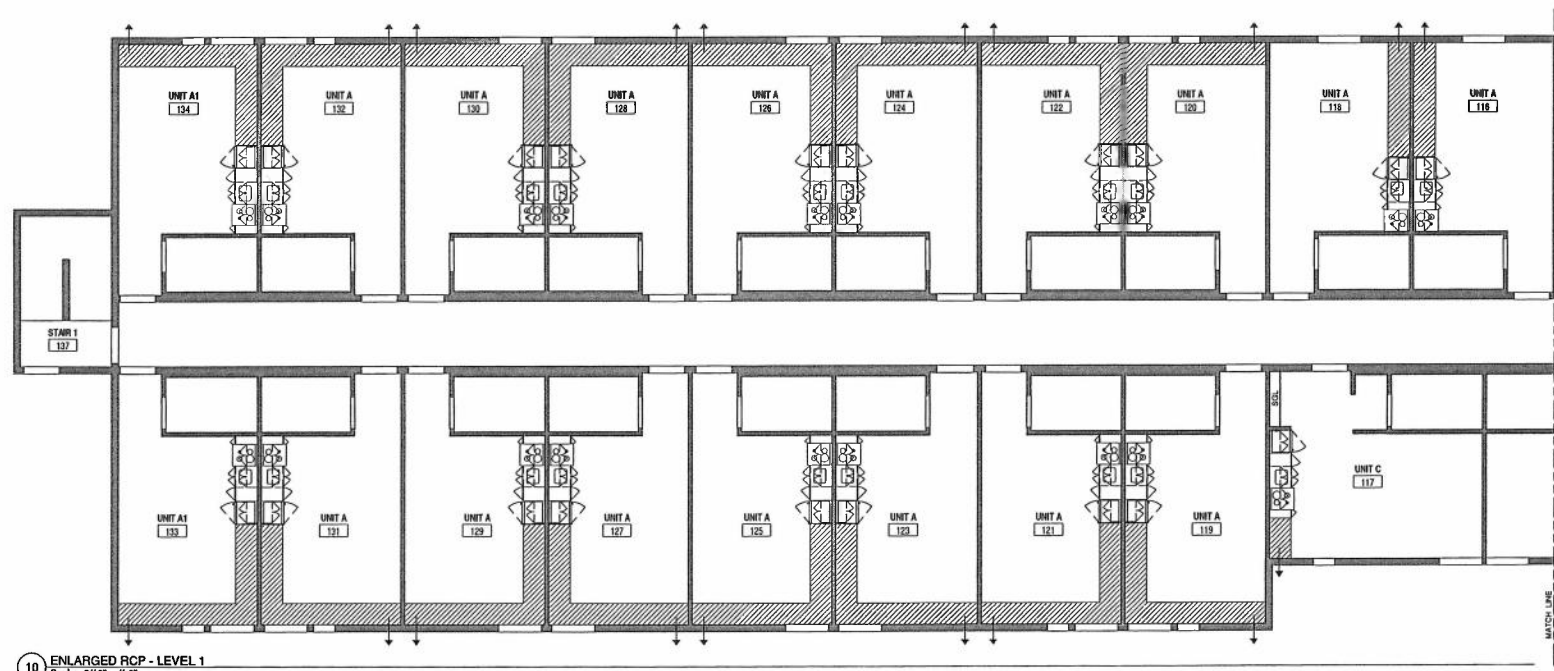
KITCHEN EXHAUST POINT TO EXTERIOR.

**KEYNOTE LEGEND - REFLECTED CEILING PLANS**

RCP#1	AAA
RCP#2	BBB
RCP#3	CCC

**GENERAL NOTES - REFLECTED CEILING PLANS**

- A. ALL KITCHEN EXHAUST TO BE DESIGN BUILD BY THE CONTRACTOR.
- B. ALL CALCULATIONS AND DUCT SIZING TO BE DESIGN BUILD BY THE CONTRACTOR.
- C. ALL EXTERIOR EXHAUST LOCATIONS MUST CONFORM TO THE INTERNATIONAL MECHANICAL CODE: 901.3.1. LOCATION OF EXHAUST OUTLETS, THE TERMINATION POINT OF EXHAUST OUTLETS AND DUCTS DISCHARGING TO THE OUTDOORS SHALL BE LOCATED WITH THE FOLLOWING MINIMUM DISTANCES:
  - 1. FOR ALL ENVIRONMENTAL AIR EXHAUST: 3 FEET (914 MM) FROM PROPERTY LINES; 3 FEET (914 MM) FROM OPERABLE OPENINGS INTO BUILDINGS FOR ALL OCCUPANCIES OTHER THAN GROUP U, AND 10 FEET (3048 MM) FROM MECHANICAL AIR INTAKES, SUCH EXHAUST SHALL NOT BE CONSIDERED HAZARDOUS OR NOXIOUS.



**10 ENLARGED RCP - LEVEL 1**  
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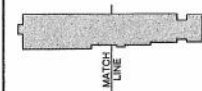


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Project Name:  
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Sheet Name:  
**ENLARGED RCP -  
 LEVEL 1**

Project Number:  
 12183.04  
 Issue Date:  
 DECEMBER 01, 2020  
 Sheet Number:

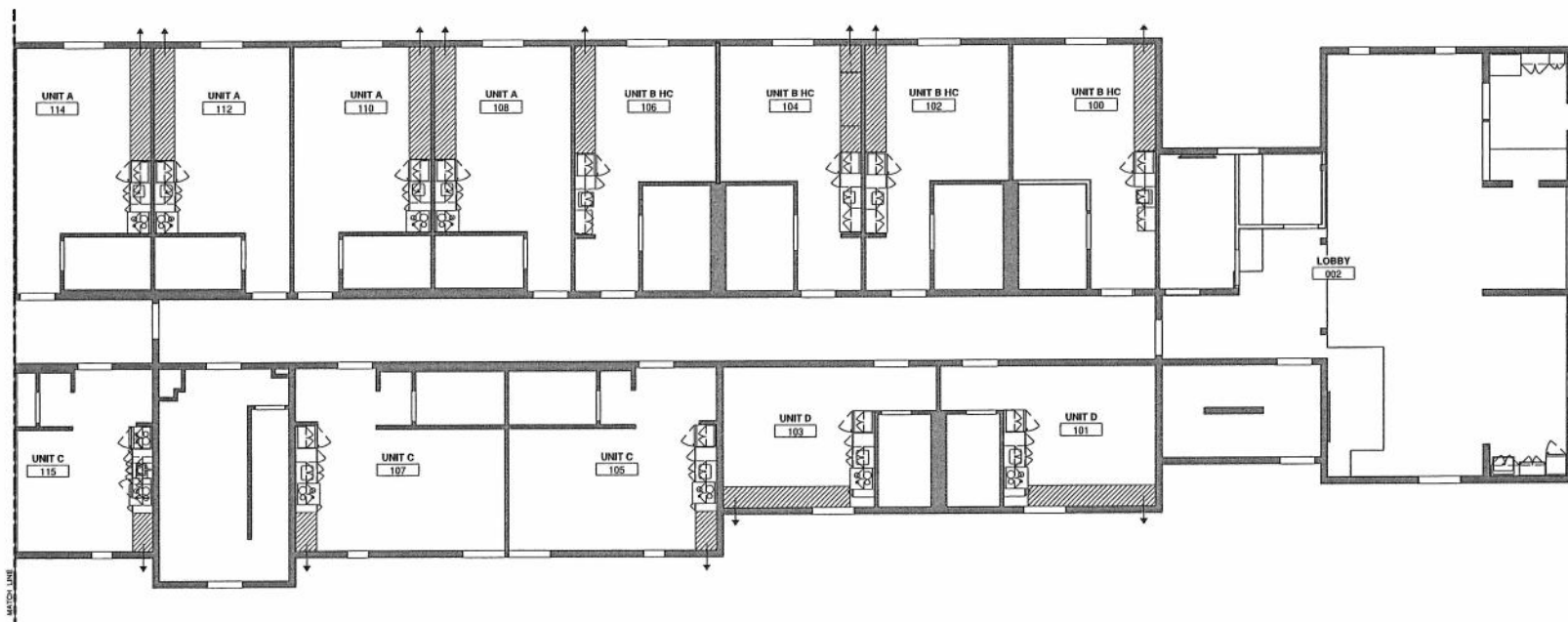
**A8.02**

**LEGEND:**  
 NEW SOFFIT FOR KITCHEN EXHAUST.  
 KITCHEN EXHAUST POINT TO EXTERIOR.

**KEYNOTE LEGEND - REFLECTED CEILING PLANS**

RCP#1	AAA
RCP#2	BBB
RCP#3	CCC

**GENERAL NOTES - REFLECTED CEILING PLANS**  
 A. ALL KITCHEN EXHAUST TO BE DESIGN BUILD BY THE CONTRACTOR.  
 B. ALL CALCULATIONS AND DUCT SIZING TO BE DESIGN BUILD BY THE CONTRACTOR.  
 C. ALL EXTERIOR EXHAUST LOCATIONS MUST CONFORM TO THE INTERNATIONAL MECHANICAL CODE 901.3.1 LOCATION OF EXHAUST OUTLETS, THE TERMINATION POINT OF EXHAUST OUTLETS AND DUCTS DISCHARGING TO THE OUTDOORS SHALL BE LOCATED WITH THE FOLLOWING MINIMUM DISTANCES:  
 1. FOR ALL ENVIRONMENTAL AIR EXHAUST: 3 FEET (914 MM) FROM PROPERTY LINES; 3 FEET (914 MM) FROM OPERABLE OPENINGS INTO BUILDINGS FOR ALL OCCUPANCIES OTHER THAN GROUP U, AND 10 FEET (3048 MM) FROM MECHANICAL AIR INTAKES. SUCH EXHAUST SHALL NOT BE CONSIDERED HAZARDOUS OR NOXIOUS.



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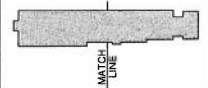
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Project Name:  
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 MARLBOROUGH  
 QUALITY INN**  
 MARLBOROUGH, MA

Sheet Name:  
**ENLARGED RCP -  
 LEVEL 2**

Project Number:  
 12183.04  
 Issue Date:  
 DECEMBER 01, 2020

Sheet Number:

## A8.03

**LEGEND:**

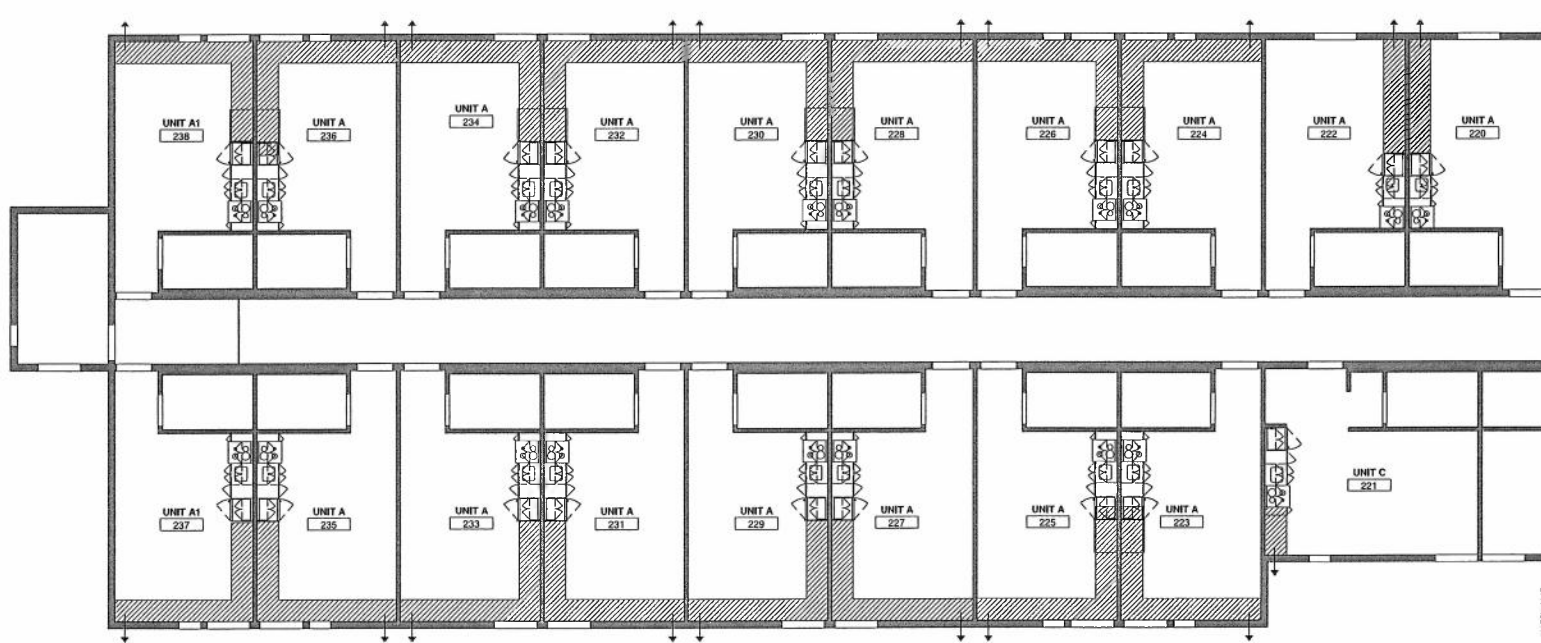
- NEW SOFFIT FOR KITCHEN EXHAUST.
- KITCHEN EXHAUST POINT TO EXTERIOR.

**KEYNOTE LEGEND - REFLECTED CEILING PLANS**

RCP#1	AAA
RCP#2	BBB
RCP#3	CCC

**GENERAL NOTES - REFLECTED CEILING PLANS**

- A. ALL KITCHEN EXHAUST TO BE DESIGN BUILT BY THE CONTRACTOR.
- B. ALL CALCULATIONS AND DUCT SIZING TO BE DESIGN BUILT BY THE CONTRACTOR.
- C. ALL EXTERIOR EXHAUST LOCATIONS MUST CONFORM TO THE INTERNATIONAL MECHANICAL CODES 909.3.1 LOCATION OF EXHAUST OUTLETS. THE TERMINATION POINT OF EXHAUST OUTLETS AND DUCTS DISCHARGING TO THE OUTDOORS SHALL BE LOCATED WITH THE FOLLOWING MINIMUM DISTANCES:
  1. FOR ALL ENVIRONMENTAL TL AIR EXHAUST: 3 FEET (914 MM) FROM PROPERTY LINES; 3 FEET (914 MM) FROM OPERABLE OPENINGS INTO BUILDINGS FOR ALL OCCUPANCIES OTHER THAN GROUP U, AND 10 FEET (3048 MM) FROM MECHANICAL AIR INTAKES. SUCH EXHAUST SHALL NOT BE CONSIDERED HAZARDOUS OR TOXIC.



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**LEGEND:**  
 NEW SOFFIT FOR KITCHEN EXHAUST.  
 KITCHEN EXHAUST POINT TO EXTERIOR.

**KEYNOTE LEGEND - REFLECTED CEILING PLANS**

RCP01	AAA
RCP02	BBB
RCP03	CCC

**GENERAL NOTES - REFLECTED CEILING PLANS**

A. ALL KITCHEN EXHAUST TO BE DESIGN BUILD BY THE CONTRACTOR.

B. ALL CALCULATIONS AND DUCT SIZING TO BE DESIGN BUILD BY THE CONTRACTOR.

C. ALL EXTERIOR EXHAUST LOCATIONS MUST CONFORM TO THE INTERNATIONAL MECHANICAL CODE 901.3.1. LOCATION OF EXHAUST OUTLETS, THE TERMINATION POINT OF EXHAUST OUTLETS AND DUCTS DISCHARGING TO THE OUTDOORS SHALL BE LOCATED WITH THE FOLLOWING MINIMUM DISTANCES:  
 1. FOR ALL ENVIRONMENTAL AIR EXHAUST: 3 FEET (914 MM) FROM PROPERTY LINES; 3 FEET (914 MM) FROM OPERABLE OPENINGS INTO BUILDINGS FOR ALL OCCUPANCIES OTHER THAN GROUP U, AND 16 FEET (488 MM) FROM MECHANICAL AIR INTAKES. SUCH EXHAUST SHALL NOT BE CONSIDERED HAZARDOUS OR NOXIOUS.

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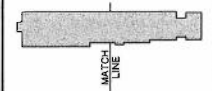
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Project Name:  
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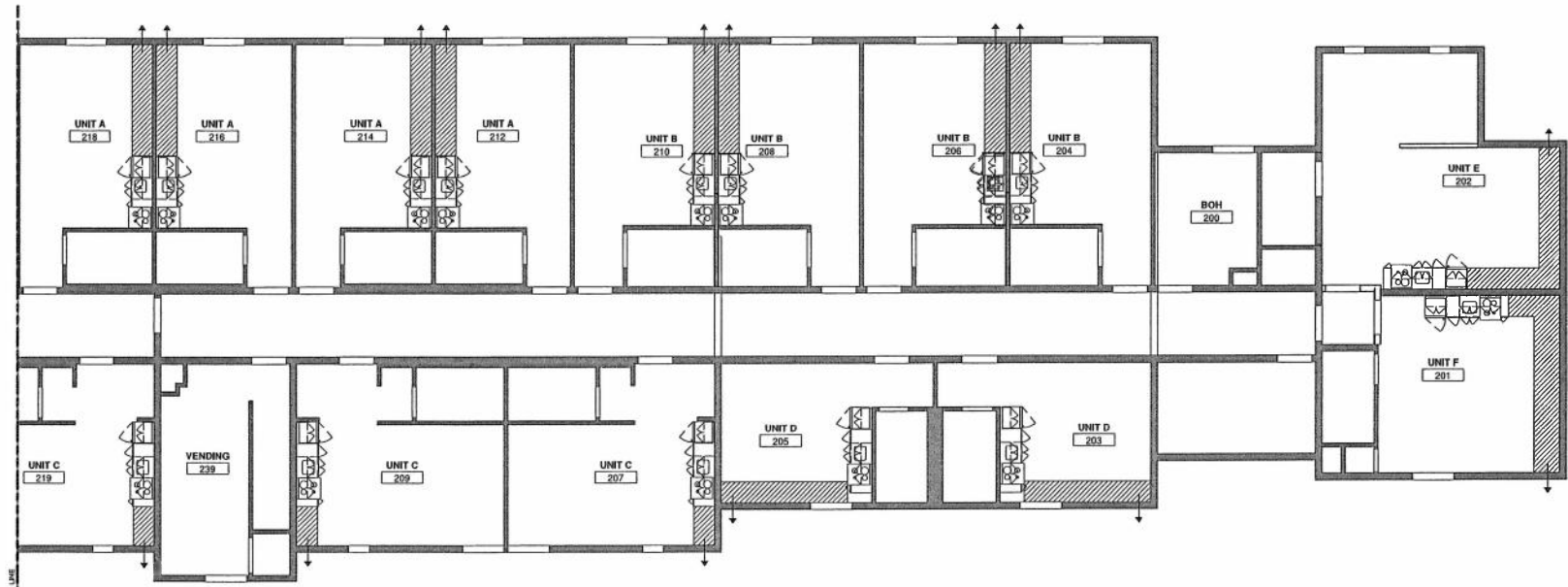
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**ENLARGED RCP -  
 LEVEL 2**

Project Number:  
**12183.04**

Issue Date:  
**DECEMBER 01, 2020**

Sheet Number:

**A8.04**



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**EXHIBIT D**

**LETTER DATED DECEMBER 21, 2020 FROM JEFFREY COOKE, C.B.O.,  
BUILDING COMMISSIONER**



*City of Marlborough*  
**BUILDING DEPARTMENT**

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

**JEFFREY COOKE, C.B.O.**  
**BUILDING COMMISSIONER**

**PATRICK DAHLGREN**  
ASSISTANT BUILDING  
COMMISSIONER

**WILLIAM PAYNTON**  
LOCAL BUILDING INSPECTOR

**LAURENT LEMIEUX**  
PLUMBING & GAS INSPECTOR

**JOHN CAIN**  
WIRING INSPECTOR

**ZONING DENIAL**

December 21, 2020

To: **OWNER**  
DEVKI, LLC  
880 Donald Lynch Blvd.  
Marlborough, MA 01752

**APPLICANT**  
Todd Wilson  
63 Atlantic Avenue  
Boston, MA 02110  
twilson@DFI.cc

Mr. Wilson:

Your Building Permit application #2020-001695 to construct/add kitchenettes in each unit of the hotel at 880 Donald J. Lynch Blvd., Marlborough, MA Parcel ID #50-4B, located in the Limited Industrial zoning district (LI) is denied as it does not comply with existing Special Permit (SP) issued in 1986 by the Marlborough City Council the Special Permit Granting Authority (SPGA). This will require you to seek a modification to the original SP.

I have researched and found that the City Council granted a Special Permit on or about October 6, 1986 for a 64-room hotel. I have determined that is a significant enough of a change to require a modification to the original Special permit.

You have the right to continue to the Marlborough City Council (SPGA) for a Special Permit as stated in the City Code section 650-59 or you have the right to appeal this decision to the Zoning Board of Appeals as per section 650-58.

An appeal from this denial for a modification of a Special Permit may be taken to the Marlborough City Council by filling a application with the City Clerk within 30 days of the date of this denial letter. Further information should be obtained from the Marlborough City Council.

The code in its entirety may be found at [www.ecode360.com/MA1056](http://www.ecode360.com/MA1056)  
In your appeal, you may request a modification to an existing Special Permit (SP).

Sincerely,

Jeffrey Cooke, C.B.O.  
Building Commissioner  
Zoning Enforcement Officer  
CC: files  
City Council  
Gareth Orsmond by email gorsmond@PierceAtwood.com

**EXHIBIT E**

**CERTIFIED ABUTTER'S LIST**

**ABUTTERS - 880 DONALD J. LYNCH BLVD (50-4B) - 400 FT**

Parcel Number	GIS Number	Cama Number	Property Address	Owner Name	Co-Owner Name	Owner Address	Owner Address 2	Owner City	Owner State	Owner Zip
50-1	M_189722_899 937	50-1	RIVER RD	COMMONWEALTH OF MASSACHUSETTS		100 CAMBRIDGE ST STE 900		BOSTON	MA	02114
50-2	M_189760_900 022	50-2	RIVER RD	RIVERBRIDGE ASSOCIATION INC		15 CAPE LANE		BREWSTER	MA	02631
50-3A	M_189939_900 037	50-3A	905 DONALD J LYNCH BLVD	DIGITAL FEDERAL CREDIT UNION		220 DONALD J LYNCH BLVD		MARLBOROUG H	MA	01752
50-3B	M_189830_900 033	50-3B	RIVER RD	DIGITAL FEDERAL CREDIT UNION		220 DONALD J LYNCH BLVD		MARLBOROUG H	MA	01752
50-3C	M_189789_900 025	50-3C	RIVER RD	RIVERBRIDGE ASSOCIATION INC		15 CAPE LANE		BREWSTER	MA	02631
50-3D	M_190098_899 915	50-3D	DONALD J LYNCH BLVD	MARLBORO BUSINESS CENTER LIMITED PARTNER		71 3RD AVE		BURLINGTON	MA	01803
50-3E	M_189828_899 999	50-3E	DONALD J LYNCH BLVD	MARLBORO BUSINESS CENTER LIMITED PARTNER		71 3RD AVE		BURLINGTON	MA	01803
50-4A	M_189864_899 820	50-4A	876 DONALD J LYNCH BLVD	BERLIN PROPERTIES LIMITED PRTR		C/O NEW ENGLAND DEVELOPMENT	75 PARK PLAZA ATTN ACCT DEPT	BOSTON	MA	02116
50-9	M_190062_900 086	50-9	853-865 DONALD J LYNCH BLVD	DIGITAL FEDERAL CREDIT UNION		220 DONALD J LYNCH BLVD		MARLBOROUG H	MA	01752

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CITY OF MARLBOROUGH

2020 DEC 23 P 1:08

MARLBOROUGH ASSESSORS

*Anthony C. Amore Jr.  
Valley J. G. Gagnier  
Dana M. King*

BERLIN PROPERTIES LIMITED  
C/O NEW ENGLAND DEVELOPMENT  
75 PARK PLAZA ATTN ACCT DEPT  
BOSTON, MA 02116

COMMONWEALTH OF MASSACHUS  
100 CAMBRIDGE ST STE 900  
BOSTON, MA 02114

DIGITAL FEDERAL CREDIT UN  
220 DONALD J LYNCH BLVD  
MARLBOROUGH, MA 01752

DIGITAL FEDERAL CREDIT UN  
220 DONALD J LYNCH BLVD  
MARLBOROUGH, MA 01752

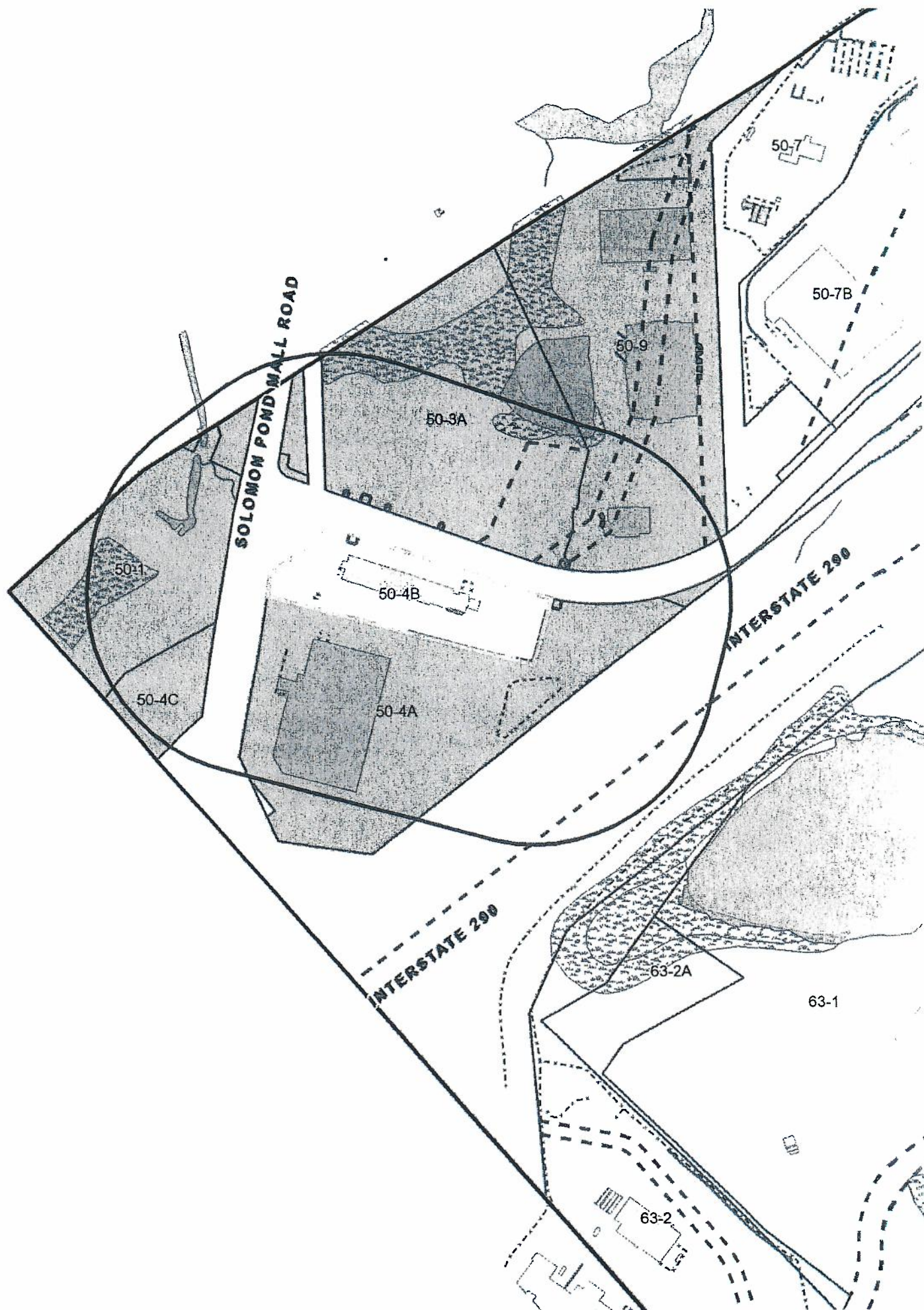
DIGITAL FEDERAL CREDIT UN  
220 DONALD J LYNCH BLVD  
MARLBOROUGH, MA 01752

MARLBORO BUSINESS CENTER  
71 3RD AVE  
BURLINGTON, MA 01803

MARLBORO BUSINESS CENTER  
71 3RD AVE  
BURLINGTON, MA 01803

RIVERBRIDGE ASSOCIATION I  
15 CAPE LANE  
BREWSTER, MA 02631

RIVERBRIDGE ASSOCIATION I  
15 CAPE LANE  
BREWSTER, MA 02631





# Marlborough Historical Commission Meeting Minutes

November 19, 2020

Location: Virtual meeting via Microsoft Teams due to COVID-19 emergency orders

Board Attendees: Robert Fagone, Alan Slattery, Andrea Bell Bergeron, Melanie Whapham, Pamela Wilderman.

Absent: Brendan Downey, Cpt. Nicholas Evans

Additional Attendees (All remote): Steve Kerrigan (City Clerk), Wilson Chu (IT support), Lawrence Reeves AIA, Samantha Perlman Councilor at Large, Mark Oram Councilor at Large

Meeting called to order 7:02 PM

1. The following board members are participating remotely: Robert Fagone, Andrea Bell Bergeron, Alan Slattery, Pamela Wilderman, Melanie Whapham.
2. Brendan Downey joined the meeting remotely at 7:05
3. Motion to Approve minutes from August and October meetings; seconded; unanimous approval Roll Taken.
4. Councilor Perlman presentation and discussion of her Community Mural Project. Public art can bring a community together. Wants to bring a mural ordinance to the City to increase downtown foot traffic, build additional goodwill and community pride. The painted electrical boxes are already garnering compliments. Can additionally help establish Marlborough as a “destination” city. Discussion follows. Chair Fagone adds that the Commission’s roll would be one of supporting this effort through our mandate of Preservation by Education. Brendan: is there a current proposal or draft in circulation. Perlman: No. But the City Solicitor is helping draft legal language for such a proposal. Brendan: in agreement with the idea; care should be taken with the boundary between commercial and non-commercial art. Lawrence: aware of efforts and successes made in other communities, specifically Lynn and North Adams; artists are looking for such opportunities. Pamela: caution needs to be taken moving forward. Changes to sign ordinances. Clarity about who’s history we are addressing; any proposal must be “inclusive.” Andrea: we need more info moving forward, especially details about the specific project. Melanie: concern about aging murals and mural maintenance. Councilor Perlman: appreciate the input; mentions Haverhill as another subject community. Inclusive process and safeguards can be put into the wording of the proposal. Question: any specific locations up for suggestion? Chair: does not want to suggest at this time specific locations although anyone driving down Main Street can see obvious large and small settings. Lawrence: settings can be “human scale” size not necessarily massive objects; also mentions Portsmouth NH and community in northern Sweden. Councilor Perlman: wants to come back with more specific recommendations; thanks the members for their input. Last word: Pamela, our history is complicated, our art cannot minimize the positive and negative aspects of who we are. Chair’s last “last” word: history is a record of historical facts, but murals can be non-representational art as well.
5. Chair raises the issue of including the position of “Associate Member” on the Commission. Associate Member would act as an interested party and consultant, but would not be a voting member of the group. Associate member would not have to be vetted through the Mayor’s office or the City Council. Pamela Wilderman moved that Lawrence Reeves AIA be added to our Commission as an Associate Member; motion seconded by Brendan Downey. Discussion: Chair has been soliciting Reeves’ expertise for 3 years. Would like him to be on the Board, but personal circumstances do not allow his full membership. Vote on motion: Brendan Y, Melanie Y, Pamela Y, Bob Y, Alan Y, Andrea Y. Passed.
6. Preservation Review Period Ordinance text discussion: Brendan’s electronic collection of review data is not finished yet. Pamela: are we only interested in the “big beautiful houses” for preservation? Howe Street offers an example of smaller, non-conforming structures that can only be replaced within the

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limits of their present footprint. These are the original homes of the shoe factory workers, a real part of Marlborough's history. Brendan: how do we get these types of homes (non-conforming to current standards and codes) to a preservation perspective? Pamela: whatever we do moving forward with preservation, we have to look at not just the bricks and mortar preservation, but the history of the lives of the people who originally lived there. Alan: understands the history of the Howe Street area and what it meant to Marlborough, but does not agree with preservation—willing to see the area rebuilt. Lawrence: a house recently burned down; the owner built a structure on the lot as it existed; poor architecture and design, adds nothing to the value of the neighborhood. Brendan: sounds like an up-hill climb. Pamela: perhaps if we (the Commission) just suggest that any house built before a certain date (say 1930), must come before the MHC for review prior to demolition or major re-construction. Andrea: this is how discussions of a preservation review ordinance started, and City Council members seemed to shy away from any restrictions that would burden current homeowners who bought their homes initially without concern. ASIDE: Alan: the Sisters of St. Chretienne will be selling their John Frye property on Pleasant street within a year. We as a Commission should be pro-active now to insure the historical preservation of at least the main house of this property. Discussion to continue.

7. Andrea: Motion made to adjourn. Brendan seconded. Unanimous vote taken by roll call.

Respectfully submitted,

Andrea Bell Bergeron, Vice Chair

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

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2020 DEC 21 November 22, 2020

**Call to Order**

The remote meeting of the Marlborough Planning Board was called to order at 7:00 pm. Members present- Barbara Fenby, Matt Elder, Sean Fay, Phil Hodge, George LaVenture and Chris Russ. Meeting support provided by City Engineer, Thomas DiPersio, Assistant City Solicitor, Jay Piques and Planning Board Administrator, Krista Holmi.

**1. Meeting Minutes**

**A. October 19, 2020**

On a motion by Mr. LaVenture, seconded by Mr. Elder, the Board voted to accept and file the October 19, 2020 meeting minutes. Yea: Elder, Fay, Hodge, LaVenture, Russ and Fenby. Nay: 0. Motion carried.

**2. Chair's Business (None)**

**3. Approval Not Required**

**A. Applicant: Marlborough Economic Development Corp. (Thomas DiPersio, Representative)**

Surveyor: City of Marlborough DPW, Engineering Division

Deed: Middlesex South Registry of Deeds Book 75849 Page 245

Location: 481 Elm St. City of Marlborough Assessor's Map 67, Parcel 4

City Engineer DiPersio presented the plan to the Planning Board. The City recently purchased the oversized lot at 481 Elm St. as a possible location for the west side fire station. The purpose of the plan is to carve out the existing house lot, creating Lot 1 (a zone-conforming house lot) and a Parcel A. The creation of Lot 1 allows the City to sell this home. Mr. Russ asked about the remaining Parcel A. He asked whether it was intended as a non-buildable lot. Mr. DiPersio confirmed that this parcel does not have enough frontage to be considered a building lot on its own. Chair Fenby asked whether any members of the public wished to speak or ask any questions. There were no further comments. On a motion by Mr. Elder, seconded by Mr. Russ, the Board voted to refer the plan to Engineering. Yea: Elder, Fay, Hodge, LaVenture, Russ, Fenby. Nay: 0. Motion carried.

**4. Public Hearings**

**A. Applicant: The Charles Co., LLC., 113 Black Bear Dr. S-1912, Waltham, MA 02451. Owner: Rebecca Chaousis & Amy M Aldrich Goebel; Engineer: The Jillson Co., Inc. 32 Fremont ST., Needham MA 02494 Representative: Kevin O'Leary, The Jillson Company. Location: Stevens Street- Middlesex South Registry of Deeds Book 9742, Page 362, excepting Lot 1 from Plan 467 of 2018 and lot 2 (309 Stevens) and Lot 3 (315 Stevens) shown on Plan 479 of 2020.**

Chair Fenby opened the public hearing. Mr. LaVenture read the public hearing notice into the record. Chairperson Fenby provided instructions to those in attendance. The hearing was conducted in the following stages: 1) Presentation 2) Those speaking in favor 3) Those in opposition 4) Comments and questions from Board members

**Presentation:**

Kevin O'Leary from the Jillson Company represents the applicant, The Charles Co., LLC. The project consists of a 500-foot roadway with four single-family house lots along the roadway. The completed application including the Form B was introduced at the Planning Board's meeting on October 5. The project is a conventional single-family home project and is approximately 4 acres out of a total land area of approximately 20 acres. The project is bounded on the north by 183 Stevens St. and on the south by 159 Stevens St. Two vacant building lots fronting Stevens St. are located at 309 and 315 Stevens. Lot 5 on the Lotting Plan also fronts Stevens St. and not the subdivision roadway. The 4 proposed development lots will be approximately ¾ acres with about 200 linear feet of frontage per lot. Public sewer and water are planned. The developer intends to convey the roadway to the City.

**Those Speaking in Favor:**

No person spoke in favor of the proposed development.

**Those Speaking Against:**

Abutters Joseph and Patricia Cutone of 11 Dirado Dr. spoke of their concerns about water on the property. They installed 3 large French drains that convey water to the City's street drain. They also have a pool that they are concerned will be affected by drainage onto the property. Ms. Cutone mentioned that groundwater comes up through the roadway pavement and water runs in front of the driveway in the winter. Mr. Cutone also indicates there is a lot of ledge on the property. Tony and Sue Mellace of 23 Dirado Dr. expressed concerns about water and ledge. They also installed French drains on their property and said they are concerned that blasting on the adjoining property could damage their foundation. Mr. Cutone added that his pool sits on ledge, and any disturbances could damage the pool. Chair Fenby addressed the abutter concerns. The Engineering Division and the developer will take these site conditions into account. If blasting is required, the developer will need to follow specific blasting protocol with oversight by the Fire Department. There were no further comments from the public.

Mr. LaVenture read the 10-05-20 letter from Conservation Chairman, Ed Clancy, into the record. The four key points in the letter were as follows:

- 1) This planned development is more than 200 feet from wetlands; therefore, no wetland filings are necessary. The Commission is pleased that the development avoids the property's steep slope.
- 2) The property is known to contain ledge. The boundaries of the ledge should be defined to ensure the functionality of the drainage design.
- 3) Due to abutter drainage concerns, the subdivision should not compound existing drainage issues.
- 4) The Conservation Commission recommends the owner protect the remainder of the property from development. Much of the property beyond the 4-lot subdivision and the 3 ANR lots fronting Stevens St. contain wetlands and the Commission requests consideration of either a Conservation Restriction or conveyance of the property to the City.

**Questions and Comments from Board Members:**

Mr. Fay asked Mr. O'Leary what roadway cross section was planned for the development. For comparison, Mr. Fay used two development models... Carisbrooke and Mauro Farms. In one cross section, the sidewalk abuts the roadway, in the other, a grass strip lies between the roadway and sidewalk. Mr. O'Leary's intent is to comply with all dimensional requirements of the subdivision control laws without waivers. Chair Fenby asked Mr. DiPersio to comment on the two cross sections. Mr. DiPersio explained that in Mauro Farms, the developer placed the grass strip between the curbing and sidewalk. This alternate cross section also provides some flexibility in tree placement. To give Mr. O'Leary a sense from the Board, Ms. Fenby polled the Board on their preferred cross section. Mr. Fay prefers Mauro Farms. It is much more practical to have snow plowed onto the grass strip vs. a sidewalk. There's a greater likelihood people will clear the sidewalk and make the neighborhood more walkable. He also feels it looks better. Mr. LaVenture concurs. He agrees it is more practical when plowing. Mr. Hodge agrees. He has always been opposed to plowing the snow onto sidewalks. Mr. Elder agrees. Mr. Russ also prefers the grass strip. Mr. O'Leary asked whether this design required waivers. Ms. Fenby suggested he work with Engineering who can share the preferred cross section. Mr. O'Leary was hesitant to move in the direction of a waiver. Ms. Fenby assured Mr. O'Leary that following the Board's preferred design suggestions is intended to create a better outcome. The Board asked Mr. O'Leary to speak about what the plans for the back land. Mr. O'Leary disagreed with the Conservation Commission's assessment that the additional acreage is all wetlands. He estimated that there is 50% upland and 50% wetlands. He said there is development opportunity there. The steep slopes and wooded setting provide natural buffers to the existing neighborhood.

Mr. LaVenture asked Mr. O'Leary if the owner had considered conveyance or a conservation restriction on the remaining property. Mr. O'Leary stated that this area would be part of the next stage of development, and he would not comment on this request at this time. Mr. Fay asked a follow-up about the preferred cross section. Mr. O'Leary should not fear a denial. Mr. Fay added that the applicant has already shown a compliant design. This process should be viewed as a collaboration, and this waiver should not be viewed as a design blemish, as Mr. O'Leary had characterized. Mr. O'Leary stated he has the same goals and will work with Engineering to ensure a good design. With no further comment, the public hearing was closed. On a motion by Mr. LaVenture, seconded by Mr. Russ, the Board voted to accept and file the correspondence from the Conservation Commission and refer the preliminary plan to Engineering for review and comment. Yea: Elder, Fay, Hodge, LaVenture, Russ, Fenby. Nay: O. Motion carried. Ms. Holmi reminded the Board that a decision to approve, modify or to disapprove the preliminary plan is due by the next meeting on November 16.

- B. Continued Public Hearing - 76 Broad St. 4-Lot Subdivision (Decision due prior to January 22, 2021)  
Applicant: W.R.E., LLC, 319 Stow Road, Marlborough, MA 01752  
Engineer: Hancock Associates, 315 Elm St., Marlborough, MA 01752. Robert DiBenedetto, Project Engineer, Representative.  
Recorded Deed: Middlesex South Registry of Deeds Book 72215, Pages 106-107  
Location and Description of Property: 76 Broad St., Assessor's Parcel 68-123, 1.86 acres  
Chair Fenby reopened the public hearing. Two correspondences were read into the record by Clerk LaVenture: 1) October 29, 2020 letter from Assistant City Solicitor Piques – review of correspondence from Sandra Austin, attorney for W.R.E. LLC. 2) October 20, 2020 letter from Code Enforcement Officer Wilderman in support of the 76 Broad St. development.

Mr. Piques shared that his initial analysis was in response to Attorney Austin's specific research as to whether a waiver is required when the applicant seeks to convey to the City an easement, rather than a fee simple, for the purposes of a rounding of an opening to a public way. The analysis, however, may not have taken into consideration other situations having broader impacts. Mr. Fay added that additional research needs to ensure the Board is making the correct ruling. There could be significant policy precedents which warrant the additional research. Attorney Austin asked whether it is preferable to request a waiver at this point. Mr. Fay said to wait. He asked whether Assistant Solicitor Piques would be ready by the next meeting to share his opinion. Attorney Piques responded yes.

Ms. Fenby asked whether there were additional questions from the Board. Mr. Russ asked project engineer Robert DiBenedetto (Hancock Associates) about the drainage easements on the project. Mr. DiBenedetto said he would discuss the changes to the plan. Following the hearing at the last Planning Board meeting, Mr. DiPersio shared that the City discourages stormwater chambers. The City prefers surface basin designs for ease of maintenance and operation. This option was originally discounted due to the amount of grading required, but a suitable location was identified behind lot 4. This design requires retaining walls to obtain the necessary volume. The new design includes maintenance access and an emergency spillway. One retaining wall will be owned by the house, but one retaining wall along the maintenance access must be City-owned. Mr. Russ asked about the location of the overflow section. Mr. DiBenedetto indicated that the overflow is not in the direction of existing buildings. Overflow will be in the south section in an undeveloped area. The water will enter a level spreader, providing about 40' of sheet flow out of the basin vs. a concentrated outflow. Mr. Russ followed up with a question about an easement attached to a property on Lincoln St. Mr. DiBenedetto said that the easement will be on property already owned by Mr. White of W.R.E. Chair Fenby asked if there are any other changes. Mr. DiBenedetto said that there were adjustments made to the drainage inverts with respect to sewer service crossings to ensure proper vertical distances. There were also adjustments to the location of drain manholes. Standard cross sections are provided.

City Engineer DiPersio asked whether there was any further thought to convey the remnant pieces simultaneously on this plan. Attorney Austin said it is easier to get lenders to subordinate to easements vs. conveyances. There is no motivation for them to do so.

After some discussion on whether to close the public hearing, it was decided to continue the public hearing until the next meeting of the Planning Board on November 16, 2020 at 7:00 pm allowing for further input from Assistant City Solicitor Piques. On a motion by Mr. LaVenture, seconded by Mr. Hodge, the Board voted to accept and file the correspondence and refer the revised plan to Engineering for review and comment. Yea: Elder, Fay, Hodge, LaVenture, Russ, Fenby. Nay:0. Motion carried.

**5. Subdivision Progress Reports (None)**

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

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

**8. Signs (None)**

**9. Informal Discussion (None)**

**10. Unfinished Business**

**A. Working Group Discussion – Rules and Regulations**

Mr. LaVenture shared that he and Mr. Russ met on October 22 with Engineering and Attorney Piques to discuss the MAPC proposal for updating the City's Subdivision Control Regulations. Mr. DiPersio recommended changes to the scope of the proposal. These proposed changes were shared with the Board, and any member comments should be directed to the Planning Board Administrator.

**11. Calendar Updates**


**A. November 16, 2020 7:00 pm. Continued Public Hearing – 76 Broad Street Definitive Subdivision submission.**

**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.

Yea: Elder, Fay, Hodge, LaVenture, Russ, Fenby. Nay: 0. Motion carried.

Respectfully submitted,

  
George LaVenture/Clerk

/kih

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~~November~~ 16, 2020

Call to Order

The remote meeting of the Marlborough Planning Board was called to order at 7:00 pm. Members present- Barbara Fenby, Matt Elder, Sean Fay, Phil Hodge, George LaVenture and Chris Russ. Meeting support provided by City Engineer, Thomas DiPersio, Assistant City Solicitor, Jay Piques and Planning Board Administrator, Krista Holmi.

1. Meeting Minutes

A. November 2, 2020

On a motion by Mr. LaVenture, seconded by Mr. Elder, the Board voted to accept and file the November 2, 2020 meeting minutes. Yea: Elder, Fay, Hodge, LaVenture, Russ and Fenby. Nay: 0. Motion carried.

2. Chair's Business

A. Working Group Discussion – Rules and Regulations

Chair Fenby updated the Board on the proposed approach for working with the Metropolitan Area Planning Council (MAPC).

- that the Planning Board and the City Engineers look at previously proposed updates to the Rules and Regulations and discuss their current merits for adoption,
- that the City determine which items need more information and assistance from MAPC, and
- that MAPC can provide the City with a more moderate scope to assist in investigation options for a limited series of items, as well as to give the "updated" R&R a "once-over" for any additional thoughts they may have for best practices.

Mr. Fay suggested the Board plug away by tackling limited sections at upcoming meetings. Members LaVenture and Russ will meet with Engineering to formulate a path forward and choose topics for discussion at the next meeting.

3. Approval Not Required

A. Applicant: Marlborough Economic Development Corp. (Thomas DiPersio, Representative)

Surveyor: City of Marlborough DPW, Engineering Division (Vote)

Deed: Middlesex South Registry of Deeds Book 75849 Page 245

Location: 481 Elm St. City of Marlborough Assessor's Map 67, Parcel 4

Mr. LaVenture read the November 12, 2020 review letter from Assistant City Engineer Collins into the record. The purpose of the plan is to subdivide the existing 1.22-acre lot as follows:

Lot 1, on which the exiting house will remain, containing 18,555.9 ft<sup>2</sup> with 120 feet of frontage on Elm St. Parcel A, a vacant parcel containing 34,785.5 ft<sup>2</sup> and has 44.77 feet of frontage on Elm Street. Lot 1 has the required area, frontage and meets Lot Shape requirement for a buildable lot in the Residence A-2 zone and has present adequate access. Parcel A has the required area for a buildable lot in Residence A-2 zone but does not have the required frontage and cannot meet the Lot Shape requirement for a buildable lot. It is correctly labelled as "not to be considered a separate buildable lot."

On a motion by Mr. LaVenture, seconded by Mr. Russ, the Board voted to accept, file and endorse the referenced plan of land dated 11-10-20 as Approval Not Required Under the Subdivision Control Law.

Yea: Elder, Fay, Hodge, LaVenture, Russ, Fenby. Nay: 0. Motion carried.

4. Public Hearings

A. Continued Public Hearing - 76 Broad St. 4-Lot Subdivision (Decision due prior to January 22, 2021)

Applicant: W.R.E., LLC, 319 Stow Road, Marlborough, MA 01752

Engineer: Hancock Associates, 315 Elm St., Marlborough, MA 01752. Robert DiBenedetto, Project Engineer, Representative.

Recorded Deed: Middlesex South Registry of Deeds Book 72215, Pages 106-107  
Location and Description of Property: 76 Broad St., Assessor's Parcel 68-123, 1.86 acres

Chair Fenby reopened the public hearing. Ms. Fenby asked if there were any objections to waiving the full reading of the four-page Engineering memorandum dated 11-12-20. Hearing no objections, Ms. Fenby requested that City Engineer DiPersio summarize the comments.

The memorandum addressed mainly minor corrections and notes to be added to the plan's General Notes Section, Title Sheet, Existing Conditions Plan and Lotting Plan. The plan proposes to use easements to achieve the following condition: "Property lines at street intersections shall have a radius equal to 30 feet at intersections involving a major street and 25 feet at other intersections." The use of an easement to meet this requirement will require a waiver. The proposed lots are in a Residence C zone, which allows a higher density of units than the two-family lots proposed by the developer. As the developer committed to building only build two-family dwellings on the property, a note indicating this density should be placed on the plan. Additional comments were made to the Grading & Drainage Plan. The stormwater management for the project has changed from a subsurface infiltration to a surface structure to facilitate maintenance. The City Engineer has not completed his review of the stormwater design but mentioned the concentrator may need extension. Mr. Russ commented that Mr. Collins had explained how the emergency outflow operates and expressed that the design should protect the southerly properties to the extent possible. Engineering provided additional comments on the Utility Plan, the Plan and Profile and the Erosion and Sediment Control Plan.

Mr. LaVenture read the 11-10-20 letter from assistant City Solicitor Piques regarding fee interests into the record. Mr. Fay furthered the discussion pointing out the potential problems as a precedent in agreeing to the rounding without a fee interest. The need to clarify this issue in the revision of the rules and regulations was noted. Attorney Austin offered to add a waiver to the plan to obviate the issue.

Chair Fenby polled the Board whether the hearing should remain open. The Board's sense was to close the hearing. With no additional comment, the hearing was closed. On a motion by Mr. Elder, seconded by Mr. Russ, the Board voted to accept and file the correspondences. Yea: Elder, Fay, Hodge, LaVenture, Russ, Fenby. Nay: 0. Motion carried.

## **5. Subdivision Progress Reports**

- A. Goodale Estates -Informational – Communication from Kevin Gillis re: Extension of Approval  
Mr. LaVenture read the November 9, 2020 letter from Kevin Gillis into the record. Mr. Gillis reminded the Board of the 12-31-20 expiration of the subdivision approval. Since substantial site work remains, postponing final paving and tree planting until next fall was requested. Mr. DiPersio said the letter was a "heads up" and Mr. Gillis will appear at the 12-07-20 meeting to formally request the extension. Mr. DiPersio said the extension was expected, but the Board will need to contemplate the one-year request. On a motion by Mr. LaVenture, seconded by Mr. Elder, the Board voted to accept and file the correspondence. Yea: Elder, Fay, Hodge, LaVenture, Russ, Fenby. Nay: 0. Motion carried.

## **6. Preliminary/Open Space /Limited Development Subdivision**

- A. Engineering Review Letter -Preliminary Subdivision Plan – Stevens St. (Decision to Approve, Modify or Disapprove)  
Applicant: The Charles Company, LLC  
Engineer: The Jillson Company- Kevin O'Leary, Representative. Plan dated 9-11-20.  
Owners: Rebecca Chaousis and Amy Goebel.  
Mr. LaVenture read the 11-12-20 review letter from Assistant City Engineer Collins into the record.



Mr. Collins states that the plan shows a 4-Lot subdivision with a 500' roadway. The remainder of the undeveloped property consists of 18.8 acres and should be noted that (without frontage) it is "not to be considered a buildable lot". Lot 5 shown on the plan should be removed with an ANR and developed as a separate lot or incorporated into the subdivision design. Numerous details including sewer easements, design characteristics for Lane Status and description of a preferred "grass strip" street cross-section are described. Assistant City Engineer Collins also expressed that the DPW is not in favor of the center island design at the cul-de-sac. On a motion by Mr. Elder, seconded by Mr. Russ, the Board voted to accept and file the correspondence. Yea: Elder, Fay, Hodge, LaVenture, Russ, Fenby. Nay: 0. Motion carried.

Chair Fenby opened the discussion by expressing concern of the proposed 22' roadway width for the lane. Mr. DiPersio offered that the engineer may have used that width because the regulations are somewhat confusing. Mr. O'Leary confirmed that he had used the 22' width from the adequacy of streets section. Mr. O'Leary stated the developer would like a waiver for reduced pavement width from the required 26'. The discussion continued while City Engineer presented confirmation that the Board denied similar waiver requests in the past for Goodale Estates (minimum width 26') and Walker Brook Estates (minimum width 26'). In Mauro Farms, the Board approved a waiver request to reduce pavement width from 32' of pavement to 28' of pavement. Mr. LaVenture asked Mr. O'Leary to define the benefits of reducing pavement width from 26' to 24'. Mr. O'Leary stated that reducing impervious surfaces would reduce runoff, which he said would be mitigated on site (regardless of width), and the reduced pavement width provides some cost savings for the developer by adjusting the size of the drainage infrastructure. It was the consensus of the Board to suggest that Mr. O'Leary maintain the 26' width in the definitive design.

Chair Fenby asked if there were any additional waivers Mr. O'Leary would like to discuss. He said the developer preferred a sidewalk on one side. Mr. Fay expressed that the Board does not favor sidewalks on one side. The Board confirmed they prefer walkable developments. Mr. O'Leary added that there are no sidewalks on Stevens Street in that area, so this development doesn't allow for any connections. He believes one sidewalk on a dead-end is adequate. Mr. Fay commented that at present, there is no sidewalk on Stevens. Mr. O'Leary said he will not push for this option if a one-sided sidewalk is not a favored design. On a motion by Mr. Elder, seconded by Mr. Russ, the Board voted to accept (approve) the 9-11-20 preliminary plan incorporating the modifications outlined in the 11-12-20 Engineering Division review letter by Assistant City Engineer Collins (including, but not limited to the preferred grass strip cross-section). Yea: Elder, Fay, Hodge, LaVenture, Russ, Fenby. Nay: 0. Motion carried.

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

## **8. Signs**

- A. Request for Sign Variance - Agnoli Sign Co., Inc. on behalf of Sherwin Williams- 222 E. Main St. Amanda Pfeffer from Agnoli Sign was online to represent the application on behalf of Sherwin Williams. Ms. Fenby requested that she explain why this sign variance is good for the City. The applicant's representative explained that her client proposed changing the existing sign with a new sign across the store front. The design would be channel letters on an aluminum backer. Her client has this replacement sign in stock, and they would like to incorporate this sign at this location. Ms. Fenby asked Ms. Pfeffer to confirm that the existing sign is already larger than adjoining businesses and that there is also an additional store sign on the freestanding entrance to the shopping complex. Ms. Pfeffer confirmed these facts. Mr. Fay noted that for the Board to grant a variance, the justification needs to be more than the fact that the applicant wants the variance. On a motion by Mr. Fay, seconded by Mr. Russ, the Board voted to deny the application for a sign variance at 222 E. Main St. Yea: Fay, Hodge, LaVenture, Russ, Fenby. Nay: Elder. Motion carried. Mr. Fay asked Mr. Elder his reasoning for not supporting the denial. While acknowledging the expressed justification for the sign lacked merit, he

preferred to provide the representative more opportunity to explain why the sign was needed. Chair Fenby stated she will take his comments into future consideration.

## 9. Correspondence

### A. Communication from Attorney Sem Aykanian RE: 74 Main St. (2 S. Bolton) – Release from ANR notations.

Mr. LaVenture read the 11-04-20 correspondence from Attorney Aykanian into the record. Mr. Aykanian requests the following notation included on an Approval Not Required Plan dated March 1, 1985 and recorded in the Middlesex South Registry of Deeds (Plan 528 of 1985 in Book 16149, Page 304) be released and discharged on the referenced plan:

“Parcel 22B not to be considered a building lot. To be deeded to and used in connection with adjoining land of Marlborough Knights of Columbus Building Corp. now or formerly.”

Exhibits: 1) Original ANR endorsed 3-13-85. 2) Modern sketch plan 3) Original deed from Community Development Authority (with restrictions highlighted). 4) Copy of recently executed release of restrictions by CDA 5) Proposed Release of Restrictions for Planning Board’s execution.

Attorney Aykanian provided background on the property located on parcel 22B, which he described as small remainder parcel left over from the redevelopment of Main Street in the early 70’s. The parcel was sold to Richard Wagner, and it is speculated that the restrictive language was included to prevent the owner from “flipping” the property. The deed allowed for the erection of an accessory building or addition to the Grantees other property (74 Main St.) Attorney Aykanian is the Trustee for the John Cotting Realty Trust, and current owner of the 74 Main St./2 S. Bolton St. property (on parcel 22B). The 2 South Bolton property contains what has been described as “a carriage house”, which is currently used as office space.

The 2 South Bolton property is under agreement, but the plan and deed notations were of concern to the buyer. Mr. Aykanian appeared informally before the Planning Board in late summer and was waiting for the Community Development Authority to act on the deed restriction, which stated – Said Parcel 22B cannot be transferred as a single parcel. In the event of a violation of this Agreement, the property shall revert to the City of Marlborough Community Development Authority. Attorney Aykanian recounted that the City’s previous City Solicitor had preliminarily found that these deed restrictions had likely expired. The CDA acted on October 5, 2020, by executing a Release of Restrictions, releasing, and forever discharging such restrictions to be null and void. Attorney Aykanian now requests that the Planning Board execute step 2) Removal of plan restrictions. The third step required is receiving acknowledgement from the City’s zoning authority that the new owner will not be prevented from modifying the office building. By facilitating the sale, Attorney Aykanian asserts that there is a greater likelihood that the historic property at 74 Main St. will be preserved. Maintaining both properties on one lot, he believes, presents an opportunity for redevelopment, and includes the possibility of an undesired outcome.

Chair Fenby asked the City Engineer for comment. Mr. DiPersio stated the CDA’s action to remove the deed restrictions made sense due to the passage of time. He clarified that the plan note is not a restriction to be released, but rather is simply a statement allowing the Planning Board to endorse the plan as Approval Not Required (under the Subdivision Control Law). The note identifies the zoning insufficiency of parcel 22B as a separate building lot.

Member Fay believes that the release should be in the form of a Certificate of Vote. He thought that the release should include a motion duly made and seconded authorizing the Chair to execute the release on behalf of the Board.

Attorney Aykanian requested an opportunity to address the City Engineer’s comments. He stated there are two parts of the plan note. Part one states that parcel 22B is not to be considered a building lot, and the second portion says the parcel is to be used in conjunction with the adjoining land. He is not asking

the Planning Board to confirm that the parcel complies with zoning. That determination is for the Building Commissioner. He continued that zoning has been the topic of much debate. Mr. Aykanian stated the "lot" was in existence when the permit (for the carriage house) was issued, and that the structure was built in accordance with a valid building permit. He is not asserting that (the 22B parcel) it has enough area or has proper coverage. He does not wish to assert any pre-existing conditions or land merger, but instead believes he can make a cogent argument that the statute of limitations would prohibit zoning enforcement. He hopes that the plan notes can be removed, and the vote could perhaps state that the Planning Board is not endorsing that the building is in conformance with any zoning. On a motion by Mr. LaVenture, seconded by Mr. Elder, the Board voted to refer the matter to both Legal and Engineering. Yea: Elder, Fay, Hodge, LaVenture, Russ, Fenby. Nay: O. Motion carried.

**10. Unfinished Business (None)**

**11. Calendar Updates (None)**

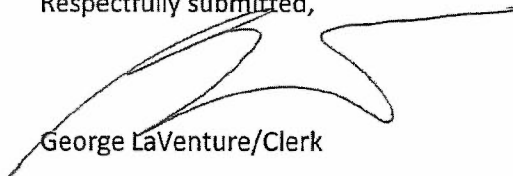
**12. Public Notices of other Cities & Towns (See Electronic Packet)**

- A. City of Framingham (7 Notices)**
- B. Town of Southborough (1 Notice)**
- C. Town of Berlin (1 Notice)**

On a motion by Mr. Elder, seconded by Mr. Russ, the Board voted to accept and file the correspondences of items 8,9 and 12. Yea: Elder, Fay, Hodge, LaVenture, Russ, Fenby. Nay: O. Motion carried.

On a motion by Mr. Elder, seconded by Mr. Russ, the Board voted to adjourn the meeting. Yea: Elder, Fay, Hodge, LaVenture, Russ, Fenby. Nay: O. Motion carried.

Respectfully submitted,



George LaVenture/Clerk

/kih

MINUTES  
MARLBOROUGH PLANNING BOARD  
MARLBOROUGH, MA 01752

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2020 DEC 23 P 3: 30

1A

Call to Order

December 07, 2020

The remote meeting of the Marlborough Planning Board was called to order at 7:00 pm. Members present- Barbara Fenby, Matt Elder, Sean Fay, Phil Hodge, George LaVenture and Chris Russ. Meeting support provided by City Engineer, Thomas DiPersio, and Planning Board Administrator, Krista Holmi.

1. Meeting Minutes

A. November 16, 2020

On a motion by Mr. LaVenture, seconded by Mr. Elder, the Board voted to accept and file the November 16, 2020 meeting minutes as amended. Item 8A amended to include more detail re: denial of the sign variance request. Yea: Elder, Fay, Hodge, LaVenture, Russ and Fenby. Nay: 0. Motion carried.

2. Chair's Business (None)

3. Approval Not Required

A. ANR Application - 107/119 South Street/Mt. Pleasant Street

Applicant: Matthew Jackson, PO Box 586, Marlborough MA 01752

Engineer/Land Surveyor: Dillis & Roy, 1 Main St., Suite 1, Lunenburg, MA 01462

Deed References: Middlesex Registry of Deeds Book 54715, Page 491 (107 South- Owner, Chamberlin) and Book 65389, Page 260 (119 South-Owner, Silva)

Location and Description: 107 South St- Accessor's Map-Parcel 81-86 and 119 South St. – Accessor's Map-Parcel 81-85.

Seth Donahoe of Dillis & Roy joined the remote meeting to present the plan. The purpose of the plan is to subdivide parcels to the rear of #107 South Street and #119 South Street, to create a third lot with frontage on Mount Pleasant St. The lots are within the A3 zoning district. All contain the required area and frontage for this zone. The two parcels A and B will be combined to create a new lot 2 on the referenced plan. On a motion by Mr. Elder, seconded by Mr. Russ, the Board voted to refer the matter to Engineering. Yea: Elder, Fay, Hodge, LaVenture, Russ and Fenby. Nay: 0. Motion carried.

4. Public Hearings (None)

5. Subdivision Progress Reports

A. Goodale Estates - Communication from Kevin Gillis re: Extension of Approval

Mr. LaVenture read the November 9, 2020 subdivision extension request letter from developer Kevin Gillis into the record. Mr. Gillis submitted the following items: correspondence from the Collector's Office that taxes for Jenks Ln. are paid and verification from Code Enforcement that the site has no current blight concerns. A brief emailed construction schedule was discussed, but not included in the packet. Mr. LaVenture read the Dec. 3 emailed letter from Mr. Gillis's surety company verifying that the performance bond (#5419402), will automatically renew for successive one-year terms through the completion of obligations required by the Agreement. Mr. Gillis intends to request a reduced bond amount based on items completed to date. The surety requests that the Board clarify the dollar value of accepted work and the dollar value

remaining. Once the surety has the Obligee's letter, they will reduce the current bond by a rider to reflect the new amount. Mr. Gillis requests an additional year to complete the final paving and tree planting, consistent with the City's preference to wait until major construction is completed on the lots. Chair Fenby asked City Engineer DiPersio to confirm that the one-year extension request is consistent with the work remaining. Mr. DiPersio questioned the full-year extension request. Mr. Gillis stated that he is uncertain of the builders' schedules. The end of year provides a cushion to ensure that final paving occurs after major lot construction. Mr. DiPersio cautioned Mr. Gillis of the Board's authority to enforce any necessary repairs or repaving of the binder course after two years. Mr. Gillis was unaware and will work to ensure that the final course is paved before the binder is two years old. Mr. DiPersio also mentioned neighbor feedback indicating that additional cleanup is necessary along Goodale. Mr. Gillis thought that had been addressed, but he will attend to any outstanding items. Mr. Gillis also commented that the berm has greatly reduced runoff. Mr. DiPersio wants to make note of the clean-up requirement and does not want the issue forgotten. Mr. Fay asked how the site held up during our two recent storm events. Mr. DiPersio said it did well. Mr. Fay has previously recommended more limited extensions with progress milestones; however, the subdivision progress has been steady, and he sees a value in the planned extension to complete the final paving and landscaping after lot development. On a motion by Mr. Elder, seconded by Mr. Russ, the Board voted to accept and file the correspondence and to extend the time for completion until December 31, 2021, with the understanding that any washouts are corrected and that the schedule progresses within Engineering's approved timeline. Yea: Elder, Fay, Hodge, LaVenture, Russ and Fenby. Nay:0. Motion carried.

Mr. LaVenture read the December 2, 2020 email communication from Mr. Gillis regarding his request for bond reduction. A bonding estimate and Draft Second Amendment to Subdivision Performance Agreement Secured by Surety Bond were provided. Mr. Fay asked the City Engineer if the reduced bond amount was is enough to cover the cost of any rework on the binder course. Mr. DiPersio answered yes. There is also an additional contingency. On a motion by Mr. Fay, seconded by Mr. LaVenture, the Board voted to accept and file all correspondence, refer the matter of the bond estimate to the Engineering Division, and refer the Draft Performance Agreement revision to Legal. Ms. Fenby requests that the City's attorney and the developer's attorney coordinate the review of the Performance Agreement and prepare the document for a vote at the next meeting, December 21. Yea: Eder, Fay, Hodge, LaVenture, Russ, Fenby. Nay:0. Motion carried.

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

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

**8. Signs (None)**

**9. Correspondence (None)**

**10. Unfinished Business (None)**

- A. Definitive Subdivision Application - 76 Broad St. 4-Lot Subdivision  
Applicant: W.R.E., LLC, 319 Stow Road, Marlborough, MA 01752  
Engineer: Hancock Associates, 315 Elm St., Marlborough, MA 01752. Robert DiBenedetto, Representative.

(Note: Submission Date: 09-09-20, **Decision Due: Meeting Prior to January 22, 2021**)

The City's Engineering Division and Hancock continue the technical review and response process. There is nothing to share today, but the Board can anticipate a plan set incorporating the Engineering Division's comments at the next meeting.

B. Communication from Assistant City Solicitor Piques regarding modification of plan notations (Sem Aykanian –2 S. Bolton/74 Main St.)

Mr. LaVenture read the December 2, 2020 email correspondence from Assistant City Solicitor Piques into the record. A C S Piques stated that he is awaiting a legal interpretation from the applicant on whether the Board can act on this matter. On a motion by Mr. Fay, seconded by Mr. LaVenture, the Board voted to accept and file the correspondence. Yea: Elder, Fay, Hodge, LaVenture, Russ, Fenby. Nay: 0. Motion carried. Mr. Fay requests a place holder be added to the December 21 agenda.

C. Working group discussion – Planning Board Rules and Regulations,

i) Forms and Cross-Sections Discussion

Mr. LaVenture provided an overview of the proposed process to update elements of the Planning Board's Rules and Regulations. The working group will break down the review into sections, providing the Board an opportunity to comment. The idea is to obtain a general "blessing" from the Board and move forward to other sections. The formal review and votes will take place under statutory requirements, including a public hearing on any proposed changes.

The Board systematically reviewed the existing Planning Board forms and proposed changes. Proposed updates to the new forms include the following:

**FORMS: (Appendices A-E)**

- References change to Surveyor/Engineer
- In addition to Registry of Deeds Book and Page, include a place for any Land Court references. Mr. Fay will provide additional reference language to Ms. Holmi/Engineering.
- Adding a reference to Assessor's Map and Parcel is OK, but also leave the Location and Description of Property.
- After consideration of alternate language, new ANR forms should have a place to indicate the number of described lots on the plan. (This reference is, in part, how ANR fees are determined.)
- Application forms should have a place to reference the associated plan title block name.
- Board members expressed that if a land plan has multiple owners, all owners should sign. Same for multiple applicants.  
(During review of the ANR form, Mr. DiPersio commented that ANR plans do not convey any land, but board members expressed that all owners of affected land should sign.)
- Include owner's address(es)
- Add references to zoning district(s)
- For preliminary and definitive subdivisions- in addition to roadway length, include # of proposed lots on the application. Also add the Surveyor's name and contact info.
- Form in Appendix F should include the Engineer's name and contact info.

- Add references that applicant is responsible for all expenses including abutter mailings and advertising (public hearing). Additional research is necessary to determine who must perform the mailing.
- There was a consensus that any of the preceding additions be added to other forms, as appropriate.

**CROSS-SECTIONS-APPENDIX F:**

- Remove “plan view from each cross-section  
City Engineer DiPersio expressed that the “plan view” following each cross-section is not necessary. He recommends that this view be removed from each cross-section. The Board agrees.
- Reduce the # of standard cross-sections to three options. All alternate cross-sections will require waivers. City Engineer DiPersio recommends **3 Standard Cross-Sections**
  1. **Secondary Residential Street**  
The Board will need to determine a minimum standard pavement width. (32’ currently) Mr. DiPersio stated current standards range between 28-30’ for secondary roadways.
  2. **Major Street (Residential with 50’ ROW and Commercial with 60’ ROW)**
  3. **Lane**  
Standard pavement width is 26’ for a lane. The Board may consider reducing the standard ROW from 50’ to perhaps 45’. 40’ is a bit tight, stated Mr. DiPersio.
- On the first page of Appendix F remove the first two sentences of item number 7.

**INSPECTION FORM – APPENDIX G:**

This form is not currently used but would be valuable in documenting inspections.

- Include a spot for notes or to document a referral to an appropriate department for follow up.

**DRAINAGE DESIGN – APPENDIX H:**

- Eliminate this appendix.  
The (dated) information included on this sheet is included as a component of the Subdivision Rules and Regulations. This sheet is not necessary.

**SELECT DETAIL SECTIONS – APPENDIX I (WHEELCHAIR RAMPS/MAILBOXES)**

- Eliminate these random detail sheets.  
Mr. DiPersio indicates that all necessary details are provided to the applicant for inclusion on their plan sets. Having just two of the many available detail sheets is odd.

ii. Assignment of next tasks

**SUBDIVISION REGULATIONS FEE SCHEDULE – APPENDIX K**

Mr. LaVenture stated that a review of fees will be on a coming agenda. Mr. LaVenture and Mr. Russ added to a comparative fee structure spreadsheet for Marlborough and surrounding and similarly sized communities. Mr. LaVenture explained that after removing the outliers on the low and high end, a quick look at Marlborough's fees (last updated in 1991) indicates they are roughly half of our neighbors and counterparts.

The working group subcommittee (members LaVenture and Russ), along with Engineering and Planning Board Administration will meet to discuss fair and equitable fees before December 21 and report back with initial recommendations.

City Engineer DiPersio will have proposed standard cross-sections by either Dec. 21 or early in the new year.

**11. Calendar Updates**

- A. Goodale Estates extension of approval (time for completion) of the subdivision from December 31, 2020, to December 31, 2021.

**12. Public Notices of other Cities & Towns (See Electronic Packet)**

- A. City of Framingham (2 Notices)

On a motion by Mr. Elder, seconded by Mr. Russ, the Board voted to accept and all file items 10C and 12. Yea: Elder, Fay, Hodge, LaVenture, Russ, Fenby. Nay: 0. Motion carried.

On a motion by Mr. Elder, seconded by Mr. Russ, the Board voted to adjourn the meeting. Yea: Elder, Fay, Hodge, LaVenture, Russ, Fenby. Nay: 0. Motion carried.

Respectfully submitted,



George LaVenture/Clerk

/kih



October 28, 2020

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2020 DEC 22 P 2:45



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

**Traffic Commission Minutes**

The Regular Meeting of the Traffic Commission was held as a **virtual meeting** on Wednesday, October 28, 2020 at 10:00 am. Members present: Chairman - Police Chief David Giorgi, Fire Chief Kevin Breen, Commissioner of Public Works Sean Divoll, Assistant Commissioner of Operations for the DPW Theodore Scott and City Clerk Steve Kerrigan. Also present: City Engineer Tom DiPersio, Assistant City Engineer Tim Collins, Officer Andy Larose and Sgt. Zac Attaway from the MPD Traffic Services Unit, City Councilor Katie Robey, City Councilor Samantha Perlman and City Councilor Mike Ossing.

Minutes taken by Karen Lambert, MPD Records Clerk.

John Burke from the IT Dept. started recording the meeting at 10:01 am and Chief Giorgi began by welcoming everyone and making introductions.

**1- Minutes**

The minutes of the Traffic Commission meeting of Wednesday, September 30, 2020.

MOTION was made, seconded, duly VOTED:

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

**2 - New Business –**

**2a) Request for No Parking Sign – Paquin Drive.**

This was a phone request from Meghan Phadke, a resident of Paquin Drive, that came into the Mayor's office. She advised that the resident of 48 Paquin was requesting a No Parking sign in front of the beach entrance to keep cars from blocking the narrow entrance.

Chief Giorgi advised that he spoke with her and this is in reference to the dead-end area where the beach access is located. Everyone on Paquin Drive has the right to use this beach entrance. Tim Collins provided a diagram of the area with the area in question marked in yellow. He also had a photo and marked a white bar at the driveway location. It appears that people are parking here and blocking access to the driveway of #48.

Chief Giorgi asked if approval was needed to place a No Parking sign here. Tim Collins provided a copy of Ch. 586-22 of the Rules and Regulations Manual, which outlines the general rules for no parking in front of a private driveway or road. The Police Department can ticket based on these guidelines. Mr. Collins also noted another option of using specific time frames for no parking. He pulled up a copy of the regulation for an area of Cullinane Drive which limits the no parking from June 15<sup>th</sup> to September 15<sup>th</sup>. This is used all along the Memorial Beach area and private beach areas.

Commissioner Divoll asked what if the person who lives there wants to use this specific area for overflow parking? Chief Giorgi said that the owners of the property are the ones who are requesting the no parking restriction. Chief Giorgi said that the property owner advised that he was planning to come to the meeting, but he is not in attendance. It was noted that people frequently call to say that cars are parking in front of their property to go to the beach. It was discussed that this specific area is not for vehicular access. Tim Collins said that it is a curb cut with grass and there is no boat launch here. The issue appears to be just people parking in front of his house and driveway and walking to the beach. Chief Giorgi said that it would be better to have more specific information from the resident to clarify the issue, so we understand exactly what he is requesting.

MOTION was made, seconded, duly VOTED to TABLE until more specific information is available from the resident of #48.

**2b) Complaint Concerning No Parking Signs on River Street.**

Councilor Doucette sent an email to Chief Giorgi saying that he had received a complaint that the No Parking Signs on River Street are too harsh. The current signs say no parking on either side. He is asking if the East Side can be changed to "Resident Parking Only". Chief Giorgi advised that he also talked to someone who said the same thing. By having no parking on both sides are we infringing on resident's rights to park in front of their own home?

Tim Collins said that if we allow parking on one side the businesses will just use the other side for parking. We won't be able to know which cars belong to the residents. Commissioner Divoll said that the only way to do this would be to issue resident stickers which we probably wouldn't do. Chief Giorgi said that yes, this issue has come up in other areas as well and we've said no to resident stickers. He does sympathize with the residents, but the main issue was with all the car businesses parking on the street all day and blocking traffic. Officer Larose suggested restricting parking only during certain daytime hours. Chief Giorgi agreed and recommended restricting parking on both sides from 8:00 am to 5:00 pm., Monday through Friday. This would open up parking to the residents for evenings and weekends. All agreed this was a good idea.

Fire Chief Breen said that when he's gone by, he has seen cars parked here. Chief Giorgi advised that he drove by last week and only saw two cars and they were actually on the dealer's property. Tim Collins asked if Officer Larose could monitor the street for a while and see if this was working to keep commercial parking off the street. Officer Larose advised that he has been out for a few weeks with an injury but is back now and will monitor the area. Chief Giorgi said that prior to putting the No Parking signs up the entire street was lined with cars.

MOTION was made, seconded, duly VOTED to REFER to ENGINEERING to provide the wording for the new restricted time frame parking.

**2c) Parking Violations, Issues & Complaints – Preston St, & Maplewood Ave.**

Sgt. Attaway has received continuous complaints in this area, more specifically closest to the intersection of Elm Street. He asked if it would be possible to put up "No Parking Here to Corner" signs approximately 40-50 feet from the intersection. He knows that the normal restriction is for no parking within 20 feet of an intersection, however, the 20 feet doesn't seem like enough distance for cars to make the turn here. He said that it's "kind of like playing chicken" when you make the turn. Because vehicles are parked on both sides, vehicles can't get by with two lanes.

Chief Giorgi said that we have also discussed a similar situation with Howland Street. He asked if there was any additional restriction here or on Norwood Street? Chief Giorgi asked Tim Collins if there were any guidelines on this? Mr. Collins referred back to the General Provisions in Ch. 586-22, specifically to the section on no parking within 20 feet of an intersection throughout the entire City. Chief Giorgi asked if anyone had any other thoughts on this? Steve Kerrigan said maybe it is something we can try (the 40 to 50 feet) on this one side street and see if it helps.

Sgt. Attaway said that for now he is going to try to enforce the restriction for no parking within 20 feet on an intersection and see how it goes. If he keeps having issues and getting calls, we can readdress the issue at next month's meeting. He said he would take photos and see how many tickets he seems to be issuing. He would also try to see if the issue is with residents or others.

MOTION was made, seconded, duly VOTED to REFER to the POLICE DEPARTMENT for further follow up and keep on the agenda for next month.

**3-Old Business**

**3a) Signage on Lincoln Street regarding Truck Traffic.**

**Update:** Tim Collins advised that he emailed his contact at MassDOT on this issue and normally gets a quick response, however, he has not received a reply. He put together a new letter addressed to the director outlining the issue. A copy of the letter and supporting documentation is attached, i.e. a copy of the approved regulation, a diagram outlining the route and centerline crossing diagrams for WB – 40 truck turn and WB-50 truck turn. The main request was "to place signage in advance of the intersection channelization on East Main Street to direct commercial vehicles to use the established

Truck Route (Route 20), by placing the following sign: Trucks Prohibited from Right Lane. The sign would be placed approximately 250 feet before the end of the State Layout for Route 20.” Mr. Collins advised that he received an email response back that said that the request was received and was being reviewed and that they would get back to us.

MOTION was made, seconded, duly VOTED to TABLE for a final response from MassDOT.

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

**Update:** This issue is tied into Agenda Item 3a above. Tim Collins reiterated that we don’t have the traffic counts for a truck exclusion but if the above issue is resolved it should help to alleviate the truck traffic on Stevens Street.

MOTION was made, seconded, duly VOTED to TABLE.

**3c) Speed and Parking Issues on Church Street.**

**Update on Speed Issue:** Tim Collins advised that he has reviewed the entire corridor and found 6 to 7 areas where speed limit signs could be placed and has put the request in to the Street Division. He also noted that most of the speed limit signs could be mounted on existing utility poles.

MOTION was made, seconded, duly VOTED to TABLE.

**Update of Parking Issue:** Tim Collins advised that when reviewing the corridor, he also figured out how many cars could park on each side. He provided a diagram with the numbers of available spaces in each area indicated. In his analysis, he tried to determine where to restrict parking and what would be most effective. We already have no parking within 20 feet of an intersection. His spaces may say 10 or 11 are available, but in actuality, it could be less depending on how people park. They are not going to be marked spaces. He was trying to make a calculation. He also questioned whether we wanted to jump from side to side or break at certain points at Hildreth St. or Essex St. He had another diagram with recommendations. Chief Giorgi said that it seems to make more sense to break at certain points. Officer Larose said that he thinks the original complaint was between Greendale and Greenwood. It was discussed that it makes more sense to start in the areas where we have received complaints rather than create other issues.

Tom DiPeriso also said that we should take into consideration the sight distance when determining where to allow parking. For example, at the corner by Essex we don’t want to allow parking on the East side. Chief Giorgi then said we can do no parking on both sides between Essex St. and Shawmut Ave. Officer Larose also noted that only one house does not have a driveway. They put blocks on their lawn in the winter so they can park there during the parking ban.

MOTION was made, seconded, duly VOTED to REFER to ENGINEERING to provide the specific language on which side to choose for no parking and which specific areas.

**3d) Request for a Speed Limit Sign on Church Street in the area of Hildreth Street.**

**Update:** The speed limit sign issue was addressed above in item 3c above.

Councilor Perlman said that she was aware of the electronic speed sign out on Hildreth Street, but the display was not on and she asked if it had been activated. Officer Larose advised that one of the features is that it can calculate speeds with the display turned off. He finds this can be more accurate as it prevents people from knowing they are being recorded. He had the signs at different locations between 10/14/20 to 10/27/20 and provided copies of the speed studies, which includes a Compliance & Risk Report and a Volume by Speed Report and reviewed his findings (copies attached).

MOTION was made, seconded, duly VOTED to TABLE until the speed limit signs have been installed. Request has been made to the Street Department.

*Chief Giorgi asked if there were any other issues for discussion.*

- 1) Officer Larose had one item for Tim Collins regarding Berlin Road by Peebles Way. He looked on ECode 260 and there is a discrepancy with the speed limits. The map shows a 20-mph sign near Peebles but ECode 360 shows 30 mph. He provided a copy of the entry. Mr. Collins said that he thought this had been corrected long ago. He will go out and check the whole area again and make sure that it is marked properly.

Commissioner Divoll said that he thought the speed limit of 20 mph was only for school zones. Mr. Collins advised that if a request comes in for a lower speed limit, and a study is done, it would depend on the speed of the 85<sup>th</sup> percentile. He said that sometimes you don't want to do a speed study again in certain areas because the 85<sup>th</sup> percentile could actually come in at a higher speed.

- 2) Question on the status of the regulations in the agenda packet.

Chief Giorgi realized that we did not discuss these. He advised that these regulations have already been approved at the last meeting based on the language provided by Engineering. They now just need to be advertised. Karen Lambert will forward the approved regulations to Steve Kerrigan for advertisement.

That there being no further business of the Traffic Commission held on this date, the meeting adjourned at 10:49 am.

Respectfully submitted,

Karen L. Lambert  
Records Clerk  
Marlborough Police Department

**List of documents and other exhibits used at the meeting:**

- City of Marlborough Meeting Posting for Traffic Commission Meeting on Wednesday, October 28, 2020 including meeting agenda.
- Draft of Traffic Commission Minutes from Wednesday, September 30, 2020.
- Email from Michelle O'Brien to Chief Giorgi, dated 9/29/20, re: phone call from Meaghan Phadke regarding a request for a No Parking sign on Paquin Road.
- Email from Councilor Doucette to Chief Giorgi, dated 10/6/20, re: Signs on No Parking Signs on River Street.
- Email from Sgt. Attaway to Karen Lambert, dated 10/23/20, re: Parking Violations, Issues & Complaints on Preston Street & Maplewood Ave.
- Amended regulation to add Lincoln Street to Section 51, Schedule VII: "Heavy Truck Route" of the Rules and Regulations of the Traffic Commission.
- Regulation to add a section of Pleasant Street to Section 52, Schedule V111: "Tow-Away Zones" of the Rules and Regulations of the Traffic Commission.
- Regulation to add Stevens Street to Section 58, Schedule XIV: "Speed Limits" of the Rules and Regulations of the Traffic Commission.
- Regulation to add Union Street to Section 58, Schedule XIV: "Speed Limits" of the Rules and Regulations of the Traffic Commission.

**Additional Handouts**

- Parking Analysis and Recommendation for Church Street.
  - Copy of letter from Tim Collins to MassDOT (with attachments), dated 10/26/20, regarding truck traffic on Lincoln Street/Stevens Street.
  - Aerial photo and diagram of Paquin Street
  - Copy of Ch. 586-22 – General No Parking Prohibitions and an example of specific date parking restrictions, i.e. 6/15 to 9-15.
  - Diagram of River Street Area.
  - Compliance & Risk Reports for Church Street @ 130, 95 and Greenwood.
-

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CITY OF MARLBOROUGH

2020 DEC 31 A 7:54



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

**Traffic Commission Minutes**

The Regular Meeting of the Traffic Commission was held as a **virtual meeting** on Wednesday, November 25, 2020 at 10:00 am. Members present: Chairman - Police Chief David Giorgi, Fire Chief Kevin Breen, Commissioner of Public Works Sean Divoll and City Clerk Steve Kerrigan. Also present: Assistant City Engineer Tim Collins, Sgt. Zac Attaway from the MPD Traffic Services Unit, City Councilor Katie Robey and City Councilor Mike Ossing.

Karen Lambert, MPD Records Clerk, was not in attendance but will transcribe the minutes from the recorded meeting.

Chief Giorgi started recording the meeting at 10:06 and began by welcoming everyone and making introductions.

**1- Minutes**

The minutes of the Traffic Commission meeting of Wednesday, October 28, 2020.

Commissioner Divoll noted a revision necessary on page 5 with regard to an incorrect date. (10/27/27 changed to 10/27/20).

MOTION was made, seconded, duly VOTED:

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

**2 - New Business –**

NONE

*Commissioner Divoll asked to discuss an item not specifically on the Agenda.*

**Speed Limit signs attached to Utility Poles.**

At the last meeting, the Traffic Commission addressed the issue of installing additional speed limit sign on Church Street. It was discussed that these signs could be installed on existing utility poles. Commissioner Divoll asked if the City had a specific policy for posting signs on utility poles. He would prefer not to do this as the City would need approval from the Owner of the pole. Also, he feels that it gives “an unkept look” in the City.

Tim Collins advised that placing signs on utility poles used to be frowned upon back when linemen were working and had to physically climb the poles. There is nothing specifically written that addresses this issue, however, if we had a separate pole for every sign there would be way too many poles. The poles can also cause problems for the sidewalk plow.

Chief Giorgi asked if the utility companies have ever complained or objected? Mr. Collins advised that the City does not have official permission to use the poles, however, they have never been asked to take the signs down. Commissioner Divoll said that he would prefer to use our own poles but there could be a Plan A and a Plan B. We would only use the utility poles if there was an extenuating circumstance. Mr. Collins said that the sign crew works for the DPW and they should be aware of where the sign is going, and which sidewalks are plowed.

Chief Giorgi asked Commissioner Divoll if they had a specific policy in Oxford where he was previously employed. He said no it was just an internal issue where they wouldn't use the poles unless they had to. It would be his preference going forward, not to use the utility poles “for the sole purpose of making the City look better”.

Chief Giorgi advised that he would add this issue to the formal agenda for the next meeting.

**3-Old Business****3a) Signage on Lincoln Street regarding Truck Traffic.**

**Update:** Tim Collins had sent a letter to the MA DOT with a request to install two signs. One sign would advise that a truck exclusion was ahead. The other would direct trucks into the left lane, forcing them down East Main Street, which is the true truck route. This would then help to keep trucks off Stevens Street. Engineering previously determined that there was not enough truck traffic on Stevens Street to allow for a specific truck exclusion.

The MA DOT agreed with the recommendation and created the appropriate signs. Mr. Collins advised that they were installed yesterday.

MOTION was made, seconded, duly VOTED to ACCEPT and PLACE ON FILE.

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



**Update:** Items a & b were addressed together – see above.

MOTION was made, seconded, duly VOTED to ACCEPT and PLACE ON FILE.

**3c) Speed and Parking Issues on Church Street.**

**Update on Speed Issue:**

At the last meeting, the locations of new speed limit signs were discussed. Mr. Collins was looking to do this in the easiest way possible which included using existing utility poles for sign placement. He advised that he would revisit this with regard to putting up new posts for the signs. He will have to check which sidewalks are plow routes and make sure there is room.

MOTION was made, seconded, duly VOTED to TABLE.

**Update on Parking Issue:**

Mr. Collins advised that he was hoping to meet with Tom DiPersio prior to the meeting today to discuss the location of the No Parking signs, however, he was out all week. There were site distance issues between Commonwealth Avenue and Greenwood Street that needed to be addressed.

MOTION was made, seconded, duly VOTED to TABLE.

**3d) Request for a Speed Limit Sign on Church Street in the area of Hildreth.**

The speed limit sign issue was addressed above in item 3c. REMOVE from Agenda

**3e) Request for No Parking Sign – Paquin Drive.**

Chief Giorgi advised that the residents of Paquin Street who were having the parking issue planned on joining the meeting last month, however, they did not receive the link to connect to the meeting. Chief Giorgi said that he did speak with them yesterday and that they do want to be a part of the discussion, however, they had another meeting at the exact same time as this meeting.

MOTION was made, seconded, duly VOTED to TABLE for the December meeting so that someone from the Beach Association could be present.

**3f) Complaint Concerning No Parking Signs on River Street.**

At the last meeting, the Traffic Commission voted to amend the regulation to include a specific timeframe for the parking restriction. It was determined that parking would be restricted on the commercial side at all times on the entire length. The residential side would restrict parking Monday through Friday from 8:00 am to 5:00 pm. This would allow residents to park there at night and on the weekends. All agreed that this seems to be the fairest solution.

Tim Collins pulled up the proposed wording for the new regulation. The existing regulation would need to be repealed first. Chief Giorgi advised that he did not have a chance to draft the new regulation and that he will have it done for the next meeting. Mr. Collins will forward the wording; however, the Traffic Commission can still vote to approve the amended regulation based on the proposed working.

MOTION was made, seconded, duly VOTED to APPROVE the amended regulation. Chief Giorgi will create the amended regulation and forward it to Steve Kerrigan for advertisement.

**3g) Parking Violations, Issues & Complaints – Preston St, & Maplewood Ave.**

Sgt. Attaway advised that Officer Larose and Officer Connors have been monitoring this intersection. It doesn't seem to be much of an issue anymore as calls have been limited. Chief Giorgi said that it seems that stepping up enforcement has helped. As such, the Police Department will continue to monitor rather than making any changes.

Chief Giorgi asked Councilor Robey and Councilor Ossing if they anything else they wanted to discuss. No further issues.

That there being no further business of the Traffic Commission held on this date, the meeting adjourned at 10:16 am.

Respectfully submitted,

Karen L. Lambert  
Records Clerk  
Marlborough Police Department

**List of documents and other exhibits used at the meeting:**

- City of Marlborough Meeting Posting for Traffic Commission Meeting on Wednesday, November 25, 2020 including meeting agenda.
- Draft of Traffic Commission Minutes from Wednesday, October 28, 2020.
- Email chain from Tim Collins to Ann Sullivan (DOT), dated 11/17/20, re: Marlboro – E Main Street – Truck Exclusion Sign.

**Additional Handouts**

None