

FEBRUARY 14, 2022
TIME: 8:00 PM

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

CONVENED:
ADJOURNED:

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2022 FEB 10 P 12:30

CITY COUNCIL AGENDA

This meeting of the City Council will be held in City Council Chambers on Monday, February 14, 2022 at 8:00 PM. **PUBLIC ATTENDANCE IS 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).

1. Minutes, City Council Meeting, January 24, 2022.
2. From Council President Ossing: Update from Mayor Vigeant regarding COVID-19.
3. Communication from the Mayor, re: Grant Acceptance in the amount of \$118,940.00 from the Massachusetts Department of Energy Resources awarded to the city to be used to update the energy management system and controls at the Freeman School.
4. Communication from the Mayor, re: Mid-Year Transfer Requests totaling \$1,648,616.00 from various departments for FY 22, which moves funds from and to accounts as outlined in the transfer sheets.
5. Communication from the Mayor, re: Reappointments of John Usinas and Wayne Stanley to the Disabilities Commission for 3-year terms respectively from date of Council confirmation.
6. Communication from the Mayor, re: Reappointment of George LaVenture to the Planning Board for a 5-year term to expire on February 1, 2027.
7. Communication from the Mayor, re: Proposed Amendment to the City Code, Chapter 125 §6 "Salary Schedule" to amend the salary for the Parking Enforcement Officer.
8. Communication from the Mayor, re: Succession Planning Project Information.
9. Communication from Solicitor Jason Grossfield, re: Application for Site Plan Approval from Aubuchon Realty Company, Inc., related to the proposed expansion and upgrade of the retail plaza within the Wayside District, at 661 Boston Post Road East, in proper legal form, Order No. 21-1008418B.
10. Application for Renewal of Taxi/Livery License from Katsunori Tanaka d/b/a Global Limousine & Tour Services, 17 Eager Court.
11. Application for Taxi/Livery License from Josiah Ihechukwu d/b/a ROA Health System, to operate a Livery Service, 43 Bowstring Way.
12. Communication from Engineering Design Consultants on behalf of Lacombe Business Center, re: Sewer Taking and Easement relative certain parcels on Lacombe Street.

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.

13. Communication from the Central MA Mosquito Control Project, re: Budget Notification for FY23 and Compliance Certification Policy.
14. Minutes of Boards, Commissions and Committees:
 - a) School Committee, January 11, 2022 & January 25, 2022.
 - b) Board of Assessors, November 30, 2021.
 - c) Board of Registrars, November 16, 2020.
 - d) Conservation Commission, January 6, 2022 & January 20, 2022.
 - e) Cultural Council, August 3, 2021, October 6, 2021, November 3, 2021, December 1, 2021 & December 8, 2021.
 - f) Historical Commission, December 16, 2021.
 - g) Library Board of Trustees, January 4, 2022.
 - h) Planning Board, December 20, 2021.
 - i) Zoning Board of Appeals, February 1, 2022.
15. CLAIMS:
 - a) Roe Agami, 48 Kinder Circle, pothole or other road defect.
 - b) Yola Paul Bazile, 159 West Main Street, other property damage and/or personal injury.
 - c) Brian Higgins, 23 Grace Circle, other property damage and/or personal injury.
 - d) Peter M. Jones, 36 Morrissey Road, residential mailbox claim (2a).
 - e) Laura LeClair, 607 Brigham Street, residential mailbox claim (2a).
 - f) David Maheux, 76 Morrissey Road, residential mailbox claim (2b).
 - g) Janet Smith, 117 Upland Road, residential mailbox claim (2b).

REPORTS OF COMMITTEES:

UNFINISHED BUSINESS:

Councilors-at-Large

Mark A. Oram
 Michael H. Ossing
 Samantha Perlman
 Kathleen D. Robey

**Ward Councilors**

Ward 1 – Laura J. Wagner
 Ward 2 – David Doucette
 Ward 3 – J. Christian Dumais
 Ward 4 – Teona C. Brown
 Ward 5 – John J. Irish
 Ward 6 – Sean A. Navin
 Ward 7 – Donald R. Landers, Sr.

Council President

Michael H. Ossing

Council Vice-President

Kathleen D. Robey

**CITY OF MARLBOROUGH
 CITY COUNCIL
 MEETING MINUTES
 MONDAY, JANUARY 24, 2022**

The regular meeting of the City Council was held on Monday, January 24, 2022 at 8:00 PM in City Council Chambers, City Hall. City Councilors Present: Ossing, Wagner, Doucette, Dumais, Brown, Irish, Navin, Landers, Oram, Perlman & Robey. Meeting adjourned at 8:26 PM.

Motion by Councilor Dumais, seconded by the Chair to adopt the following:

ORDERED: That the Minutes of the City Council meeting, December 20, 2021, **FILE**; adopted.

Motion by Councilor Dumais, seconded by the Chair to adopt the following:

ORDERED: That the Minutes of the City Council meeting, January 3, 2022, **FILE**; adopted.

Mayor Vigeant provided the City Council with an update on COVID-19 and city events.

Motion by Councilor Dumais, seconded by the Chair to adopt the following:

ORDERED: That the Communication from City Council President Ossing re: City Council Regular Meeting Schedule and City Council Committee Assignments for Legislative Year 2022, **FILE**; adopted.

Motion by Councilor Dumais, seconded by the Chair to adopt the following:

ORDERED: That the Communication from President Ossing, re: Appointment of Ward 1 Councilor Laura Wagner to the Municipal Aggregation Committee, pursuant to Council Order No. 19-1007578B, **FILE**; adopted.

Motion by Councilor Irish, seconded by the Chair to adopt the following:

ORDERED: Under authority of MGL Chapter 44, Section 53A, the City Council hereby **APPROVES** the Gift Acceptances totaling \$6,800.00 awarded to the Council on Aging to be used as outlined; adopted.

- a) In the amount of \$5,000.00 from the Estate of Ernest Ginnetti for programming and the game room.
- b) In the amount of \$1,000.00 from the Marlborough Foundation to refurbish the pool tables in the billiards room.
- c) In the amount of \$800.00 from Boston Scientific for fuel assistance for seniors in need.

Motion by Councilor Irish, seconded by the Chair to adopt the following:

ORDERED: Under authority of MGL Chapter 44, Section 53A, the City Council hereby **APPROVES** the Grant Acceptance in the amount of \$26,667.00 from the Department of Fish and Game awarded to the Conservation Commission to be used to expand and restore the Desert Natural areas; adopted.

Motion by Councilor Irish, seconded by the Chair to adopt the following:

ORDERED: Under authority of MGL Chapter 44, Section 53A, the City Council hereby **APPROVES** the Grant Acceptance in the amount of \$18,000.00 from the Department of Environmental Protection awarded to the Department of Public Works to be used to offset the rising costs of processing recyclable materials; adopted.

Motion by Councilor Irish, seconded by the Chair to adopt the following:

ORDERED: That the Transfer Request in the amount of \$311,945.00 which moves funds from Reserved for Salaries Account to Sick Leave Buy Back to fund the recent and upcoming retirements from the Police and Fire Departments, **APPROVED**; adopted.

**CITY OF MARLBOROUGH
BUDGET TRANSFERS -**

DEPT:		Various				FISCAL YEAR:		2022		
FROM ACCOUNT:		TO ACCOUNT:								
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$982,574.00	\$311,945.00	11990006	57820	Reserve for Salaries	\$153,575.00	12200003	51920	Sick Leave Buy Back	\$106,994.20	
	Reason:					Retirement payouts				
						\$158,370.00	12100003	51920	Sick Leave Buy Back	\$105,841.39
						Retirement payouts				
	\$311,945.00	Total				\$311,945.00	Total			

Motion by Councilor Dumais, seconded by the Chair to adopt the following:

ORDERED: That the Reappointment of David Giorgi as Police Chief for a four-year term to expire on August 20, 2025, referred to the **PERSONNEL COMMITTEE**; adopted.

Motion by Councilor Dumais, seconded by the Chair to adopt the following:

ORDERED: That the Reappointment of Police Chief David Giorgi as Keeper of the Lock-Up for a term of one year in accordance with MGL Chapter 40 §35, **FILE**; adopted.

Motion by Councilor Dumais, seconded by the Chair to adopt the following:

ORDERED: That the Appointment of Jeremy McManus to the position of Assistant City Solicitor for a term of three years effective from date of confirmation, referred to the **PERSONNEL COMMITTEE**; adopted.

Motion by Councilor Dumais, seconded by the Chair to adopt the following:

ORDERED: That the Appointment of Sarah Hough to the Historical Commission for a term of three years effective from date of confirmation, referred to the **PERSONNEL COMMITTEE**; adopted.

Motion by Councilor Robey, seconded by the Chair to adopt the following:

ORDERED: That the Communication from Solicitor Jason Grossfield, re: Request for Executive Session to discuss litigation strategy relative to WP Marlborough MA Owner, LLC v. Marlborough City Council, **MOVED TO AFTER AGENDA ITEM #23**; adopted.

Motion by Councilor Robey, seconded by the Chair to adopt the following:

ORDERED: That the Request for Approval of a Flat Wall Sign, Wellisandra Boutique, 56 Apex Drive, Suite B, within the Hospitality and Recreation Mixed Use Overlay District (HRMUOD), Order No. 16/22-1006443, **APPROVED**; adopted.

Motion by Councilor Robey, seconded by the Chair to adopt the following:

ORDERED: That the Communication from Attorney Brian Falk on behalf of Vedi Naturals, LLC, re: Signage Package and notification of Business Name for Kosa Dispensary the planned retail marijuana establishment to be located at 505 Boston Post Road West, **FILE**; adopted.

Motion by Councilor Robey, seconded by the Chair to adopt the following:

ORDERED: That the Minor Modification of an LED Sign Special Permit, from Attorney Sem Aykanian on behalf Main Street Bank, to allow for a minimally larger sign (plans attached hereto) that is more structurally sound and esthetically pleasing at 81 Granger Boulevard, **APPROVED**; adopted.

Motion by Councilor Dumais, seconded by the Chair to adopt the following:

ORDERED: That the Communication from National Grid, re: Notice of upcoming sideline vegetation management within the electric transmission right-of-way easement, **FILE**; adopted.

Motion by Councilor Dumais, seconded by the Chair to adopt the following:

ORDERED: That the Communication from Local Election Districts Review Commission, re: Notice of approval of updated Reprecincting Map for the City of Marlborough, **FILE**; adopted.

Motion by Councilor Dumais, seconded by the Chair to adopt the following:

ORDERED: That the Communication from Doug Pizzi, re: Mask and other mandates to protect against COVID, **FILE**; adopted.

Motion by Councilor Doucette, seconded by the Chair to adopt the following:

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

- a) School Committee, December 14, 2021.
- b) Conservation Commission, November 18, 2021 & December 7, 2021.
- c) Planning Board, December 6, 2021.
- d) Zoning Board of Appeals, January 4, 2022.

Motion by Councilor Doucette, seconded by the Chair to adopt the following:

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

- a) Dana King, 290 Desimone Drive, residential mailbox claim (2b).
- b) Damaris Lopez, 276 Main Street, #19, other property damage and/or personal injury.

Reports of Committees:

THERE WERE NO REPORTS OF COMMITTEE.

Motion by Councilor Irish, seconded by the Chair to adopt the following:

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

- I. By amending Chapter 608 (“Water”), Section 608-11 (“Entrance Fees”) by **inserting a new A(2)(c)** to read as follows:

(c) Entrance fee for non-residential use with demonstrated or expected significant flows (greater than 5,000 gallons per day), or for buildings designed for uses with expected significant flows such as Good Manufacturing Practice (GMP) Buildings, shall also be subject to an additional fee of \$1.00 per square foot of building area.
- II. By **amending** Section 608-11(B)(3) to read as follows (new text shown as underlined):

Commercial or industrial subdivision or development. The entrance fee shall be \$3,000 for each connection of the secondary or branch mains or mains to the City main, plus the nonresidential entrance fee listed in § 608-11A for each service connected to the branch or secondary main, and, if applicable, the significant flow fee listed in §608-11(A)(2)(c).
- III. By amending Chapter 510 (“Sewer”), Section 510-4 (“Building Sewer Connections”) by **inserting a new A(1)(c)[3]** to read as follows:

Entrance fee for non-residential use with demonstrated or expected significant flows (greater than 5,000 gallons per day), or for buildings designed for uses with expected significant flows such as Good Manufacturing Practice (GMP) Buildings, shall also be subject to an additional fee of \$1.67 per square foot of building area.
- IV. By **amending** Section 510-4(A)(6)(c) to read as follows (new text shown as underlined):

(c) Commercial or industrial subdivision or development. The entrance fee shall be \$5,000 for each connection of the secondary or branch main or mains to the City main, plus the nonresidential entrance fee listed in Subsection A(1)(c) for each service connected to the branch or secondary main, and, if applicable, the significant flow fee listed in §510-4(A)(1)(c)[3].

- V. **Effective Date.** These amendments shall take effect upon passage and shall apply to connections for nonresidential uses that have not received a building permit as of the effective date of these amendments.

APPROVED.

First Reading, suspended; Second Reading, adopted; Passage to Enroll, adopted; Passage to Ordain; adopted. No objection to passage in one evening.

Motion by Councilor Robey, seconded by the Chair to adopt the following:

ORDERED: That the Marlborough City Council meet in Executive Session under Purpose 3 of the Open Meeting Law, MGL Chapter 30A §21(a)(3) to “discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body” regarding the pending matter, WP Marlborough MA Owner, LLC v. Marlborough City Council (Land Court No. 21 MISC 000451), as the chair hereby declares that discussion in an open session may have a detrimental effect on the City and the City Council’s litigating position.

The City Council will not re-convene in open session after the Executive Session.

APPROVED.

Yea: 11 – Nay: 0

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

Motion by Councilor Robey, seconded by the Chair to adopt the following:

ORDERED There being no further business, the regular meeting of the City Council is herewith adjourned at 8:26 PM; adopted.



City of Marlborough
Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
MARLBOROUGH, MA

Arthur G. Vigeant
MAYOR

2022 FEB 10 A 11:45

Patricia M. Bernard
EXECUTIVE AIDE

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

Ryan P. Egan
EXECUTIVE SECRETARY

February 10, 2022

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

RE: Grant acceptance - DOE Green Communities Competitive Grant Award

Honorable President Ossing and Councilors,

Enclosed for your review and approval is a grant acceptance in the amount of \$118,940.00 for an upgraded energy management system and controls for the Freeman School that houses our Early Childhood Center.

I would like to take this opportunity to thank the Massachusetts Department of Energy Resources for their support. This will allow us to continue our effort on reducing energy use and carbon emissions as outlined in Conservation Officer Priscilla Ryder's enclosed documentation.

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

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures



City of Marlborough Conservation Commission

140 Main Street
Marlborough, Massachusetts 01752
Tel. (508) 460-3768 Facsimile (508) 460-3747

February 7, 2022

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

RE: DOER Green Communities Competitive Grant Award **\$118,940.00**

Dear Mayor Vigeant,

The City of Marlborough, through the Green Communities program has been awarded a 2022 Green Communities Competitive Grant of \$118,940. This funding will allow the city to continue to improve on energy efficiency measures to reduce energy use and carbon emissions and save on energy costs. This grant will be used to make two energy efficiency improvements at the Freeman School which will save considerable energy and money annually as follows:

1. Install a new energy management system controller. This new system will allow for a centralized control mechanism for scheduling the heating, cooling, hot water, ventilation equipment to either turn on or turn down depending on the building needs. This project will ensure a more efficiently run building, using less electricity and gas, to heat/cool and run the building. Annual kWh and Therms savings are anticipated to be 10,880 kWh and 2412 Therms. Projected annual savings from this measure will be \$4,502.80
2. Install full direct digital control over each of the 18 ventilator units in the school classrooms. Each classroom will have new equipment to allow remote control scheduling and alarming and will tie into the city-wide energy management network (noted it item 1 above). These new controls will ensure a more efficiently run building, using less electricity and gas, to heat/cool and run the building. Annual kWh savings are anticipated to be 82,080 kWh. Projected annual savings for this measure will be \$13,951.40.

We are excited to be able to make these improvements. Please let me know if you have any questions.

Sincerely,

Priscilla Ryder
Conservation/ Sustainability Officer

Cc: Diane Smith

**CITY OF MARLBOROUGH
NOTICE OF GRANT AWARD**

DEPARTMENT: Conservation/Sustainability DATE: 2-7-22

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Priscilla Ryder

NAME OF GRANT: Green Communities Competitive Grant

GRANTOR: Massachusetts Department of Energy Resources

GRANT AMOUNT: \$118,940.00

GRANT PERIOD: Feb. 2022 – Sept. 2023

SCOPE OF GRANT/
ITEMS FUNDED . Energy management system and controls for Freeman School

IS A POSITION BEING
CREATED: No

IF YES: CAN FRINGE BENEFITS BE PAID FROM GRANT? N/A

ARE MATCHING CITY
FUNDS REQUIRED? None

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

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

ANY OTHER EXPOSURE TO CITY?
None

IS THERE A DEADLINE FOR CITY COUNCIL APPROVAL? As soon as possible

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



COMMONWEALTH OF MASSACHUSETTS
 EXECUTIVE OFFICE OF
 ENERGY AND ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENERGY RESOURCES
 100 CAMBRIDGE ST., SUITE 1020
 BOSTON, MA 02114
 Telephone: 617-626-7300
 Facsimile: 617-727-0030

Charles D. Baker
 Governor

Karyn E. Polito
 Lt. Governor

Kathleen A. Theoharides
 Secretary

Patrick C. Woodcock
 Commissioner

January 28, 2022

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

Dear Mayor Vigeant:

I am pleased to inform you that the Department of Energy Resources (DOER) Green Communities Division has approved an award of \$118,940 for the following projects proposed in the City of Marlborough's Green Communities Competitive Grant application.

List of projects funded:

- \$44,008, ECLC Freeman School — Energy Management System (EMS) controller upgrade
- \$74,932, ECLC Freeman School — Pneumatic to DDC conversion

The Division reviewed Marlborough's grant application and has determined these are viable projects that meet the eligibility requirements of our Competitive Grant program. **Please note that, due to the competitive nature of this grant program, the use of these funds is restricted to the specifically-approved projects listed above.**

Jane Pfister, Green Communities Grant Coordinator, will follow up with the contact person listed in your competitive grant application to discuss next steps, including coordination of the grant contract process. The Green Communities Division looks forward to working with the City of Marlborough on your grant projects. We congratulate you on your grant award and applaud your efforts to create a cleaner energy future for your community and the Commonwealth as a whole.

Please do not hesitate to contact me at 617-823-4029 or by email at Joanne.Bissetta@mass.gov with any questions you may have regarding your grant award.

Sincerely,

A handwritten signature in black ink, appearing to read "Joanne Bissetta". The signature is fluid and cursive, with a long horizontal stroke at the beginning.

Joanne Bissetta, Director
Green Communities Division

Cc: Priscilla Ryder, Conservation/Sustainability

Kelly Brown, Central Green Communities Regional Coordinator



City of Marlborough
Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Arthur G. Vigeant
MAYOR

2022 FEB 10 A 11:45

Patricia M. Bernard
EXECUTIVE AIDE

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

Ryan P. Egan
EXECUTIVE SECRETARY

February 10, 2022

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

RE: Mid-year transfer requests

Honorable President Ossing and Councilors,

Enclosed for your review and approval are mid-year transfer requests totaling \$1,648,616.00 from several City departments, as well as letters detailing the purposes as follows:

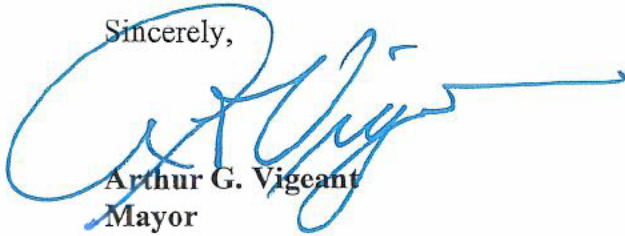
- Auditor Diane Smith has compiled a transfer request in the amount of \$1,439,076.00 to cover the costs of our fully executed contractual bargaining agreements. The Fire Department is the only union not included as their contract has yet to be fully negotiated. This transfer will also cover the \$500.00 vaccine incentive payment for all eligible City and School employees.
- Our office is requesting a transfer for \$6,000.00 to cover the Public Service Employment Program for June. Funding will come from the Events Coordinator line item.
- The Legal office will require a transfer for \$15,000.00 for claims and judgements.
- The Building Department will require a transfer for \$23,540.00 for outstanding invoices for contract services.
- The Human Resource Department anticipates a shortfall of \$39,000.00 to cover the costs of planned training for this fiscal year and pre-employment physicals.
- The Fire Department will require a transfer for \$5,000.00 for equipment repair and maintenance.

- The Department of Public Works is requesting a transfer in the amount of \$121,000.00 to cover various expenses.

I anticipate there will be questions, and my staff and I look forward to discussing at a future Finance Committee meeting.

Thank you for your consideration.

Sincerely,

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

Arthur G. Vigean
Mayor

Enclosures

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Various		FISCAL YEAR: 2022							
FROM ACCOUNT:				TO ACCOUNT:					
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$670,629.00</u>	<u>\$670,629.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$2,237.00</u>	<u>11110002</u>	<u>50350</u>	<u>City Council Sect</u>	<u>\$30,110.00</u>
	Reason:	_____			Reason:	<u>Contractual Obligation</u>			
<u>\$6,909,493.00</u>	<u>\$768,447.00</u>	<u>10000</u>	<u>35900</u>	<u>Undesignated Fund</u>	<u>\$3,515.00</u>	<u>11110003</u>	<u>50070</u>	<u>City Councilors</u>	<u>\$46,536.00</u>
	Reason:	_____			Reason:	<u>Contractual Obligation</u>			
					<u>\$3,189.00</u>	<u>11210001</u>	<u>50010</u>	<u>Mayor</u>	<u>\$42,995.00</u>
					Reason:	<u>Contractual Obligation</u>			
					<u>\$2,097.00</u>	<u>11210001</u>	<u>50321</u>	<u>Exec Aide to Mayor</u>	<u>\$28,240.00</u>
					Reason:	<u>Contractual Obligation</u>			
					<u>\$1,724.00</u>	<u>11210002</u>	<u>50590</u>	<u>Exec Secretary</u>	<u>\$23,247.00</u>
					Reason:	<u>Contractual Obligation</u>			
					<u>\$976.00</u>	<u>11330001</u>	<u>50015</u>	<u>Finance Director/Treas</u>	<u>\$45,067.00</u>
					Reason:	<u>Contractual Obligation</u>			
					<u>\$4,043.00</u>	<u>11330002</u>	<u>50062</u>	<u>Finance Assistant</u>	<u>\$53,861.00</u>
					Reason:	<u>Contractual Obligation</u>			
					<u>\$866.00</u>	<u>11330002</u>	<u>50520</u>	<u>Principal Clerk</u>	<u>\$20,829.00</u>
					Reason:	<u>Contractual Obligation</u>			
					<u>\$3,450.00</u>	<u>11350001</u>	<u>50020</u>	<u>Auditor</u>	<u>\$46,354.00</u>
					Reason:	<u>Contractual Obligation</u>			
					<u>\$430.00</u>	<u>11350001</u>	<u>50174</u>	<u>Procurement Officer</u>	<u>\$35,713.00</u>
					Reason:	<u>Contractual Obligation</u>			

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Various
FROM ACCOUNT:

FISCAL YEAR: 2022

TO ACCOUNT:

<u>\$1,642.00</u>	<u>11350002</u>	<u>50520</u>	<u>Principal Clerk</u>	<u>\$21,823.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$1,716.00</u>	<u>11410002</u>	<u>50550</u>	<u>Head Clerk</u>	<u>\$23,669.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$3,837.00</u>	<u>11510001</u>	<u>50030</u>	<u>City Solicitor</u>	<u>\$51,545.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$566.00</u>	<u>11520001</u>	<u>50530</u>	<u>HR Director</u>	<u>\$41,625.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$1,871.00</u>	<u>11520001</u>	<u>50532</u>	<u>HR Assistant</u>	<u>\$25,195.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$1,477.00</u>	<u>11520002</u>	<u>50775</u>	<u>Admin Assistant</u>	<u>\$19,921.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$1,821.00</u>	<u>11550001</u>	<u>50014</u>	<u>Director IT</u>	<u>\$24,527.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$2,202.00</u>	<u>11550001</u>	<u>50210</u>	<u>Sr System Analyst</u>	<u>\$29,207.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$2,634.00</u>	<u>1155001</u>	<u>50213</u>	<u>Network Engineer</u>	<u>\$36,149.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$7,128.00</u>	<u>11550001</u>	<u>50385</u>	<u>Electrician</u>	<u>\$24,965.00</u>
Reason:	<u>Contractual Obligation</u>			

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT:

Various

FISCAL YEAR:

2022

FROM ACCOUNT:

<u>\$2,720.00</u>		TO ACCOUNT:	
Reason:		11610001 50050	City Clerk <u>\$39,146.00</u>
		<u>Contractual Obligation</u>	
<u>\$1,999.00</u>		11610002 50290	Assist City Clerk <u>\$26,885.00</u>
Reason:		<u>Contractual Obligation</u>	
<u>\$1,426.00</u>		11610002 50770	Senior Clerk <u>\$18,681.00</u>
Reason:		<u>Contractual Obligation</u>	
<u>\$812.00</u>		11650003 51110	License Comm Members <u>\$1,231.00</u>
Reason:		<u>Contractual Obligation</u>	
<u>\$4,012.00</u>		11920001 50292	Bldg Maint Craftsman <u>\$68,030.00</u>
Reason:		<u>Contractual Obligation</u>	
<u>\$1,928.00</u>		11920001 50385	Electrician <u>\$25,534.00</u>
Reason:		<u>Contractual Obligation</u>	
<u>\$1,785.00</u>		11920001 50690	Foreman <u>\$27,669.00</u>
Reason:		<u>Contractual Obligation</u>	
<u>\$22,172.00</u>		12100001 50140	Police Chief <u>\$60,390.00</u>
Reason:		<u>Contractual Obligation</u>	
<u>\$346,543.00</u>		12100001 50420	Police Officers <u>\$91,573.00</u>
Reason:		<u>Contractual Obligation</u>	
<u>\$4,659.00</u>		12100001 50500	Police Captains <u>\$91,573.00</u>
Reason:		<u>Contractual Obligation</u>	
<u>\$23,900.00</u>		12100001 50510	Police Lieutenants <u>\$200,613.00</u>
Reason:		<u>Contractual Obligation</u>	

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Various
FROM ACCOUNT:

FISCAL YEAR: 2022

TO ACCOUNT:

<u>\$49,932.00</u>	<u>12100001</u>	<u>50820</u>	<u>Sergeants</u>	<u>\$350,843.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$3,305.00</u>	<u>12100002</u>	<u>50520</u>	<u>Principal Clerk</u>	<u>\$43,626.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$6,821.00</u>	<u>12100003</u>	<u>51213</u>	<u>Dispatchers</u>	<u>\$190,036.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$1,961.00</u>	<u>12100003</u>	<u>51214</u>	<u>Public Safety Assistant</u>	<u>\$26,011.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$4,940.00</u>	<u>12200001</u>	<u>50130</u>	<u>Fire Chief</u>	<u>\$68,830.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$2,032.00</u>	<u>12200002</u>	<u>50062</u>	<u>Finance Assistant</u>	<u>\$26,919.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$6,121.00</u>	<u>12410001</u>	<u>50095</u>	<u>Asst Bldg Commissioner</u>	<u>\$11,715.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$2,470.00</u>	<u>12410001</u>	<u>50109</u>	<u>Environmental Officer</u>	<u>\$33,213.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$37,249.00</u>	<u>12410001</u>	<u>50260</u>	<u>Local Inspector</u>	<u>\$64,392.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$3,651.00</u>	<u>12410001</u>	<u>50370</u>	<u>Plumbing Inspector</u>	<u>\$27,823.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$3,395.00</u>	<u>12410001</u>	<u>50380</u>	<u>Electrical Inspector</u>	<u>\$28,079.00</u>

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Various

FROM ACCOUNT:

FISCAL YEAR: 2022

Reason:	<u>Contractual Obligation</u>		
<u>\$10,400.00</u>	<u>12410001 50960</u>	<u>Asst Plmbg Inspector</u>	<u>\$4,150.00</u>
Reason:	<u>Contractual Obligation</u>		
<u>\$5,642.00</u>	<u>13032001 50292</u>	<u>Bldg Maint Craftsman</u>	<u>\$60,821.00</u>
Reason:	<u>Contractual Obligation</u>		
<u>\$3,828.00</u>	<u>13032001 50385</u>	<u>Electrician</u>	<u>\$25,803.00</u>
Reason:	<u>Contractual Obligation</u>		
<u>\$10,743.00</u>	<u>13032001 50386</u>	<u>HVAC</u>	<u>\$51,602.00</u>
Reason:	<u>Contractual Obligation</u>		
<u>\$98.00</u>	<u>13032001 50690</u>	<u>Foreman</u>	<u>\$32,231.00</u>
Reason:	<u>Contractual Obligation</u>		
<u>\$3,839.00</u>	<u>14000001 50600</u>	<u>DPW Commissioner</u>	<u>\$53,559.00</u>
Reason:	<u>Contractual Obligation</u>		
<u>\$3,293.00</u>	<u>14000001 50630</u>	<u>Asst DPW Commissioner</u>	<u>\$44,249.00</u>
Reason:	<u>Contractual Obligation</u>		
<u>\$1,950.00</u>	<u>14000002 50062</u>	<u>Financial Analyst</u>	<u>\$26,538.00</u>
Reason:	<u>Contractual Obligation</u>		
<u>\$1,137.00</u>	<u>14000002 50550</u>	<u>Head Clerk</u>	<u>\$23,664.00</u>
Reason:	<u>Contractual Obligation</u>		
<u>\$2,486.00</u>	<u>14001101 50108</u>	<u>GIS Administrator</u>	<u>\$32,924.00</u>
Reason:	<u>Contractual Obligation</u>		
<u>\$3,293.00</u>	<u>14001101 50640</u>	<u>City Engineer</u>	<u>\$44,249.00</u>

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Various
FROM ACCOUNT:

FISCAL YEAR: 2022

TO ACCOUNT:

Reason:	<u>Contractual Obligation</u>		
<u>\$11,471.00</u>	<u>14001101 50700</u>	<u>Grade 2 Engineer Aide</u>	<u>\$25,451.00</u>
Reason:	<u>Contractual Obligation</u>		
<u>\$2,955.00</u>	<u>14001301 50660</u>	<u>General Foreman</u>	<u>\$39,147.00</u>
Reason:	<u>Contractual Obligation</u>		
<u>\$7,389.00</u>	<u>14001301 50690</u>	<u>Foreman</u>	<u>\$97,860.00</u>
Reason:	<u>Contractual Obligation</u>		
<u>\$18,262.00</u>	<u>14001303 50740</u>	<u>Equipment Operators</u>	<u>\$349,831.00</u>
Reason:	<u>Contractual Obligation</u>		
<u>\$2,463.00</u>	<u>14001401 50690</u>	<u>Foreman</u>	<u>\$32,620.00</u>
Reason:	<u>Contractual Obligation</u>		
<u>\$2,955.00</u>	<u>14001401 50692</u>	<u>Super Auto Maint</u>	<u>\$39,147.00</u>
Reason:	<u>Contractual Obligation</u>		
<u>\$2,955.00</u>	<u>14001501 50680</u>	<u>General Foreman</u>	<u>\$39,147.00</u>
Reason:	<u>Contractual Obligation</u>		
<u>\$7,390.00</u>	<u>14001501 50690</u>	<u>Foreman</u>	<u>\$97,860.00</u>
Reason:	<u>Contractual Obligation</u>		
<u>\$2,463.00</u>	<u>14003001 50690</u>	<u>Foreman</u>	<u>\$32,620.00</u>
Reason:	<u>Contractual Obligation</u>		
<u>\$2,196.00</u>	<u>14920001 50110</u>	<u>Recreation Director</u>	<u>\$34,755.00</u>
Reason:	<u>Contractual Obligation</u>		

CITY OF MARLBOROUGH BUDGET TRANSFERS --		FISCAL YEAR:	2022
DEPT: Various		TO ACCOUNT:	
FROM ACCOUNT:	<u>\$1,892.00</u>	14920001 50166	Recreation Prog Mgr <u>\$25,092.00</u>
	Reason:	<u>Contractual Obligation</u>	
	<u>\$1,426.00</u>	14920002 50770	Senior Clerk <u>\$18,681.00</u>
	Reason:	<u>Contractual Obligation</u>	
	<u>\$2,980.00</u>	15120001 50605	Director of Public Health <u>\$40,154.00</u>
	Reason:	<u>Contractual Obligation</u>	
	<u>\$2,054.00</u>	15120002 50520	Principal Clerk <u>\$20,509.00</u>
	Reason:	<u>Contractual Obligation</u>	
	<u>\$311.00</u>	15120003 50990	Board of Health Members <u>\$863.00</u>
	Reason:	<u>Contractual Obligation</u>	
	<u>\$4,119.00</u>	15410001 50190	Director Elderly Affairs <u>\$32,624.00</u>
	Reason:	<u>Contractual Obligation</u>	
	<u>\$1,512.00</u>	15410001 50132	Outreach Worker <u>\$20,060.00</u>
	Reason:	<u>Contractual Obligation</u>	
	<u>\$1,293.00</u>	15410002 50584	Clerk Typist <u>\$17,145.00</u>
	Reason:	<u>Contractual Obligation</u>	
	<u>\$1,426.00</u>	15410002 50770	Senior Clerk <u>\$18,681.00</u>
	Reason:	<u>Contractual Obligation</u>	
	<u>\$1,517.00</u>	15430001 50080	Veterans Director <u>\$27,295.00</u>
	Reason:	<u>Contractual Obligation</u>	
	<u>\$3,361.00</u>	16100001 50230	Library Director <u>\$45,159.00</u>
	Reason:	<u>Contractual Obligation</u>	

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Various

FROM ACCOUNT:

FISCAL YEAR: 2022

TO ACCOUNT:

<u>\$2,001.00</u>	<u>16100001</u>	<u>50300</u>	<u>Asst Library Director</u>	<u>\$26,883.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$1,704.00</u>	<u>16100001</u>	<u>50470</u>	<u>Childrens Librarian</u>	<u>\$22,599.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$1,647.00</u>	<u>16100001</u>	<u>50480</u>	<u>Cataloguer</u>	<u>\$21,818.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$1,853.00</u>	<u>16100001</u>	<u>50656</u>	<u>Head of Circulation</u>	<u>\$24,550.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$1,647.00</u>	<u>16100002</u>	<u>50520</u>	<u>Principal Clerk</u>	<u>\$21,818.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$1,487.00</u>	<u>16100003</u>	<u>50860</u>	<u>Full Time Library Clerk</u>	<u>\$27,016.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$2,418.00</u>	<u>60080001</u>	<u>50570</u>	<u>Chemist</u>	<u>\$32,269.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$3,067.00</u>	<u>60080001</u>	<u>50630</u>	<u>Asst DPW Commissioner</u>	<u>\$42,643.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$2,689.00</u>	<u>60085001</u>	<u>50910</u>	<u>Head Treatment Operator</u>	<u>\$39,413.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$2,747.00</u>	<u>61090001</u>	<u>50680</u>	<u>General Foreman</u>	<u>\$37,737.00</u>
Reason:	<u>Contractual Obligation</u>			
<u>\$19,205.00</u>	<u>61090001</u>	<u>50690</u>	<u>Foreman</u>	<u>\$117,139.00</u>

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Various

FISCAL YEAR: 2022

FROM ACCOUNT:

Reason:

TO ACCOUNT:

Contractual Obligation

\$130,105.00

61090001

50740

Equipment Operators

\$155,215.00

Reason:

Contractual Obligation

\$2,463.00

61090001

50780

Chief Pump Station Oper

\$32,620.00

Reason:

Contractual Obligation

\$440.00

61090002

50520

Principal Clerk

\$20,826.00

Reason:

Contractual Obligation

\$555,250.00

11990006

53565

COVID 19

\$46,380.00

Reason:

Vaccination incentive

\$1,439,076.00

\$1,439,076.00

Department Head signature:

Auditor signature:

Comptroller signature:

Three handwritten signatures are present, each written over a horizontal line. The top signature is for the Department Head, the middle for the Auditor, and the bottom for the Comptroller. The signatures are in cursive and appear to be 'D. ...', '...', and '...' respectively.



City of Marlborough
Legal Department

140 MAIN STREET
MARLBOROUGH, MASSACHUSETTS 01752
TEL (508) 460-3771 FAX (508) 460-3698 TDD (508) 460-3610
LEGAL@MARLBOROUGH-MA.GOV

JASON D. GROSSFIELD
CITY SOLICITOR

JEREMY P. MCMANUS
ASSISTANT CITY SOLICITOR

SUSAN A. CORREIA
PARALEGAL

February 9, 2022

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

Re: Mid-Year Transfer – FY 22

Dear Honorable Mayor Vigeant:

Enclosed please find a transfer request to the legal services account from the assistant city solicitor line. This transfer will replenish the legal services account in the amount of \$15,000 following an internal transfer earlier this fiscal year from the legal services account to our claims and judgments account. The transfer utilizes surplus funds from the assistant solicitor line available due to vacancy in that position, and will assist in maintaining anticipated necessary funds being available for legal services.

Thank you for your consideration. Please contact me if you have any questions.

Respectfully,

Jason D. Grossfield
City Solicitor

Enclosure



City of Marlborough
BUILDING DEPARTMENT
 140 MAIN STREET
 MARLBOROUGH, MA 01752
 TEL. (508) 460-3776 FACSIMILE (508) 460-3736
 BUILDING_DEPT@MARLBOROUGH-MA.GOV

TIN HTWAY
 BUILDING COMMISSIONER

LAURENT "LARRY" LEMIEUX
 PLUMBING & GAS INSPECTOR

JOHN CAIN
 WIRING INSPECTOR

WILLIAM PAYTON
 BUILDING INSPECTOR

ETHAN LIPPITT
 BUILDING INSPECTOR

MICHAEL LEEDS
 BUILDING INSPECTOR

February 9, 2022

Honorable Mayor Vigeant
 140 Main Street
 City Hall, 4th Floor
 Marlborough, MA 01752

RE: MID YEAR FUNDING TRANSFERS & REQUESTS

Honorable Mayor:

The Building Department is requesting additional funds to pay for past outstanding invoices for professional services for 4LEAF, Inc. It was brought to my attention that two invoices from FY21 were overlooked and need to be paid.

Thank you for your understanding and consideration. Please feel free to contact me if you have any questions or concerns.

Best Regards,

Tin Htway, CBO
 Building Commissioner



City of Marlborough
Human Resources Department

140 MAIN STREET
 MARLBOROUGH, MA 01752
 TELEPHONE (508) 460-3705, FACSIMILE (508) 481-6354
 EMAIL: humanresources@marlborough-ma.gov

CHRISTINE L. PURPLE
 HR DIRECTOR

MARY WARD
 HR ASSISTANT

DIANE REGO
 ADMINISTRATIVE ASSISTANT

February 9, 2022

Mayor Arthur Vigeant,

As a part of my mid-year budget review, I respectfully request an increase in the following Human Resources Budget Line items to cover unanticipated expenses:

11520004	53010	MEDICAL EXAMS	\$ 14,000.00
11520004	53140	CONTRACT SERVICES	\$ 16,000.00
11520006	57380	CONFERENCE & TRAINING	<u>\$ 13,000.00</u>
		Total Request	<u>\$ 43,000.00</u>

The Human Resources Department has hired over 50 full-time, part-time and temporary employees since July 1, 2021.

- Each full-time and part-time hire is required to complete a pre-employment physical, as well, public safety candidates are required to complete a comprehensive medical and physiological examination. Between the large number of newly hired employees, along with the anticipated upcoming public safety hirings, I am respectfully requesting an additional \$14,000 in to cover the potential expenses that will be incurred before the end of this fiscal year.
- As a result of a number of retirements in public safety, the Human Resources Department is currently in the process of administrating a Police Department promotional assessment center and anticipating the necessity to administer a Fire Department promotional assessment center this Spring. Due to this added promotional assessment process, I am respectfully requesting an additional \$16,000 to cover the expenses that will be incurred before the end of this fiscal year.
- With the recent completion of a Collins Center staff survey, a need for training in the areas of MUNIS and Microsoft was identified, therefore, I am requesting an additional \$9,000.00 to cover the cost of the additional employee trainings this Spring.

Therefore, I respectfully request a \$39,000 increase to the Human Resources Department budget to cover these impending expenses.

Sincerely,

Christine L. Purple
 Human Resources Director

CITY OF MARLBOROUGH
BUDGET TRANSFERS -

DEPT:		Various				FISCAL YEAR:		2022	
Available Balance	Amount	FROM ACCOUNT:			Amount	TO ACCOUNT:			Available Balance
		Org Code	Object	Account Description:		Org Code	Object	Account Description:	
<u>\$170,343.20</u>	<u>\$50,540.00</u>	<u>1610003</u>	<u>51261</u>	<u>Part-Time Library Clerks</u>	<u>\$23,540.00</u>	<u>12410004</u>	<u>53180</u>	<u>Bldg Prof & Tech Serv</u>	<u>\$0.00</u>
	Reason:	<u>Vacant positions</u>				<u>For prior year outstanding invoices from 4Leaf</u>			
					<u>\$14,000.00</u>	<u>11520004</u>	<u>53010</u>	<u>Medical Exams</u>	<u>\$2,179.50</u>
						<u>Large number of hires including Fire & Police</u>			
					<u>\$13,000.00</u>	<u>11520006</u>	<u>57380</u>	<u>Conference & Training</u>	<u>\$16,902.08</u>
						<u>Munis and Microsoft training</u>			
<u>\$70,803.71</u>	<u>\$15,000.00</u>	<u>11510001</u>	<u>50172</u>	<u>Asst City Solicitor</u>	<u>\$15,000.00</u>	<u>11510004</u>	<u>53110</u>	<u>Legal Services</u>	<u>\$49,970.79</u>
		<u>Position was vacant</u>				<u>To replace funds transferred to Claims & Judgements back in September</u>			
<u>\$20,000.00</u>	<u>\$6,000.00</u>	<u>14920003</u>	<u>50999</u>	<u>Events Coordinator</u>	<u>\$6,000.00</u>	<u>11210003</u>	<u>51250</u>	<u>Summer Employment</u>	<u>\$6,092.56</u>
	Reason:	<u>Vacant position</u>				<u>Anticipated funds needed through June 30th</u>			
<u>\$19,050.00</u>	<u>\$16,000.00</u>	<u>11620002</u>	<u>50141</u>	<u>Clerk</u>	<u>\$16,000.00</u>	<u>11520004</u>	<u>53140</u>	<u>Contract Services</u>	<u>\$18,339.51</u>
	Reason:	<u>Vacant position</u>				<u>Fire promotional process</u>			
	<u>\$87,540.00</u>	Total			<u>\$87,540.00</u>	Total			

Department Head signature:

Department Head signature:

Department Head signature:

Auditor signature:

Finance Director signature:

[Handwritten signatures]
 Margaret Cardello
 [Signature]
 [Signature]
 Pat [Signature]



City of Marlborough
FIRE DEPARTMENT
215 MAPLE STREET
MARLBOROUGH, MASSACHUSETTS 01752

KEVIN J. BREEN
FIRE CHIEF

PHONE: (508) 624-6986
FAX: (508) 460-3795

February 9, 2022

Ms. Diane Smith
Auditor
City of Marlborough
140 Main Street
Marlborough, MA 01752

REF: MFD Transfer Request

Dear Ms. Smith:

A FY 2022 budget transfer request in the amount of \$5,000 was recently submitted as part of our mid-year budget review. This request is based on an expected shortfall in Account # 12200006-52500 Repair/Maintenance Equipment. Specifically, we have experienced unanticipated maintenance and repairs to some of our Self-Contained Breathing Apparatus (SCBA) units and preventative maintenance program costs. In our mid-year budget submission, we identified available funds to support this transfer from Account # 12200001-50805 Fire Inspector. To date, this position has been unfilled. However, our new assistant fire chief has been tasked with creating a new fire prevention bureau and one of his top priorities is to work on selecting a new fire inspector in FY2022.

Please let me know if you require any additional information.

Sincerely,

A handwritten signature in blue ink that reads "Kevin Breen".

Kevin J. Breen
Fire Chief

Cc: Hon. Arthur G. Vigeant, Mayor
Patrick Jones, Comptroller



City of Marlborough
Department of Public Works

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

SEAN M. DIVOLL, P.E.
COMMISSIONER

MEMORANDUM

Date: February 7, 2022

To: Mayor Vigeant

From: Sean M. Divoll, Commissioner of Public Works

Re: Budget Transfer Requests

Attached herewith are budget transfer requests in the amount of \$121,000.00 from available funds to cover costs relative to:

1. Update Technically Based Local Industrial Discharge Limits at Westerly Wastewater Plant.
2. Perform additional sampling for Hudson St landfill.
3. Consultant design services for upcoming projects.
4. Upgrade Jericho lighting, police station interior upgrades, and DPW garage doors.

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2022

FROM ACCOUNT:

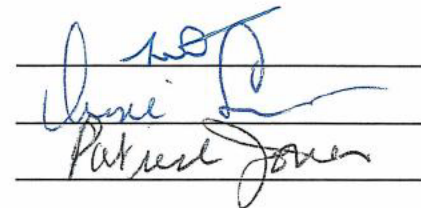
TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$29,626</u>	<u>\$23,000.00</u>	<u>11920001</u>	<u>50291</u>	<u>Public Facilities Director</u>	<u>\$23,000.00</u>	<u>11920006</u>	<u>52469</u>	<u>Repairs & Maint</u>	<u>\$42,846.00</u>
	Reason:	<u>Excess due to vacancy</u>				<u>Jericho lighting upgrade, police station upgrade and others</u>			
<u>\$135,239</u>	<u>\$25,000.00</u>	<u>14001101</u>	<u>50710</u>	<u>Junior Civil Engineer</u>	<u>\$25,000.00</u>	<u>14001106</u>	<u>57830</u>	<u>Enviorn. Complaine NPDES</u>	<u>\$9,879.00</u>
	Reason:	<u>Vacancy due to promotion</u>				<u>Additional sampling for Hudson st landfill</u>			
<u>\$107,476</u>	<u>\$25,000.00</u>	<u>14001101</u>	<u>50660</u>	<u>Assistant City Engineer</u>	<u>\$25,000.00</u>	<u>14001104</u>	<u>53180</u>	<u>Prof & Tech Services</u>	<u>\$25,720.00</u>
	Reason:	<u>Excess due to previous vacancy</u>				<u>Consultant design services for upcoming projects</u>			
<u>\$40,789</u>	<u>\$15,000.00</u>	<u>60081001</u>	<u>50750</u>	<u>Equipment Operator</u>	<u>\$48,000.00</u>	<u>60085004</u>	<u>52570</u>	<u>Service Contract-Plant Equip</u>	<u>\$26,536.00</u>
	Reason:	<u>Excess due to vacancy</u>				<u>Update Technically Based Local Industrial Discharge Limits</u>			
<u>\$165,918</u>	<u>\$24,000.00</u>	<u>60081001</u>	<u>50850</u>	<u>Treatment Plant Operator</u>					
	Reason:	<u>Excess due to previous vacancy</u>							
<u>\$131,079</u>	<u>\$9,000.00</u>	<u>60085001</u>	<u>50850</u>	<u>Treatment Plant Operator</u>					
	Reason:	<u>Excess due to vacancy</u>							
	<u>\$121,000.00</u>	Total			<u>\$121,000.00</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:





City of Marlborough
Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
OF THE CITY OF MARLBOROUGH
Arthur G. Vigeant
MAYOR

2022 FEB 10 A 11:45
Patricia M. Bernard
EXECUTIVE AIDE

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

Ryan P. Egan
EXECUTIVE SECRETARY

February 10, 2022

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

RE: Re-appointments of John Usinas and Wayne Stanley to Disabilities Commission

Honorable President Ossing and Councilors,

I am pleased to submit for your approval the reappointments of John Usinas and Wayne Stanley to the Disabilities Commission for a term of three years to expire from date of confirmation.

Mr. Stanley has served a full term and is eager to continue being a resource for the City. Mr. Usinas has been serving for 32 years, and we appreciate his assistance with guidance and compliance and his long-term dedication.

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

Sincerely,

Arthur G. Vigeant
Mayor



City of Marlborough
Office of the Mayor

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CITY OF MARLBOROUGH
2022 FEB 10 A 11:45
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Ryan P. Egan
EXECUTIVE SECRETARY

February 10, 2022

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

RE: Re-appointment of George LaVenture to the Planning Board

Honorable President Ossing and Councilors,

I am pleased to submit for your approval the reappointment of George LaVenture to the Planning Board for a term of five years to expire on February 1, 2027 subject to City Council confirmation.

Mr. LaVenture has served a full term and is eager to continue. We appreciate his dedication and governance with respect to the subdivision of land, open space and development in our City.

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

Sincerely,

Arthur G. Vigeant
Mayor



City of Marlborough
Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
Arthur G. Vigeant
MAYOR

2022 FEB 10 A 11:45
Patricia M. Bernard
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Marlborough, Massachusetts 01752
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Ryan P. Egan
EXECUTIVE SECRETARY

February 10, 2022

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

RE: Proposed salary ordinance amendment

Honorable President Ossing and Councilors,

Please find enclosed for your review an order recommending a change to the City's salary ordinance, Ch. 125 for the Parking Enforcement Officer upon City Council approval.

In May of 2020, the City adopted the recommended salary amendment that included increasing the Parking Enforcement Officer and Crossing Guards not to exceed \$18.00 per hour. We successfully found a great candidate for the Parking Enforcement position who stayed with us for about six months and left for another job that paid him more. We have continued to post this position without success.

We are recommending increasing the salary not to exceed \$25.00 per hour, and respectfully request it be considered in a timely fashion. Noted in the Collins Center Succession Planning report, the City's approval process regarding changes to positions in staffing is time consuming and inefficient. I would like to work collaboratively with the City Council to update our outdated ordinance for staffing efficiency. It's been an ongoing issue and one that needs to be addressed so the City can remain competitive in today's labor market.

We would like the opportunity to fill the Parking Enforcement Officer as soon as possible to assist our Main Street business owners with adequate levels of street parking and give the Marlborough Police Department the ability to properly enforce parking regulations.

If you have any questions, please do not hesitate to contact me or Chief Giorgi. Thank you for your consideration.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure

ORDERED:

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

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

<u>Position</u>	<u>Rate</u>
Parking Enforcement Officer	Not to Exceed \$25 Per Hour.

II. This ordinance shall supersede and replace any existing rate for said position(s) in the current salary schedule.

ADOPTED
In City Council
Order No. 22-XXX
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:



City of Marlborough
Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
FEB 10 2022

Arthur G. Vigeant
MAYOR

2022 FEB 10 A 11:45

Patricia M. Bernard
EXECUTIVE AIDE

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

Ryan P. Egan
EXECUTIVE SECRETARY

February 10, 2022

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

RE: Succession Planning Project

Honorable President Ossing and Councilors,

As you know, the City of Marlborough participated in a succession planning project over the last year and a half and the last phase included an employee survey, as well as department head training. Enclosed are the results for informational purposes.

The survey was sent to all City employees and the Collins Center received 118 responses. One of the main highlights was the need for ongoing employee training with MUNIS, Excel and Microsoft applications. The HR and IT departments are coordinating with a vendor to implement these training programs once the MUNIS upgrade is completed in March.

As part of the Succession Planning, the Collins Center performed a management/supervisory training that was offered to all department heads and supervisors. I'm happy to report that we had 43 employees attend the training which included managing and developing staff, and vital Human Resource policies.

The need for updated job descriptions is also a major highlight. Many have not been updated for decades and as positions become vacant, outdated job descriptions will be reviewed and modernized, as well as compensation levels. This has been an ongoing initiative, and we will continue the process.

These results will be reviewed with department heads with an emphasis on improving communication and expanding cross training where applicable.

Please let me know if you have any questions or concerns.

Sincerely,

Arthur G. Vigeant
Arthur G. Vigeant
Mayor

Enclosures



EDWARD J. COLLINS, JR. CENTER FOR PUBLIC MANAGEMENT
JOHN W. McCORMACK GRADUATE SCHOOL OF POLICY AND GLOBAL STUDIES
UNIVERSITY OF MASSACHUSETTS BOSTON

100 Morrissey Boulevard
Boston, MA 02125-3393
P: 617.287.4824
F: 617.287.5566
mccormack.umb.edu/centers/cpm
collins.center@umb.edu

January 31, 2022

The Honorable Arthur Vigeant
City Hall
140 Main Street
Marlborough, MA 01752

Dear Mayor Vigeant:

The Collins Center has completed its work for the Succession Planning Project for the City of Marlborough that was funded by the Community Compact Best Practice grant received from the Commonwealth of Massachusetts.

The following report details the work completed, findings, actions taken and recommendations for the future.

Thank you for allowing the Collins Center work with the City. We would like to thank Ms. Christine Purple and Ms. Patricia Bernard for their assistance.

Sincerely,

Mary Flanders Aicardi

Mary Flanders Aicardi
Human Resources Practice Leader

INTRODUCTION

The City of Marlborough received a Community Compact Best Practice grant to implement a Succession Plan to help address the pending wave of retirements that will challenge a municipality's ability to maintain service levels and utilize expertise and experience of mature workers through consulting or mentorship programs.

The City engaged the services of the Collins Center for Public Management (Center) to develop an approach to succession planning, evaluate the current status of potential vacancies, and recommend steps for the short term and long term.

METHODOLOGY

In March, Collins Center staff members Mary Aicardi and Michael Hale conducted orientation sessions for key department managers and explained the basis and the process for the Succession Planning project. Worksheets were distributed and interviews were held with each department manager to gather the following data:

- Critical positions in each department
- Identification of significant departmental challenges in the next five-year period
- Competencies, skills and institutional knowledge that are critical success factors

Discussions focused on organizational and staffing structure, training opportunities, retention of valued employees, and likely retirements in the ensuing years. The individual meetings provided a valuable opportunity for department managers to discuss their staffing levels, competencies of employees in key positions, and human resource challenges that they anticipate facing in the ensuing years. The Center provided a memorandum of initial findings and recommendations which are detailed below and attached in Appendix A.

The Preliminary Findings were:

- The removal of positions from Chapter 31 of the Massachusetts General Laws, the Civil Service statute, provides for the flexibility that the City needs in hiring a highly qualified work force for the future. Some proponents of maintaining a Civil Service system believe that it shields the hiring process from favoritism and political influence. Department managers were asked if there has been any political influence since the removal of Civil Service and all emphatically stated that there has not been any. The Police and Fire chiefs stated that they have been able to hire highly educated and, in some cases, fully trained employees.
- Department managers stated the current administration is fully supportive of providing training opportunities to all departments. Funds are adequately budgeted to address requests from department managers, which is critical in developing and retaining a skilled workforce. At the Mayor's request, the Collins Center has reached out to the Association of Municipal Accountants and Auditors to inquire about expanding training opportunities to those outside the existing municipal workforce.

- A recurring theme across all departments is the need for updated position descriptions. Accurate position descriptions are the foundation of a classification and compensation structure and are critical for an organization to effectively plan for succession. While some descriptions have been updated when vacancies occur, the format used is inconsistent. The City Ordinance states that at least ½ of all descriptions should be reviewed each year. It is not significant that this is not consistently done, however, the fact it was last done 18 years ago is significant.
- The City Ordinance states the City Council approves changes to position descriptions. The process is time consuming and inefficient. The professional Human Resources Manager should be tasked with the responsibility of maintaining and updating position descriptions. The priority of the City Council should be legislative and higher level issues such as recommendations from the Mayor on changes in staffing levels and potential organizational restructuring of municipal departments, not the administrative task of rewriting position descriptions.
- In many departments, there is no clear “second in command”. Efforts to address this concern has been formally addressed by the Fire Chief with the creation of a Deputy Chief position. The City should consider adopting the Police Chief’s request to create two Deputy Chiefs, one for administrative support and one for operations. The DPW Director, while only six months into employment, is also engaged in a review of department resources and formulating a plan to address areas in which he sees deficiencies.
- Most City Hall administrative departments, except the City Clerk do not have an “Assistant” classification. It is the Collins Center understanding that this designation was apparently removed in the past as a cost cutting measure during an economic downturn. An Assistant Collector, Treasurer, and Auditor are important roles and often perform statutory functions in the absence of the department manager. The creation, or reinstatement, of these classifications would also provide an opportunity to train highly qualified and motivated employees to be promoted to department manager positions when opportunities arise and provide for career growth.
- Although the City Ordinance states that there shall be a performance evaluation process for non-union employees, one is not currently in place. While this is not unusual in city governance, the lack thereof creates a void in annually evaluating, developing, and retaining high performing talent. Implementing a performance evaluation system in a highly unionized environment takes a considerable amount of negotiation, time, and training. An intermediate solution might be the establishment of a program which requires department managers to meet with employees under their direction and formulate annual development and training plans for those who wish to improve and be promoted within their department or another department. Requiring this annual discussion sends a strong message that the City is interested in developing and retaining future leaders.

- The current policy for granting vacation leave to new employees is an impediment to recruiting a talented workforce, especially at the department manager level. Prospective candidates with considerable experience are likely candidates from communities already granting them four to five weeks of vacation. Marlborough's current practice of granting two weeks of vacation to new employees, even though the Mayor may grant an additional week in limited circumstances, is a deterrent to hiring experienced managers. The policy also hinders some hiring at the lower levels. For example, the Police Department may be able to recruit a fully trained lateral transfer from another municipal department. An officer with five to seven years of experience is likely to have at least three weeks of vacation and will not want to take less. In addition, he/she may be at the top step of a pay scale and will not accept a job with a reduction in pay. The avoided cost of training a police recruit is greater than granting pay and vacation equal to what the officer is currently receiving so long as it is within range of the Marlborough plan.

The Recommended Next Steps were to pursue:

1. Conducting a survey of employees about their career development goals/aspirations
2. Working with department managers to evaluate the competencies of departmental staff, using a recommended evaluation tool.
3. Identifying gaps in competencies compared to those of key positions
4. Identifying prospective leaders/managers in each department
5. Developing recommendations on career development training programs to address the gaps in competencies
6. Conducting training programs as a result of decisions made in the aforementioned meeting. Depending on the training needs and budget remaining in the project, the Collins Center will create and present training to identified employees.
7. Preparing a final report for presentation to the Mayor and/or City Council that will include all findings and recommendations.

TRAINING FOR DEPARTMENT MANAGERS

After submitting the above finding to the City, as requested by the City, the Center conducted a comprehensive training session for all department managers. Managers were reminded that a key responsibility as a supervisor is to train, mentor, and develop employees. Training topics included:

- Performance Management
- Performance Planning
- Feedback and Coaching
- Performance Evaluation
- Key HR Policies, including FMLA, ADA, FLSA, Workers Compensation, IOD, EAP
- Supervising in a Unionized Environment
- Progressive Discipline
- Just Cause

COMPREHENSIVE SURVEY

The Collins Center developed and shared through a Google Form with employees. All employees were invited to participate and could do so anonymously. One hundred and eighteen (118) employees responded to the survey, which is a significant response. The Survey Results were provided under separate cover and are attached to this report in Appendix B. The survey elicited basic information about years of service and educational achievement. The substantive questions asked of employees were:

QUESTIONS ASKED
What do you like best about your job? (Not Salary!)
What do you like least about your job? (Not Salary!)
When you think about your career path, what job would you like to have, either within the department, the City, or somewhere else?
What skills would you need to gain to perform in that career path job you would like to have?
What skills would you like to obtain in your current job?
What tools do you need to be more effective and efficient in your current job?
Please describe your interest in promotional opportunities. What department? What job?
If you have had the opportunity to cross train, please describe and comment on the experience.
If you are interested in opportunities to cross train with another department, which one(s)?
Please list any certifications you may be interested in obtaining or pursuing.
Describe the Training Programs you have taken.
What training programs do you believe would help the City meet the training needs of employees?
How often does your supervisor communicate with you about your job expectations?
How does your supervisor communicate with you about your job expectations?
If you had a magic wand, what changes would you make to your job. (Not Salary)
If you were Mayor for a day, what changes would you like to make in City government. (Not Salary)
What suggestions do you have for the Human Resources Department?

The survey revealed most employees truly enjoy their jobs. The responses to the following questions are of note:

Promotional Opportunities: One third of respondents indicated they would be interested in promotional opportunities. A few comments indicated there were not enough promotional opportunities, or the systems for promotions was not fair.

Skills Needed. Approximately 90 respondents referred to skills needed currently and for career growth. The majority of responses included reference to a lack of training on MUNIS, Excel and computer skills.

Job Descriptions. Seventy percent (70%) of respondents indicated their job description were accurate.

Cross Training. Sixty percent (60%) of respondents indicated they have had the ability to cross train and shared how the experience has been beneficial to municipal operations.

TARGETED SUCCESSION PLANS

Initially, the scope of work for the project included the deliverable of recommending “targets” for promotions. The Center is not making specific recommendations at this time. While some departments have a clear delineation and hierarchy, others do not. The data collection and the survey revealed the City is not structured to provide this type of succession planning program. Barriers to such a program are twofold.

The first barrier is the fact that the majority of employees who are eligible for promotion are members of collective bargaining units, which can cause challenges in selecting specific candidates for training, mentoring and cross training.

The second barrier is the actual staffing structure of many departments. Many departments are extremely flat and do not have positions that provide for promotions which leads to existing employees not having the opportunity to grow and creates a large competency gap between existing employees and positions of leadership.

RECOMMENDED SUCCESSION PLANNING PRIORITIES

The Collins Center recommends the City address the following immediate priorities as the initial steps necessary to create a comprehensive, medium to long range succession planning program.

POSITION DESCRIPTIONS. The City has not performed a comprehensive classification and compensation review in decades. Position descriptions are out of date and the compensation structure is lacking. Additionally, while some compensation levels are competitive, others are not. The Center recommends the City pursue additional grant opportunities to fund a comprehensive review. Additionally, approval of position descriptions should be removed from the City Ordinance and placed under the executive authority of the Mayor.

TOTAL COMPENSATION. A part of any strong succession planning program is the ability to recruit and retain employees with competitive compensation and benefits. The City's Ordinance which restricts the ability of the Mayor to hire personnel with flexibility of pay and leave benefits hinders the ability of the City to recruit highly qualified personnel. Not having highly qualified personnel in leadership positions, impacts the mentoring and cross training capabilities. In some instances, employees are training supervisors. The Mayor should be authorized to compensate new employees without approval of the Council.

ASSISTANT DEPARTMENT/DIVISION HEADS. The City should take advantage of any vacancy in a department to evaluate the possibility of creating an Assistant or Professional position . As mentioned in the initial memorandum, the City's departments and divisions are flat, and frequently have a supervisor and then clerical or staff positions, without any professional or supervisory positions to serve as "feeder" positions. The City should make it a goal to create an "Assistant" or "Professional Staff" position within each department. Doing so would provide promotional opportunities for current staff and provide an opportunity to have a trained professional to fill in for or take the role of the department manager.

TRANSFER OF KNOWLEDGE AND CROSS TRAINING. In many departments, work assignments foster the "siloeing" of duties where if a vacancy occurs few people in the department are able to perform the duties. The Mayor should insist wherever possible, department managers adopt the practice of cross training of departmental staff. Doing so will provide opportunities for skill development and transfer of knowledge.

FORMAL AND INFORMAL TRAINING. The City has a training budget that allows individuals to pursue professional development. Many have availed themselves of the benefit. However, the training is based on individual interest or pursuit. The survey clearly revealed a desire and need for training of departmental staff in the software used, particularly the integrated MUNIS system and Excel spreadsheet software. The Center recommends the City pursue in house training on both MUNIS and Excel which will provide hands-on, City specific learning.

As mentioned above, Informal training through cross training should occur as often as possible. The City may wish to consider creating a Mentorship Program where a department or division manager could "Mentor" an employee one day per week. The program could be developed as a volunteer program, an application program or a designation program. The City should confer with legal counsel regarding any collective bargaining obligations for such a program.

The City should work with through the department heads with any professional associations they are involved with to encourage shadowing, mentoring, and associate memberships to allow for and encourage attendance and participation in certification programs.

CLOSING

The Collins Center would like to thank the City for allowing us to work with the department managers and staff on this critical initiative, with special thanks to Ms. Christine Purple and Ms. Patricia Bernard for their support.

ATTACHMENT A

INITIAL FINDINGS MEMO TO MAYOR



EDWARD J. COLLINS, JR. CENTER FOR PUBLIC MANAGEMENT
 JOHN W. McCORMACK GRADUATE SCHOOL OF POLICY AND GLOBAL STUDIES
 UNIVERSITY OF MASSACHUSETTS BOSTON

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 Boston, MA 02125-3393
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 F: 617.287.5566
mccormack.umb.edu/centers/cpm
collins.center@umb.edu

May 14, 2021

The Honorable Arthur Vigeant
 City Hall
 140 Main Street
 Marlborough, MA 01752

Dear Mayor Vigeant:

The Collins Center has completed its initial review for the Succession Plan assessment of City of Marlborough municipal departments. As you know, the project is funded by a Community Compact Best Practice grant received from the Commonwealth of Massachusetts.

Methodology:

In March, Collins Center staff members Mary Aicardi and Michael Hale conducted orientation sessions for key department managers and explained the basis and the process for the Succession Planning project. Worksheets were distributed to the key department managers in an attempt to gather the following data:

- Critical positions in each department
- Identification of significant departmental challenges in the next five-year period
- Competencies, skills and institutional knowledge that are critical success factors

While most department managers completed the worksheets, some indicated it overly time consuming, especially those with larger staffs – police, fire, and DPW. To address this issue, as well as wanting to get deeper information about the departments and staff, the Collins Center staff arranged to meet (in person or virtually) with each department manager to gather the information needed.

Discussions focused on organizational and staffing structure, training opportunities, retention of valued employees, and likely retirements in the ensuing years. Meetings lasted from 20 minutes to more than two hours, depending on the size of the department. The individual meetings provided a valuable opportunity for department managers to discuss their staffing levels, competencies of employees in key positions, and human resource challenges that they anticipate facing in the ensuing years. The sessions were also extremely helpful to the Collins Center staff gathering data to present as findings for this memo.

Preliminary Findings:

- The removal of positions from Chapter 31 of the Massachusetts General Laws, the Civil Service statute, provides for the flexibility that the City needs in hiring a highly qualified work force for the future. Some proponents of maintaining a Civil Service system believe that it shields the hiring process from favoritism and political influence. Department managers were asked if there has been any political influence since the removal of Civil Service and all emphatically stated that there has not been any. The Police and Fire chiefs stated that they have been able to hire highly educated and, in some cases, fully trained employees.
- Department managers stated the current administration is fully supportive of providing training opportunities to all departments. Funds are adequately budgeted to address requests from department managers, which is critical in developing and retaining a skilled workforce. At the Mayor's request, the Collins Center has reached out to the Association of Municipal Accountants and Auditors to inquire about expanding training opportunities to those outside the existing municipal workforce.
- A recurring theme across all departments is the need for updated position descriptions. Accurate position descriptions are the foundation of a classification and compensation structure and are critical for an organization to effectively plan for succession. While some descriptions have been updated when vacancies occur, the format used is inconsistent. The City Ordinance states that at least ½ of all descriptions should be reviewed each year. It is not significant that this is not consistently done, however, the fact it was last done 18 years ago is significant.
- The City Ordinance states the City Council approves changes to position descriptions. The process is time consuming and inefficient. The professional Human Resources Manager should be tasked with the responsibility of maintaining and updating position descriptions. The priority of the City Council should be legislative and higher level issues such as recommendations from the Mayor on changes in staffing levels and potential organizational restructuring of municipal departments, not the administrative task of rewriting position descriptions.
- In many departments, there is no clear "second in command". Efforts to address this concern has been formally addressed by the Fire Chief with the creation of a Deputy Chief position. The City should consider adopting the Police Chief's request to create two Deputy Chiefs, one for administrative support and one for operations. The DPW Director, while only six months into employment, is also engaged in a review of department resources and formulating a plan to address areas in which he sees deficiencies.
- Most City Hall administrative departments, except the City Clerk do not have an "Assistant" classification. It is the Collins Center understanding that this designation was apparently removed in the past as a cost cutting measure during an economic downturn.

An Assistant Collector, Treasurer, and Auditor are important roles and often perform statutory functions in the absence of the department manager. The creation, or reinstatement, of these classifications would also provide an opportunity to train highly qualified and motivated employees to be promoted to department manager positions when opportunities arise and provide for career growth.

- Although the City Ordinance states that there shall be a performance evaluation process for non-union employees, one is not currently in place. While this is not unusual in city governance, the lack thereof creates a void in annually evaluating, developing, and retaining high performing talent. Implementing a performance evaluation system in a highly unionized environment takes a considerable amount of negotiation, time, and training. An intermediate solution might be the establishment of a program which requires department managers to meet with employees under their direction and formulate annual development and training plans for those who wish to improve and be promoted within their department or another department. Requiring this annual discussion sends a strong message that the City is interested in developing and retaining future leaders.
- The current policy for granting vacation leave to new employees is an impediment to recruiting a talented workforce, especially at the department manager level. Prospective candidates with considerable experience are likely candidates from communities already granting them four to five weeks of vacation. Marlborough's current practice of granting two weeks of vacation to new employees, even though the Mayor may grant an additional week in limited circumstances, is a deterrent to hiring experienced managers. The policy also hinders some hiring at the lower levels. For example, the Police Department may be able to recruit a fully trained lateral transfer from another municipal department. An officer with five to seven years of experience is likely to have at least three weeks of vacation and will not want to take less. In addition, he/she may be at the top step of a pay scale and will not accept a job with a reduction in pay. The avoided cost of training a police recruit is greater than granting pay and vacation equal to what the officer is currently receiving so long as it is within range of the Marlborough plan.

Next Steps

The first phase of the Succession Planning project was information gathering about departments, staffing and priorities. The next phase of the process could be described as Succession "Development" rather than Planning. Our recommended next steps include:

- Conducting a survey of employees about their career development goals/aspirations
- Working with department managers to evaluate the competencies of departmental staff, using a recommended evaluation tool.
- Identifying gaps in competencies compared to those of key positions
- Identifying prospective leaders/managers in each department
- Developing recommendations on career development training programs to address the gaps in competencies

- Meeting with the Mayor, Human Resources Director, and City Council President to discuss recommendations regarding training.
- Conducting training programs as a result of decisions made in the aforementioned meeting. Depending on the training needs and budget remaining in the project, the Collins Center will create and present training to identified employees.
- Preparing a final report for presentation to the Mayor and/or City Council that will include all findings and recommendations.

Thank you for your support in this important project. Please let us know if you have any questions and if we are free to proceed as described.

Very truly yours,

Mary Flanders Aicardi

Mary Flanders Aicardi
HR Practice Leader

ATTACHMENT B

SURVEY REPORT

**THE EDWARD J. COLLINS, JR.
CENTER FOR PUBLIC MANAGEMENT**

**MCCORMACK GRADUATE SCHOOL
OF POLICY AND GLOBAL STUDIES**

University of Massachusetts Boston
100 Morrissey Boulevard
Boston, MA 02125-3393
P: 617.287.4824
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CITY OF MARLBOROUGH EMPLOYEE SURVEY

EDWARD J. COLLINS, JR. CENTER FOR PUBLIC MANAGEMENT

JANUARY 2022



CITY OF MARLBOROUGH SUMMARY OF SURVEY RESULTS

The Collins Center for Public Management conducted an employee survey as part of the effort to develop a Succession Planning Program for the City. The following information is a summary of the information collected. The summary does not include every response and coalesces data from similar questions.

In developing a Succession Planning Program, knowing the current and gaps in competencies of current staff is critical. In addition to asking employees about current positions and skills, the survey sought to gain insight into how the City operates. The goal of the survey was to obtain information about employees, their training, education, skills, career goals, workplace, opinions about the City as an employer, the administration and the working conditions. The total number of respondents was 118, which is a significant response.

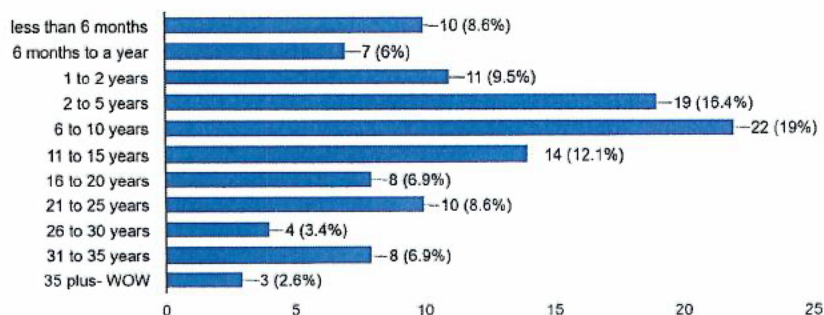
The following sections correspond to the questions contained in the survey.

SERVICE WITH THE CITY

Marlborough has experienced a significant amount of turnover in recent years, which is part of the reason for the Succession Planning Program initiative. Many long-term employees have retired, taking their institutional knowledge with them. As show in the following chart, 69% of the respondents have less than 10 years of experience. The City will need to use the information gathered to inform the next steps in the succession planning process.

How many years have you worked for the City?

116 responses



WHAT EMPLOYEES LIKE BEST ABOUT THEIR JOB

Asking employees what they like about their jobs provides information about interests, areas for development and what has been successful. The following information summarizes responses.

Everything!

Commute

Hours

Flexibility

Helping-(22 responses)

Helping people and putting forth the Mayors' initiatives

Helping victims of crime; solving cases

Helping people solve their problems

Helping children and the elderly

Assisting and giving peace of mind to those in need

Serving the community

People – (9 responses)

The staff

The team

Working for the City

Residents

Variety – (11 responses)

Different every day

Day to day challenges

Every shift, every call, is different

Variety of tasks

The Work (12 responses)

Following a project from design to completion

Interesting work involving me in all aspects of a project

The work itself

The numbers

The challenge

The work environment

WHAT EMPLOYEES LIKE LEAST ABOUT THEIR JOB

Similar to wanting to know what employees like best, finding out about what is not desirable in a job equally, if not more so, informs the City what work needs to be done and areas were targeted steps and resources need to be focused. The following information summarizes the responses.

Angry customers (3 responses)
Commute/Parking (5 responses)

Coworkers (9 responses)

- Having to listen to far right conspiracy theories from coworkers
- Delayed responses from other departments interfere with my ability to get my work done
- Managing personalities
- Difficult coworkers
- Unions
- Wish we could change the organizational culture

Lack of appreciation/respect

- City has disdain for Library employees and does not understand the value to the community
- Lack of respect from City Hall
- Lack of morale and sense of pride
- Lack of professionalism in a confidential office
- Lack of respect, no appreciation

Lack of communication (6 responses)

No room for advancement (4 responses)

Politics (4 responses)

Poor Management (6 responses)

- Manager worries about politics instead of managing people
- Cycling people in and out with no change in behavior
- Micro management

Software (3 responses)

- Munis
- Permitting and Inspection
- WE need more help in the IT department

Work Itself (16 responses)

- Filing is never ending
- Paperwork, the necessary evil

Boring
 Deadlines
 Seeing our constituents in their tough situations
 Sitting in a chair all day
 Meeting
 Stress
 Being pulled in many different directions; putting out fires

Working Conditions (19 responses)

Hazardous environments
 Emergency call ins
 Bi-weekly payroll
 Unfair rotation of duties
 Isolation
 Wish we had a larger break area
 Offices could be cleaner
 Hours

Random (10 responses)

I really like my job
 I am very blessed
 Small personnel issues take a long time to resolve
 There is day to day ignorance

CAREER PATH EITHER WITH THE CITY OR ELSEWHERE

The responses to the question revealed answers that indicated some respondents were not interested in promotional opportunities. A few said they are happy where they are. The following information summarizes the responses

Promotional

Promotion within Finance departments (4)
 Promotion to General Foreman (3)
 Promotion to Head Clerk (2)
 General promotional (5)
 Promotions within the Police Department (3)
 Promotion within the Fire Department
 Promotion within the Water Department
 General promotion within public works (5)

Random Comments

Current job
 Happy where I am
 I love where I am and what I do

- Looking forward to retirement
- I have my perfect job
- I'd like to be president of the united stated
- The promotions system is broken

Specific Career

- Environmental engineering
- Assessor
- Assistant City Engineer
- Chief Operator
- Chief Procurement Officer
- Code Enforcement Inspector
- Command position
- Lead Chemist
- Human Resources

SKILLS NEEDED CURRENTLY AND FOR CAREER PATH SUCCESS

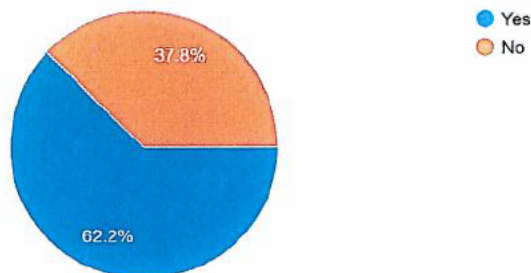
The responses (88) to the questions varied greatly and were specific to the respondent. However, many referred to improved computer skills and training, professional certifications, licenses, and continuing education.

CROSS TRAINING

Cross training and sharing knowledge are key components in any Succession Planning Program. Sharing critical knowledge is needed to ensure the continuity of operations in cases of vacancies.

Have you had the opportunity to cross train within your department?

111 responses



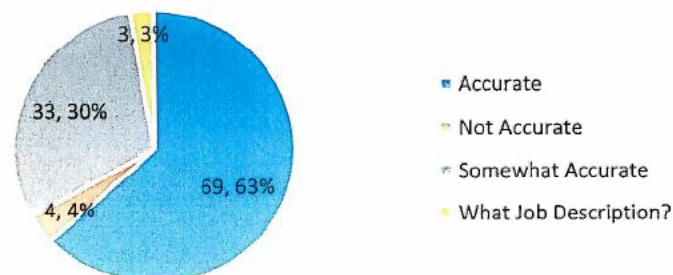
When asked to comment on the experience of cross training, most of the respondents (60) reflected positive experiences with cross training. The following are samples of responses.

- My experience has been unique in a very good and personally challenging way I would say. It has given me the opportunity to learn a little bit about the job the department does as a whole which in my opinion makes learning the things you are responsible for in your position a little easier to understand. It is always nice to know why something is being done a certain way and what other areas it affects.
- We had a task force of library staff to reach out to and learn more about the other departments in the city that work with citizens of Marlborough, such as Human Services and Community Cupboard. Members of that task force then trained other members of the library staff. It was important to understand how we can all work together. Within the library, we work hard to have all staff understand what other library departments are doing and work together as appropriate.
- We have been extremely short staffed, and we all needed to cross train to help out each other's departments.
- While I am training a recently hired employee in my current position and have shared knowledge of my past position, there is no cross training in my department. I would like very much to be cross trained.
- Cross training has occurred with other city departments and has been quite positive.
- Due to the majority of the staff being let go during the pandemic, we were forced to learn the jobs of other departments within the library. This was cruel and inefficient during the pandemic. Other libraries in Massachusetts were shocked that a staff of 6 had to do the work of 30.

ACCURACY OF JOB DESCRIPTION

An effective Succession Planning Program focuses on competencies and responsibilities. Having accurate position descriptions is critical. Employers should regularly review position descriptions, particularly at times of turnover to evaluate accuracy.

ACCURACY OF JOB DESCRIPTION

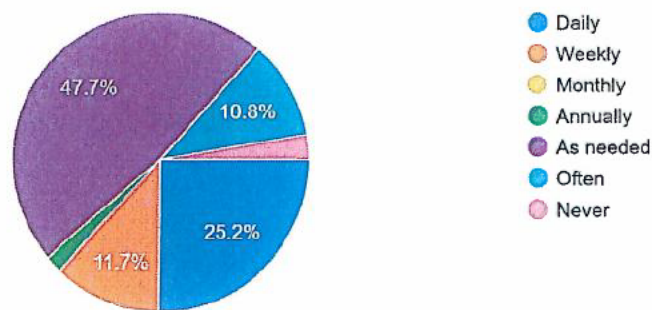


SUPERVISION

Supervisors are key partners in Succession Planning. Supervisors have the responsibility to provide training, mentoring, promote cross training, and skill development. Accurate position descriptions help supervisors define expectations and supervisors must communicate with employees about those expectations.

How often does your supervisor communicate with you about your job expectations?

111 responses



When asked “How does your supervisor communicate with you about your job expectations”, respondents (102) the majority indicated “face to face”, “verbally”, or “in person”. The following are selected responses.

- Explaining what is needed/expected prior to starting a project and providing feedback throughout the work process
- He made it clear to me from the start that He expects his guys to be held to a high standard. He doesn’t feel the need to micromanage as long as we’re doing what we’re supposed to be doing. And in the event that we aren’t doing our jobs or meeting his expectations he will let us know.
- My supervisors are an open door 110% of the time and always made it extremely easy to talk about any given situation. They are very consistent making it easy to know what their expectations are, but always give you a chance to explain yourself if something’s done out of their expectations. If there is something they don’t agree with- they always give an explanation why so you can learn from the experience.
- I know when needs to be done day to day. First thing in the morning, I will check in with my supervisor to see if anything special is going on. Otherwise, I know what needs to be done.
- It’s not necessary. I know my job expectations very well at this point.
- No news is good news. It means there are no complaints against you

- There is an open dialogue with my supervisor regarding job expectations. I have also been provided with training documents which give me something to refer back to.

HUMAN RESOURCES

The Human Resources (HR) department is at the core of a Succession Planning Program. HR has the responsibility of position descriptions, professional development and training. Responses (60) included a number suggesting improved onboarding processes, including an improved online option. Additional comments suggested more training programs. The following are selected comments provided about the Human Resources Department.

- Advertise certification courses to all employees
- Be more on the employee side of things. HR is for the worker not the employer.
- Come down and take a tour of our plant to see it
- Department heads don't get any training when they first come on board in regard to unions, family leave act, reprimanding employees, etc.
- Exit interviews to identify issues surrounding staff retention.
- Figure out how to more easily reward good behavior and punish bad behavior of public employees.
- Gather all this information and offer training and opportunities for the City to learn about the resources available to us. Offer health classes for employees, such as yoga or stress management or healthy eating, to encourage self-care.
- I would suggest they be more consistent with their procedures and make sure they know what each employee's responsibilities are. HR should continue to have surveys and my suggestion for the next one is "what suggestions do you have for your department head.
- Modernize job descriptions, streamline onboarding, take back HR work that departments have had to do for lack of HR leadership.
- Stop replacing qualified candidate's with out of town personnel
- My one suggestion would be consistency. Sometimes when situations come up, they are not handled the same way they were last time, and it causes confusion.
- Reevaluate job titles and Pay Grades. We are languishing under archaic Civil Service Titles and Pay Grades and the Civil Service Requirement in clerical positions was dropped years ago in the City of Marlborough.

MAYOR FOR A DAY

The role of and support by leadership is critical in any Succession Planning Program. The survey contained a question asking employees what they would do if they were Mayor for a day.

Approximately half of the respondents (65) made comments. The themes were

- Hours of City Hall, such as half day on Fridays for everyone
- Allow people to work from home

- Interacting with staff and visiting all offices more regularly
- Improve infrastructure and equipment
- Vaccinations and masks

Selected comments about being Mayor for a day include:

- Couldn't pay me enough to be Mayor... even pretend
- Educate city government on the duties that employees perform.
- For a day? I believe the City has a lot of problems and can't be solved in one day.
- Give current employees the opportunity to grow within the city and expand their knowledge
- Marlborough has come a long way to beautify the downtown area. Keep up the good work.
- I would expect better transparency and communication up and down the governmental departments and agencies.
- I would look for opportunities to bring staff together in a way that promotes a sense of teamwork to provide the best services possible to the Marlborough community.
- I would use my platform to bring to light the many great things each of us do for this great community whether it would be via social media, the local cable station, newspaper, billboards etc., so we could better appreciate each other in all we do for our city.
- Not a Marlborough resident but as a City employee I always compliment the community's appearance; it is obvious the Mayor invests in the City and its residents
- One day to thoroughly go through old-old city law/ordnances that should be abolished
- Our Mayor is doing a wonderful Job for our City - No changes !
- Try as best as I could in regard to personal and professional growth to create an environment that embraced change for the better - meaning specifically in professional growth. .
- I would acknowledge everyone's hard work. We have some very talented staff in the city and monthly "shout outs" to various staff who have done, little or big things should be acknowledged - it also informs the rest of the staff of things that are important that are going on - so it helps make us all feel proud to work for the city. Department head meetings are good too, as it acknowledges we are all part of a team

IF YOU HAD A MAGIC WAND

The survey asked employees what they would do if they had a magic wand. Many commented staffing levels were insufficient. Others commented on eliminating politics and improved communication. Selected responses include:

- Ability to move on from older non-productive employees and select more skilled replacements
- Better feeling of home and work life balance.

- Educating coworkers in the importance of being a profession and the divide between resident and nonresident employees
- Flexible schedule in order to supervise 24 hour operation.
- Hiring more staff, so that we can accomplish our goals and daily tasks and not be under so much stress.
- I wish that everyone was more receptive and less threatened about cross training
- I wish the city offered a yearlong training course to prepare people before they ran for City Council.
- I would demand fair and consistent leadership from department management!
- I would like to remind everyone how great our jobs are and how fortunate we are to have them. I would try to improve morale so people were more excited to take pride in our jobs so we can be great at them!
- I would have more time to do my work and spend less time doing other jobs due to staff we do not have
- I would make it more rewarding and be recognized for a job well done. I would like to socialize with other coworkers at work events/meetings.
- I would wave the wand and be able to communicate with everyone on their timelines and provide them with wait free inspections.
- If I had a magic wand, I'd fill in the open patrolman spots that we need especially when promotions take place, taking more bodies off of patrol.
- More defined roles, training, and opportunities for personal development, and growth in your career.
- Shut the phones off and close the door for day
- In house mentoring program
- The general public would be educated on what it is their police force actually does

CLOSING

The City has taken many critical steps in the process of creating a Succession Planning Program. Department heads have been interviewed about their departments, staffing and training needs. Employees have been surveyed asking about their own goals, professional development needs and thoughts and suggestions for the City. Department managers have received training on supervision. The next step will be to coalesce the information contained in the survey, in meetings with department heads and the review of the organization to recommend short and long range steps to formalize into a Succession Plan.



City of Marlborough Legal Department

140 MAIN STREET
MARLBOROUGH, MASSACHUSETTS 01752
TEL (508) 460-3771 FAX (508) 460-3698 TDD (508) 460-3610
LEGAL@MARLBOROUGH-MA.GOV

RECEIVED
JASON D. GROSSFIELD
CITY SOLICITOR
CITY OF MARLBOROUGH
JEREMY P. MCMANUS
ASSISTANT CITY SOLICITOR
2022 FEB 10 AM 9:22
SUSAN A. CORREIA
PARALEGAL

February 10, 2022

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

Re: City Council Order No. 21-1008418
Site Plan Approval, 661 Boston Post Road East, Marlborough

Dear Honorable President Ossing and Councilors:

As requested by the Urban Affairs Committee, enclosed is a proposed order, in proper legal form, for approval of site plan with conditions in relation to the above-referenced project. I have incorporated a minor revision to condition #24 relative to the ability of the building commissioner to issue a temporary certificate of occupancy subject to the administrative site plan review committee approving a phasing plan.

Please contact me if you have any questions or concerns.

Respectfully,

Jason D. Grossfield
City Solicitor

Enclosure

cc: Arthur G. Vigeant, Mayor
Tin Htway, Building Commissioner

ORDERED:

That the City Council of the City of Marlborough does hereby approve the Site Plan Permit (attached hereto), which sets forth an Approval with conditions of the site plans submitted by Aubuchon Realty Company, Inc., to expand and upgrade the retail plaza at 661 Boston Post Road East, Marlborough.

ADOPTED
In City Council
Order No. 21-

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:

City Clerk

Site Plan Permit # 2022-1
Site Plan Approval with Conditions

Applicant: Aubuchon Realty Company, Inc.

Property Owner: Aubuchon Realty Company, Inc.

Location: 661 Boston Post Road East (the "Site") being shown as Parcel 27A on Assessors Map 61.

Zoning District: Wayside District

Other Permits: City Council Special Permit Order No. 21-1008395E

Plans: The following Site Plan Approval Final Conditions are based on a set of plans entitled
 Title: "Proposed Site Plan Documents"
 Prepared and stamped by: John Kucich, P.E. of Bohler Engineering,
 Dated: with the last revision date of January 24, 2022 (the "Site Plan" attached hereto as
 "Exhibit A").

SITE PLAN APPROVAL FINAL CONDITIONS:

Site Conformance:

1. Construction of the Site shall be in conformance with the approved Site Plan, the provisions of Chapter 270 of the Code of the City of Marlborough, and the conditions stated herein.
2. All construction on the Site shall conform to the appropriate National, State and City of Marlborough codes and regulations in force for each respective discipline and shall be in accordance with the Site Plan, subject to minor changes approved by the Building Commissioner pursuant to #31 below. Codes and regulations shall include but are not limited to State Building, Plumbing, Wiring, NFPA, Zoning, DPW utility and roads, Noise and Signs.
3. The issuance of this decision confirms compliance with Marlborough City Code Ch. 271 "Stormwater Management" and shall serve as the "stormwater management permit" as required in the ordinance.

Preconstruction meeting:

4. Prior to the commencement of construction, a preconstruction meeting shall be held on-site with the Building Commissioner, City Engineer and Conservation Officer and site contractor responsible for doing the work. At this meeting the departments will review the plans, conditions, exchange contact information including emergency contact numbers, and inspect erosion controls.

Erosion Control; Construction and Storm Water:

5. Siltation Control: Erosion controls as shown on the plans shall be installed prior to and inspected at the preconstruction meeting. The Applicant, Property Owner, and site contractor shall be responsible for protecting the City drainage system with erosion controls at all times during construction, and for notifying the Conservation Officer and the City Engineer in an expeditious manner if there is any visible siltation to the existing drainage system. Immediate measures shall be taken to control the siltation source and to restore any impacted areas.
6. The construction sequencing as provided in the approved plans shall be followed. Any deviation to these plans shall first be discussed with, City Engineer and Conservation Officer.
7. All large stockpiles must be maintained in a stabilized condition with erosion control in place and approved by the Conservation Officer. Earth material stockpiles shall not be allowed immediately adjacent to perimeter siltation barriers or drain inlets. Long term stockpiles over 30 days will be shaped, stabilized and circled with erosion controls.
8. The Applicant shall be responsible for weekly reporting during construction via email to the Conservation Officer and the City Engineer, which reporting shall summarize the work that has been completed and compliance of the project with the site preparation and erosion control plan. These weekly reports shall begin as soon as the work begins on the site.
9. During the construction of the underground infiltrating drainage system, the Conservation Officer and/or City Engineer shall be notified and shall inspect the bottom of the infiltration hole to ensure that it is not in the groundwater table or on ledge. The site engineer shall confirm that the soils are per design. Once installed, only clean water is to be directed to this system.
10. The infiltration system shall have one inspection port for each infiltration row as this is the only means to ensure proper functioning over the year.
11. The temporary detention basin or other controls can be used during construction as a sedimentation basin allow sediments to settle in the basin before being discharged into the off-site drainage system. This shall be discussed at the preconstruction meeting.

Landscaping

12. The approved landscape plan shall be followed. All modifications to the Landscape plan related to changes to the kind, size and placement of plant material shall receive the prior written approval of the Conservation Officer.
13. Prior to the final signoff, a registered landscape architect shall certify to the Conservation Officer in writing that the landscape planting has been installed according to the approved landscape plan, or a revision of the landscape plan previously approved by the

Conservation Officer. An as-built landscape plan prepared and stamped by the landscape architect is also required.

14. All landscaped areas shall be served by subsurface irrigation, or other means to ensure that the plants planted will survive.
15. Following 18 months of the final occupancy permit of the site work, any plant material that has died or is dying shall be replaced with a species of the same kind and size.
16. Installation of mulch at the time of planting and thereafter shall be places so that the mulch is not in contact with the trunk of newly planted trees and shrubs.
17. As shown on the approved plan the dumpster shall be properly screened.

Prior to issuance of Occupancy Permit

18. Prior to requesting the occupancy permit, the applicant or its agent shall clean infiltration systems, detention basins, all drainage pipes and catch basins of accumulated sediment and debris. A site meeting with the Conservation Officer and /or City Engineer to inspect these structures is required prior to final signoff.
19. Prior to the issuance of the Certificate of Occupancy the applicant shall provide the City Engineer and the Conservation Officer with the name, address and phone number of the contract person who will be in charge of authorizing the annual maintenance.
20. The stormwater Operation and Maintenance Plan shall be provided to the Conservation Officer and City Engineer electronically so that it can be added to the annual cleaning data base for this property.
21. An annual storm water maintenance report shall be provided to the City Engineer and the Conservation Officer by June 1st of each year reporting on the maintenance and operation procedures outlined in the Storm Water Management Maintenance Plan, which have been met for that year. This reporting requirement will follow the issuance of the occupancy permit and shall be ongoing.
22. An as-built plan(s) must be submitted to the City Engineer for review prior to the issuance of the Certificate of Occupancy or Temporary Certificate of Occupancy. The as-built plan(s) shall be prepared in accordance with the As-Built Plan Standards established by the City Engineer, which standards may be found on the website for the City of Marlborough. An as-built landscape plan is also required as noted above.
23. The maintenance and upkeep of the approved landscaping shall be an ongoing condition required by the landowner and any subsequent owners.
24. A temporary certificate of occupancy may be issued by the Building Commissioner for either the new bank structure or the new coffee shop structure while site work required by the Special Permit and this Decision remain incomplete, subject to a phasing plan

approved by the Site Plan Committee. The Building Commissioner may require the Applicant file a bond or other form of security satisfactory to the Building Commissioner in a sufficient amount relative to the value of the remaining site work to be completed by the Applicant.

General Provisions:

25. Hours of Operation: In accordance with Section 431-3B of the Code of the City of Marlborough, excavation machinery may be operated only during the normal workweek, from Monday through Saturday, except holidays, between the hours of 7:00 a.m. to 7:00 p.m., except Sunday when all use is prohibited except with variance by the Board of Health or as emergency work.
26. Time for Completion: Work as provided for on the Site Plan shall be carried into effect and completed within two (2) years following the date of issuance of a building permit for the project, unless the City Council has granted in writing an extension of time for completion of the work.
27. Minor Changes: The City Council delegates to the Building Commissioner the authority to approve minor changes to the approved Site Plan.
28. Enforcement: The City Council designates the Building Commissioner as the enforcing authority to bring enforcement actions for violations of this permit.

END

EXHIBIT A

PROPOSED SITE PLAN DOCUMENTS

FOR



AUBUCHON REALTY COMPANY, INC.

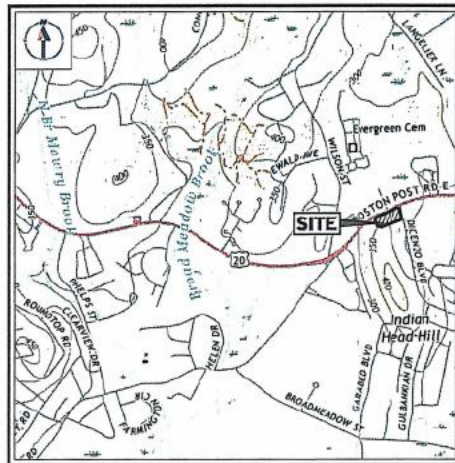
PROPOSED

WAYSIDE CROSSING SHOPPING PLAZA IMPROVEMENTS

LOCATION OF SITE:

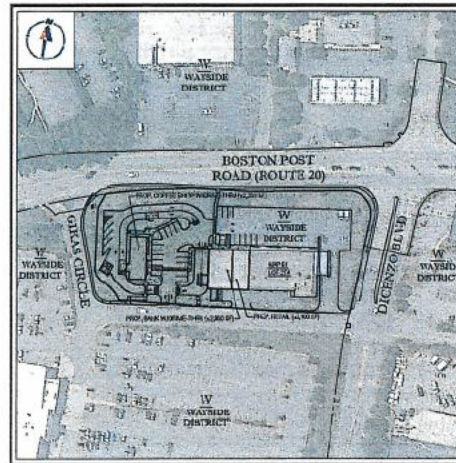
661 BOSTON POST ROAD EAST, CITY OF MARLBOROUGH
MIDDLESEX COUNTY, MASSACHUSETTS

MAP #61, LOT #27A



USGS MAP

SCALE: 1" = 1,000'
SOURCE: MARLBOROUGH MASSACHUSETTS USGS QUADRANGLE



SITE MAP

SCALE: 1" = 100'
SOURCE: GOOGLE AERIAL

APPROVAL BLOCK

CITY OF MARLBOROUGH APPROVAL
APPROVED BY THE SELECTMEN REVIEW COMMITTEE OF THE CITY OF MARLBOROUGH, MASSACHUSETTS.

REVISION	DATE

DRAWING SHEET INDEX

SHEET TITLE	SHEET NUMBER
COVER SHEET	C-101
GENERAL NOTES SHEET	C-102
DEMOLITION PLAN	C-301
SITE LAYOUT PLAN	C-301
GRADING PLAN	C-401
DRAINAGE PLAN	C-402
UTILITY PLAN	C-401
SOIL EROSION AND SEDIMENT CONTROL PLAN	C-401
EROSION AND SEDIMENT CONTROL NOTES AND DETAILS	C-402
LANDSCAPE PLAN	C-701
LANDSCAPE NOTES AND DETAILS	C-702
LIGHTING PLAN	C-703
DETAIL SHEET	C-901
DETAIL SHEET	C-902
DETAIL SHEET	C-903
DETAIL SHEET	C-904
BOUNDARY, TOPOGRAPHIC & UTILITY SURVEY (BY OTHERS)	1 OF 1

BOHLER
CIVIL AND CONSULTING ENGINEERING
SITE AND UTILITY DESIGN
PROGRAM MANAGEMENT
LANDSCAPE ARCHITECTURE
SUSTAINABLE DESIGN
PERMITTING SERVICES
TRAVEL PLANNING
1000 WEST STREET, SUITE 200
MARLBOROUGH, MA 01501
TEL: 508.461.8800
WWW.BOHLENGINEERING.COM

REVISIONS

REV	DATE	COMMENT	ISSUED BY
1	02/01/2023	PER SITE PLAN SUBMITTAL	JLS
2	11/09/2022	REVISIONS TO UTILITY MODIFICATIONS	JLS
3	10/20/2022	FOR ENGINEERING COMMENTS	JLS

811
Dig before you dig.
Call before you dig.
ALWAYS CALL 811
IT'S FREE. IT'S FAST. IT'S THE WAY.

PERMIT SET

PROJECT NO: W011022
CITY OF MARLBOROUGH
DATE: 08/02/2021
SCALE: 1/8" = 1'-0"

PROPOSED SITE PLAN DOCUMENTS



PROPOSED DEVELOPMENT
MAP #61, LOT #27A
661 BOSTON POST ROAD EAST
CITY OF MARLBOROUGH
MIDDLESEX COUNTY,
MASSACHUSETTS

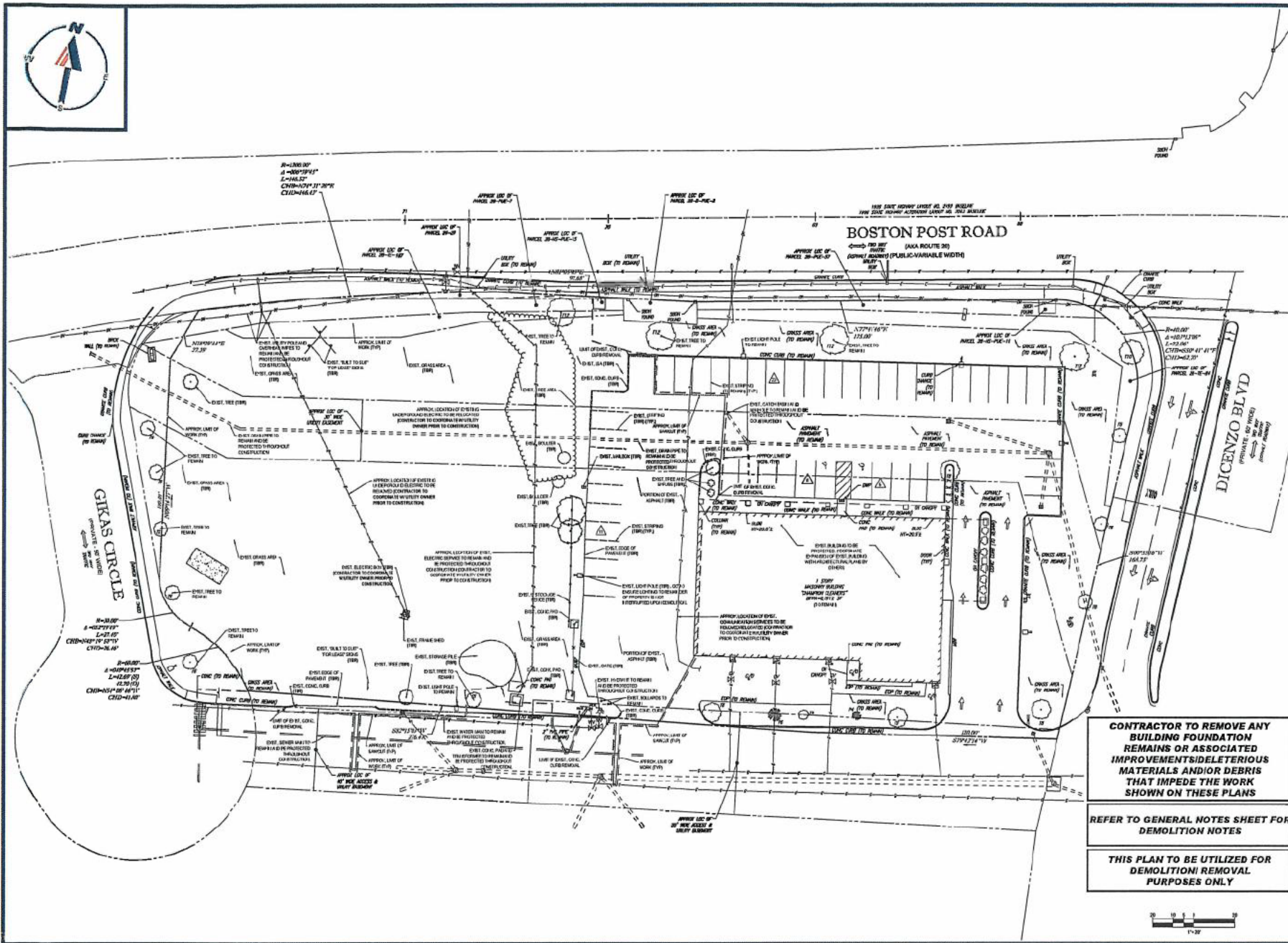
BOHLER
352 TURNPIKE ROAD
SOUTHBOROUGH, MA 01772
PHONE: (508) 460-8800
www.BohlerEngineering.com



SHEET TITLE:
COVER SHEET

SHEET NUMBER:
C-101

PREPARED BY
BOHLER



BOHLER
 SITE CIVIL AND CONSULTING ENGINEERING
 382 THORPHE ROAD
 SOUTHBROOK, MA 01772
 PHONE: (508) 486-9999
 WWW.BOHLERENGINEERING.COM

REVISIONS		
NO.	DATE	DESCRIPTION
1	10/01/20	PER SITE PLAN
2	10/01/20	PROVIDE UTILITY MODIFICATIONS
3	10/01/20	FOR UNDERGROUND UTILITIES

811
 Call before you dig.
 ALWAYS CALL 811
 IT'S FREE, IT'S FAST, IT'S THE LAW.

PERMIT SET
 PROJECT NO: W01037
 DRAWN BY: CFB
 CHECKED BY: WBS
 DATE: 10/01/20
 SCALE: 1/8" = 1'-0"

PROPOSED SITE PLAN DOCUMENTS
 FOR
ARC
 PROPOSED DEVELOPMENT
 MAP #11, LOT #22A
 651 BOSTON POST ROAD EAST
 CITY OF HARBORBOROUGH
 WINDHAM COUNTY
 MASSACHUSETTS

BOHLER
 382 THORPHE ROAD
 SOUTHBROOK, MA 01772
 PHONE: (508) 486-9999
 WWW.BOHLERENGINEERING.COM

J. M. KUCH
 REGISTERED PROFESSIONAL ENGINEER
 MASSACHUSETTS
 LICENSE NO. 10108
 EXPIRES 12/31/2024
 BOHLER ENGINEERING, INC.
 382 THORPHE ROAD
 SOUTHBROOK, MA 01772
 PHONE: (508) 486-9999

CONTRACTOR TO REMOVE ANY BUILDING FOUNDATION REMAINS OR ASSOCIATED IMPROVEMENTS/DELETERIOUS MATERIALS AND/OR DEBRIS THAT IMPEDED THE WORK SHOWN ON THESE PLANS

REFER TO GENERAL NOTES SHEET FOR DEMOLITION NOTES

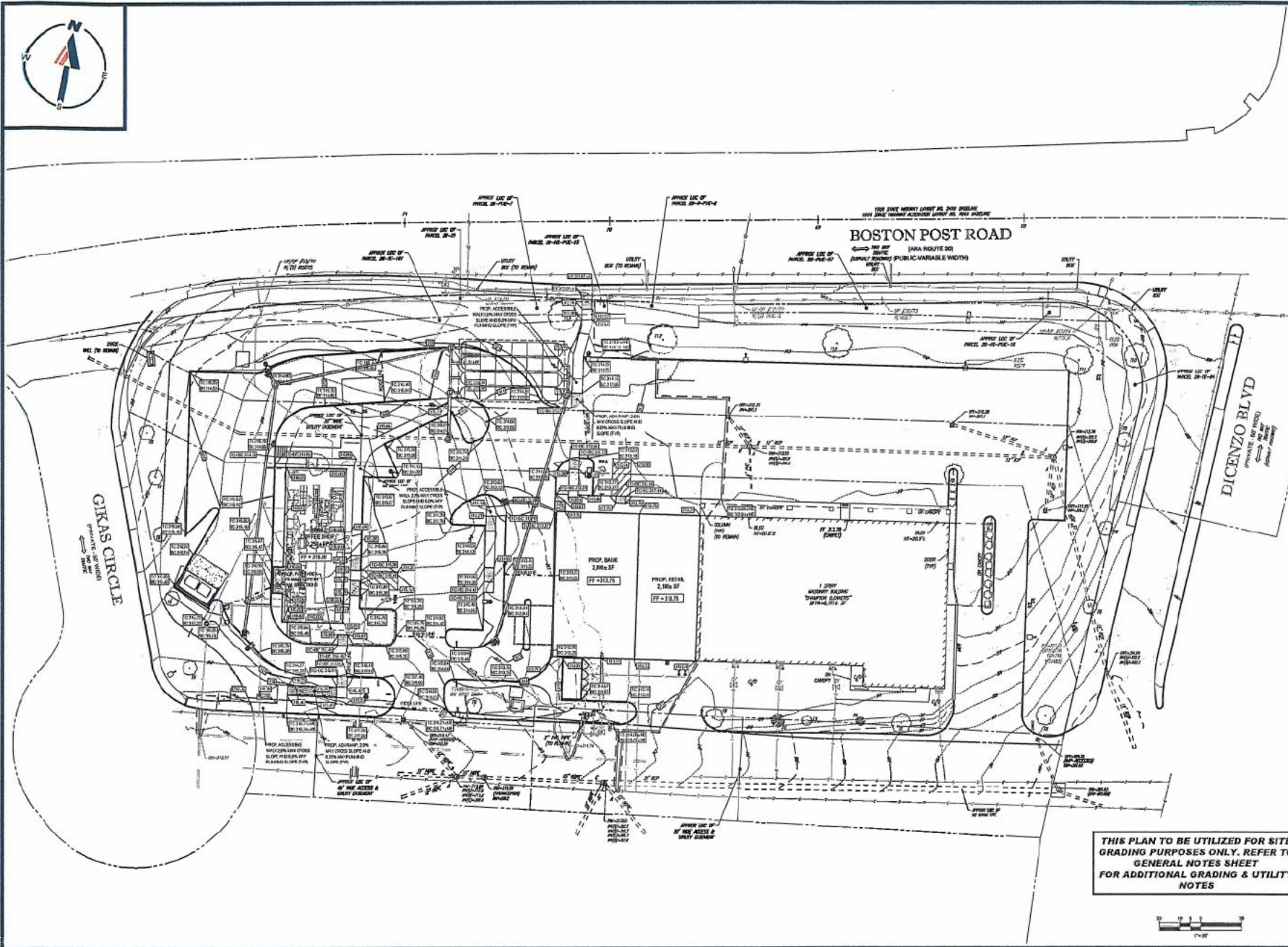
THIS PLAN TO BE UTILIZED FOR DEMOLITION REMOVAL PURPOSES ONLY

SHEET TITLE:
DEMOLITION PLAN

SHEET NUMBER:
C-201

REVISION 3 - 01/24/2022





THIS PLAN TO BE UTILIZED FOR SITE GRADING PURPOSES ONLY. REFER TO GENERAL NOTES SHEET FOR ADDITIONAL GRADING & UTILITY NOTES

BOHLER
 CIVIL AND CONSULTING ENGINEERING
 SITE AND CONSTRUCTION ENGINEERING
 LANDSCAPE ARCHITECTURE
 PROGRAM MANAGEMENT
 PLANNING SERVICES
 TRANSPORTATION SERVICES

REVISIONS			
REV	DATE	COMMENT	ISSUED BY
1	02/01/11	PER SITE PLAN	JKL
1	02/01/11	DETAILED UTILITY	JKL
3	02/01/11	PER ENGINEERING	JKL
3	02/01/11	COMMENTS	JKL

811
 Call before you dig.
 ALWAYS CALL 811.
 It's fast. It's free. It's the law.

PERMIT SET
 THE PROPOSER AGREES TO HOLD THESE PLANS, SPECIFICATIONS AND CONTRACT DOCUMENTS SUBJECT TO THE REVIEW AND APPROVAL OF THE CITY OF MARLBOROUGH.

PROJECT NO.: W07122
 DRAWN BY: JKL
 CHECKED BY: JKL
 DATE: 02/01/11
 CAD LVL: W07122-CVL-1

PROPOSED SITE PLAN DOCUMENTS

FOR

ARC

PROPOSED DEVELOPMENT
 MAP #61, LOT #2A
 861 BOSTON POST ROAD EAST
 CITY OF MARLBOROUGH
 WORCESTER COUNTY,
 MASSACHUSETTS

BOHLER

282 TURNPIKE ROAD
 SOUTHBOROUGH, MA 01772
 Phone: (508) 480-0900
 www.BohlerEngineering.com

J. K. KUCH
 REGISTERED PROFESSIONAL ENGINEER
 CIVIL ENGINEERING
 STATE OF MASSACHUSETTS
 LICENSE NO. 10182

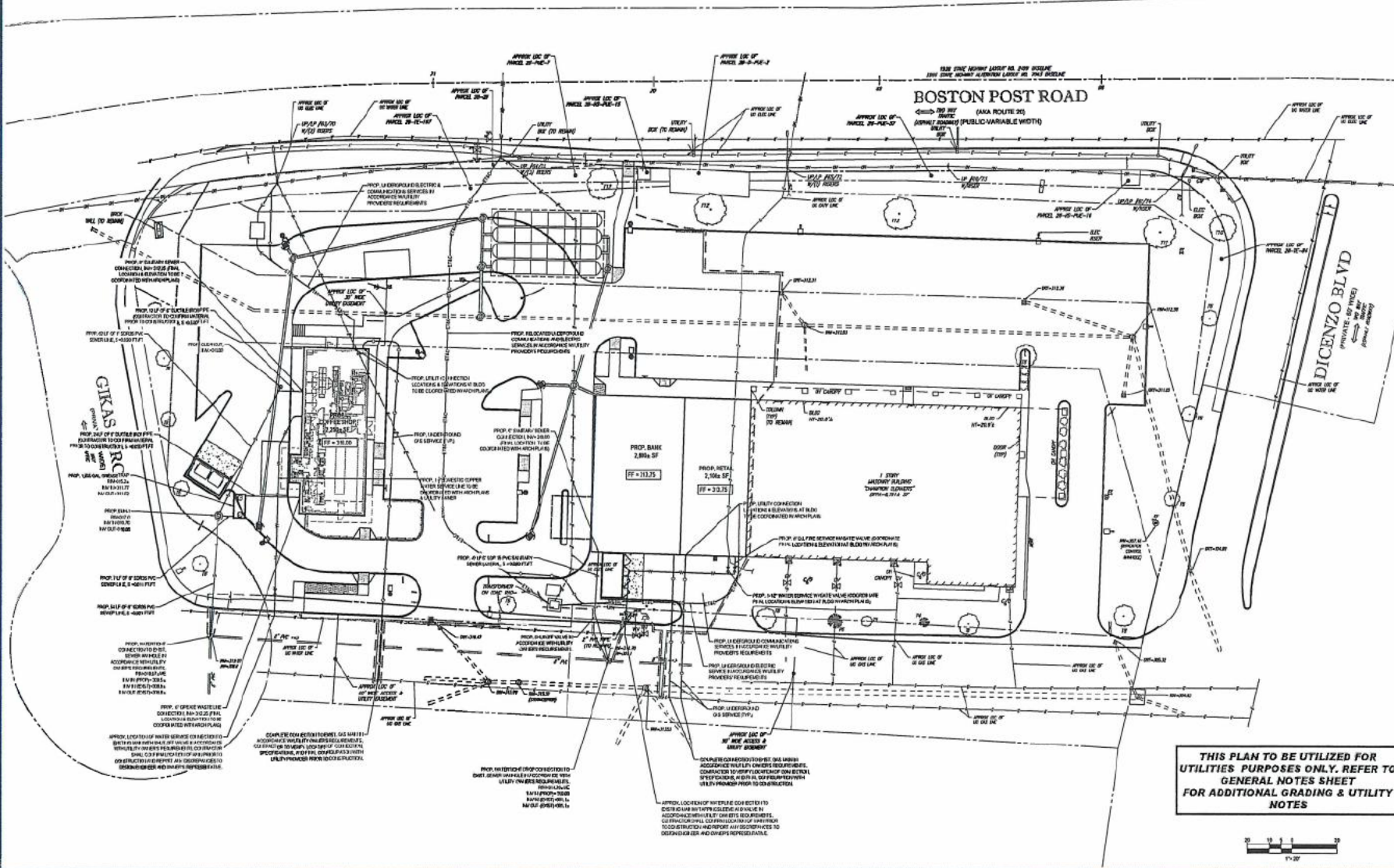
SHEET TITLE:
GRADING AND DRAINAGE PLAN

SHEET NUMBER:
C-401

REVISION 3 - 5/16/2022



1. SEE SEVERAL SHEETS (PRIOR SHEETS FROM 12/14/2012 CONSTRUCTION) WITHIN THE CITY PROJECT AREA.
2. ALL WASTE AND SEWER MATERIAL AND CONTAMINANT DISCHARGE TO THE CITY OF MARLBOROUGH MUST BE TREATED BY THE CITY OF MARLBOROUGH WASTE WATER TREATMENT PLANT.
3. ALL WASTE AND SEWER CONSTRUCTION TO BE INSTALLED BY THE CITY OF MARLBOROUGH MUST BE IN ACCORDANCE WITH THE CITY OF MARLBOROUGH WASTE WATER TREATMENT PLANT DESIGN MANUAL.



BOHLER
 SITE CIVIL AND CONCRETE TYPING ENGINEERING
 LAND SURVEYING
 LANDSCAPE ARCHITECTURE
 TRANSPORTATION SERVICES

REVISIONS		
REV	DATE	DESCRIPTION
1	08/01	PER SITE PLAN SUBMISSION
2	10/02	MODIFICATIONS PER SUBMITTING COMMENTS
3	10/04	PER SUBMITTING COMMENTS

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 Call before you dig.
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PERMIT SET

PROJECT NO.	091077
DRAWN BY	STJ
CHECKED BY	STJ
DATE	08/23/11
CAD FILE	W0100001.dwg

PROPOSED SITE PLAN DOCUMENTS

FOR
ARC
 PROPOSED DEVELOPMENT
 MAP NO. LOT 427A
 651 BOSTON POST ROAD EAST
 CITY OF MARLBOROUGH
 WINDHAM COUNTY,
 MASSACHUSETTS

BOHLER
 362 THURSTONE ROAD
 SOUTHBOROUGH, MA 01772
 Phone: (508) 480-2265
 www.BohlerEngineering.com



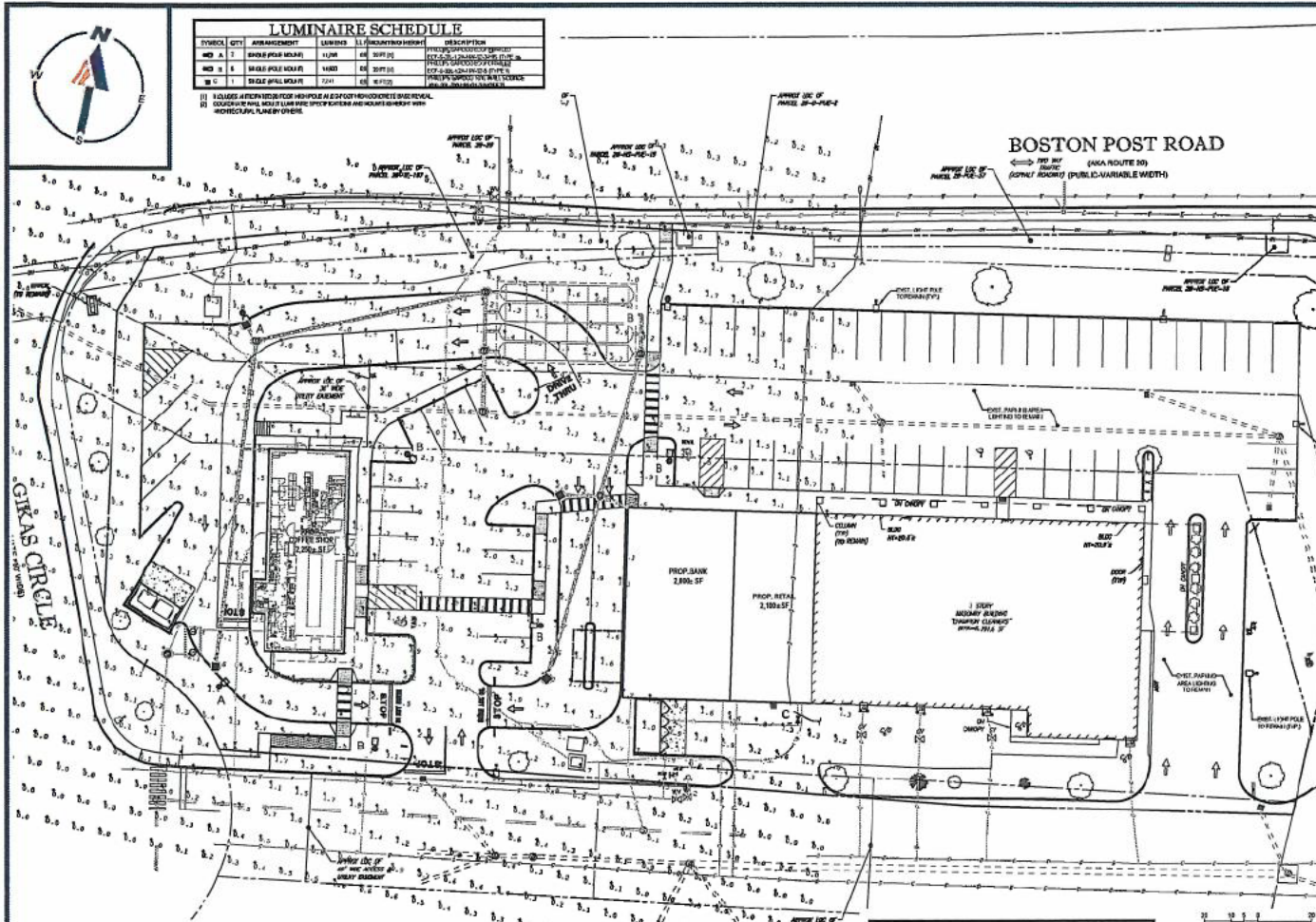
THIS PLAN TO BE UTILIZED FOR UTILITIES PURPOSES ONLY. REFER TO GENERAL NOTES SHEET FOR ADDITIONAL GRADING & UTILITY NOTES



SHEET TITLE
UTILITY PLAN

SHEET NUMBER
C-501

REVISION 3 - 01/24/2022



LUMINAIRE SCHEDULE			
SYMBOL	QTY	ARRANGEMENT	DESCRIPTION
MS A 1	2	2x2 (POLE MOUNT)	2x2x4 PARABOLIC (100W)
MS A 2	2	2x2 (POLE MOUNT)	2x2x4 PARABOLIC (100W)
MS B 1	1	2x2 (POLE MOUNT)	2x2x4 PARABOLIC (100W)
MS B 2	1	2x2 (POLE MOUNT)	2x2x4 PARABOLIC (100W)

1. ALL BUILDINGS AND STRUCTURES SHALL BE ILLUMINATED BY EXTERIOR LIGHTING FIXTURES. LIGHTING FIXTURES SHALL BE ILLUMINATED BY EXTERIOR LIGHTING FIXTURES. LIGHTING FIXTURES SHALL BE ILLUMINATED BY EXTERIOR LIGHTING FIXTURES.

Site & Area
Lighting

NO.	DATE	DESCRIPTION
1	08/12/20	ISSUED FOR PERMIT
2	08/12/20	REVISIONS
3	08/12/20	REVISIONS

1. ALL BUILDINGS AND STRUCTURES SHALL BE ILLUMINATED BY EXTERIOR LIGHTING FIXTURES. LIGHTING FIXTURES SHALL BE ILLUMINATED BY EXTERIOR LIGHTING FIXTURES.

Well Mount

NO.	DATE	DESCRIPTION
1	08/12/20	ISSUED FOR PERMIT
2	08/12/20	REVISIONS
3	08/12/20	REVISIONS

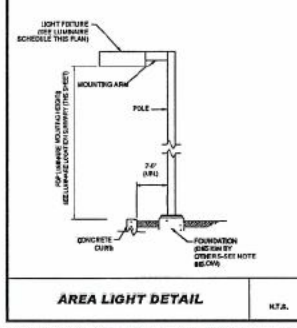
1. ALL BUILDINGS AND STRUCTURES SHALL BE ILLUMINATED BY EXTERIOR LIGHTING FIXTURES. LIGHTING FIXTURES SHALL BE ILLUMINATED BY EXTERIOR LIGHTING FIXTURES.

PROPOSED SITE PLAN DOCUMENTS

NO.	DATE	DESCRIPTION
1	08/12/20	ISSUED FOR PERMIT
2	08/12/20	REVISIONS
3	08/12/20	REVISIONS

1. ALL BUILDINGS AND STRUCTURES SHALL BE ILLUMINATED BY EXTERIOR LIGHTING FIXTURES. LIGHTING FIXTURES SHALL BE ILLUMINATED BY EXTERIOR LIGHTING FIXTURES.

- ### LIGHTING NOTES
- THIS SITE PLAN AND ALL PROPOSED LIGHTING FIXTURES SHALL BE ILLUMINATED BY EXTERIOR LIGHTING FIXTURES. LIGHTING FIXTURES SHALL BE ILLUMINATED BY EXTERIOR LIGHTING FIXTURES.
 - THE LIGHTING FIXTURES SHALL BE ILLUMINATED BY EXTERIOR LIGHTING FIXTURES. LIGHTING FIXTURES SHALL BE ILLUMINATED BY EXTERIOR LIGHTING FIXTURES.
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 - THE LIGHTING FIXTURES SHALL BE ILLUMINATED BY EXTERIOR LIGHTING FIXTURES. LIGHTING FIXTURES SHALL BE ILLUMINATED BY EXTERIOR LIGHTING FIXTURES.



NOTE THIS DETAIL IS FOR GENERAL GUIDANCE ONLY. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING A FOUNDATION DESIGN PREPARED BY A QUALIFIED STRUCTURAL ENGINEER. THE FOUNDATION DESIGN SHALL BE BASED ON THE INPUT TO BE OBTAINED FROM THE STRUCTURAL ENGINEER. THE FOUNDATION DESIGN SHALL BE BASED ON THE INPUT TO BE OBTAINED FROM THE STRUCTURAL ENGINEER.

BOHLER ENGINEERING

350 TURNPIKE ROAD
SOUTHBOROUGH, MA 01772
Phone: (508) 898-8800

REV	DATE	COMMENT
1	08/12/20	ISSUED FOR PERMIT
2	08/12/20	REVISIONS
3	08/12/20	REVISIONS

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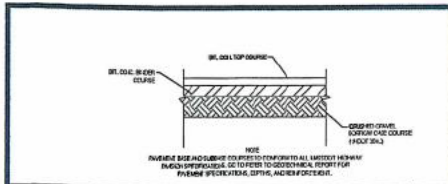
PERMIT SET

ARC
PROPOSED DEVELOPMENT
MAP 861, LOT 87A
861 BOSTON POST ROAD EAST
CITY OF SOUTHBOROUGH
WINDSOR COUNTY, MASSACHUSETTS

BOHLER ENGINEERING

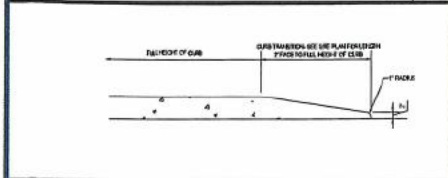
SHEET TITLE
LIGHTING PLAN

SHEET NUMBER
C-703



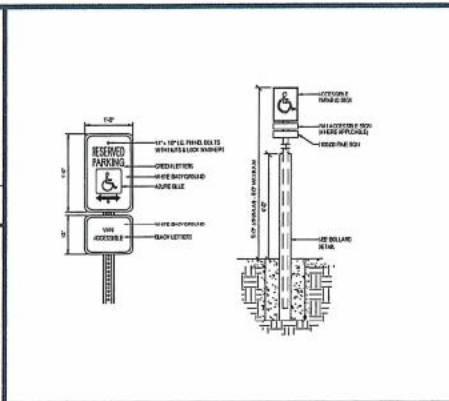
ASPHALT PAVEMENT SECTION

N.T.S.



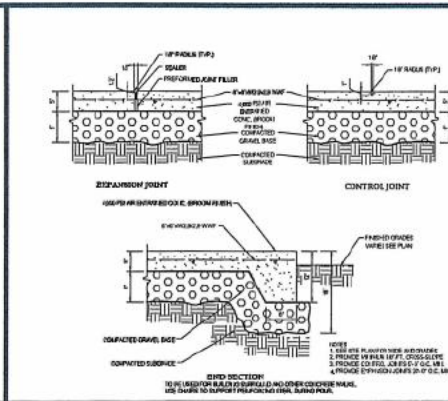
TRANSITION CURB DETAIL

N.T.S.



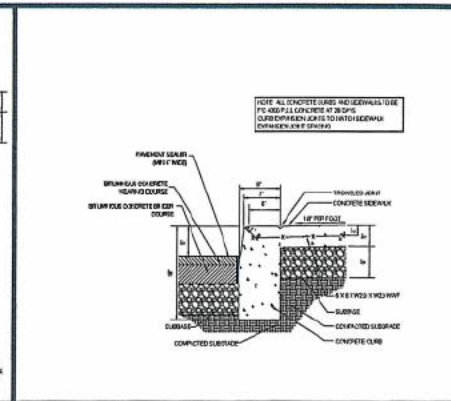
ACCESSIBLE PARKING SIGN W/ BOLLARD

N.T.S.



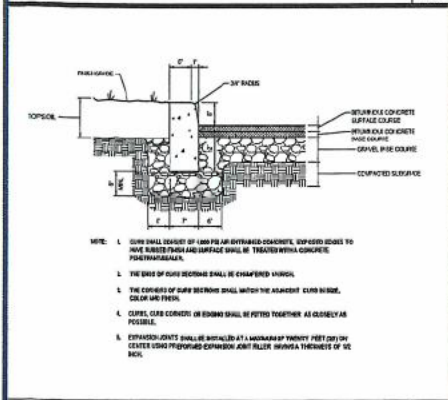
MONOLITHIC CONC. SIDEWALK DETAILS

N.T.S.



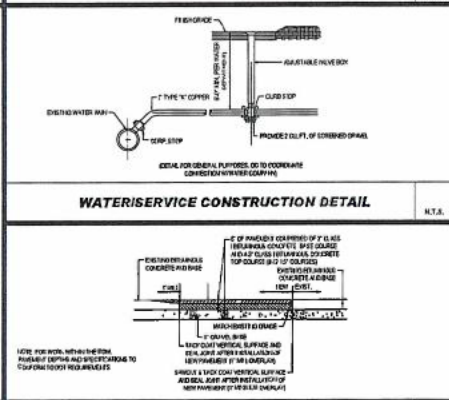
CURB DETAIL W/ MONOLITHIC SIDEWALK ON-SITE

N.T.S.



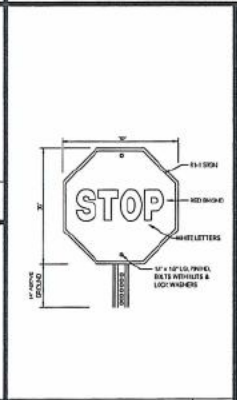
PRE-CAST CONCRETE CURBING

N.T.S.



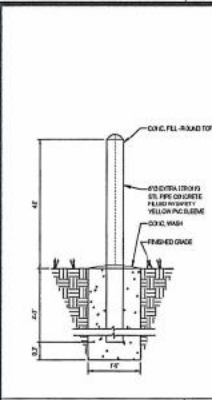
ROADWAY PATCHING DETAIL

N.T.S.



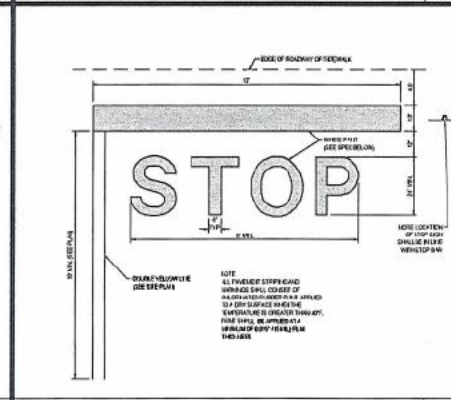
'STOP' SIGN

N.T.S.



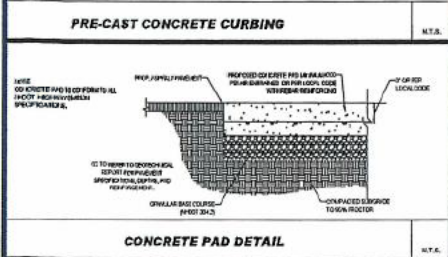
BOLLARD DETAIL

N.T.S.



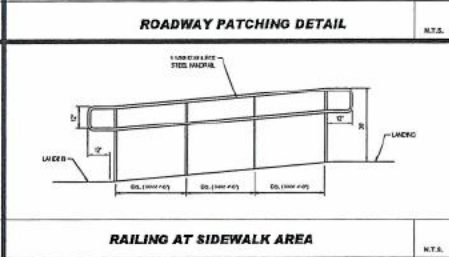
'STOP' BAR DETAIL

N.T.S.



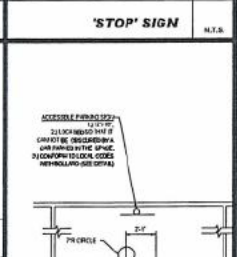
CONCRETE PAD DETAIL

N.T.S.



RAILING AT SIDEWALK AREA

N.T.S.



ACCESSIBLE PARKING STALL PAINTING DETAIL

N.T.S.



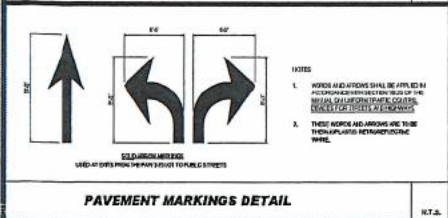
CROSSWALK DETAIL

N.T.S.



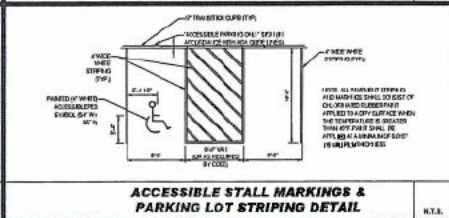
'DO NOT ENTER' SIGN

N.T.S.



PAVEMENT MARKINGS DETAIL

N.T.S.



ACCESSIBLE STALL MARKINGS & PARKING LOT STRIPING DETAIL

N.T.S.



BOHLER
ENGINEERING AND CONSULTING ENGINEERING
SITE CIVIL AND CONSTRUCTION ENGINEERING
LANDSCAPE ARCHITECTURE
PLANNING AND ENVIRONMENTAL
TRANSPORTATION SERVICES

REVISIONS				
REV	DATE	COMMENT	BY	CHECKED
1	10/01/11	FOR SET PLAN SUBMISSION	JLS	JLS
2	10/02/11	FOR SET PLAN SUBMISSION	JLS	JLS
3	10/02/11	FOR SET PLAN SUBMISSION	JLS	JLS



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PERMIT SET

PROPOSED SITE PLAN DOCUMENTS

FOR
ARC

PROPOSED DEVELOPMENT
840 BEL LOT #21A
851 BOSTON POST ROAD EAST
CITY OF HARTFORD
MIDDLESEX COUNTY,
MASSACHUSETTS



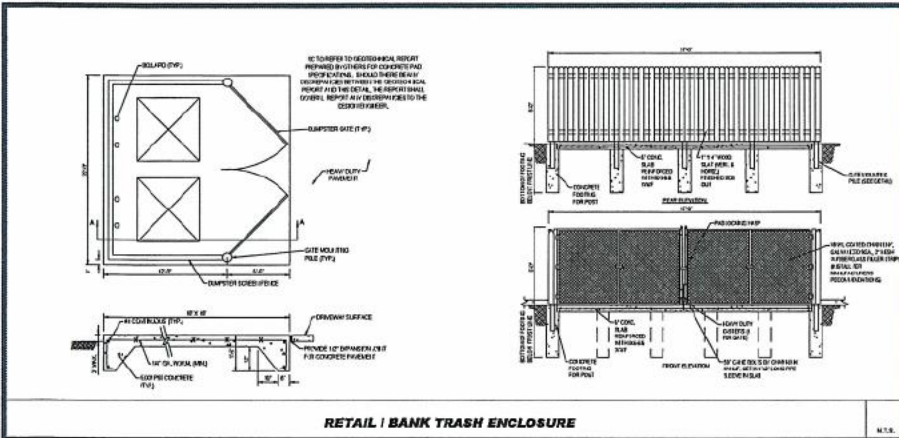
BOHLER
332 TURNPIKE ROAD
SOUTHBRIDGE, MA 01772
Phone: (508) 443-9900
www.BohlerEngineering.com



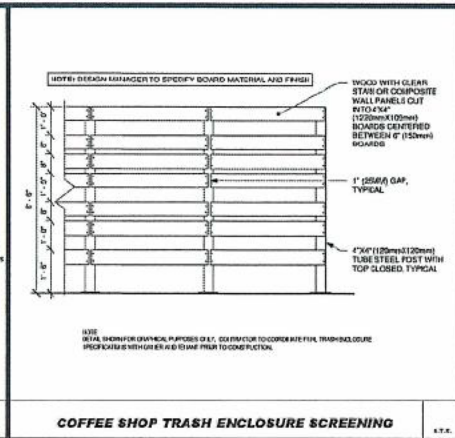
SHEET TITLE:
DETAIL SHEET

SHEET NUMBER:
C-901

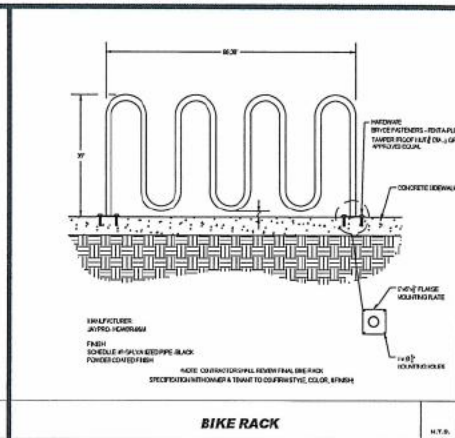
REVISION 3 - 01/24/2022



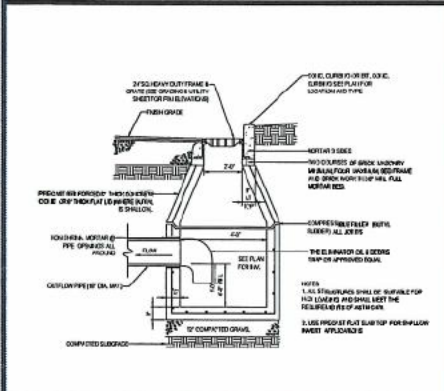
RETAIL / BANK TRASH ENCLOSURE



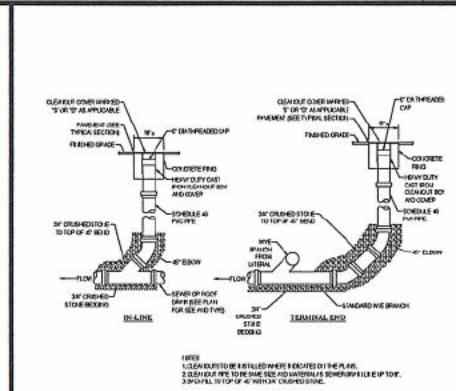
COFFEE SHOP TRASH ENCLOSURE SCREENING



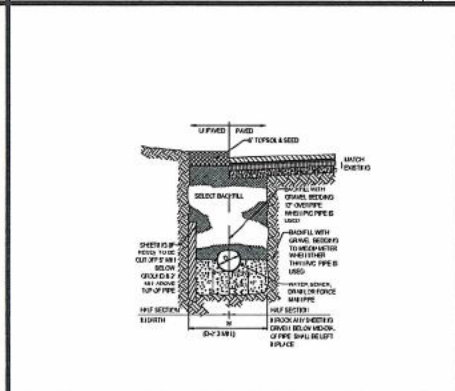
BIKE RACK



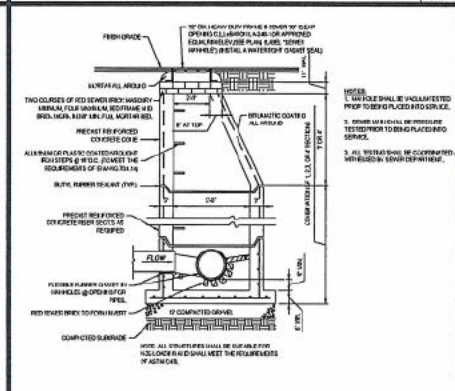
PRECAST CONCRETE DEEP SUMP CATCH BASIN DETAIL



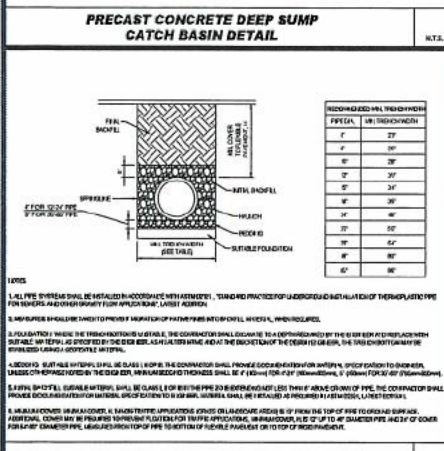
CLEANOUT DETAIL



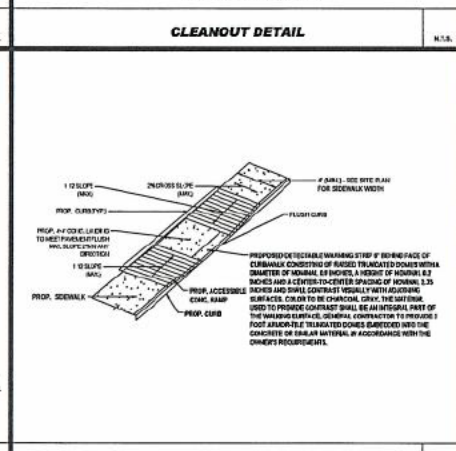
TYPICAL UTILITY TRENCH



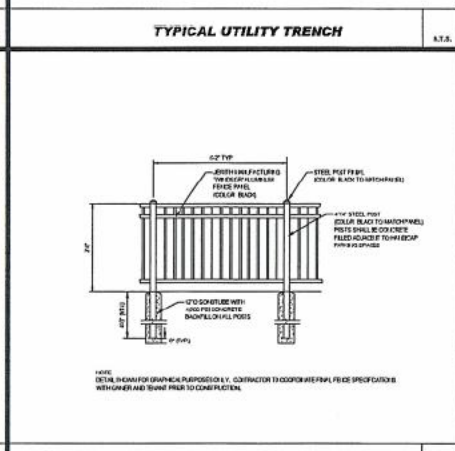
TYP. PRECAST CONCRETE SANITARY MANHOLE



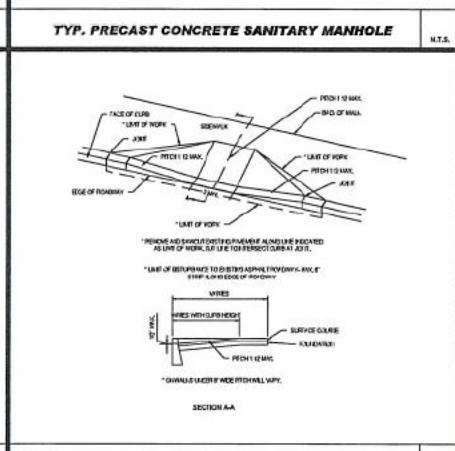
HDPE STORMDRAIN TRENCH



ACCESSIBLE RAMP



PATIO SEATING FENCE DETAIL



ADA RAMP DETAIL

BOHLER
ENGINEERING
332 TURNING ROAD
SOUTHROCKHAM, MA 01772
Phone: (508) 488-8480
www.BohlerEngineering.com

REV	DATE	DESCRIPTION	BY	CHECKED
1	8/20/21	PERMITS	JAL	JAL
2	11/02/21	PERMITS	JAL	JAL
3	1/24/22	PERMITS	JAL	JAL

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NO.	DATE	DESCRIPTION	BY	CHECKED
1	8/20/21	PERMITS	JAL	JAL
2	11/02/21	PERMITS	JAL	JAL
3	1/24/22	PERMITS	JAL	JAL

PERMIT SET

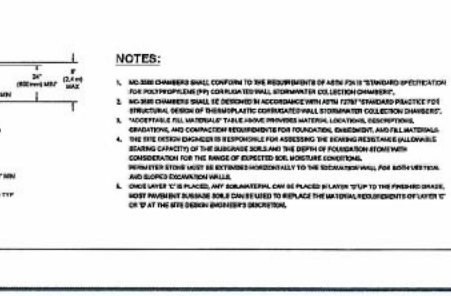
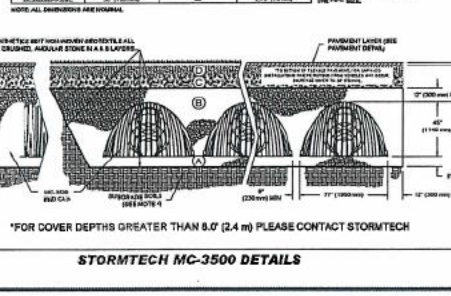
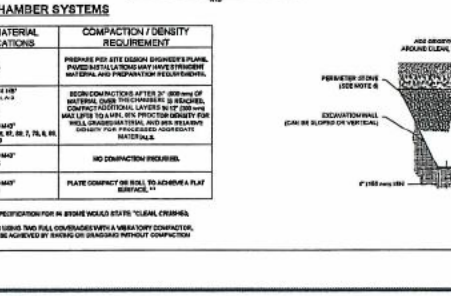
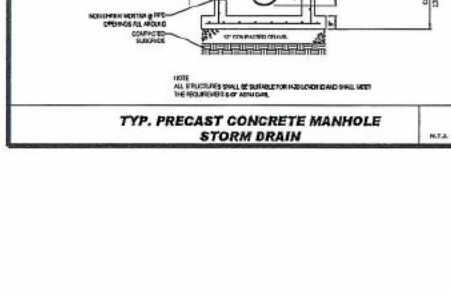
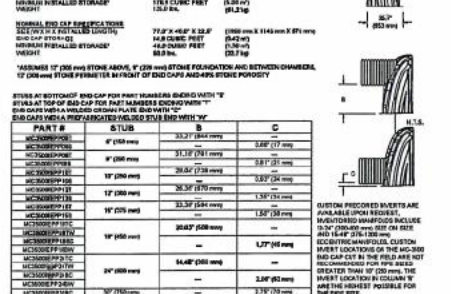
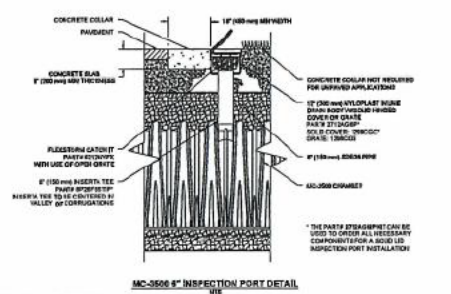
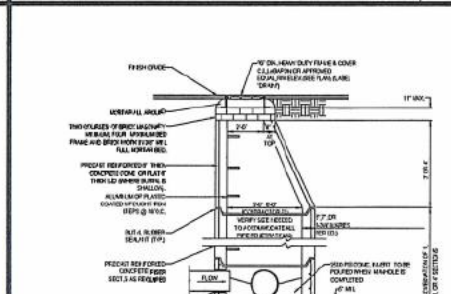
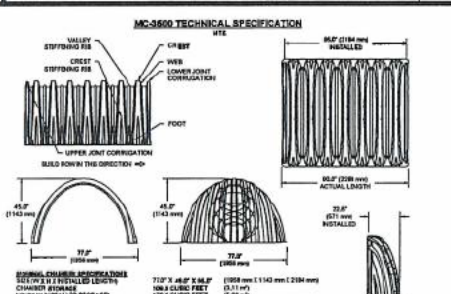
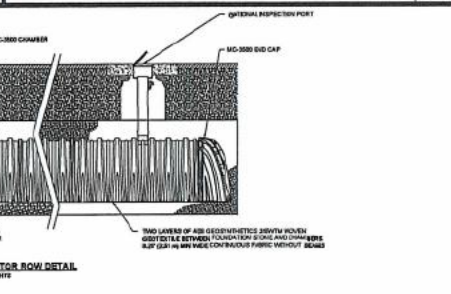
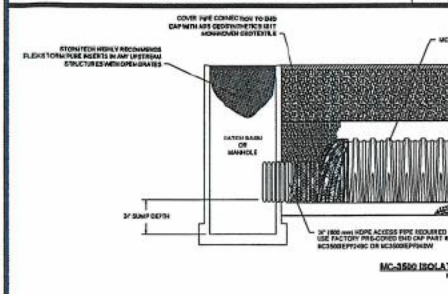
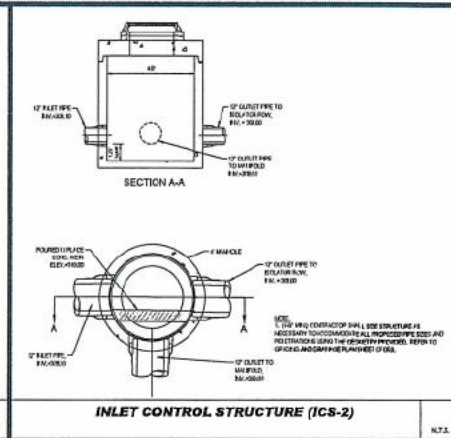
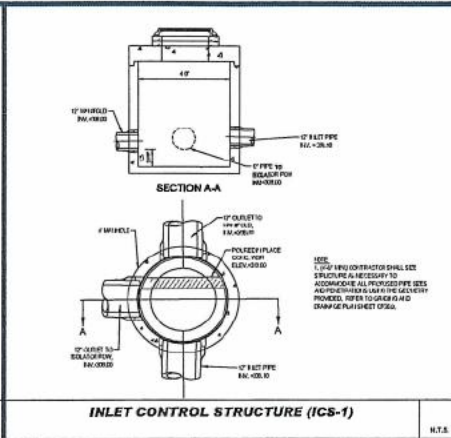
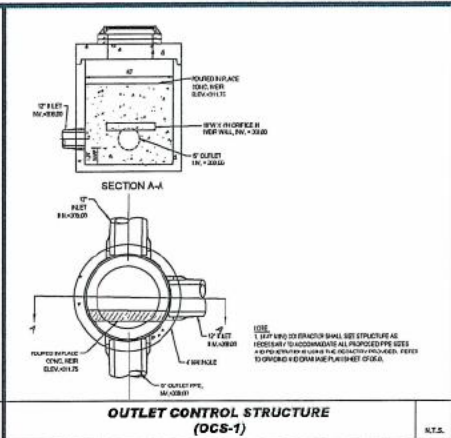
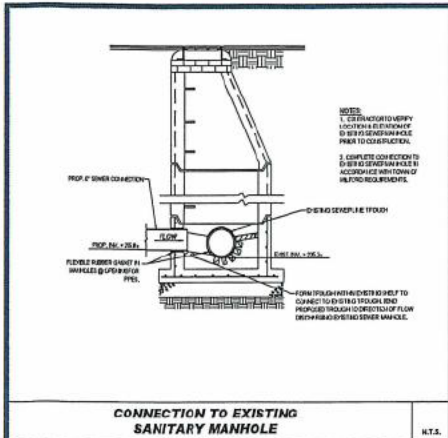
PROJECT NO.: M11027
DRAWN BY: JAL
CHECKED BY: JAL
DATE: 08/20/21

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ENGINEERING
332 TURNING ROAD
SOUTHROCKHAM, MA 01772
Phone: (508) 488-8480
www.BohlerEngineering.com

DETAIL SHEET

SHEET NO.: C-902

REVISION 3 - 01/26/2022



BOHLER

SITE CIVIL AND CONSULTING ENGINEERING
PROGRAM MANAGEMENT
LANDSCAPE ARCHITECTURE
SUSTAINABLE DESIGN
PLANNING SERVICES
TRAVEL SERVICES

REVISIONS

REV	DATE	COMMENTS	ISSUED BY
1	08/01/2011	PER SITE PLAN SUBMISSION	JUL
2	10/02/2011	REVISOR'S UTILITY NOTIFICATIONS	JUL
3	10/02/2011	PER ENGINEERING COMMENTS	JUL

811

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PERMIT SET

PROJECT NO: W01017
DATE: 08/01/2011
CHECKED BY: MBS
DATE: 08/01/2011
CALLED: W01017-01-11
PROJECT: [REDACTED]

PROPOSED SITE PLAN DOCUMENTS

FOR

ARC

PROPOSED DEVELOPMENT
MAP MILL LOT 27A
861 BOSTON POST ROAD EAST
CITY OF MARLBOROUGH
WINDSOR COUNTY,
MASSACHUSETTS

BOHLER

312 TURNPIKE ROAD
SOUTHBOROUGH, MA 01772
Phone: (508) 460-9300
www.BohlerEngineering.com

DETAIL SHEET

SHEET NUMBER
C-903
REVISION 3 - 01/24/2022

TEST PIT LOGS

DATE: NOVEMBER 13, 2023
BY: MATTHEW HOMBACH, BOHLER

TEST PIT #1121-1

0" FILL LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

4" A LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

8" B LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

12" C LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

16" POSSIBLE LEDGE AT 16" ON SOUTH
SIDE OF HOLE AND AT 4" ON SOUTH
SIDE OF HOLE

18" DEPTH 3'00" LEVING 4" SET
REFLECTING HOSE STANDING WATER NONE

TEST PIT #1121-2

0" FILL LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

4" A LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

8" B LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

12" C LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

16" POSSIBLE LEDGE AT 16"

18" DEPTH 3'00" LEVING 4" SET
REFLECTING HOSE STANDING WATER NONE

TEST PIT #1121-3

0" FILL LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

4" A LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

8" B LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

12" C LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

16" POSSIBLE LEDGE AT 16"

18" DEPTH 3'00" LEVING 4" SET
REFLECTING HOSE STANDING WATER NONE

TEST PIT #1121-4

0" FILL LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

4" A LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

8" B LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

12" C LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

16" POSSIBLE LEDGE AT 11"

18" DEPTH 3'00" LEVING 4" SET
REFLECTING HOSE STANDING WATER NONE

TEST PIT #1121-5

0" FILL LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

4" A LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

8" B LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

12" C LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

16" POSSIBLE LEDGE AT 11"

18" DEPTH 3'00" LEVING 4" SET
REFLECTING HOSE STANDING WATER NONE

TEST PIT #1121-6

0" FILL LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

4" A LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

8" B LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

12" C LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

16" POSSIBLE LEDGE AT 10"

18" DEPTH 3'00" LEVING 4" SET
REFLECTING HOSE STANDING WATER NONE

TEST PIT LOGS

DATE: DECEMBER 13, 2023
BY: MATTHEW HOMBACH, BOHLER

TEST PIT #1121-1

0" FILL LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

4" A LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

8" B LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

12" C LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

16" POSSIBLE LEDGE ON SOUTH SIDE OF
HOLE, OBSERVED DUE TO REDUCED
LOCATION OF EXISTING DRAIN LINE

18" DEPTH 3'00" LEVING 4" SET
REFLECTING HOSE STANDING WATER NONE

TEST PIT #1121-2

0" FILL LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

4" A LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

8" B LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

12" C LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

16" POSSIBLE LEDGE ON SOUTH SIDE OF
HOLE, OBSERVED DUE TO REDUCED
LOCATION OF EXISTING DRAIN LINE

18" DEPTH 3'00" LEVING 4" SET
REFLECTING HOSE STANDING WATER NONE

TEST PIT #1121-3

0" FILL LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

4" A LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

8" B LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

12" C LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

16" POSSIBLE LEDGE ON SOUTH SIDE OF
HOLE, OBSERVED DUE TO REDUCED
LOCATION OF EXISTING DRAIN LINE

18" DEPTH 3'00" LEVING 4" SET
REFLECTING HOSE STANDING WATER NONE

TEST PIT #1121-4

0" FILL LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

4" A LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

8" B LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

12" C LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

16" POSSIBLE LEDGE ON SOUTH SIDE OF
HOLE, OBSERVED DUE TO REDUCED
LOCATION OF EXISTING DRAIN LINE

18" DEPTH 3'00" LEVING 4" SET
REFLECTING HOSE STANDING WATER NONE

TEST PIT #1121-5

0" FILL LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

4" A LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

8" B LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

12" C LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

16" POSSIBLE LEDGE ON SOUTH SIDE OF
HOLE, OBSERVED DUE TO REDUCED
LOCATION OF EXISTING DRAIN LINE

18" DEPTH 3'00" LEVING 4" SET
REFLECTING HOSE STANDING WATER NONE

TEST PIT #1121-6

0" FILL LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

4" A LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

8" B LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

12" C LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

16" POSSIBLE LEDGE ON SOUTH SIDE OF
HOLE, OBSERVED DUE TO REDUCED
LOCATION OF EXISTING DRAIN LINE

18" DEPTH 3'00" LEVING 4" SET
REFLECTING HOSE STANDING WATER NONE

TEST PIT #1121-7

0" FILL LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

4" A LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

8" B LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

12" C LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

16" POSSIBLE LEDGE ON SOUTH SIDE OF
HOLE, OBSERVED DUE TO REDUCED
LOCATION OF EXISTING DRAIN LINE

18" DEPTH 3'00" LEVING 4" SET
REFLECTING HOSE STANDING WATER NONE

TEST PIT #1121-8

0" FILL LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

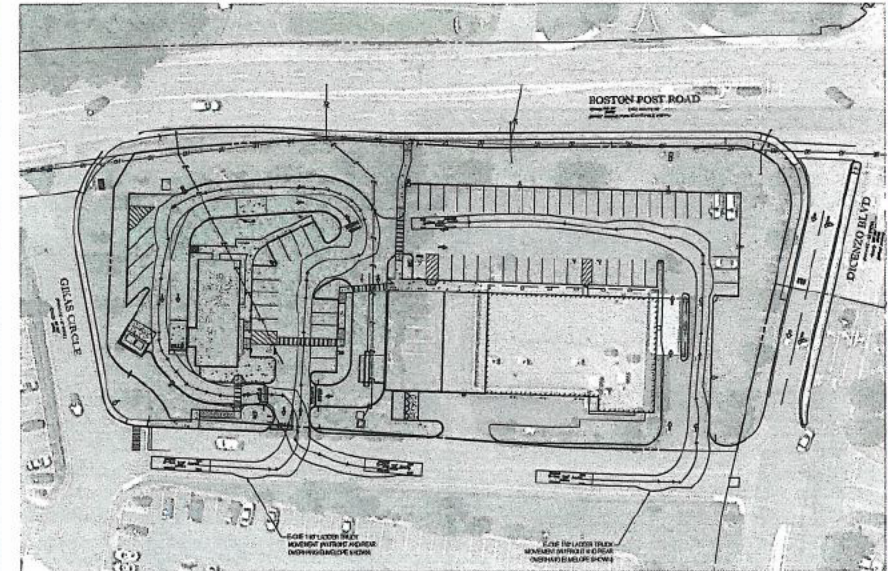
4" A LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

8" B LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

12" C LAYER
1" 2" SANDY LOAM
GRAVELLY, FRANKLE
OR GRAVEL

16" POSSIBLE LEDGE ON SOUTH SIDE OF
HOLE, OBSERVED DUE TO REDUCED
LOCATION OF EXISTING DRAIN LINE

18" DEPTH 3'00" LEVING 4" SET
REFLECTING HOSE STANDING WATER NONE



EMERGENCY VEHICLE INSET



BOHLER

SITE DESIGN AND CONSTRUCTION ENGINEERING
LAND SURVEYING
LANDSCAPE ARCHITECTURE
SUSTAINABLE DESIGN
TRANSPORTATION SERVICES

REVISIONS

REV	DATE	COMMENT	ISSUED BY
1	08/01	PER SITE PLAN SUBMITTALS	JAC
2	10/02	GRADING & UTILITY INFORMATION	JAC
3	10/02	PER ENGINEERING COMMENTS	JAC

811

Always call before you dig. Call before you dig. ALWAYS CALL 811. It's fast. It's free. It's the law.

PERMIT SET

PROJECT NO: 2023-001
DRAWN BY: CTD
CHECKED BY: MBS
DATE: 09/20/23
CAD LR: 2023-001-1

PROPOSED SITE PLAN DOCUMENTS

FOR

ARC

PROPOSED DEVELOPMENT

MAP #61, LOT #21A
661 BOSTON POST ROAD EAST
CITY OF MARLBOROUGH
MIDDLESEX COUNTY,
MASSACHUSETTS

BOHLER

352 TURNPIKE ROAD
SOUTHBOROUGH, MA 01772
PHONE: 508-484-3000
www.BohlerEngineering.com

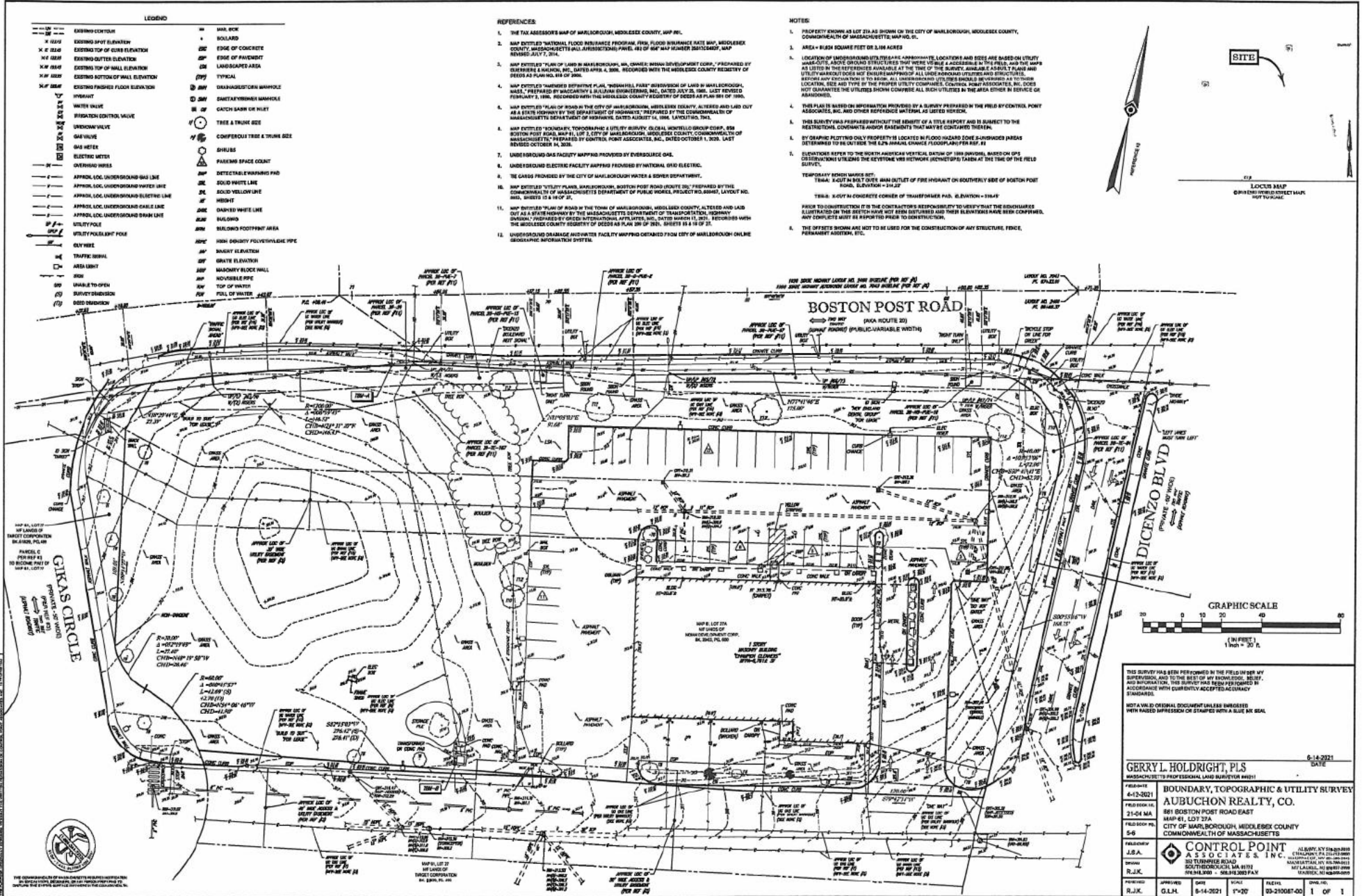
J. KURCH

REGISTERED PROFESSIONAL ENGINEER
LICENSE NO. 10127
STATE OF MASSACHUSETTS
ISSUED 01/01/2018
EXPIRES 01/01/2025

DETAIL SHEET

C-904

REVISION 3 - 01/24/2022



LEGEND

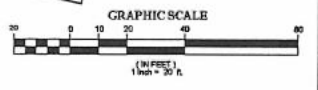
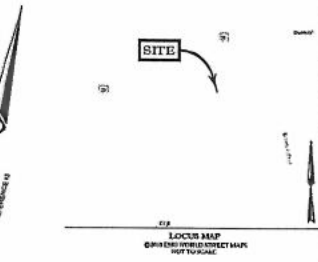
- EXISTING CONTOUR
- X 0.00' EXISTING SPOT ELEVATION
- X 0.00' EXISTING TOP OF CURB ELEVATION
- X 0.00' EXISTING OUTLET ELEVATION
- X 0.00' EXISTING TOP OF WALL ELEVATION
- X 0.00' EXISTING BOTTOM OF WALL ELEVATION
- X 0.00' EXISTING FINISHED FLOOR ELEVATION
- WATER VALVE
- RIGIDIZATION CONTROL VALVE
- SHEDDING VALVE
- GAS VALVE
- GAS METER
- ELECTRIC METER
- OVERHEAD WIRES
- APPROX. LOC. UNDERGROUND GAS LINE
- APPROX. LOC. UNDERGROUND WATER LINE
- APPROX. LOC. UNDERGROUND ELECTRIC LINE
- APPROX. LOC. UNDERGROUND CABLE LINE
- APPROX. LOC. UNDERGROUND DRAIN LINE
- UTILITY POLE
- UTILITY POLE/STAKE POLE
- CULV PIPE
- TRAFFIC SIGNAL
- AREA LIGHT
- SIGN
- UNABLE TO OPEN
- SURVEY OBSTRUCTION
- ROAD OBSTRUCTION
- SIGN
- MAIL BOX
- EPOX OF CONCRETE
- EDGE OF PAVEMENT
- LANDSCAPE AREA
- (TP) TYPES
- MANHOLE/CURB MANHOLE
- DAMAGED/BRICK MANHOLE
- CATCH BASIN OR HOLE
- TREE & TRUNK SIDE
- COPPER/STEEL TREE & TRUNK SIDE
- SHRUBS
- PARKING SPACE COUNT
- DETECTABLE WARNING PAD
- SOLID WHITE LINE
- SOLID YELLOW LINE
- DASHED
- DASHED WHITE LINE
- BULLDOZE
- MALDEN FOOTPRINT AREA
- HIGH DENSITY POLYETHYLENE PIPE
- BANKY ELEVATION
- BRICK ELEVATION
- MASONRY BLOCK WALL
- MOVABLE PIPE
- TOP OF WATER
- FULL OF WATER

REFERENCES

1. THE TAX ASSESSOR MAP OF MARLBOROUGH, MIDDLESEX COUNTY, MAP #61.
2. MAP ENTITLED "NATIONAL FLOOD INSURANCE PROGRAM, FIRM, FLOOD INSURANCE RATE MAP, MIDDLESEX COUNTY, MASSACHUSETTS (ALL SUBDIVISIONS) PANEL #12 OF 60" MAP NUMBER 24322C, MAP REVISED JULY 7, 2014.
3. MAP ENTITLED "PLAN OF LOTS IN MARLBOROUGH, MASS. CIVILIAN SUBDIVISION CORP.", PREPARED BY DEVEREAUX & HANCOCK, INC., DATED APRIL 4, 2008. RECORDED WITH THE MIDDLESEX COUNTY REGISTERY OF DEEDS AS PLAN NO. 414 OF 2008.
4. MAP ENTITLED "MARRIED DEPARTMENT PLAN, 'MARRIAGE' PART" SUBDIVISION OF LOTS IN MARLBOROUGH, MASS., PREPARED BY MARRIAGE & HANCOCK, INC., DATED JULY 5, 2008. LAST REVISED FEBRUARY 3, 1990. RECORDED WITH THE MIDDLESEX COUNTY REGISTERY OF DEEDS AS PLAN NO. 591 OF 1990.
5. MAP ENTITLED "PLAN OF ROAD IN THE CITY OF MARLBOROUGH, MIDDLESEX COUNTY, ALTERED AND Laid OUT AS A STREET HEREBY BY THE DEPARTMENT OF HIGHWAYS", PREPARED BY THE COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF HIGHWAYS, DATED AUGUST 14, 1994. LAYOUT NO. 2143.
6. MAP ENTITLED "BOUNDARY, TOPOGRAPHIC & UTILITY SURVEY OF LOTS 27A, 27B, 27C, 27D, 27E, 27F, 27G, 27H, 27I, 27J, 27K, 27L, 27M, 27N, 27O, 27P, 27Q, 27R, 27S, 27T, 27U, 27V, 27W, 27X, 27Y, 27Z, 27AA, 27AB, 27AC, 27AD, 27AE, 27AF, 27AG, 27AH, 27AI, 27AJ, 27AK, 27AL, 27AM, 27AN, 27AO, 27AP, 27AQ, 27AR, 27AS, 27AT, 27AU, 27AV, 27AW, 27AX, 27AY, 27AZ, 27BA, 27BB, 27BC, 27BD, 27BE, 27BF, 27BG, 27BH, 27BI, 27BJ, 27BK, 27BL, 27BM, 27BN, 27BO, 27BP, 27BQ, 27BR, 27BS, 27BT, 27BU, 27BV, 27BW, 27BX, 27BY, 27BZ, 27CA, 27CB, 27CC, 27CD, 27CE, 27CF, 27CG, 27CH, 27CI, 27CJ, 27CK, 27CL, 27CM, 27CN, 27CO, 27CP, 27CQ, 27CR, 27CS, 27CT, 27CU, 27CV, 27CW, 27CX, 27CY, 27CZ, 27DA, 27DB, 27DC, 27DD, 27DE, 27DF, 27DG, 27DH, 27DI, 27DJ, 27DK, 27DL, 27DM, 27DN, 27DO, 27DP, 27DQ, 27DR, 27DS, 27DT, 27DU, 27DV, 27DW, 27DX, 27DY, 27DZ, 27EA, 27EB, 27EC, 27ED, 27EE, 27EF, 27EG, 27EH, 27EI, 27EJ, 27EK, 27EL, 27EM, 27EN, 27EO, 27EP, 27EQ, 27ER, 27ES, 27ET, 27EU, 27EV, 27EW, 27EX, 27EY, 27EZ, 27FA, 27FB, 27FC, 27FD, 27FE, 27FF, 27FG, 27FH, 27FI, 27FJ, 27FK, 27FL, 27FM, 27FN, 27FO, 27FP, 27FQ, 27FR, 27FS, 27FT, 27FU, 27FV, 27FW, 27FX, 27FY, 27FZ, 27GA, 27GB, 27GC, 27GD, 27GE, 27GF, 27GG, 27GH, 27GI, 27GJ, 27GK, 27GL, 27GM, 27GN, 27GO, 27GP, 27GQ, 27GR, 27GS, 27GT, 27GU, 27GV, 27GW, 27GX, 27GY, 27GZ, 27HA, 27HB, 27HC, 27HD, 27HE, 27HF, 27HG, 27HH, 27HI, 27HJ, 27HK, 27HL, 27HM, 27HN, 27HO, 27HP, 27HQ, 27HR, 27HS, 27HT, 27HU, 27HV, 27HW, 27HX, 27HY, 27HZ, 27IA, 27IB, 27IC, 27ID, 27IE, 27IF, 27IG, 27IH, 27II, 27IJ, 27IK, 27IL, 27IM, 27IN, 27IO, 27IP, 27IQ, 27IR, 27IS, 27IT, 27IU, 27IV, 27IW, 27IX, 27IY, 27IZ, 27JA, 27JB, 27JC, 27JD, 27JE, 27JF, 27JG, 27JH, 27JI, 27JJ, 27JK, 27JL, 27JM, 27JN, 27JO, 27JP, 27JQ, 27JR, 27JS, 27JT, 27JU, 27JV, 27JW, 27JX, 27JY, 27JZ, 27KA, 27KB, 27KC, 27KD, 27KE, 27KF, 27KG, 27KH, 27KI, 27KJ, 27KL, 27KM, 27KN, 27KO, 27KP, 27KQ, 27KR, 27KS, 27KT, 27KU, 27KV, 27KW, 27KX, 27KY, 27KZ, 27LA, 27LB, 27LC, 27LD, 27LE, 27LF, 27LG, 27LH, 27LI, 27LJ, 27LK, 27LL, 27LM, 27LN, 27LO, 27LP, 27LQ, 27LR, 27LS, 27LT, 27LU, 27LV, 27LW, 27LX, 27LY, 27LZ, 27MA, 27MB, 27MC, 27MD, 27ME, 27MF, 27MG, 27MH, 27MI, 27MJ, 27MK, 27ML, 27MN, 27MO, 27MP, 27MQ, 27MR, 27MS, 27MT, 27MU, 27MV, 27MW, 27MX, 27MY, 27MZ, 27NA, 27NB, 27NC, 27ND, 27NE, 27NF, 27NG, 27NH, 27NI, 27NJ, 27NK, 27NL, 27NM, 27NO, 27NP, 27NQ, 27NR, 27NS, 27NT, 27NU, 27NV, 27NW, 27NX, 27NY, 27NZ, 27OA, 27OB, 27OC, 27OD, 27OE, 27OF, 27OG, 27OH, 27OI, 27OJ, 27OK, 27OL, 27OM, 27ON, 27OO, 27OP, 27OQ, 27OR, 27OS, 27OT, 27OU, 27OV, 27OW, 27OX, 27OY, 27OZ, 27PA, 27PB, 27PC, 27PD, 27PE, 27PF, 27PG, 27PH, 27PI, 27PJ, 27PK, 27PL, 27PM, 27PN, 27PO, 27PP, 27PQ, 27PR, 27PS, 27PT, 27PU, 27PV, 27PW, 27PX, 27PY, 27PZ, 27QA, 27QB, 27QC, 27QD, 27QE, 27QF, 27QG, 27QH, 27QI, 27QJ, 27QK, 27QL, 27QM, 27QN, 27QO, 27QP, 27QQ, 27QR, 27QS, 27QT, 27QU, 27QV, 27QW, 27QX, 27QY, 27QZ, 27RA, 27RB, 27RC, 27RD, 27RE, 27RF, 27RG, 27RH, 27RI, 27RJ, 27RK, 27RL, 27RM, 27RN, 27RO, 27RP, 27RQ, 27RR, 27RS, 27RT, 27RU, 27RV, 27RW, 27RX, 27RY, 27RZ, 27SA, 27SB, 27SC, 27SD, 27SE, 27SF, 27SG, 27SH, 27SI, 27SJ, 27SK, 27SL, 27SM, 27SN, 27SO, 27SP, 27SQ, 27SR, 27SS, 27ST, 27SU, 27SV, 27SW, 27SX, 27SY, 27SZ, 27TA, 27TB, 27TC, 27TD, 27TE, 27TF, 27TG, 27TH, 27TI, 27TJ, 27TK, 27TL, 27TM, 27TN, 27TO, 27TP, 27TQ, 27TR, 27TS, 27TT, 27TU, 27TV, 27TW, 27TX, 27TY, 27TZ, 27UA, 27UB, 27UC, 27UD, 27UE, 27UF, 27UG, 27UH, 27UI, 27UJ, 27UK, 27UL, 27UM, 27UN, 27UO, 27UP, 27UQ, 27UR, 27US, 27UT, 27UU, 27UV, 27UW, 27UX, 27UY, 27UZ, 27VA, 27VB, 27VC, 27VD, 27VE, 27VF, 27VG, 27VH, 27VI, 27VJ, 27VK, 27VL, 27VM, 27VN, 27VO, 27VP, 27VQ, 27VR, 27VS, 27VT, 27VU, 27VV, 27VW, 27VX, 27VY, 27VZ, 27WA, 27WB, 27WC, 27WD, 27WE, 27WF, 27WG, 27WH, 27WI, 27WJ, 27WK, 27WL, 27WM, 27WN, 27WO, 27WP, 27WQ, 27WR, 27WS, 27WT, 27WU, 27WV, 27WW, 27WX, 27WY, 27WZ, 27XA, 27XB, 27XC, 27XD, 27XE, 27XF, 27XG, 27XH, 27XI, 27XJ, 27XK, 27XL, 27XM, 27XN, 27XO, 27XP, 27XQ, 27XR, 27XS, 27XT, 27XU, 27XV, 27XW, 27XZ, 27YA, 27YB, 27YC, 27YD, 27YE, 27YF, 27YG, 27YH, 27YI, 27YJ, 27YK, 27YL, 27YM, 27YN, 27YO, 27YP, 27YQ, 27YR, 27YS, 27YT, 27YU, 27YV, 27YW, 27YZ, 27ZA, 27ZB, 27ZC, 27ZD, 27ZE, 27ZF, 27ZG, 27ZH, 27ZI, 27ZJ, 27ZK, 27ZL, 27ZM, 27ZN, 27ZO, 27ZP, 27ZQ, 27ZR, 27ZS, 27ZT, 27ZU, 27ZV, 27ZW, 27ZX, 27ZY, 27ZZ
7. UNDERGROUND GAS FACILITY MAPPING PROVIDED BY SOURCE/DATE.
8. UNDERGROUND ELECTRIC FACILITY MAPPING PROVIDED BY NATIONAL GRID ELECTRIC.
9. THE RECORDS PROVIDED BY THE CITY OF MARLBOROUGH WATER & SEWER DEPARTMENT.
10. MAP ENTITLED "UTILITY PLANS, MARLBOROUGH, BOSTON POST ROAD (ROUTE 20), PREPARED BY THE COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF PUBLIC WORKS, PROJECT NO. 59449, LAYOUT NO. 888, SHEETS 12 A OF 31.
11. MAP ENTITLED "PLAN OF ROAD IN THE TOWN OF MARLBOROUGH, MIDDLESEX COUNTY, ALTERED AND Laid OUT AS A STREET HEREBY BY THE MASSACHUSETTS DEPARTMENT OF TRANSPORTATION, HIGHWAY DIVISION", PREPARED BY GREEN INTERNATIONAL APPLIES, INC., DATED MARCH 15, 1971. RECORDED WITH THE MIDDLESEX COUNTY REGISTERY OF DEEDS AS PLAN NO. OF 1971, SHEETS 18 A OF 21.
12. UNDERGROUND DAMAGE AND/OTHER FACILITY MAPPING OBTAINED FROM CITY OF MARLBOROUGH ON-LINE GEOGRAPHIC INFORMATION SYSTEM.

NOTES

1. PROPERTY SHOWN AS LOT 27A AS SHOWN ON THE CITY OF MARLBOROUGH, MIDDLESEX COUNTY, COMMONWEALTH OF MASSACHUSETTS, MAP NO. 61.
 2. AREA = 4.548 SQUARE FEET OF 4.548 ACRES
 3. LOCATION OF UNDERGROUND UTILITIES ARE APPROXIMATE. LOCATION AND SIZE ARE BASED ON UTILITY MARK-OUTS, ASIDE OF ROAD STRUCTURES THAT WERE USUALLY ACCESSIBLE IN THE FIELD, AND THE MAPS AS LISTED IN THE REFERENCES AVAILABLE AT THE TIME OF THIS SURVEY. UNLESS A UTILITY PLAN AND UTILITY MARK-OUT DOES NOT ENSURE MAPPING OF ALL UNDERGROUND UTILITIES AND STRUCTURES. BEFORE ANY EXCAVATION IS TO BE MADE, ALL UNDERGROUND UTILITIES SHOULD BE RECORDED AT THEIR LOCATION, SIZE AND TYPE BY THE PROPER UTILITY COMPANIES. CONTROL POINT ASSOCIATES, INC. DOES NOT GUARANTEE THE UTILITIES SHOWN COMPARE ALL SUCH UTILITIES IN THE AREA OTHER IN SERVICE OR ABANDONED.
 4. THIS PLAN IS BASED ON INFORMATION PROVIDED BY A SURVEY PREPARED IN THE FIELD BY CONTROL POINT ASSOCIATES, INC. AND OTHER PROFESSIONAL METRIC AS LISTED HEREON.
 5. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND IS SUBJECT TO THE RESTRICTIONS, COMMENTS AND/OR RESERVATIONS THAT MAY BE CONTAINED THEREIN.
 6. BY DEVIANT PLOTTING ONLY PROPERTIES LOCATED IN FLOOD HAZARD ZONE (FLOODPROOF AREAS DETERMINED BY THE DATE OF THE LATEST ANNUAL FLOODPLAIN MAP #10).
 7. ELEVATIONS REFER TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAD83), BASED ON GPS OBSERVATIONS UTILIZING THE ACTIVE/VEB NETWORK (ACTVEB) TAKEN AT THE TIME OF THE FIELD SURVEY.
- TEMPORARY ROAD MARKING SET
 TYPICAL: 8' X 24" X 6" SET OUTS: 18" DIA. OUTLET OF FIRE HYDRANT ON SOUTHERLY SIDE OF BOSTON POST ROAD, ELEVATION = 214.22'
 TYPICAL: 8' X 24" X 6" CONCRETE CORNER OF TRANSFORMER PAD, ELEVATION = 216.45'
- NOTE TO CONSTRUCTION: IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THAT THE SIGNATURE & ELEVATION ON THE SETBACK HAVE NOT BEEN DISTURBED AND THEIR ELEVATIONS HAVE BEEN CORRECTED, ANY CORRECTS MUST BE REPORTED PRIOR TO DEMONSTRATION.
8. THE OFFSETS SHOWN ARE NOT TO BE USED FOR THE CONSTRUCTION OF ANY STRUCTURE, FENCE, PERMANENT HIGHWAY, ETC.



THIS SURVEY HAS BEEN PERFORMED IN THE FIELD IN DEER BY CONTROL POINT ASSOCIATES, INC. AND TO THE BEST OF MY KNOWLEDGE, BELIEF, AND ACCORDANCE WITH CURRENTLY ADOPTED PROFESSIONAL STANDARDS.

WITH A VALID ORIGINAL DOCUMENT UNLESS INDICATED WITH THESE OFFICIALS OR EMPLOYED BY A BUREAU OF SEAL.

6-14-2021
DATE

GERRY L. HOLDRIGHT, PLS
 MASSACHUSETTS PROFESSIONAL LAND SURVEYOR #8891

FILE NO. 6-12-2021
 PROJ. NO. 21-04-01
 861 BOSTON POST ROAD EAST
 MAP #61, LOT 27A
 CITY OF MARLBOROUGH, MIDDLESEX COUNTY
 COMMONWEALTH OF MASSACHUSETTS

BOUNDARY, TOPOGRAPHIC & UTILITY SURVEY
AUBUCHON REALTY, CO.
 861 BOSTON POST ROAD EAST
 MAP #61, LOT 27A
 CITY OF MARLBOROUGH, MIDDLESEX COUNTY
 COMMONWEALTH OF MASSACHUSETTS

FILED BY J.S.A.
 DRAWN BY R.J.K.
 CHECKED BY G.L.H.
 DATE 6-14-2021
 SCALE 1"=20'
 SHEET 1 OF 1

ALBANY, NY 12208-0001
 CHALCANTON, PA 17129-0001
 HANSHATTAN, NY 14455-0011
 MELANEE, NY 14648-0001
 WARREN, NY 14258-0001



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

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2022 FEB -9 A 10: 15

**Steven W. Kerrigan
City Clerk**

**CITY OF MARLBOROUGH
TAXI AND/OR LIVERY SERVICE LICENSE APPLICATION**

I. TYPE OF LICENSE: _____ TAXI _____ LIVERY

2. APPLICANT'S (LICENSEE) INFORMATION:

- A. Name: Katsunori Tanaka
- B. Address: 17 Eager Ct. Marlborough, MA 01752
- C. Telephone Number: 508-561-5545
- D. Business Name: Global Limousine & Tour Services, LLC
- E. Business Address: 17 Eager Ct. Marlborough, MA 01752
- F. Business Number: 981-330-0898

3. NUMBER OF VEHICLES: 1

APPLICANT'S SIGNATURE [Handwritten Signature]

**CITY OF MARLBOROUGH
TAXI/LIVERY LICENSE**

is hereby granted a Taxi/Livery License as approved by the City Council of the City of Marlborough. In accordance with the Code of the City of Marlborough, Chapter 568, this License shall expire two (2) years from the date of issue. Application for renewal of said License shall be made to the City Council through the Office of the City Clerk.

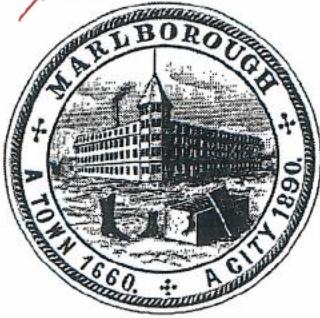
EXPIRATION DATE: _____

A TRUE COPY

ATTEST:

City Clerk

Rd
2/2/2022



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2022 FEB -2 A 9:37

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

**Steven W. Kerrigan
City Clerk**

**CITY OF MARLBOROUGH
TAXI AND/OR LIVERY SERVICE LICENSE APPLICATION**

I. TYPE OF LICENSE: _____ TAXI _____ LIVERY

2. APPLICANT'S (LICENSEE) INFORMATION:

- A. Name: JOSIAH I. IHECHUKWU
- B. Address: 43 BOWSTRING WAY E46 MARLBOROUGH MA
- C. Telephone Number: (781) 521-3888
- D. Business Name: ROA Health System Inc
- E. Business Address: 43 Bowstring Way E46 Marlborough MA 01
- F. Business Number: (781) 521-3888

3. NUMBER OF VEHICLES: TWO

APPLICANT'S SIGNATURE J. Ihechukwu

**CITY OF MARLBOROUGH
TAXI/LIVERY LICENSE**

is hereby granted a Taxi/Livery License as approved by the City Council of the City of Marlborough. In accordance with the Code of the City of Marlborough, Chapter 568, this License shall expire two (2) years from the date of issue. Application for renewal of said License shall be made to the City Council through the Office of the City Clerk.

EXPIRATION DATE: _____

A TRUE COPY
ATTEST:

City Clerk

2022 FEB -9 P 3:06

February 9, 2022

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

RE: Sewer Taking/Easement Lacombe Business Center
 Assessor's Map 82 Affecting Various Abutting Parcels
 Marlborough, MA

Attn. President & Members:

On behalf of Lacombe Business Center and Jeffery Furmanick and Jonathan White, Trustees of 58 and 62 Lacombe Street Realty Trust, we are writing to respectfully request that the City Council agree to release any right, title and interest that it may own in fee within those portions of the strip of land thirty (30) feet in width comprising Sewer Taking that affects 44, 51, 58 and 62 Lacombe Street as illustrated on the attached sheet 1 of 2 Entitled "Existing Lotting & Sewer Taking Exhibit" and then within these same land limits either Lacombe Business Center or Jeffery Furmanick and Jonathan White, Trustees of 58 or 62 Lacombe Street Realty Trust will in turn grant a Sewer Easement to encumber the granted land in its entirety as illustrated on the attached sheet 2 of 2 Entitled "Proposed Lotting & Sewer Easement Exhibit" with both Exhibit Plans prepared by Engineering Design Consultants, Inc. and dated February 7, 2022. For the past several months Engineering Design Consultants has been working with both City Engineer Thomas DiPersio and City Solicitor Jason Grossfield in order to review historic plans and records in order to present this matter for the City Councils review.

Thank for your consideration and assistance with this request. We look forward to advancing this matter with the City Council on the next available Council Agenda.

Very truly yours,

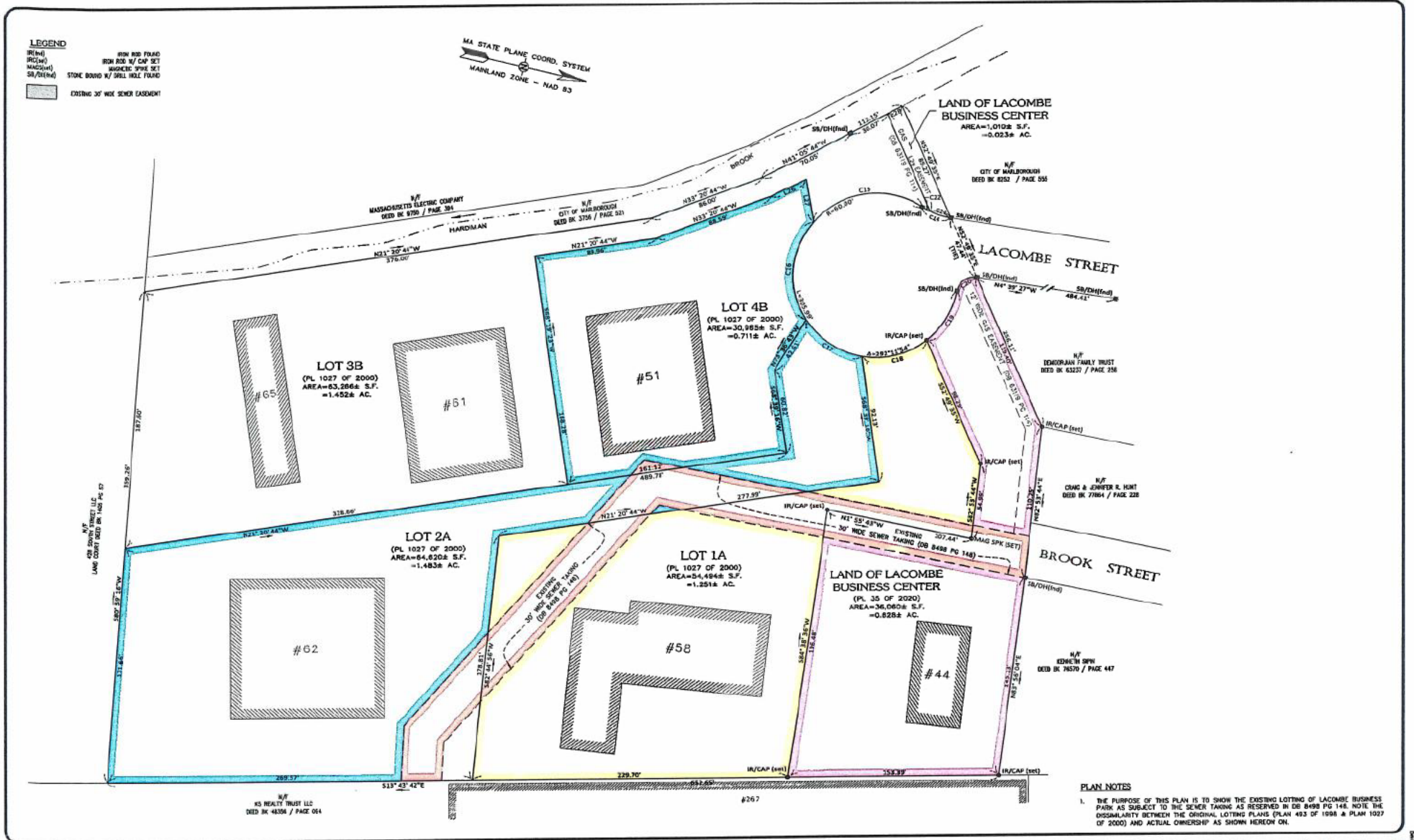
Engineering Design Consultants, Inc.



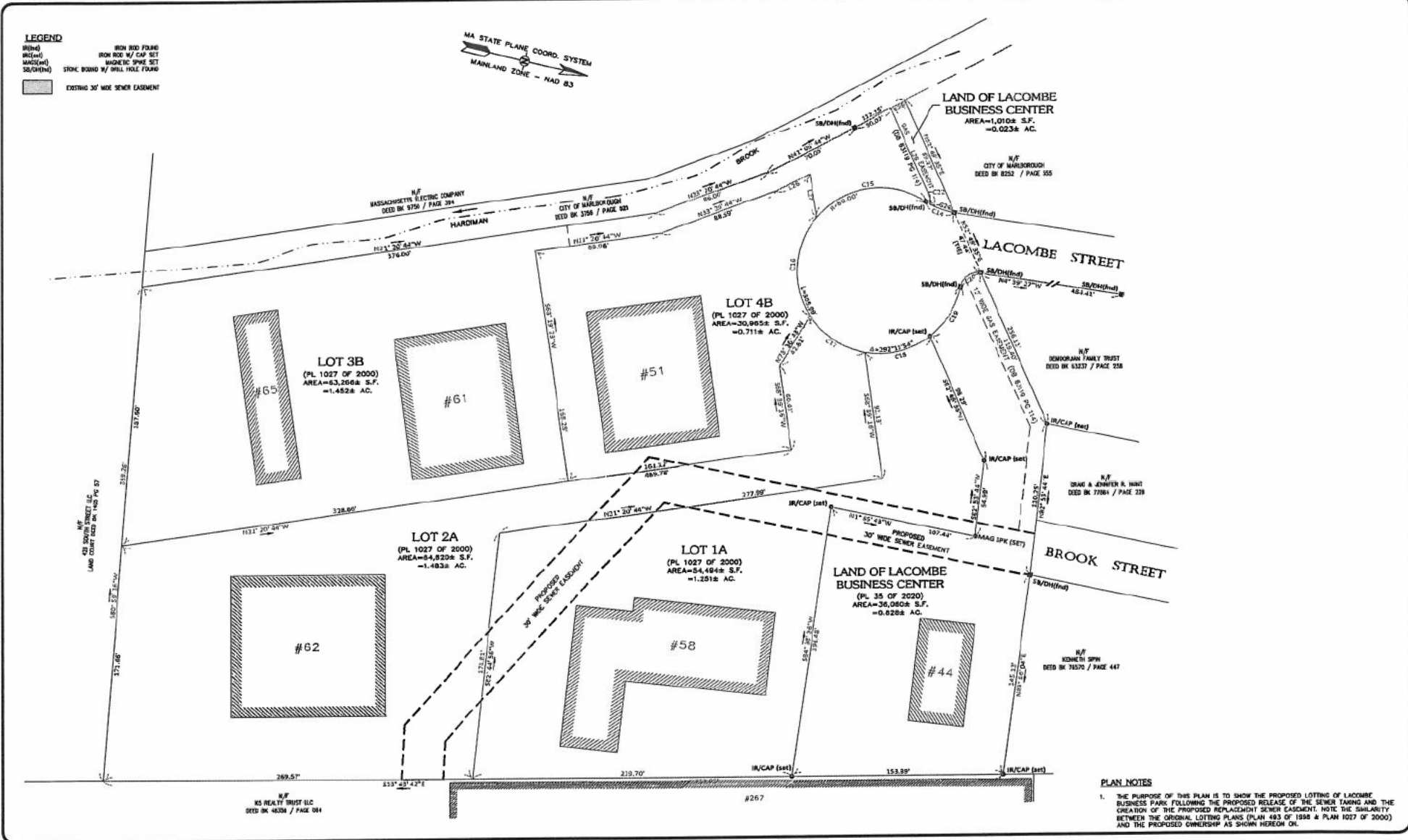
Peter S. Bemis

cc. Lacombe Business Center and Jeffery Furmanick and Jonathan White, Trustees of
 58 and 62 Lacombe Street Realty Trust

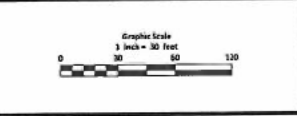




<p>DESIGNED BY: ZTB</p> <p>CHECKED BY: PFB</p> <p>DATE: 02/07/2022</p>	<p>REVISIONS:</p> <table border="1"> <tr><th>NO.</th><th>DATE</th><th>DESCRIPTION</th></tr> <tr><td> </td><td> </td><td> </td></tr> </table>	NO.	DATE	DESCRIPTION				<p>Graphic Scale 1 inch = 30 feet</p> <p>0 30 60 120</p>	<p>PREPARED BY:</p> <p>Engineering Design Consultants, Inc. 32 Turnpike Road Southborough, Massachusetts (508) 480-0225</p>	<p>PROJECT:</p> <p>LACOMBE BUSINESS PARK 44-65 LACOMBE STREET (MIDDLESEX COUNTY - SOUTH DISTRICT) MARLBOROUGH, MASSACHUSETTS</p>	<p>TITLE:</p> <p>EXISTING LOTTING & SEWER TAKING EXHIBIT</p> <p>PREPARED FOR:</p> <p>Lacombe Business Center, LLC 65 Lacombe Street Marlborough, Massachusetts 01752</p>	<p>DATE:</p> <p>FEBRUARY 7, 2022</p> <p>1 OF 2</p> <p>EDC PROJECT NUMBER 3630</p>
NO.	DATE	DESCRIPTION										



REV #	DATE	DESCRIPTION



PREPARED BY:
EDC Engineering Design Consultants, Inc.
 32 Turnpike Road
 Southborough, Massachusetts
 (508) 480-0225

PROJECT:
LACOMBE BUSINESS PARK
 44-65 LACOMBE STREET
 (MIDDLESEX COUNTY - SOUTH DISTRICT)
 MARLBOROUGH, MASSACHUSETTS

TITLE:
PROPOSED LOTTING & SEWER EASEMENT EXHIBIT

PREPARED FOR:
 Lacombe Business Center, LLC
 65 Lacombe Street
 Marlborough, Massachusetts 01752

DATE:
 FEBRUARY 7, 2022

2 of 2

EDC PROJECT NUMBER
 3630



THE COMMONWEALTH OF MASSACHUSETTS
STATE RECLAMATION & MOSQUITO CONTROL BOARD

**CENTRAL MASSACHUSETTS
MOSQUITO CONTROL PROJECT**

111 Otis Street, Northborough, MA 01532 - 2434
Telephone (508) 393-3055 • Fax (508) 393-8492
www.cmmcp.org



COMMISSION CHAIRMAN
RICHARD DAY

EXECUTIVE DIRECTOR
TIMOTHY D. DESCHAMPS

January 23, 2022

Pursuant to the State Reclamation & Mosquito Control Board's (SRMCB) budget notification and compliance certification policy, as revised, please find enclosed Form SRB-1.

These documents show our preliminary proposed budget amount, increase from FY22 and estimated balance forward on page 1. Pages 3 and 4 show each member community's percentage of total budget, share amounts for CMMCP and SRMCB, and total assessment estimate for FY23.

Revisions to this budget may occur especially if new communities join our service area. The proposed budget for FY23 includes a 2.5% increase over FY22.

There are no forms to be mailed back to our office. Please direct any questions, comments or concerns to me at (508) 393-8766 or deschamps@cmmcp.org before April 15, 2022.

For more information, please find budget information posted on our website at this link: <https://www.cmmcp.org/budget-information>. Thank you.

Sincerely,

Timothy D. Deschamps
Executive Director

cc:
City Council & Mayor
Town Administrators/ Town Managers
Select Board Chair
Finance Committee Chair
Board of Health Director/Agent

Project Name: Central Mass. Mosquito Control Project**NOTICE OF PRELIMINARY PROPOSED BUDGET FOR FY2023**

Notice is hereby given that the Central Mass. Mosquito Control Project's (the "Project") preliminary proposed budget for FY2023 is available online for viewing at (<https://www.cmmcp.org/budget-information>) and summarized below. Any questions, comments or concerns regarding this preliminary budget should be directed to: Central Mass. Mosquito Control Project Executive Director Timothy Deschamps at deschamps@cmmcp.org by April 15th.

1. The total preliminary dollar amount that the Project is proposing for FY2023 is \$ 2,864,581. The chart found below highlights the preliminary budget request by the Project for the coming year with pertinent budget information that fully describes the "total trust fund account" budget amount available for the Project to expend in FY2023.

A.	B.	C.	D.	E.	F.	G.	H.	I.
Project Name	Number of Employees	FY2023 Preliminary Proposed Budget Amount	FY2023 % Increase towards Operating Budget	FY2023 % Increase towards Capital Budget	FY2023 Total % Increase Over Certified FY2021 Budget (Add D + E)	FY2022 Estimated Balance Forward /Rollover Amount	FY2022 Actual Budget Revenues	FY2023 Total Est'd Funding Available in Trust Account (Add C + G)
Central Mass.	20	\$2,864,581	2.5%	0%	2.5%	\$150,000	\$2,794,714	\$3,014,581

Form SRB-1
Page 2 of 4

2. The member municipalities within the Project together with each municipality's estimated proportionate share thereof expressed both as a percentage and as a dollar amount, are as set forth on Form SRB-1, Page 2. **As of the date of this notice, the Project is comprised of 44 municipalities as listed on Form SRB-1, Page 3.**

If the composition of the Project changes because one or more municipalities join or withdraw from the Project, the total preliminary budget will be adjusted pro rata.

8. A copy of this Notice, together with a copy of the preliminary budget proposed, has been delivered or mailed to the Chief Administrative Officer, Chief Executive Officer, to the Finance Committee of each member municipality having a finance committee, and to the State Reclamation and Mosquito Control Board.

Project Name: Central Mass. Mosquito Control Project
 FY2023 Proposed Cherry Sheet Assessments Estimates
 Based on the preliminary proposed Project budget
 (2022 Equalized Valuations)

Municipality	Percentage of Total Budget	Project Share Amount*	State Reclamation Board Share Amount*	Total Assessment Estimate*
Acton	2.66%	\$76,315	\$3,270	\$79,585
Ashland	1.68%	\$48,172	\$2,064	\$50,236
Auburn	1.83%	\$52,337	\$2,243	\$54,580
Ayer	1.07%	\$30,696	\$1,315	\$32,011
Berlin	1.32%	\$37,915	\$1,625	\$39,540
Billerica	3.71%	\$106,297	\$4,555	\$110,852
Blackstone	1.19%	\$34,163	\$1,464	\$35,627
Bolton	2.06%	\$58,887	\$2,523	\$61,410
Boxborough	1.17%	\$33,504	\$1,436	\$34,940
Boylston	1.64%	\$47,069	\$2,017	\$49,086
Chelmsford	3.17%	\$90,931	\$3,897	\$94,828
Clinton	0.80%	\$22,904	\$982	\$23,886
Dracut	2.62%	\$75,170	\$3,221	\$78,391
Fitchburg	3.08%	\$88,253	\$3,782	\$92,035
Gardner	2.31%	\$66,282	\$2,840	\$69,122
Grafton	2.59%	\$74,092	\$3,175	\$77,267
Holliston	2.21%	\$63,429	\$2,718	\$66,147
Hopedale	0.62%	\$17,829	\$764	\$18,593
Hopkinton	3.20%	\$91,720	\$3,931	\$95,651
Hudson	1.59%	\$45,433	\$1,947	\$47,380
Lancaster	2.76%	\$79,167	\$3,393	\$82,560
Leominster	3.41%	\$97,706	\$4,187	\$101,893
Littleton	1.91%	\$54,800	\$2,348	\$57,148
Lowell	2.88%	\$82,378	\$3,530	\$85,908
Lunenburg	2.74%	\$78,490	\$3,364	\$81,854
Marlborough	3.08%	\$88,206	\$3,780	\$91,986
Milford	2.00%	\$57,185	\$2,451	\$59,636
Millbury	1.78%	\$51,095	\$2,190	\$53,285
Millville	0.52%	\$14,762	\$633	\$15,395

Natick	2.94%	\$84,279	\$3,612	\$87,891
Northborough	2.26%	\$64,863	\$2,780	\$67,643
Northbridge	1.91%	\$54,769	\$2,347	\$57,116
Sherborn	1.71%	\$49,126	\$2,105	\$51,231
Shrewsbury	3.04%	\$87,024	\$3,729	\$90,753
Southborough	1.77%	\$50,745	\$2,175	\$52,920
Stow	1.88%	\$53,871	\$2,309	\$56,180
Sturbridge	3.73%	\$106,939	\$4,583	\$111,522
Tewksbury	2.85%	\$81,544	\$3,494	\$85,038
Webster	1.47%	\$41,974	\$1,799	\$43,773
Westborough	2.65%	\$76,010	\$3,257	\$79,267
Westford	3.69%	\$105,831	\$4,535	\$110,366
Wilmington	2.46%	\$70,552	\$3,023	\$73,575
Worcester	6.00%	\$171,868	\$7,365	\$179,233
TOTAL	100.00%	\$2,864,582	\$122,758	\$2,987,340



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CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Marlborough Public Schools

School Committee
District Education Center
25 Union Street, Marlborough, MA 01752
(508) 460-3509

Call to Order

January 25, 2022

1. Vice Chair Bodin-Hettinger called the regular meeting of the Marlborough School Committee to order at 7:30 p.m. at 17 Washington Street, Marlborough, MA. Members present included Daniel Caruso, Earl Geary, Katherine Hennessy, Heidi Matthews, and Denise Ryan. Also present were Superintendent Michael Bergeron, Director of Finance and Operations, Douglas Dias, the Assistant Superintendent of Teaching and Learning, Mary Murphy, and the Assistant Superintendent of Student Services and Equity, Jody O'Brien. Additionally, MEA Representative Eileen Barry was present.

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

2. **Pledge of Allegiance:** Vice Chair Bodin-Hettinger led the Pledge of Allegiance.
3. **Presentation:** None.
4. **Committee Discussion/Directives:** None.
5. **Communications:** None.
6. **Superintendent's Report:**
Superintendent Bergeron updated the committee on the COVID-19 data for the city of Marlborough and MPS. The Superintendent verbally reported data as of tonight that differs from the report, which was sent out on January 19, 2022. He mentioned data trends at district, city, and state level as well.

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



Marlborough Public Schools

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The Superintendent's office received an update on COVID Protocols from DESE and the Department of Health (DPH). Schools have been advised to focus attention and effort on symptomatic individuals rather than on close contacts. 'Test and Stay' protocols are not contributing value as a mitigation strategy for schools. DESE, DPH, and the Executive Office of Health and Human Services (EOHHS) approved schools to discontinue 'Test and Stay' and contact tracing in order to adopt a new program that the Superintendent outlined in his report. To be eligible for this program the district must continue rapid testing symptomatic individuals in schools. The Superintendent inserted a chart to highlight differences between the new, updated K-12 Testing Options and the original options. If districts sign up for this program, the state will provide weekly antigen home tests. Students and staff would opt into the program and receive kits with two tests inside; staff and students alternate weekly between which population receives test kits. If districts continue with 'Test and Stay' then they are ineligible to receive rapid at-home tests through this program. It was noted that media reports had inaccurately explained these programs prematurely. Mr. Bergeron recommends that MPS adopts this new program; he and his leadership team discussed concerns and challenges that could result from adopting this new program. Superintendent Bergeron asked for feedback regarding these potential changes, as well as for the mask mandate. The State school mask mandate is expected to be discontinued after February 28th, 2022.

Mrs. Matthews and Mrs. O'Brien discussed forms for this program, as well as kits provided by the City.

Mrs. O'Brien shared that many nurses in the district are in favor of this new program.

Mrs. Hennessy inquired about reporting test results; individuals will only need to produce positive results to the district.

Superintendent Bergeron discussed some logistics, such as type of rapid tests and the potential end date for this program.

Mr. Geary and Superintendent Bergeron discussed additional logistics, specifically how the opt-in process works with the State.

Mrs. Matthews inquired about an estimation of individuals tested per week currently; Mrs. O'Brien shared that schools are averaging between 2-3 boxes (50/box) per week of the Binax tests.

Mrs. Bodin-Hettinger, Superintendent Bergeron, and Mrs. O'Brien discussed close contacts more in depth.

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Marlborough Public Schools

*School Committee
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25 Union Street, Marlborough, MA 01752
(508) 460-3509*

Superintendent Bergeron explained the current procedure to test students at school that is in place for ‘Test and Stay.’

Mr. Caruso posed various scenarios that could occur with individuals and testing, and he asked about the days that individuals would be required to test.

Mrs. O’Brien has a reserve of tests for different situations that could arise, such as if an individual had to use their two tests in one week, as Mr. Caruso mentioned.

Mrs. Hennessy asked about vaccination rates at the elementary age; Superintendent Bergeron will present those numbers at the next School Committee meeting.

Mrs. Ryan asked about the possibility of positive individuals continually testing positive for 90 days, which sparked conversation between various members, Superintendent Bergeron, and Mrs. O’Brien. Further clarification is needed from DESE.

Mrs. Hennessy brought up the attendance accountability situation.

Mr. Geary asked about requirements for the district to adopt this new program.

Mrs. Hennessy questioned how quickly tests would be provided to the district.

Mrs. O’Brien explained the process if the committee were to vote ‘yes’ tonight in response to Mrs. Hennessy’s question.

There is a school mask mandate in place at the state level until February 28, 2022. The City has a current city-wide mask mandate as well. If the State and the City did not have a mask mandate for schools, the School Committee could vote to put one in effect. Students will always have the option to wear a mask regardless of the policy changes.

Mrs. Hennessy felt that the mask mandate for MPS should continue until at least March 8, 2022.

Ms. Barry voiced her concern on behalf of staff regarding the mask mandate deadline of February 28, 2022.

Superintendent Bergeron stated that an agenda item will be put on the March 8, 2022 School Committee meeting in regard to the local mask mandate, so masks will be required in MPS schools through that date for now.

Ms. Barry provided insight about the new potential protocol for testing in the district.

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Marlborough Public Schools

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A. Director of Finance & Operations Report

Mr. Dias, the Director of Finance and Operations, reported on transportation, food services, custodial updates, and job opportunities. Mr. Dias communicated daily impacts on bus routes in the district. The Transportation Coordinator, Steve Phalen, is collaborating with NRT to minimize daily negative impacts to students.

Mr. Dias shared that the foodservice staff is continuing to serve students. The District currently has 95% of the foodservice positions filled. He thanked the Foodservice Director, Pam Whelan, and union leader, Julie Whapham, for their efforts and leading their staff during such challenging times. Breakfast and lunch remain free in the district, and chocolate milk has returned.

Mr. Dias relayed that 4 custodial positions in the district remain unfilled. The custodial team has continued to work hard to keep schools clean and safe for individuals in the buildings. He thanked the Custodial Supervisor, Andy White, and union leader, Gary Bonneau, for their efforts throughout the pandemic.

Mr. Dias shared that there are various job opportunities in the district. Individuals can reach out directly to him at ddias@mps-edu.org.

Mr. Caruso and Mr. Dias discussed the job positions available as well as transportation delays.

Mr. Caruso highlighted the relationship the district has with its union leaders.

7. Acceptance of Minutes:

A. Minutes of the January 11, 2022 School Committee Meeting

Motion made by Mrs. Matthews, seconded by Mrs. Bodin-Hettinger to accept the minutes.

Motion passed 6-0-0.

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Marlborough Public Schools

School Committee
District Education Center
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8. Public Participation: None.

It should be noted that members of the public may provide comment via email before the meeting to superintendent@mps-edu.org. Public participation is a time for your comments to be heard by the committee; it is not a question-and-answer session.

9. Action Items/Reports

A. FY22 Operating Budget Transfer

Mr. Dias outlined various budget transfers in the attached document.

Motion made by Mrs. Matthews, seconded by Mrs. Bodin-Hettinger to approve these transfers.

Motion passed 6-0-0.

B. DESE Testing Protocols

Superintendent Bergeron recommended to adopt the new testing program recommended by MA DESE and DPH.

Motion made by Mrs. Matthews, seconded by Mrs. Bodin-Hettinger to approve this recommendation.

Motion passed 6-0-0.

C. Superintendent Resignation

Superintendent Bergeron provided his resignation letter to the School Committee.

Motion made by Mrs. Matthews, seconded by Mrs. Bodin-Hettinger to accept this resignation with sadness.

Motion passed 6-0-0.

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D. Superintendent Search

Mrs. Bodin-Hettinger suggested tabling this agenda item due to the workshop meeting earlier tonight being rescheduled.

Motion made by Mrs. Matthews, seconded by Mrs. Bodin-Hettinger to table this agenda item.

Motion passed 6-0-0.

E. Acceptance of Donations and Gifts

O'Connor Portaiture. O'Connor Portaiture donated \$1,745.91 to Whitcomb Middle School and \$2,038.16 to Goodnow Brothers Elementary School.

Motion made by Mrs. Matthews, seconded by Mrs. Bodin-Hettinger to approve these donations.

Motion passed 6-0-0.

O'Connor Portaiture. O'Connor Portaiture donated \$599.87 to Early Childhood Center and \$1,391.20 to Richer Elementary School.

Motion made by Mrs. Matthews, seconded by Mrs. Bodin-Hettinger to approve these donations.

Motion passed 6-0-0.

MA DESE FY22 FC302 America Rescue Plan/Homeless Children. MPS received the grant valued at \$28,995.00.

Motion made by Mrs. Matthews, seconded by Mrs. Bodin-Hettinger to approve this donation.

Motion passed 6-0-0.

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Marlborough Public Schools

*School Committee
District Education Center
25 Union Street, Marlborough, MA 01752
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10. Reports of School Committee Sub-Committees: None.

11. Members' Forum:

Mrs. Hennessy shared that the MIAA sent out an email today to reinstate the sportsmanship handshake as of February 1, 2022.

Mrs. Matthews reviewed and signed the warrant.

Mrs. Matthews shared that individuals can receive free at-home testing kits in Marlborough at City Hall in the Clerk's Office, the Food Pantry, Human Services, and the Senior Center. The federal government also is providing individuals with free at-home testing kits.

12. Adjournment:

Motion made by Mrs. Matthews, seconded by Mrs. Bodin-Hettinger to adjourn at 8:59 p.m.

Motion passed 6-0-0.

Respectfully submitted,

Heidi Matthews
Secretary, Marlborough School Committee

HM/jm

Approved February 8, 2022

www.mps-edu.org



School Committee
District Education Center
25 Union Street, Marlborough, MA 01752
(508) 460-3509

Call to Order

January 11, 2022

1. Vice Chair Michelle Bodin-Hettinger called the regular meeting of the Marlborough School Committee to order at 7:32 p.m. at 17 Washington Street, Marlborough, MA. Members present included Daniel Caruso, Katherine Hennessy, Heidi Matthews, and Denise Ryan. Also present were Superintendent Michael Bergeron, the Assistant Superintendent of Teaching and Learning, Mary Murphy, and the Assistant Superintendent of Student Services and Equity, Jody O'Brien. Additionally, MEA Representative Eileen Barry was present.

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

2. **Pledge of Allegiance:** Michelle Bodin-Hettinger led the Pledge of Allegiance.

Motion made by Mrs. Hennessy, seconded by Michelle Bodin-Hettinger to add an agenda item for the BPA State Leadership Conference.

Motion passed 5-0-0.

3. **Presentation:**

- A. **BPA State Leadership Conference**

Mrs. Haley requested permission to take students to the BPA State Leadership Conference at the Sheraton Hotel in Framingham on Saturday March 5, 2022 from 9am – 8pm. Students will not be staying overnight in the hotel; parents will drop off and pick up students at the conference. The event requires everyone to be masked. Mrs. Haley explained some more logistics about this conference to the committee.

Motion made by Mrs. Matthews, seconded by Mrs. Bodin-Hettinger to approve this request.

Motion passed 5-0-0.

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4. Committee Discussion/Directives: None.

5. Communications: None.

6. Superintendent's Report:

Superintendent Bergeron updated the committee on the COVID-19 data for the city of Marlborough and MPS. The Superintendent verbally reported data as of tonight that differs from the report, which was sent out on January 6, 2022. He mentioned data trends in the state as well.

Superintendent Bergeron reported that the Commissioner of Education extended the mask mandate until February 28, 2022.

The Superintendent stated that the Director of the ECC, Andrew Bernabei, and the President of the Home and School organization, Amy Sinni, created a mock version of a project to provide the ECC playground with a privacy screen which would display student artwork. The estimated expense of this project is about \$6,500.00, and the Superintendent is hopeful that the district can fund this endeavor.

Superintendent Bergeron shared his thoughts on attendance as an accountability measure. He shared the different attendance rates for students and staff across schools in the district. Mr. Bergeron believes attendance as an accountability measure during times like these punishes districts for attempting to stay open for students during a pandemic. The Superintendent asked the School Committee to request a waiver for this accountability measure for this school year.

Superintendent Bergeron announced his resignation as Superintendent to the committee. His final day will be June 30, 2022. Mr. Bergeron expressed his admiration for the teachers, staff, and School Committee.

The School Committee took a two-minute recess to recollect themselves after his announcement.

Superintendent Bergeron expanded upon the issues with using attendance as an accountability measure for this school year.

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Marlborough Public Schools

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Mrs. Bodin-Hettinger asked Mrs. Matthews to draft the letter to request a waiver. Mrs. Hennessy noted that the letter should be addressed to the Commissioner of Education as well as MASC and State Representatives, so that everyone can become aware of the district's concerns with this accountability measure.

A. Assistant Superintendent of Teaching & Learning Report

Mrs. Murphy, the Assistant Superintendent of Teaching and Learning, reported on the January 18, 2022 Professional Development Day. Staff will divide between Safety Care Training and training on responding to microaggressions, which is not curriculum focused. The MEA catalog is attached to Mrs. Murphy's report.

Mrs. Hennessy back tracked and asked some questions in regard to the Superintendent's report, specifically about masking, athletics, and spectators. The Superintendent will speak with Principal Riley and Athletic Director Jeff Rudzinsky about their thoughts on changes in athletics.

B. Assistant Superintendent of Student Services & Equity Report

Mrs. O'Brien, the Assistant Superintendent of Student Services and Equity, reported on COVID procedure updates from DESE and DPH. There are reductions in the number of days of isolation for individuals who test positive, duration of test and stay, and quarantine. A graphic was attached to Mrs. O'Brien's report to clearly outline these guidelines.

Mrs. O'Brien mentioned that the district is acquiring 15,000 take-home rapid antigen tests from the state contract for staff and students. The company will ship out this order tomorrow from New York, so the tests will arrive in approximately one to three business days.

Mrs. Bodin-Hettinger asked about some logistics with take-home tests.

Mrs. O'Brien clarified that students would be sent home with tests if they were identified as positive with COVID-19 at school. If students tested positive at home, then someone from the district would drop off the test to the household potentially.

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Marlborough Public Schools

School Committee
 District Education Center
 25 Union Street, Marlborough, MA 01752
 (508) 460-3509

7. Acceptance of Minutes:

A. Minutes of the December 14, 2021 School Committee Meeting

Motion made by Mrs. Matthews, seconded by Mrs. Bodin-Hettinger to approve the minutes.

Motion passed 5-0-0.

8. Public Participation: None.

It should be noted that members of the public may provide comment via email before the meeting to superintendent@mps-edu.org. Public participation is a time for your comments to be heard by the committee; it is not a question-and-answer session.

9. Action Items/Reports

A. Acceptance of Donations and Gifts

Hannaford Supermarket. Hannaford Supermarket donated \$525.00 and \$1,000.00 to Marlborough High School.

Motion made by Mrs. Matthews, seconded by Mrs. Bodin-Hettinger to approve these donations.

Motion passed 5-0-0.

Commonwealth of Massachusetts. Commonwealth of Massachusetts donated \$8,493.00 to Marlborough Public Schools.

Mrs. Murphy spoke about this grant, which would help fund a pilot project for teacher diversification.

Motion made by Mrs. Matthews, seconded by Mrs. Bodin-Hettinger to approve this donation.

Motion passed 5-0-0.

www.mps-edu.org



Marlborough Public Schools

School Committee
District Education Center
 25 Union Street, Marlborough, MA 01752
 (508) 460-3509

Warren Home Inspections. Warren Home inspections donated \$500.00 to Kane Elementary School.

Motion made by Mrs. Matthews, seconded by Mrs. Bodin-Hettinger to approve this donation.

Motion passed 5-0-0.

10. Reports of School Committee Sub-Committees: None.

11. Members' Forum:

Mrs. Matthews reviewed the warrant, but she has asked Mrs. Ryan to sign it since Mrs. Matthews herself is on the warrant.

Mrs. Ryan signed the warrant.

Mrs. Hennessy shared that an MIAA Sports Medicine meeting was held yesterday. There are not major changes yet, but there has been conversation among Athletic Departments and school administrators at the high school level regarding masking.

Mrs. Bodin-Hettinger shared that she spoke to a parent whose high school student helps out in gym classes at the Goodnow Brothers Elementary School as an internship due to her interest in becoming a P.E. teacher.

Superintendent Bergeron explained that the internship program will continue for high school students to work in elementary schools and learn from MPS professionals.

Mrs. Bodin-Hettinger mentioned that Ms. Klein, who works with the Student Advisory Council at MHS, wanted to ask the committee if there were any topics that they would like to hear about from students the next time they attend a School Committee meeting.

Mrs. Bodin-Hettinger shared that MASC is holding a workshop for Student Representatives, which will occur in Marlborough.

All five of the present committee members and Ms. Barry expressed their gratitude and appreciation for the Superintendent. Across the board, it was mentioned that Superintendent Bergeron has been a collaborative and caring leader for the district.

Mrs. Bodin-Hettinger touched upon the Superintendent search process.

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Marlborough Public Schools

*School Committee
District Education Center
25 Union Street, Marlborough, MA 01752
(508) 460-3509*

12. Adjournment:

Motion made by Mrs. Matthews, seconded by Mrs. Bodin-Hettinger to adjourn at 8:26 p.m.
Motion passed 5-0-0.

Respectfully submitted,



Heidi Matthews
Secretary, Marlborough School Committee

HM/jm

Approved January 25, 2022

CITY OF MARLBOROUGH BOARD OF ASSESSORS


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CITY OF MARLBOROUGH

MEETING MINUTES: NOVEMBER 30, 2021

2022 FEB -4 P 12: 51

OPEN SESSION

1. CALL TO ORDER: 10:21 a.m.
2. MEMBERS PRESENT: Ellen Silverstein, Jonathan Steinberg, John Valade
Also present: Patricia Mespelli, Head Clerk
3. MOTION TO ACCEPT: Minutes of the November 9, 2021, meeting
Ms. Silverstein; second Mr. Steinberg
Vote 3-0
4. DISCUSSION/REVIEW AND VOTE: RELEASE OF FUNDS FROM OVERLAY SURPLUS
The Board of Assessors recommended a release of overlay funds in the amount of \$984,942.88
(Fiscal Year 2018)
Mr. Steinberg; second Ms. Silverstein
Vote 3-0
5. PUBLIC INPUT: City Council President and At-Large Councilor, Michael Ossing, thanked the
Board of Assessors and assessing office staff for their recent efforts
6. MOTION TO CONVENE IN EXECUTIVE SESSION:
Mr. Steinberg; second Mr. Valade
Vote 3-0
7. EXECUTIVE SESSION: 10:26 a.m.
(Meeting adjourned directly from Executive Session)



 John H. Valade

 Ellen Silverstein

Date: 2/4/22



City of Marlborough

Office of the City Clerk

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

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CITY OF MARLBOROUGH

Steven W. Kerrigan

FEB -9 A 10:04 City Clerk

Wilson Chu
Assistant City Clerk

Board of Registrar of Voters
Meeting Minutes
Monday, November 16, 2020
City Clerk's Office

Convened: 2:00 PM

Present: Registrar Linda Clark, Registrar Elizabeth Evangelous.

Absent: Registrar Lucinda Zomar

Also Present: City Clerk Steven Kerrigan, Wilson Chu, Assistant City Clerk.

New Business:

The City Clerk and Assistant City Clerk in the presence of the Board of Registrars counted the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) ballots that were received by mail prior to November 3, 2020. As each ballot was counted it was given to the Registrars for review.

Unknown Business at Time of Posting:

Motion by Registrar Clark to nominate Registrar Evangelous as Chair of the Board of Registrars for the calendar year 2020, seconded by Registrar Evangelous motion carried.

The City Clerk will schedule a meeting of the Board of Registrars in early 2021.

Open Forum:

None.

Motion by Chair Evangelous to adjourn, seconded by Registrar Clark motion carried. Meeting was adjourned at 2:50 PM.

CONSERVATION COMMISSION
Minutes
January 6, 2022 (Thursday)
Marlborough City Hall – 3rd Floor, Memorial Hall
7:00 PM

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CITY OF MARLBOROUGH
2022 FEB -7 P 3:29

Present: Edward Clancy-Chairman, Allan White, David Williams, Dennis Demers, John Skarin, Karin Paquin and Priscilla Ryder - Conservation Officer was also present.
Absent: William Dunbar.

Approval of Minutes: The minutes of November 18, 2021 and Dec. 7, 2021 were reviewed and on a motion by Mr. Skarin second by Mr. Clancy they were unanimously approved 6-0.

Public Hearing
Request for Determination of Applicability
15 McCabe. Dr. – Julia Lombardi

A representative from Remodel or Renew Home Improvements was present for the homeowners. He explained that there is an existing deck 16'x16' that doesn't meet code, so they are going to remove the deck and replace it with a 16'x16' deck and add in a screen room on the deck. The only disturbance to the soil will be the installation of new footings at 8' distance apart. The footings will be "Big Foot" footings that will be installed by hand as no machinery can access the back. This new deck will be lagged to the house. Any excess material generated from the footings will be removed from the site. The Commission agreed this would be acceptable.

Ms. Ryder noted that she has meet on site with the DPW and the wetland goes through an old culvert in the middle of this back yard. Unfortunately, the pipe is blocked and now overflows into the adjacent property causing erosion and icing issue. City Engineer, DiPersio is investigating the best remedy for this situation and has suggested the removal of this pipe all together, which the homeowner has agreed to. The best time to remove the pipe may be during frozen conditions so as not to damage the yard. Once an approach is defined, he will be requesting permission to advance this erosion/drainage failure. After some discussion the Commission closed the hearing. On a motion by John Skarin and seconded by Mr. Clancy to issue a negative determination with standard conditions to allow the deck/screen porch replacement, the Commission voted unanimously 6-0 to approve.

Amend Notice of Intent – 212-1215
107 Simarano Dr. – Andrew Montelli, Post Road Realty LLC

Mr. John Shipe, consultant to Post Road Realty LLC and Mitch Maslanka of Goddard Consulting and Eric Rains of Eric Rains Landscape Architect LLC were present. Mr. Shipe explained that based on the previous informal meeting with the Commission, they have formally filed for an amended Order of Conditions to construct a walking trail around the pond at the 107 Simarano Dr. site and have worked out some of the details which Mr. Maslanka and Mr. Rain will explain.

Mr. Maslanka reviewed the plan presented to the Commission showing:

1. The new location of the additional flagging between the two ponds which had not been previously flagged.
2. Location of the helical pier boardwalk
3. Location of the seating areas as discussed in the field
4. A detailed description of the invasive plant species management plan they propose to implement around to pond within 5' of either side of the proposed 5' wide trail.

Mr. Rains pointed out the access points to the trail, the “ground wood project” natural trail surface and the Adirondack chairs to be placed in the seating area. He explained the trail signage and location as shown on the revised plan provided this evening.

The Commission asked questions about:

1. Whether the trail would be open to the public, Mr. Shipe thought it might be but would confirm.
2. Trail construction method. Mr. Rains indicated it would be constructed by hand no motorized equipment except perhaps a handheld auger.
3. Several areas of the trail are near steep drop offs, near building and at culvert crossing - will railings be installed. Mr. Rains indicated that yes these could be part of the revisions.
4. Trail use was discussed, with no open grills, no smoking, dog walker cleanup disposal buckets etc. Mr. Rains will see these are added to the plans and signage package.
5. Ms. Ryder and Ms. Paquin had walked the site and suggested that seating areas 1, 3, 5 and 7 be eliminated as there should be fewer seats and some of these locations were not necessary or impacted existing naturally vegetated areas and should not be disturbed. Mr. Shipe and Mr. Rains agreed this was acceptable.
6. Is any access to the water anticipated? Should there be one location, so the shoreline doesn't get completely eroded? The applicant will look into this.
7. Construction sequencing was discussed to ensure there is on the ground review prior to trail construction. Walls should be in place and grading completed before trail is located in the field.
8. Invasive plant removal and treatment was discussed. The Commission, although not keen on herbicide treatment, agreed that with invasive non-native plants it is usually the better option than not treating as these plants spread exponentially. Mr. Maslanka explained that in areas where invasive plants are removed and the soil maybe raw and a seed mix as outlined in the document would be used. Mr. Clancy questioned whether 1 lb of seed mix and 15 lbs. of roadside mix as outlined in the restoration plan would be sufficient. A condition that explains the end result of good germination and slope stabilization could address this as well. It could also specify 75% cover after 2 years (as with wetland replication) The Commission discussed the use of glyphosate and triclopyr herbicides for bittersweet and other non-native plant removal using the cut and dab method. The Commission agreed to allow this under some strict conditions that none of the chemicals get into the wetland or the ground, this can be clarified.

9. Planting of trees and shrubs as described in the original Order of Conditions can be placed around the trail to beautify it, specifically near wall areas to soften and “cool” these locations.
10. Signage for the trail was discussed, a sign package will be provided for the Commission to review as an example.

After some discussion about moving the majority of the trail out of the 20' buffer zone and restoring and removing invasive plants beyond the 15' footprint discussed, the Commission with the applicant's consent continued the hearing to January 20th.

Certificate of Compliance

212-313 and 212-365 175 Blanchette Dr. (reissuance) - Ms. Ryder noted that the Commission had issued full certificates for these two Orders, however they were never recorded, and the land is registered land so original documents must be provided. On a motion by Mr. White second by Mr. Clancy to issue full Certificates of Compliance for these two Orders of Conditions. The Commission voted unanimously 6-0 to approve.

Discussion/Correspondence:

- DEP 212-1233 192 Reservoir St. – Mr. Peter Normandin was present and explained that there had been a miss understanding as to the depth of the decks, as he was measuring from the overhang and the Commission was measuring from the foundation. To resolve this, Mr. Normandin proposed a slight reconfiguration of the deck so that it is 10' deep and 22' long which gets the deck further away from the water. He provided a drawing side view and site plan view of these changes to the Commission. After some discussion, the Commission agreed this was a minor change to the original plan and was less impacting than the original plans and voted unanimously to approve the new plans entitled: deck revision request...dated Dec. 20, 2021 as presented as a minor change.
- Desert Natural Area- Discuss potential Mass Wildlife Grant funding and forest activities - Ms. Ryder and Ms. Paquin explained that it is likely that the Commission will be approved for grant funding the habitat restoration work discussed previously to restore the pitch-pine scrub oak forest and to prepare the area for some woodland thinning and some cutting to prepare for a second prescribed burn. Tasks will include, harvest, re-establishment of fire brakes and removal of old log piles which are a fire hazard. The contract for the forester which cannot be covered by the grant is \$4,960. Ms. Ryder asked for approval from the Commission to use the Conservation Maintenance Fund to pay for this expense. A site walk is planned for Monday Jan. 10th to review with the forester. On a motion by Mr. Skarin, second by the Mr. Clancy, to approve this expenditure and implement the grant tasks if awarded, the Commission voted unanimously 6-0 to approve.

The Commission reviewed the following documents and on a motion by Mr. Skarin second by Mr. Clancy to approve and place on file. The Commission voted unanimously 6-0 to approve.

- Letter from Omni Environmental Group- dated Nov. 3, 2021 RE: Release Notification Form 181 Boston Post Rd.
- Letter from National Grid- dated Nov. 9, 2021 RE: Yearly Operational Plan
- Ft. Meadow Reservoir – Solitude Lake Management – 2021 Annual Summary Report
- Wetland Setback Policy - The Commission discussed the policy as it relates to the trail proposed earlier this evening.
- List of Conservation Meetings – 2022

Project Updates:

Violation Notice – 890 Boston Post Rd. & 896 Boston Post Rd. – Ms. Ryder explained that both properties have encroached into the 100' buffer zone without permits. Ms. Ryder has investigated in the field. 890 Boston Post Rd. will file for a permit once he has a plan from Bruce Saluk. 896 Boston Post Rd. has agreed to restore the area. The Commission asked Ms. Ryder to send official violation notices and to request that 896 Boston Post Rd. tenant attend the next meeting.

Amory Rd. - House is under construction and foundation is in. Ms. Ryder and Mr. Dunbar met with the building owner who indicated the water table was high, so he opted to do this work when the lake water was down to make construction easier.

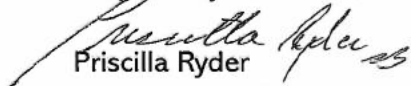
Red Spring Rd. – Ms. Ryder provided a quick update that the property has sold to the current owners, on the houses similar to a condominium where everyone owns the land together. At some point in the next few years, they will be coming to the Commission if they need to install sewer system and any other improvements since that property has a large amount of wetland on it.

53 Red Spring Rd. (Neal Vigeant) has requested to take down 9 trees, the policy allows Ms. Ryder to approve up to 4 trees to be removed. She gave him permission for the 4 trees near the house to be removed and required him to file if he wishes to cut any more.

Next Conservation Commission meeting: Jan. 20th and Feb. 3rd, 2022

Adjournment. There being no further business, on a motion by Mr. Demers seconded by Mr. Clancy, the Commission voted unanimously 6-0 to adjourn at 8:54 PM.

Respectfully submitted,



Priscilla Ryder

Conservation/ Sustainability Officer

CONSERVATION COMMISSION
Minutes
January 20, 2022 (Thursday)
Marlborough City Hall – 3rd Floor, Memorial Hall
7:00 PM

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 CITY OF MARLBOROUGH
 2022 FEB -4 P 3:57

Present: Edward Clancy-Chairman, Allan White, Dennis Demers, David Williams, Karin Paquin and William Dunbar. Priscilla Ryder - Conservation Officer was also present.

Absent: John Skarin,

Approval of Minutes: The minutes of January 6, 2022, were reviewed and on a motion by Mr. White second by Mr. Clancy, to approve. The Commission voted unanimously 6-0 to approve.

Public Hearings:

Abbreviated Notice of Intent
 111 Cullinane Dr. – Yi Zhou

Mr. Zhou and his wife were present at the meeting. He explained that he wanted to add a small retaining wall 2' high, 62' long and 8" wide. It would be a modular wall with a footing 1' below the surface. He would like to install it when the water is down, either this winter/spring (if weather allows) or next fall when the water is lowered again. Wall will be dug by hand with all excess materials being removed from the site. Ms. Ryder noted that City Engineer Tom DiPersio had confirmed from the as-built plan where the 262' elevation, which represents the 100-year floodplain, is located. 262' corresponds to the 82' elevation shown on the as built plan for this property. She noted that the new wall would need to be located outside the 262' elevation so it is outside of the floodplain. She also confirmed that according to the City Engineer the property line corresponds to the high-water mark, not as shown on the as-built plan.

Mr. Dunbar asked whether this new wall sets a precedence for the 20' no disturb buffer zone and how to justify this. Other walls around the lake are replacement walls not new walls so he wanted to understand. On Paquin Dr. beach and at the Bolton St. Tavern, limited clearing was allowed. Ms. Ryder noted that where there is vegetation and habitat value with bank undercut then a wall would not be appropriate. Where there is grass to the waters edge there is less habitat value. Mr. Demers asked if there were other retaining walls next door, and the answer was yes, there are walls on either side of this property at the water's edge. Mr. Clancy noted that the walls would need to match up somehow and suggested that the wall be staked out prior to any construction to ensure it is in the right place and above the 262' elevation. Mr. & Mrs. Zhou both explained that they had recently moved into this house and because everyone else has walls and they are noticing the yard subsiding towards the lake, they thought a wall would help prevent further sinking of the soil along the shoreline. The abutter Joanne Bigwood next door at 115 Cullinane Dr. noted that they have no objection to the wall but want to be certain it is not encroaching onto their property. Mr. Zhou indicated they would only impact their own property. After further discussion about the floodplain and the wall design and location as shown on the plans and there being no further questions from the Commission or the public, the hearing was closed. Ms. Ryder was asked to draft conditions for review at the next meeting.

Amended Notice of Intent – 22-1215
 107 Simarano Dr. – Post Road Realty LLC.

Prior to the meeting, the applicant requested the hearing be continued to the Feb. 3rd meeting to allow time to revise the plans. The Commission continued this hearing to the Feb. 3, 2022, meeting.

Project Updates/Violation Notices

- 896 Boston Post Rd. – Renovo’s Landscaping - The owner had informed Ms. Ryder that he could not attend this meeting but would plan to attend the Feb. 3rd meeting to discuss and review.
- 890 Boston Post Rd. – Cornerstone Landscaping – The owner has informed Ms. Ryder that he has hired Bruce Saluk P.E. to revise the plans and submit a Notice of Intent for the materials they have stored in the 100’ buffer zone. They expect to file for a meeting in either Feb. or March depending on when the plans can be prepared.

Discussion:**Annual Review of Policies**

- Tree policy - The Commission discussed the existing tree policy. They discussed whether the existing tree canopy should be considered when allowing trees to be removed. Where does the number of “4” trees to be removed come from? Ms. Ryder noted that she had copied what other communities had done. Mr. Demers noted that 4 trees was the limit we discussed after which a permit is necessary. It is a random number, the Commission decided to leave it at 4 trees. Tree canopy should be considered when a tree is removed. If there are no trees in the area to take its place, should the Commission require replanting? Could be on a case-by-case basis. Could add a condition about tree replanting on a case-by-case basis, ornamental or native tree? Two trees to replace one. Ms. Ryder will draft these changes for review at the next meeting.
- Wetland Setback Policy – The Commission reviewed the policy; the question was raised as to whether the Commission would like to consider a local wetlands ordinance which would be stricter than the state law. After some discussion the Commission opted to look at updating the setback policy. Other communities have 25, 30 or 50’ setbacks. After some lengthy discussion, it was determined to look at the science and compare what other communities of similar size and population have for wetland setback policies. There was discussion about enforcement and a wider no build wetland buffer zones. Ms. Ryder was asked to review other policies and provide an analysis to the Commission for review.

Salt Results at Landfill Snow Dump

- Mr. Scott, Assistant Commissioner of Operations had submitted an e-mail providing results of their salt testing operation. He also had answered a few questions that had been raised.
 - 1. Test results: The results of the tests indicate that there is no detectable salt in the runoff from the landfill snow dump. The brineometer was used to determine the salt content of the runoff from the snow pile.
 - 2. He explained that he can send out samples to be tested to determine salt content.
 - 3. Trash from snow pile: Trash was minimal and was picked up once the snow pile melted.
 - 4. Soil test for salt: Soil tests need to send out to a lab as they can’t do that in house.

Mr. Scott further explained in the e-mail and during a phone call with Ms. Ryder that: Most of the salt getting into Ft. Meadow Reservoir comes from the roadway into the catchbasins and directly into the lake. Not so much from the snow pile, in his opinion. Mr. Scott also noted that the catch basin repair is being done in house which helps to educate his crew on how damaging salt can be to these structures, and hopefully educates them about how important the reduced salt application does.

Mr. Clancy provided a Globe Article about salt, which does recommend brine use rather than rock salt as the preferred method which uses less salt. After some discussion the questions raised were: How accurate is the brineometer and how specific is this measurement? Regular reporting is requested at certain intervals and was determined that the best location to test would be in the detention basin into which everything runs. The sampling protocol should be decided by the lab since they know the best way to do that and will likely be the deeper water since salt is heavier.

Conservation Commission
Minutes – January 20, 2022

Ms. Ryder was asked about the salt shed at 600 Nickerson Rd.; photos were shown. Need to keep the salt dry so no water can wash the salt away into the catch basins. Need to be covered so it cannot “bleed” out into the parking lot.

86 Roosevelt St. – 212-1226 - The Commission reviewed the minor changes to the plan to add stairs and a landing outside the 50' buffer zone as shown on the plan presented. Ms. Ryder noted this is similar to the last house next door and showed a photo of it. The Commission agreed that this was a minor change and did not require further review. It was unanimously approved. Ms. Ryder will send a letter to Mr. O'Malley with this decision.

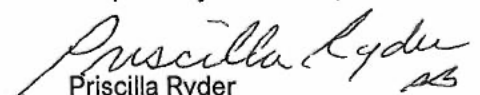
Correspondence:

- 212-1229 Parcel L - Hayes Memorial Dr. – Wetland Restoration Report Fall 2021 dated 1/11/2022. The Commission was pleased that the restoration is coming along so well. Ms. Ryder noted that one more year of monitoring will be done before this is completed.
- Grant Award - Desert Natural Area Climate Resiliency Grant – Letter dated 1/11/2022. Mr. Clancy thanked Ms. Ryder and Ms. Paquin for the work on the grant application. Ms. Ryder and Ms. Paquin explained the three items to be done with the funds, which include: 1. Fire break maintenance, 2. Old log pile removal, and 3. Selective harvest and thinning of 23 acres of land in preparation for future prescribed burn which is needed to restore the rare- pitch-pine-scrub oak forest. They will update the Commission regularly as this unfolds.
- Letter from National Grid RE: upcoming sideline vegetation management activities. This was reviewed and placed on file.
- Spotted Lanternfly - Mr. Clancy noted that he saw the report that this fly has been discovered in Shrewsbury now. So, lots of education and vigilance in looking out for this fly will be critical since it can devastate apple orchards and grape vines as well as many other trees. This is a high alert bug to look out for and educate far and wide. “If you see it, kill it.” Posters were shown and will be distributed.

Next Conservation Commission meetings: February 3 and Feb. 17, 2022

Adjournment - There being no further discussion, the meeting was adjourned with a motion by Mr. White, second by Mr. Demers to adjourn the meeting, the Commission voted 6-0 to approve.

Respectfully submitted,


Priscilla Ryder
Conservation/Sustainability Officer



Massachusetts Cultural Council

Marlborough Cultural Council Meeting Minutes

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2022 FEB -4 P 3:48

Date: Wednesday, August 4th, 2021 at 7pm

Location: Marlborough City Hall, Memorial Hall on 3rd floor

Members Present: Kathy Oliver Jones, Gabriele Luzzi, Mary Avery, Emily Wilde

Members Absent:

1. Called meeting to order at 7:15
2. We reviewed minutes from last two meetings and voted to accept and file the minutes

VOTE

Yes: Members Oliver Jones, Luzzi, Wilde, Avery

No:

3. Member Wilde provided reminder of grant schedule and new processes
4. We reviewed edits to draft letter regarding murals
5. Discuss use of council's allocated funds for programming
6. Update on survey results so far
7. Motion to adjourn by Member Avery, seconded by Member Luzzi

VOTE

Yes: Members Oliver Jones, Luzzi, Wilde, Avery

No:

Meeting adjourned at 8:36pm



Marlborough LCC Meeting Minutes

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2022 FEB -4 P 3:48

Marlborough LCC Meeting conducted at Marlborough City Hall, Memorial Hall
Date: Wednesday, October 6th

Meeting to called to order at 7:05pm

Present: Mary Avery, Kevin McLaughlin, Marcia Waldman, Emily Wilde
Absent: Kathy Oliver Jones, Monica Lucey, Gabriele Luzzi

1. We did not have any minutes to review during this meeting
2. New member introductions:
 - a. Marcia is a retired art teacher. She previously got a Cultural Council grant in Northboro for her 5th grade class to see a Monet exhibit, has experience with budgeting and is interested in lending a hand on many different tasks.
 - b. Kevin works for the town of Wayland in the clerk's office, performed music while in school, loves the arts, likes that the Cultural Council has broad appeal for people of many ages.
 - c. Mary has experience in the arts and in early childhood education, is a visual artist, has experience with the public schools through her kids--was always interested in getting involved in the schools.
 - d. Emily has a background in education as well, wanted to get involved in local government.
3. Update and planning for the grant cycle
 - a. We did not have bandwidth to do extensive advertising about the grant cycle this year. Marcia and Emily emailed a list of school administrators to let them know about the grant application period, and Kevin, Mary, and Emily handed out flyers at the Food Truck Festival. Marcia and Mary will pass around a few more brochures this week at local coffee shops and the art store.
 - b. Emily will find out from Luis Cotto--can we allow repeat applicants who have an outstanding grant, when will applications be ready for review, is there any possibility to extend the application window?
 - c. Discussion of the process for setting up accounts on the MA Cultural Council website in order to review applications and protocol for voting on each. Mary volunteered to search for Sam Perlman's email on it from last year's cycle.
 - d. Mary volunteered to review the community survey results in order to report on key themes in the responses that could inform the grant recipient decisions.

- e. Mary volunteered to create an Instagram account in order to publicize and inform the community about the Marlborough Cultural Council and the availability of grants in the next cycle.
- f. Plan for next year:
 - i. Send out a form letter for advertising the grant and get it out before the application period starts. Use mail-merge.
 - ii. Press release right before the application period starts.
 - iii. Post ads in physical places.
 - iv. Spread info to AMSA, arts organizations such as Marlborough Makers
 - v. We'd like to revisit our Council priorities/guidelines. Consider next year encouraging people to seek additional funding sources, but not requiring it.

4. Access to Google Drive & Council Email

Emily shared access to Council documents through email, as well as access to the community survey. She also added Marcia and Kevin as members listed on the Mass Cultural Council website. Emily will send email instructions for creating a profile on the Smart Simple portal. Emily and Kevin will continue to try to troubleshoot how to get more than one person access to the Council's email account. Plans were made for Marcia to review the existing paper files.

5. Recruitment of New Members

- a. There were some survey respondents that expressed interest in becoming involved in the Marlborough Cultural Council. Kevin volunteered to create an email on how to apply.
- b. A variety of efforts in how to spread the word on membership were discussed, including the Instagram and Facebook accounts, and flyers in local businesses.

Meeting adjourned at 8:11pm

Motion made by Mary and seconded by Marcia

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2022 FEB -4 P 3: 48



Massachusetts Cultural Council

Marlborough LCC Meeting Minutes

Marlborough LCC Meeting conducted at Marlborough City Hall, Memorial Hall

Date: Wednesday, November 3rd, 2021

Meeting to called to order at 7:05pm

Members Present: Emily Wilde, Marcia Waldman, Mary Avery, Kevin McLaughlin, Kathy Oliver Jones

Members Absent: Gabriele Luzzi, Monica Lucey

1. Approved the minutes from our last meeting.

Mary motioned to approve. Marcia seconded.

Minutes were approved unanimously.

2. Review Mary's findings from the survey and hear an update about the new instagram account that I think she launched!

Mary informed the council 116 people responded to the survey and shared a spreadsheet organizing the results.

The possibility of getting paper copies of the survey to make it more accessible was discussed.

The Council discussed what to do with the results of the survey and how to get this information to the public. Emily mentioned the possibility of an annual survey.

Mary mentioned she started the Council instagram @marlboroughculturalcouncil

3. Update from Kevin on the recruitment email he has drafted--we can review this as a group if we want to, and give input.

The Council reviewed the email, made edits, and sent it out to the people that expressed interest via the survey,

4. Update from Marcia on her inventory of the council's files (if there's an update)

Marcia is in the process of reviewing the files. There was a discussion on the retention schedule.

5. Gear up for reviewing grant application review. Let's discuss when we will do this, go over the timeline of other grant-related duties, and review our criteria.

Emily explained how the Council reviewed applications last year. She also explained that there was approximately \$1900 left over from last year's grant funds. Not all of this can be used as last year's recipients may still be using these funds.

- a. Decide on a date for grant review

December 1, 2021 potentially 7PM-9PM

- b. Preparatory notes from Samantha last year
- c. Notes from Luis email
- d. Figure out anything we need to do before the review meeting. Open questions:
 - i. What about any incomplete drafts on the Smart Simple site?

Marcia motioned to adjourn

Kevin seconded the motion

The meeting concluded at 8:36PM



Massachusetts Cultural Council

Marlborough Cultural Council Meeting Minutes

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2022 FEB -4 P 3:48

Date: Wednesday, December 1st, 2021 at 7pm

Location: Marlborough City Hall, Memorial Hall on 3rd floor

Members Present: Marcia Waldman, Mary Avery, Emily Wilde, Kevin McLaughlin

Members Absent: Monica Lucey, Kathy Oliver Jones

1. Called meeting to order at 7:16
2. Walked through process that we will use to review grant applications
3. Held detailed discussion of the grant applications. As we were not able to finish reviewing all of them, we decided to hold a second grant review meeting the following week, on December 8th.
4. Voted to reserve 5% of yearly allocation for Council administrative costs

VOTE

Yes: Members Avery, McLaughlin, Waldman, Wilde

No:

5. Motion to adjourn by Member Waldman, seconded by Member McLaughlin

VOTE

Yes: Members Oliver Jones, Avery, Wilde, Waldman

No:

Meeting adjourned at 8:53pm

Notes submitted by Emily Wilde



Massachusetts Cultural Council

Marlborough Cultural Council Meeting Minutes

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000058 -4 P 3:48

Date: Wednesday, December 8th, 2021 at 7:00 PM
Location: Marlborough City Hall, Memorial Hall on 3rd floor

Members Present: Kathy Oliver Jones, Marcia Waldman, Mary Avery, Emily Wilde

Members Absent: Kevin McLaughlin, Monica Lucey

1. Called meeting to order at 7:13pm
2. Reviewed the first grant meeting discussion
3. Finished reviewing the remaining applications
4. Voted on approvals - Motion by Member Avery, seconded by Member Oliver Jones and Member Waldman

Yes: Members Oliver Jones, Avery, Wilde, Waldman

No:

5. Voted on denials - Motions by Waldman, Avery

Yes: Members Oliver Jones, Avery, Wilde, Waldman

No:

Resulting grant decisions:

Approvals

Project	Grant Amount
Improbable Players	1750
Hands-on Waves!	1100
Perspectives of Earth – Team Mentorship	1500
Build-A-Flag Woodworking Art Therapy Workshop	750
No Words	1300
Letting the Land Lead: Conversations with Nature	1500

Open Door Connections	400
My Marlborough! Folktales of My People Immigrant Puppet Shows	2500
Marlborough Community Organ Concert Series	600
86th Regional Regional Exhibition of Art & Craft	250
"Many Cultures, One Heart" (working title) public art festival	500
Adventures in Lifelong Learning	1000
Kane Elementary Enrichment Programs	2000
Waysland	1953
Rhode Island Black Storytellers (RIBS)	1500
Chamber Music Concerts Videoed and played on Cable TV in Marlborough, towns that support us and maybe youtube.	500
Hip Hop Dance Chair Exercise for Seniors!	600
Nashoba Symphonic Band	500
NACC 51st Spring and Winter Programs	500
Richer Elementary PTO Cultural Arts	3000
The Grand Duke	1000
Symphony Pro Musica 2021-2022 Season	500
Building a creative Mind through African Dance for individual Mental health and community growth.	800
Writing for Wellness	750
Duo Pianists, Composers & Educators Whipple & Morales in Concert	500
Songs and Stories - The Highwaymen	650

Denials

Project
Messiah Sing
The Catnip Junkies: Live! From The Union Common
A Cultural and Historical Reflection of the 1960s through the Music of The Beatles
Cycle of Memory

To Life: Celebrations in Story, Song and Music
Sevenars 54th Anniversary Season
Afternoon of Brass

6. Motion to adjourn by Member Oliver Jones, seconded by Member Waldman

Yes: Members Oliver Jones, Avery, Wilde, Waldman

No:

Meeting adjourned at 9:08pm

Marlborough Historical Commission Meeting Minutes

December 16, 2021

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City Hall 140 Main Street Council Committee Meeting Room

Attendees: Robert Fagone, Andrea Bell Bergeron, Brendan Downey. Absent: Pamela Wilderman, Melanie Whapham

2022 JAN 24 4:11:26

Meeting called to order 7:05 PM

1. On the Motion to approve the October 2021 Minutes, the Commission voted as follows: Downey AYE Fagone AYE Bergeron ABSTENTION. The motion passed.
2. Correspondence & Communications.
 - a. Trish Bernard was in the process of interviewing a candidate for the position of full-time member of the Commission. Info to follow.
 - b. Chandra Lothian expressed an interest in becoming an Associate (Non-Voting) Member of the Commission. She was particularly interested in helping the Commission as a Technical Advisor on the historical facts of older Marlborough properties. Motion was made and seconded to appoint Chandra Lothian as an Associate Member. Unanimous vote. Motion Passed.
 - c. Wicked Local published an interview with Chair Fagone about Historic Home signage. Several requests have come into the Commission for follow-up. Applications will be sent out. January Meeting will discuss specific requests.
3. Preservation by Education.
 - a. Discussion of House Signage Qualifications:
 - 1) Structure must maintain "historical integrity" as described in MACRIS and the 1994 Marlborough Survey narratives.
 - 2) Contemporary installed siding will not be an issue in our Marlborough perspective.
 - 3) Solar Panels: MHC would prefer not to have the "public view" impacted by ungainly mechanical constructions.
 - 4) As a general rule, external contemporary fixtures that can be "removed at any time in the future" should not impact the Commission's current approval of "historical integrity."
 - 5) As of this time, the MHC will confirm that the cutoff date for inclusion on the Historical Signage List is 1930.
 - b. If a structure is owned by a condominium company, the condo association would have to approve any signage application.
 - c. Houses approved by the MHC will include the Historical Commission name on the sign. Owners are free to order their own signs, but the Commission will not be listed thereon.
4. MHC new Web Page. Melanie will work on a list of possible files and web sites for future discussion.
5. A motion was made and seconded to adjourn. Unanimous vote; adjourned at 7:46PM

Respectfully submitted.

Andrea Bell Bergeron

Marlborough Public Library Board of Trustees
 Meeting Minutes
 January 4, 2022
 Meeting held at the Walker Building

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 2022 FEB -4 A 8:57

The meeting was called to order by Tom Abel at 7:05 PM.

Board members attending: Tom Abel, Karen Bento, Nena Bloomquist, Fred Haas, Rustin Kyle, and Robyn Ripley

Also Attending: Margaret Cardello, Library Director

Documents reviewed/referenced:

1. Agenda
2. Minutes from December 7, 2021 meeting
3. Trust Fund/ State Aid Reports for December 2021
4. Director's Report
5. Marlborough public Library Trustees Scholarship Form

Proceedings:

1. **Minutes:** A motion (Haas, Bento) to approve the minutes from the December 7, 2021 meeting was passed.
2. **Trust Fund Reports:** A motion (Haas, Ripley) to approve the Trust Fund for December 2021 was passed.
3. **Director's Report:** attached
 - a. Margaret updated the Trustees on the Construction project - Demolition has been completed. We have contracted to have drone footage of the site. She has been working with IT to set up an account to apply for federal E-rate funding.
 - b. Margaret has been working on a Grant application for the Cummings Foundation with Peggy Ayres for the MPLF.
 - c. Margaret updated the Trustees on what is happening at the Walker building. The RFID tagging process is going forward. A Simmons College graduate has approached her about volunteering. Margaret plans to bring us a policy for review next month. A part time reference librarian has resigned effective Jan. 13. She sent a Snow Policy reminder to all staff. A minimum of 4 people is needed to open the library. Tom asked about using floaters from City Hall if needed.
 - d. Tom Abel inquires about a Boston Globe article on the high cost of buying e-books. Margaret responded that we get ours from CWMARS. There is currently legislation in the state house trying to address problems like embargoes by publishing houses on new books.

4. **Marlborough Public Library Foundation:**
 - a. Margaret gave Nena several checks to deposit.
 - b. The Foundation has been working on a letter to send out to members of the Chamber of Commerce.
 - c. Arthur Bergeron and Trish Pope reached out to Margaret and Nena to be on their cable TV show for Seniors. It will air on 1/5/22.

5. **Old Business:** none

6. **New Business:**
 - a. 2022 Trustee Scholarship: A new prompt for the Marlborough Public Library Trustees Scholarship was discussed. After considering several options, a motion (Bloomquist, Haas) to accept a question proposed by Margaret, "How will the newly expanded and renovated library impact you and the City of Marlborough?", was passed. See attached form.
 - b. Election of Officers: A motion (Ripley, Kyle) to approve the Slate of Officers proposed at the December 7, 2021 meeting was approved. The new officers of the Marlborough Public Library Board of Trustees are: Fred Haas, Chair, William Brewin, Vice Chair, and Karen Bento, Secretary/Treasurer.

7. **Adjournment:** A motion (Ripley, Bloomquist) to adjourn was passed and the meeting was adjourned at 7:38 PM.

Minutes submitted by Nena Bloomquist.

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

1A

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2022 JAN 25 A 10:40
December 20, 2021

Call to Order

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

1. Draft Meeting Minutes**A. December 6, 2021**

On a motion by Mr. Russ, seconded by Mr. LaVenture, the Board voted to accept and file the December 6, 2021 meeting minutes with minor typo edits. Yea: Fowler, Hodge, LaVenture, Russ, and Fenby. Nay: 0. Abstained: Fay and Elder. Motion carried.

2. Chair's Business (None)**3. Approval Not Required****A. 547 Stow Road, Marlborough, MA 01752**

Applicant: McCabe Family Irrevocable Trust and Judith Mello McCabe
Deed Reference: Book: 66136 Page: 582
Deed Reference: Book: 78814 Page: 591
Surveyor: Robert Parente, P.E., P.L.S. (328 Desimone Drive, Marlborough, MA 01752)

Mr. Parente went over the Plan of Land dated December 15, 2021.

Mr. Parente explained the land at 547 Stow Road is approximately 8 acres and is currently divided into 2 lots owned separately Judith McCabe and Alison McCabe. Parcel 20-4 is owned by Judith McCabe and parcel 20-150 is owned by Alison McCabe.

Mr. Parente explained the ANR creates the following on the existing frontage:

Lot 1: 1.01 acres
Lot 2: 1.02 acres
Lot 3: 1.60 acres
Parcel 4A: 6.37 acres (not a buildable lot)

Mr. Parente explained there are wetlands on the back property and a sewer easement that runs through the property connecting into Miele Road, which will have to be dealt with if future development were to occur on parcel 4A. He also explained the sheds/barns on the properties will have to be taken down because of new proposed property lines.

On a Motion by Mr. LaVenture, seconded by Mr. Elder the board voted to refer the December 15, 2021 Approval Not Required Plan for 547 Stow Road to the Engineering Division for review. Yea: Fay, Hodge, LaVenture, Russ, Elder, Fowler, and Fenby. Nay: 0. Motion carried.

4. Public Hearings (None)**5. Subdivision Progress Reports**

A. Commonwealth Heights Subdivision – ongoing discussion – no new information

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

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

7. Definitive Subdivision Submissions

- A. 342 Sudbury Street, Marlborough, MA 01752 – Definitive Subdivision Plan – ongoing discussion
 Owner of Land: The 342 Sudbury Street Trust
 Name of Engineer: Robert Parente, P.E., P.L.S. (328 Desimone Drive, Marlborough, MA 01752)
 Deeds Reference: Book: 77825 Page: 110
 Revised Plans, dated December 15, 2021

Mr. LaVenture read the December 9, 2021 email correspondence from abutter John Brackett (42 Harper Circle, Marlborough, MA 01752) into the record. Dr. Fenby explained in response to this email she called Mr. Brackett and had a discussion with him explaining the Planning Board process, the constraints of the subdivision by laws and applicants' rights.

The Planning Board received a letter from abutters residing at 24, 36 and 45 Harper Circle after the agenda closed. Dr. Fenby asked abutters present at the meeting it was OK to pass this letter to the applicant. They said yes and Dr. Fenby explained this letter would be read into the record at the next meeting.

Mr. LaVenture read the December 16, 2021 correspondence from City Engineer Thomas DiPersio, Engineering Division into the record.

Mr. LaVenture read the December 15, 2021 correspondence from Andy Felix, MA certified Arborist, Tree Tech, Inc. into the record.

Mr. LaVenture read the December 15, 2021 correspondence from Robert Parente into the record.

Mr. LaVenture read the December 20, 2021 email correspondence from Neal Vigeant into the record. – See attached.

On a motion by Mr. Fay, seconded by Mr. Russ the board voted to accept and fill all correspondence. Yea: Fay, Hodge, LaVenture, Russ, Elder, Fowler, and Fenby. Nay: 0. Motion carried.

Mr. Parente explained in addition to the changes listed in his correspondence the existing condition plan shows a new portion labeled "save trees". Mr. Russ pointed out the electric utilities run underneath one of the trees. Mr. Parente explained they can put up silt fence around the tree to protect it during the construction process and re-route the utilities around the tree.

Dr. Fenby asked the Board if anyone had any additional questions or comments and suggested going through the list of waivers to provide feedback to the applicant, specifying this review is not binding but simply to give the applicant direction.

Waivers:

- 1) § A676-12.C.1.a: "To allow the reduction in the roadway layout to 40 feet."
- 2) § A676-24.B.2.a: "To allow a reduction in the pavement width to 18 feet."
- 3) § A676-26.A: "To allow the elimination of sidewalks."
- 4) § A676-26.B: "To allow cape cod berm in lieu of granite curbing."

Mr. Russ noted on the cross section the plans show a 20-foot pavement width. After discussions Mr. Parente, Mr. Vigeant and Mr. DiPersio all agreed to a 18-foot paving width, edge to edge including the cape cod berms.

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

- 5) § A676-24.A.4-1/2 and A676-24.C: "To allow the construction of the roadway in accordance with the cross section on the profile sheet, including the elimination of the geotextile fabric under the road base and the reduction of the pavement thickness to four inches of bituminous concrete."
- 6) § A676-12.E.2: "To allow the construction of a hammerhead turnaround in lieu of a circular 44' radius paved turnaround."
- 7) § A676-25.C.2: "To allow the use of HDPE drainage pipe in lieu of RCP pipe."
- 8) § A676-21: "To allow the elimination of street lighting in the roadway."
- 9) § A676-10.L.1: "To allow the roadway to remain in private ownership and to be owned and maintained by the Owner of Lot 2."

The board indicated that they had no issues with the waivers listed on the plan other than the note regarding the pavement width differences discussed above.

Mr. Fay provided a list of proposed findings that justify the Board's decision on granting the waivers:

- 1) "Applicant has demonstrated to the satisfaction of the Board that the construction of an as-of-right subdivision is not in the public's best interest or the best interest of the abutters; and that a less intrusive subdivision is more in keeping with the character of the neighborhood."
- 2) "The buffer zone delineated on the subdivision plan alleviates, in part, the concerns raised by the neighbors."
- 3) "The developer has established, to the satisfaction of the City Engineer, that the subdivision as proposed will not exacerbate water runoff issues in the neighborhood."
- 4) "The developer has demonstrated to the Board that the subdivision property is unique in character and that this subdivision cannot and should not be used as a precedent for other potential developments within the City. For example, not as justification for cape cod berms in lieu of granite curbs on other roadways."
- 5) "The subdivision as proposed does not present the sight line issues and roadway width issues the Board has encountered in the past with proposed subdivisions on Sudbury Street."
- 6) "Based upon the findings listed above, the Board is prepared to approve the Subdivision upon the following conditions after a vote on the proposed waivers individually:
 - a. "The proposed buffer zone be included as a restriction in all deeds in perpetuity."
 - b. "That no storage structures be allowed in the buffer zone."
 - c. "That the conservation commission be specified as the entity designated to enforce the buffer zone."
- 7) "That the covenant includes the previous three conditions."

Mr. Elder expressed concerns for setting a precedent for future projects. Mr. Fay explained the boards reasoning will be part of the public record and it would be the next property owners' burden to prove that their property is so unique that these waivers would benefit the neighbors to such an extent that the Board would be willing to make those same findings.

Mr. Parente, Mr. DiPersio, and Mr. Fay had a discussion on specifications of drafting the covenant and the review/appeal process.

Mr. DiPersio and Mr. Russ explained there are two changes that need to be displayed on the plans.

- 1) Electric utility lines need to be moved to avoid the "save trees" area.
- 2) Pavement width to be displayed as 18-foot-wide throughout the plan.

MINUTES
MARLBOROUGH PLANNING BOARD
MARLBOROUGH, MA 01752

8. Signs (None)

9. Correspondence (None)

10. Unfinished Business (None)

11. Calendar Updates

A. Vote on 342 Sudbury Street Definitive Subdivision Application – February 27, 2022

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

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

Respectfully submitted,



George LaVenture/Clerk

/kmm

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2022 FEB -4 P 3:57

**City of Marlborough
Zoning Board of Appeals
Minutes
February 1, 2022**

Zoning Board Case # 1482-2021 – Special Permit

Applicant: Alberto Salutari

Date of Appeal: November 17, 2021

Location of Subject Property: 224 Union St. (Map 56, Parcel 181)

Petition: Special Permit request - Alberto Salutari proposed addition and conversion from a single-family residence to a two-family residence. Property is located in Zoning District A3, does not comply with Chapter 650 -17, Table of Uses, Chapter 650 -18A(2) Conditions for Uses and Chapter 650- 39 Table of Lot Area, Yards and Height of Structures, of the City Code of Marlborough. Property is located at 224 Union St., being Map 56, Parcel 181.

Meeting date: January 4, 2022 with a continuation date of Feb. 1, 2022.

Roll call of members present Ralph Loftin-Chairman, Paul Giunta, Thomas Pope, Thomas Golden and Robert Levine. Also present was Susan Brown-Secretary,

Notice of the hearing was given by Certified Mail to all persons to be affected, as shown on the most recent tax list and by publication in the MetroWest Daily newspaper, a newspaper of general circulation in Marlborough, MA, on Dec. 21st and 28th, 2021.

Documents submitted by applicant in support of this Appeal:

- Applications with filing fees and narrative
- Denial letter from the Building Department dated Sept. 28, 2021
- Plans entitled: Addition Plot Plan, located at 224 Union St. Scale 1"=40', Prepared by Land Planning, Inc. Dated: Nov. 9, 2021 Revisions: Dec. 7, 2021 and Dec. 14, 2021.
- Letter dated Dec. 7, 2021 RE: Revised plans and revised plot plan showing two front yard setbacks and revised architect's plans A0.1.
- E-mail from legal counsel, Jason Grossfield, dated Jan. 26, 2022 RE: Legal opinion on 224 Union St.
- Letter from Normal Hill, Land Planning, Inc. dated Jan. 31, 2022 RE: Request to Withdraw Without Prejudice".

Zoning Board of Appeals
Minutes – February 1, 2022

This is a continuation meeting from January 4, 2022.

The Board read into the file an e-mail from our legal counsel; Jason Grossfield dated January 26, 2022. Stating in part “it appears the current use is a “conforming” use and the ZBA would not have jurisdiction to hear a special permit application under the zoning ordinance”. (read and placed on file)

The Board received a letter from applicant’s representative, Norman Hill, Land Planning, Inc. dated Jan. 31, 2022 RE: Request to Withdraw Without Prejudice. (read and placed on file)

No one appeared in favor or in opposition to the petition.

A motion was made by Thomas Golden and seconded by Paul Giunta to accept the letter of withdrawal without prejudice. The Board voted 5-0 to allow the applicant to withdraw without prejudice.

A motion was made by Paul Giunta and seconded by Thomas Pope to close the public hearing. By a vote of 5-0 to close the public hearing.

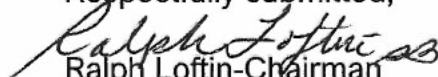
Other Business:

- Ratify a Time Limit Extension Agreement to hold a public hearing for 61 Emmett St. – Sergio DeAraujo
 - The Board has received a request to review a Time Limit Extension Agreement for 61 Emmett St. The applicant would like to extend the time for the opening of his public hearing to April 5, 2022, beyond the required 65 days to open a public hearing. A motion was made by Ralph Loftin and seconded by Thomas Golden to extend the time for the public hearing to April 5, 2022 at 7:00 PM. By a 5-0 vote the time for the public hearing was extended to April 5, 2022.

A motion was made by Robert Levine and seconded by Paul Giunta to close the public meeting. By a vote of 5-0 to close the public meeting.

Adjournment: With no other business, a motion was made by Paul Giunta and seconded by Ralph Lofton to adjourn. By a vote of 5-0 to adjourn.

Respectfully submitted,


Ralph Loftin-Chairman
Zoning Board of Appeals