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CITY OF MARLBOROUGH

2023 NOV 21 PM 6:00

## CITY OF MARLBOROUGH

### City Council Agenda

Monday, November 27, 2023

8:00 PM

This meeting of the City Council will be held in City Council Chambers, City Hall, 140 Main Street. **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.marlbrough-ma.gov](http://www.marlbrough-ma.gov)).

1. Minutes, City Council Meeting, November 13, 2023.
2. PUBLIC HEARING on the Petition from Massachusetts Electric, to install Underground electric conduits, including necessary sustaining and protecting fixtures on Donald Lynch Boulevard beginning at a point approximately 550' northeast of the centerline of the intersection of Donald Lynch Boulevard and Bigelow Street, and to install underground facilities near 200 Donald Lynch Boulevard, Order No. 23-1009005.
3. Communication from the Mayor re: Gift Acceptance in the amount of \$1,000.00 from the Marlborough Foundation, awarded to the Council on Aging to be used for assisting our seniors with food insecurity issues.
4. Communication from the Mayor, re: Grant Acceptance in the amount of \$175,734.00 from the Massachusetts Department of Energy Resources through the Green Communities Program, awarded to the City of Marlborough to be used to make energy improvements at the Recreation Building and Marlborough High School.
5. Communication from the Mayor, re: Grant Acceptance in the amount of \$3,020,536.00 from the Executive Office of Housing and Livable Communities, awarded to the City of Marlborough to be used to support the continued redevelopment of French Hill by funding the third and final phase of infrastructure improvements of Lincoln Street.
6. Communication from City Solicitor, Jason Grossfield, re: Request for Executive Session to discuss litigation strategy relative to JW Capital Partners, LLC, and Marlborough TOTG LLC v. City of Marlborough (Land Court No. 23 MISC 000199).
7. Communication from Assistant City Solicitor, Jeremy McManus, re: on the Application for Special Permit from Attorney Brian Falk, on behalf of Somar Landscape, Inc., to construct and operate a Landscaper's Yard at the Airport Industrial Park, 59 Airport Boulevard, Unit 16, in proper legal form, Order No. 23-1008965C.
8. Communication from the Planning Board, re: Neutral Recommendation on the Proposed Amendment to City Code, Chapter 650 "Zoning" by adding a new section to create the "Sasseville Way Residential Overlay District" (SWROD), Order No. 23-1008941.

**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.**

9. Communication from the Planning Board, re: Favorable Recommendation on the Proposed Amendment to City Code Chapter 650 "Zoning" to add a new section to create the "Red Spring Road Overlay District" (RSROD), Order No. 23-1008951.
10. Petition from Massachusetts Electric and Verizon New England, to install one Joint Owned Pole (25-25) on Hayes Memorial Drive beginning at a point approximately 350' north/northwest of the centerline of the intersection of Nickerson Road for new commercial service at 1000 Nickerson Road.
11. Petition from Massachusetts Electric and Verizon New England, to install one Joint Owned Pole on Simarano Drive beginning at a point approximately 50' southeast of the centerline of the intersection of Simarano Drive and Bay Drive installing a midspan pole between pole 10 and pole 8-50 and install a 900 KVAR on it.
12. Communication from property owner, re: Opposition to the Proposed Zoning Amendment to Chapter 650 "Zoning" to amend §22 "Retirement Community Overlay Districts", Order No. 23-1008964.
13. Minutes of Boards, Commissions and Committees:
  - a) School Committee, October 10, 2023, October 17, 2023 & October 24, 2023.
  - b) Conservation Commission, November 2, 2023.
  - c) Cultural Council, September 6, 2023.
  - d) Historical Commission, September 21, 2023.

#### REPORTS OF COMMITTEES:

#### UNFINISHED BUSINESS:

##### From Public Services Committee

14. **Order No. 22-1008553: Communication from the Planning Board re: Howes Landing Subdivision, recommending acceptance of GIKAS LANE as a PUBLIC WAY.**  
**Recommendation of the Public Services Committee is to FILE.**  
On motion by Councilor Irish, seconded by Brown, the committee voted to file the Planning Board's letter recommending acceptance of Gikas Lane as public way. Vote 3-0.
15. **Order No. 22-1008691: Communication from Assistant Solicitor Jeremy McManus re: Howes Landing Subdivision and the acceptance of GIKAS LANE as a Public Way, with Historical Documentation.**  
**Recommendation of the Public Services Committee is to APPROVE.**  
On motion by Councilor Brown, seconded by Irish, the committee voted to recommend approval of the proposed order of acceptance for Gikas Lane and municipal easements in Howe's Landing subdivision in proper form from the Assistant Solicitor in his communication dated September 28, 2022. Vote 3-0.

From Urban Affairs Committee

**Order No. 23-1008965C: Application for Special Permit from Attorney Brian Falk, on behalf of Somar Landscape, Inc., to construct and operate a Landscaper's Yard at the Airport Industrial Park, 59 Airport Boulevard, Unit 16.**

**Recommendation of the Urban Affairs Committee is to APPROVE.**

Councilor Doucette moved to recommend approval of the draft Grant of Decision and the Conditions for Somar Landscaping; motion was seconded and approved 5-0.

**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, NOVEMBER 13, 2023**

The regular meeting of the City Council was held on Monday, November 13, 2023, at 8:00 PM in City Council Chambers, City Hall. City Councilors Present: Ossing, Doucette, Dumais, Brown, Irish, Navin, Landers, Oram, Perlman & Robey. City Councilors Absent: Wagner. Meeting adjourned at 8:18 PM.

Council President Ossing expressed his sorrow in the passing of Colleen M. Kerrigan, wife of City Clerk Steven Kerrigan and a moment of silence was observed in her memory.

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

ORDERED: That the Minutes of the City Council meeting, OCTOBER 23, 2023, **FILE**; adopted.

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

ORDERED: That the Communication from Council President Ossing, re: Notice of Reappointment of Michael Ossing as a member of the OPEB Board of Trustees pursuant to Order No. 13-1005335C, **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 Grant Acceptance in the amount of \$60,000.00 from the Executive Office for Administration and Finance, awarded to the Human Resources Department to be used to conduct a formal wage and classification plan; 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 \$8,700.00 from the Executive Office for Administration and Finance, awarded to the Human Resources Department to be used to conduct an organizational review and analysis of current processes and procedures of the Human Resources Department; 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 \$59,840.00 from the Executive Office of Public Safety and Security, awarded to the Police Department to be used for traffic enforcement measures focusing on impaired driving, speeding, distracted driving, and seatbelt safety; 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 \$16,906.00 from the US Justice Department, Office of Justice Programs, awarded to the Police Department to be used to replace outdated equipment; 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 \$1,350,000.00 from the Executive Office of Housing and Livable Communities, awarded to the Community Development Authority to be used for infrastructure upgrades and reconstruction of Winthrop Street that includes ADA compatibility; adopted.

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

ORDERED: That the Transfer Request in the amount of \$1,115,294.00 which moves funds from Meals Tax Revenue account to fund FY24 bond payments associated with Parks & Recreation improvements, **APPROVED**; adopted.

CITY OF MARLBOROUGH  
BUDGET TRANSFERS -

DEPT:		Auditor				FISCAL YEAR:		2024	
FROM ACCOUNT:						TO ACCOUNT:			
Available	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available
Balance									Balance
<u>\$1,380,261.58</u>	<u>\$1,115,294.00</u>	<u>27000</u>	<u>33086</u>	<u>Fund Bal-Parks &amp; Fields Capital</u>	<u>\$1,115,294.00</u>	<u>19910009</u>	<u>49715</u>	<u>Transfer-Meal Local Option</u>	<u>\$0.00</u>
Reason:		<u>Local options meals tax funding FY24 bond payments associated with parks &amp; fields as per the FY24 budget process</u>							
	\$1,115,294.00	Total			\$1,115,294.00	Total			

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

ORDERED: That the Proposed Tax Increment Financing (TIF) Agreement with Sartorius, a global biopharmaceutical company with plans to create the Sartorius North American Center for Bioprocess Solutions at 200 Donald J. Lynch Boulevard (Map 26, Parcel 9), referred to the **FINANCE COMMITTEE**; adopted.

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

ORDERED: That the Communication from the Planning Board, re: Favorable Recommendation on the Proposed Zoning Ordinance Amendment to Chapter 650 "Zoning" of the Code relative to Definitions, Affordable Housing, and the Marlborough Village District (MV), **FILE**; adopted.

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

ORDERED: That the City Council President send a letter to the Commonwealth of Massachusetts, Division of Banks, re: License Application of Ventura Enterprises, LLC d/b/a Change Your Check to operate a check cashing business at 147 Main Street, asking them to deny the license **APPROVED**; adopted.

**Councilor Dumais Recused**

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

ORDERED: That there being no objection thereto set **MONDAY NOVEMBER 27, 2023**, as the **DATE FOR PUBLIC HEARING**, on the Petition from Massachusetts Electric, to install Underground electric conduits, including necessary sustaining and protecting fixtures on Donald Lynch Boulevard beginning at a point approximately 550' northeast of the centerline of the intersection of Donald Lynch Boulevard and Bigelow Street, and to install underground facilities near 200 Donald Lynch Boulevard, referred to the **PUBLIC SERVICES COMMITTEE**; adopted.

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

ORDERED: That the Communication from resident, re: Opposition to the Proposed Zoning Amendment to Chapter 650 "Zoning" to amend §22 "Retirement Community Overlay Districts", **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, September 26, 2023.
- b) Commission on Disabilities, May 1, 2023.
- c) Conservation Commission, October 19, 2023.
- d) Planning Board, September 11, 2023 & September 18, 2023.
- e) Traffic Commission, July 26, 2023 & September 27, 2023.
- f) Zoning Board of Appeals, October 19, 2023.

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

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

- a) Michael Winske & Bethany Weart, 22 Kane Drive, other property damage and/or personal injury.

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

**City Council Public Services Committee  
November 6, 2023  
Minutes and Report**

This meeting convened at 7:30 PM in the City Council Chamber and was open to the public. The meeting was televised on WMCT-TV (Comcast Channel 8 or Verizon/Fios Channel 34) and available for viewing using the link under the Meeting Videos tab on the city's website, home page ([www.marlbrough-ma.gov](http://www.marlbrough-ma.gov)).

Voting members present: Chair Landers, Councilor Irish and Councilor Brown.  
Others present: Councilors Wagner, Dumais, Robey, Navin, Oram and Doucette.



Reports of Committee Continued:

**Order No. 22-1008553: Communication from the Planning Board re: Howes Landing Subdivision, recommending acceptance of GIKAS LANE as a PUBLIC WAY.**

**Order No. 22-1008691: Communication from Asst. Solicitor Jeremy McManus re: Howes Landing Subdivision and the acceptance of GIKAS LANE as a public way, w/historical documentation.**

Ward Councilor Navin supported acceptance indicating he visited the street and found the conditions are better than many other streets in the city.

Chair Landers read into the record 3/16/22 letter from the Planning Board recommending acceptance of Gikas Lane, 7 in favor; none opposed.

Chair Landers read into the record input from City Engineer DiPersio dated 11/6/23, indicating the road was paved five years ago and since that time the pavement has sustained some surface cracking. In 2022, the Engineering Division did an inspection of the roadway and commented to the Planning Board that pavement cracking was the only outstanding issue with the roadway and that acceptance could be recommended. As of this writing, the crack sealing remains the only outstanding issue. If the roadway is accepted as a public way, it will be added to the city's crack seal list for 2024.

Chair Landers read into the record the Mayor's letter, dated 4/11/22, recommending councilors take time to visit the road to review and inspect before formal acceptance is considered. The road currently has multiple cracks that need to be sealed prior to its approval. It was noted that councilors visited the street to inspect the conditions per the Mayor's suggestion.

On motion by Councilor Irish, seconded by Brown, the committee voted to file the Planning Board's letter recommending acceptance of Gikas Lane as public way. Vote 3-0

On motion by Councilor Brown, seconded by Irish, the committee voted to recommend approval of the proposed order of acceptance for Gikas Lane and municipal easements in Howe's Landing subdivision in proper form from Asst. Solicitor in his communication dated 9/28/22.

On motion made by Councilor Irish, seconded Chair, the meeting adjourned at 7:49 PM.

Councilor Robey reported the following out of the Urban Affairs Committee:

**City Council Urban Affairs Committee  
November 6, 2023  
Minutes and Report**

Urban Affairs & Housing Committee voting members present: Chairman Katie Robey, Councilor Doucette, Councilor Landers, Councilor Navin, and Councilor Wagner.

Also present were Councilors Brown, Dumais, Irish, and Oram. Absent were Councilors Perlman and Ossing.

**Order No. 23-1008965: Communication from Attorney Falk on behalf of Somar Landscape, Inc. to construct and operate a Landscaper's Yard at Airport Industrial Park, 59 Airport Boulevard.**

Reports of Committee Continued:

The chair opened the meeting by letting committee members know of two changes made to the draft Decision on a special permit—one in finding of Facts #5, changing “... “Proposed Site Plan of Use Area #16 Airport Boulevard” by Connorstone Engineering, with the last revision date of October 17, 2023” to read October 13, 2023 and “Proposed Landscape Plan of Use Area #16 Airport Boulevard” by Connorstone Engineering, with the last revision date of October 17, 2023” to read “...Engineering, dated October 17, 2023.”

Attorney Falk reviewed the draft Decision stating it was similar to one used for another landscaper at the same site. The chair read through the Conditions listed in the draft mentioning at #3 Site Plan Review, that she had failed to mention the input from department heads who had all said they had no issue except Building Commissioner who had noted they reserve right for future comments. No one had questions on the Conditions, Councilor Doucette commented this was a good use of the area which is designed for this type of business.

Councilor Doucette moved to recommend approval of the draft Grant of Decision and the Conditions for Somar Landscaping; motion was seconded and approved 5-0. The chair will ask for a suspension of rules at the Nov. 13 council meeting to have this referred to solicitor to be put in proper form.

The chair then took up the next item on agenda—

**Order No. 23-1008941: Communication from Attorney Gemma Cashman on behalf of Trammel Crow Company re: Proposed Amendment to City Code, Chapter 650 “Zoning” by adding a new section to create the “Sasseville Way Residential Zoning Overlay District.”**

The chair stated that she would like to have this meeting focus on the zoning changes and not on the proposed development as there were changes that would be discussed at next Planning Board Meeting. Attorney Michael J. Flannery from Goulston & Storrs introduced himself and passed out copies of a presentation outlining changes to the draft. The screen in council chambers wasn’t available so he read through the changes to zoning and copies were given to share among public in attendance. The chair noted these changes had been discussed at the last Planning Board meeting and stated one of her concerns is the building by right.

Because the committee is still waiting on a recommendation from the Planning board, this was tabled in committee and added to the Nov. 15 agenda pending a recommendation. If no recommendation is given at the Nov 13<sup>th</sup> Planning board meeting this will remain tabled in committee until a later date in Nov.

With no further business, Councilor Doucette moved to adjourn; the motion carried 5-0. The meeting adjourned at 8:33 PM.



**Suspension of the Rules requested – granted.**

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

ORDERED: That the City Clerk is directed to advertise the Tax Classification Public Hearing scheduled for Monday, December 4, 2023, **APPROVED**; adopted.

**Suspension of the Rules requested – granted.**

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

ORDERED: That the Application for Special Permit from Attorney Brian Falk, on behalf of Somar Landscape, Inc., to construct and operate a Landscaper's Yard at the Airport Industrial Park, 59 Airport Boulevard, Unit 16, referred to the **CITY SOLICITOR TO BE PLACED IN PROPER LEGAL FORM FOR THE NOVEMBER 27, 2023, COUNCIL MEETING**; adopted.

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

ORDERED: That the City Council for the City of Marlborough hereby accepts from the Marlborough Community Development Authority, an operating agency and an urban renewal agency within the meaning of MGL Chapter 121B, an economic development and industrial corporation within the meaning of MGL Chapter 121C, and a housing authority within the meaning of MGL Chapter 121B, created by Chapter 327 of the Acts of 1979, as amended by Chapter 380 of the Acts of 2004 and Chapter 395 of the Acts of 2008, having an address at 250 Main Street, Marlborough, Massachusetts 01752 (the "Grantor"), in substantially the form as attached hereto in the Grant of Easement, a permanent easement over a certain portion of the Grantor's parcel of land located at Bolton Street Extension, Marlborough, Massachusetts, which parcel of land is shown on the Assessor's Map of the City of Marlborough as Map 70, Parcel 216.

**APPROVED**; adopted.

**Councilor Landers Recused.**

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

ORDERED: That the City Council for the City of Marlborough hereby accepts from the Marlborough Historical Society, Inc., with an address of 377 Elm Street, Marlborough, MA 01752, a gift of tangible personal property pursuant to MGL Chapter 44, § 53A1/2, specifically a sculpture of Marlborough historical figure Samuel Boyd, and the Mayor is authorized to execute a donation agreement, in substantially the form as attached hereto, on behalf of the City, **APPROVED**; adopted.

**Councilor Landers Recused.**

Motion by Councilor Dumais, 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 8:18 PM; adopted.



## IN CITY COUNCIL

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Marlborough, Mass., NOVEMBER 13, 2023

### ORDERED:

That there being no objection thereto set **MONDAY NOVEMBER 27, 2023**, as the **DATE FOR PUBLIC HEARING**, on the Petition from Massachusetts Electric, to install Underground electric conduits, including necessary sustaining and protecting fixtures on Donald Lynch Boulevard beginning at a point approximately 550' northeast of the centerline of the intersection of Donald Lynch Boulevard and Bigelow Street, and to install underground facilities near 200 Donald Lynch Boulevard, be and is herewith referred to the **PUBLIC SERVICES COMMITTEE**.

ADOPTED

ORDER NO. 23-1009005



RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2023 NOV 21 AM 8:59

*City of Marlborough*  
*Office of the Mayor*

*Arthur G. Vigeant*  
MAYOR

*Patricia Bernard*  
CHIEF OF STAFF

*Jailyn Bratica*  
EXECUTIVE ADMINISTRATOR

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

November 21, 2023

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

**Re: Gift acceptance from the Marlborough Foundation for the Council on Aging**

Honorable President Ossing and Councilors,

Enclosed for your acceptance is a gift in the amount of \$1,000.00 from the Marlborough Foundation for the Council on Aging.

This funding will assist our seniors with food insecurity.

I would like to thank the Marlborough Foundation for supporting our senior population.

Thank you in advance for your consideration.

Sincerely,

**Arthur G. Vigeant**  
Mayor

Enclosures



# City of Marlborough

## Council on Aging and Senior Center

40 New Street  
Marlborough, Massachusetts 01752  
Telephone (508) 485-6492 Facsimile (508) 460-3726

*Patricia A. Pope*  
EXECUTIVE DIRECTOR

November 3, 2023



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

Re: Gift from the Marlborough Foundation

Dear Mayor Vigeant,

I am pleased to submit to you a gift in the amount of \$1000.00 to the Council on Aging from the Marlborough Foundation. I would like to thank the Marlborough Foundation for this very generous gift. Once approved by the City Council, we will use the money to help alleviate some of the food insecurity issues being felt by our seniors in need.

As always, I am available should you or the Councilors have any questions,

Sincerely,

Patricia A. Pope  
Executive Director

**CITY OF MARLBOROUGH  
NOTICE OF GRANT AWARD**

DEPARTMENT: Council on Aging DATE: 3-Nov-23

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Patricia Pope

NAME OF GRANT: Gift

GRANTOR: Marlborough Foundatoin

GRANT AMOUNT: \$1,000.00

GRANT PERIOD: n/a

SCOPE OF GRANT/  
ITEMS FUNDED Funds will be used for Food Insecurity  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

ARE MATCHING CITY  
FUNDS REQUIRED? No

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

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

ANY OTHER EXPOSURE TO CITY?  
No

IS THERE A DEADLINE FOR CITY COUNCIL APPROVAL: 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**



*City of Marlborough*  
*Office of the Mayor*

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2023 NOV 21 AM 8:58

*Arthur G. Vigeant*  
MAYOR

*Patricia Bernard*  
CHIEF OF STAFF

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

*Jailyn Bratica*  
EXECUTIVE ADMINISTRATOR

November 21, 2023

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

**Re: DOER Green Communities grant acceptance**

Honorable President Ossing and Councilors,

Enclosed for your acceptance is a grant in the amount of \$175,734.00 through the Green Communities Program from the Massachusetts Department of Energy Resources.

This funding will allow the city to make energy improvements at the Recreation Building and the Marlborough Public High School as outlined in Conservation Officer Priscilla Ryder's letter enclosed. The Green Communities program provides financial incentives that support energy efficiency and renewable energy projects at the local level.

I would like to thank the Commonwealth's Department of Energy Resources for their continued support.

If there are any questions regarding this grant, please contact Priscilla Ryder.

Sincerely,

**Arthur G. Vigeant**  
Mayor

Enclosures





# City of Marlborough Conservation Commission

4-2

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

November 16, 2023

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

RE: DOER Green Communities Competitive Grant Award 2023

Dear Mayor Vigeant,

The City of Marlborough, through the Green Communities program has been awarded a 2023 Green Communities Competitive Grant of \$175,734. 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 four energy efficiency improvements at the High School and Recreation Department as follows:

- \$801, Recreation Dept. 239 Concord — Weatherization
- \$61,790, Recreation Dept. 239 Concord — Heat pump system
- \$56,757, High School — BMS Controls
- \$56,386, High School — HVAC Controls Upgrade

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  
Robert Quinn



COMMONWEALTH OF MASSACHUSETTS  
 EXECUTIVE OFFICE OF  
 ENERGY AND ENVIRONMENTAL AFFAIRS  
**DEPARTMENT OF ENERGY RESOURCES**  
 100 CAMBRIDGE ST., 9<sup>th</sup> FLOOR  
 BOSTON, MA 02114  
 Telephone: 617-626-7300

**Maura T. Healey**  
 Governor

**Rebecca L. Tepper**  
 Secretary

**Kimberley Driscoll**  
 Lt. Governor

**Elizabeth Mahony**  
 Commissioner

September 27, 2023

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 **\$175,734** for the following projects proposed in the City of Marlborough's Green Communities Competitive Grant application.

List of projects funded:

- \$801, Recreation Dept. 239 Concord — Weatherization
- \$56,757, High School — BMS Controls
- \$61,790, Recreation Dept. 239 Concord — Heat pump system
- \$56,386, High School — HVAC Controls Upgrade

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 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](mailto:Joanne.Bissetta@mass.gov) with any questions you may have regarding your grant award.

**CITY OF MARLBOROUGH  
NOTICE OF GRANT AWARD**

DEPARTMENT: Conservation/Sustainability DATE: 11/16/23

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Priscilla Ryder

NAME OF GRANT: Green Communities Competitive Grant

GRANTOR: Massachusetts Department of Energy Resources

GRANT AMOUNT: \$172,734

GRANT PERIOD: Nov. 9, 2023– Sept. 30, 2025

SCOPE OF GRANT/  
ITEMS FUNDED Energy management improvements at Recreation Building 239 Concord Rd. and High School

IS A POSITION BEING  
CREATED: No

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

ARE MATCHING CITY  
FUNDS REQUIRED? None (\$42,307 will be paid through utility incentives)

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**



I.COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



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

Form with multiple sections: CONTRACTOR LEGAL NAME, COMMONWEALTH DEPARTMENT NAME, Legal Address, Business Mailing Address, Contract Manager, Billing Address, E-Mail, Contract Manager, Vendor Code, MMARS Doc ID, RFR/Procurement or Other ID Number, PROCUREMENT OR EXCEPTION TYPE, CONTRACT AMENDMENT, COMPENSATION, PROMPT PAYMENT DISCOUNTS (PPD), BRIEF DESCRIPTION OF CONTRACT PERFORMANCE, ANTICIPATED START DATE, CONTRACT END DATE, CERTIFICATIONS, AUTHORIZING SIGNATURE FOR THE CONTRACTOR, AUTHORIZING SIGNATURE FOR THE COMMONWEALTH.

## **BACKGROUND**

1. The DOER has selected the Grantee to receive Green Communities grant funds for projects described in the Grantee’s response to the PON.
2. The DOER approves the expenditure of funds as described in Attachment D (Budget) for the work planned and described in Attachment C (Scope of Grant Award).
3. The Grantee agrees to complete the projects described in the Scope of Grant Award (collectively referred to as “the Project”).

This agreement (Agreement) incorporates and makes part hereof certain attachments and forms which have been provided and accepted by the parties as part to this Agreement. Copies of such agreed upon attachments and forms are attached hereto set forth in their entirety and made part of this Agreement by reference:

THE COMMONWEALTH STANDARD CONTRACT FORM

BACKGROUND

ATTACHMENT A: GREEN COMMUNITIES COMPETITIVE GRANT APPLICATION MATERIALS

ATTACHMENT B: GRANTEE RESPONSE

ATTACHMENT C: SCOPE OF GRANT AWARD

ATTACHMENT D: BUDGET

THE COMMONWEALTH OF MASSACHUSETTS STANDARD CONTRACT ATTACHMENTS

1. COMMONWEALTH TERMS AND CONDITIONS
2. GRANTEE AUTHORIZED SIGNATORY LISTING
3. W-9 FORM
4. EFT

## **ATTACHMENT A – Green Communities Competitive Grant Application Materials**

The Program Opportunity Notice (PON) was provided to the municipality via Commbuys, the Commonwealth’s procurement website.

### **DOER PON-ENE-2023-018 2023 Green Communities Competitive Grant Program**

Bid # **BD-23-1041-ENE01-ENE01-85720**

## **ATTACHMENT B – Grantee Response**

*(All documents listed below are available to DOER fiscal staff at:*

<https://massdoer.imeetcentral.com/greencommunities/dbapp=7ary4jojv3xnh83ficwf09s252274943&ac=h&view=1184652>

1. Grantee submission narrative – Marlborough efficiency narrative.docx
2. Grantee grant table submitted – Marlborough 2 grant table corrected.xlsx
3. Grantee certification of application submitted – Marlborough certification of application mayors signature.pdf

Response included additional files:

- high school audit 6-27-22.pdf
- high school central plant proposal 5-5-23.docx
- central plant bms marlborough high school custom 5-5-23.pdf
- central plant fx pca catalog page 1900818.pdf
- central plant marlborough hs custom project memorandum 5-5-23.docx
- handv marlborough hs 2022 ma prescriptive bms form.pdf
- handv marlborough hs 2023 prescriptive bms calculator final v15.pdf
- ghiloni park workshop proposal 4-5-23.docx
- ghiloni park workshop hp electrification memorandum 5-5-23.docx
- heat pump m submittal mxz sm48namhz en.pdf
- 14429637 marlborough hs bms custom central plant pre approval letter.pdf
- 14419118 marlborough hs bms prescriptive pre approval letter.pdf
- 14419118 marlborough hs ems mrd.pdf
- 14430040 ghiloni workshop mrd.pdf
- 14429637 hs mrd.pdf
- 14430040 workshop pre approval letter.pdf
- 14455828 ghiloni park dpw heat pump commitment letter.pdf
- 9789 dpw barn hp calculations.xlsx
- ghiloni park workshop power summary.pdf
- hs central plant point list.pdf
- hs handv unit point list.pdf



**ATTACHMENT C – SCOPE OF GRANT AWARD**

**COMMONWEALTH OF MASSACHUSETTS  
SCOPE OF GRANT AWARD AGREEMENT**

**By and Between  
Department of Energy Resources  
and  
City of Marlborough**

**SCOPE OF GRANT AWARD**

**1. Overview**

The purpose of this contract is to award a grant to the City of Marlborough (Grantee) for a maximum obligation amount not to exceed One Hundred Seventy Five Thousand Seven Hundred Thirty Four Dollars and No Cents (\$175,734.00) to fund energy conservation measures in municipal facilities including High School and Recreation Dept., as more particularly described in Attachment B (Project). In connection with the above referenced grant, the Grantee requested one hundred seventy five thousand seven hundred thirty four dollars and no cents (\$175,734.00) in public funding out of two hundred eighteen thousand forty one dollars and no cents (\$218,041.00) in total project costs for energy conservation measures listed in attachment B. The energy conservation measures funded are weatherization, BMS controls, heat pump system, and HVAC controls upgrade.

The Grantee is responsible for informing the Department of Energy Resources (DOER) of all eligible expenses and Project deliverables as compared to the original proposal as set forth in Attachment B.

**Note that no changes in Project scope can occur or proceed without the prior written authorization from the DOER.**

**2. Contingencies**

The Grantee shall provide to the DOER’s satisfaction, the required information as stated below as applicable to the Project(s), as soon as the information becomes available.

1. Documentation that the municipality has met, teleconferenced, or had an email exchange with its gas and/or electric public utility representatives regarding the availability of utility incentives for any eligible energy conservation or efficiency measures.

2. Documentation of having **applied for all gas and electric rebates** provided for eligible energy conservation or efficiency measures. The Grantee is required to have documentation from utilities regarding rebates before selection and installation of products.

**3. Procurement**

All procurement contracts and subcontracts entered into by public agencies and governmental bodies shall be governed by and in accordance with Massachusetts General Laws. Where applicable, such procurements, contracts and subcontracts shall be governed by the all provisions of either M.G.L. c.25A, § 11C or §11I, M.G.L. c.30B, or M.G.L c.149. All designer selection for building projects shall be governed by M.G.L. c.7, §§38A1/2 - O.

**4. Program Schedule**

The following are milestones to ensure timely completion of the Project(s). If the Grantee is unable to meet these milestones Grantee shall promptly contact the DOER.

- (1) Complete construction of the Project (s) – August 1, 2025

(2) End of grant period – September 30, 2025

## 5. Disbursement of Funds

Initial Disbursement: Twenty five percent (25%) of the award in the amount of forty three thousand nine hundred thirty three dollars and fifty cents (\$43,933.50) will be disbursed by the DOER subsequent to the execution of this grant agreement and upon the DOER’s agreement that contingency number one as stated under Section Two Contingencies of this Scope of Grant Award has been fully satisfied.

Second Disbursement: Fifty percent (50%) of the award in the amount of eighty seven thousand eight hundred sixty seven dollars and no cents (\$87,867.00), shall be disbursed upon verification by the DOER that twenty-five percent (25%) of the grant funds have been expended and that contingency number two as stated in Section Two Contingencies of this Scope of Contract Award has been fully satisfied and that all reporting requirements have been met. Reporting requirements will include submittal by the Grantee to the DOER of detailed dated invoices of Grantee’s costs incurred to date.

Final Disbursement: Twenty five percent (25%) of the award in the amount of forty three thousand nine hundred thirty three dollars and fifty cents (\$43,933.50), shall be disbursed after a site visit by the DOER, a review of the detailed invoices of the Project(s) and any other requested documentation and verification by the DOER that the Project(s) are complete, that one hundred percent (100%) of grant funds have been expended, evidence of approved utility incentives have been provided, and that **all** reporting requirements and requests by the DOER have been met, including submittal and approval of the Final Report.

**Funds shall not be used for the reimbursement of any work related to this Project(s) performed before the contract Effective Date.**

## 6. Grantee Warrants to Keep Facility Open

For Project(s) involving services or construction at facility(s) owned by or under the control of the Grantee, the Grantee hereby warrants and certifies that the facility (s) for which grant funds are designated will remain open and in service for at least five (5) years following completion of proposed project(s).

## 7. Separate Accounts

The Grantee shall at all times conduct its business and affairs in such a manner that any and all ledger accounts and records pertaining to the receipt and expenditure of the DOER funds under this Agreement shall be kept separate and distinct from all ledger accounts and records of the Grantee relative to any other enterprise which the Grantee has engaged in, developed, or administered.

## 8. Unused Funds

Any funds undisbursed or uncommitted by the Grantee after September 30, 2025, shall be promptly returned to the DOER within sixty (60) days.

## 9. Administrative Costs

Grantee’s administrative costs shall not exceed ten percent (10%) of the maximum obligation contract amount of One Hundred Seventy Five Thousand Seven Hundred Thirty Four Dollars and No Cents (\$175,734.00).

## 10. Publicity

The municipality will coordinate with the DOER on all publicity regarding this Project(s).

## 11. Reporting and Other Required Documentation

- A. Should Grantee engage a third party to manage administrative functions of the program and rely on the internal controls of that third party, the third party shall provide the results of an internal controls audit annually according to the provisions Statements of Auditing Standards No. 70 to the DOER and Grantee.
- B. Grantee shall have a program to combat fraud, waste and abuse of funds and shall incorporate into its program guidance provided by the Office of the State Comptroller.
- C. **Quarterly reports:** The Grantee shall be required to file progress and financial reports once every quarter, unless specifically exempted in writing by the DOER. Quarterly reports are due by 5PM four (4) days after the completion of each of the following quarters:
  - a. July 1 – Sept 30
  - b. Oct 1 – Dec 30
  - c. Jan 1 – Mar 30
  - d. Apr 1 – June 30

Quarterly reports shall include:

- a. The progress and status of activities performed in relation to the Scope of Grant Award including an explanation of any delays or obstacles encountered in meeting the performance schedule as well as a description of efforts taken to resolve delays; and
  - b. The actual costs incurred to date by the Project, breaking down all costs in such manner as the DOER may prescribe.
- D. **Final report:** The final report shall be submitted within two (2) months after completion of the final project receiving funding, and shall include a summary of the projects completed, including project locations and capacity. All quarterly and final reports above shall be submitted to:

Jane Pfister  
 Green Communities Grant Coordinator  
[jane.pfister@mass.gov](mailto:jane.pfister@mass.gov)

NOTE: If the services funded by this Agreement are solicited pursuant to M.G.L. Ch. 25A § 11C or § 11I, then the Grantee shall also comply with the monitoring and reporting requirements set forth in the DOER's regulations at 225 C.M.R. 10.00, 19.00 or other applicable regulations. For solar PV systems, registration with and reporting to the Massachusetts Clean Energy Center Production Tracking System (PTS) is required.

- E. **Ownership of Reports and Other Required Documentation:** The deliverables shall be owned by the Commonwealth of Massachusetts and treated as public documents. Following the completion of the contract both the Commonwealth of Massachusetts and the Grantee retain the right to make further use of the deliverables.

**VI. ATTACHMENT D - BUDGET**

Check one:  Initial Budget

Budget/Account Amendment. Maximum Obligation before this Amendment:

PRIOR MMARS DOCUMENT ID: \_\_\_\_\_ (for reference - if applicable)

CURRENT DOC ID: \_\_\_\_\_

[See Instructions for Additional Guidance on completion. Insert as many additional lines as necessary.]

A	B	C	D	E	F	G	H	I
Budget Fiscal Year	Account	Object Class	Activity / Function Codes	Initial Amount / or Amount Prior to Amendment	Indicate Add or Reduce +/-	Amendment Amount	Enter "YES" if Amount is a prior FY budget reduction or a current FY "Carry-in" authorization for Federal Funds	New Amount After Amendment
FY24	2000-0113	P01	GNCO-COMP	\$175,732.00				
FY25	2000-0113	P01	GNCO-COMP	\$ 1.00				
FY26	2000-0113	P01	GNCO-COMP	\$ 1.00				

FISCAL YEAR SUBTOTALS AND TOTAL MAXIMUM OBLIGATION FOR DURATION OF CONTRACT	
FISCAL YEAR: <u>2024</u> SUBTOTAL (or New Subtotal if Fiscal Year Subtotal being amended)	\$175,732.00
FISCAL YEAR: <u>2025</u> SUBTOTAL (or New Subtotal if Fiscal Year Subtotal being amended)	\$ 1.00
FISCAL YEAR: <u>2026</u> SUBTOTAL (or New Subtotal if Fiscal Year Subtotal being amended)	\$ 1.00
FISCAL YEAR: _____ SUBTOTAL (or New Subtotal if Fiscal Year Subtotal being amended)	
<b>TOTAL MAXIMUM OBLIGATION FOR DURATION OF CONTRACT</b>	<b>\$175,734.00</b>



RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
NOV 21 AM 8:59

*City of Marlborough*  
*Office of the Mayor*

*Arthur G. Vigeant*  
MAYOR

*Patricia M. Bernard*  
CHIEF OF STAFF

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

*Failyn Bratica*  
EXECUTIVE ADMINISTRATOR

November 21, 2023

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

**Re: HousingWorks Infrastructure Program grant acceptance**

Honorable President Ossing and Councilors,

Enclosed for your acceptance is an FY24 HousingWorks Infrastructure Program grant in the amount of \$3,020,536.00 from the Executive Office of Housing and Livable Communities, Executive Office of Economic Development and MassDevelopment.

This grant will support a continued effort on redeveloping the French Hill community by funding the third and final phase of infrastructure improvements for the remaining section of Lincoln Street.

I would like to take this opportunity to thank the Healey/Driscoll Administration for their continued support, and the Marlborough Economic Development Corp and Engineering department on their efforts in seeking this vital funding.

If you have any questions, please contact Executive Director Meredith Harris.

Sincerely,

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

Enclosures



Commonwealth of Massachusetts  
**EXECUTIVE OFFICE OF HOUSING &  
 LIVABLE COMMUNITIES**

Maura T. Healey, Governor ◆ Kimberley Driscoll, Lieutenant Governor ◆ Edward M. Augustus Jr., Secretary

September 25, 2023

The Honorable Arthur Vigeant  
 City of Marlborough  
 91 Main Street  
 Marlborough, MA 01752

Dear Mayor Vigeant:

**RE: Marlborough 0590 Application**

Thank you for submitting this application to the FY2024 Community One Stop for Growth, a platform where the Executive Office of Housing and Livable Communities (EOHLC), Executive Office of Economic Development (EOED), and Massachusetts Development Finance Agency (MassDevelopment) worked together to evaluate all eligible applications and recommended the most ready and highest-impact projects for a grant. This application from City of Marlborough was reviewed by the program(s) that could best serve the project's funding needs.

On behalf of the Healey-Driscoll Administration, I am pleased to inform you that a grant in the amount of **\$3,020,536** from the **HousingWorks Infrastructure Program** has been approved to support your project.

This award is contingent the execution of a grant contract between the City of Marlborough and EOHLC and the satisfaction of its special conditions and requirements. We will send an Adobe Sign contract (must be e-signed) to the Municipal CEO and contact person identified in your application, and an invitation to an online training related to grant administration and contract guidance. Please do not proceed with grant activities until the contract is fully executed. If you have any questions, please contact Filipe Zamborlini, Community Assistance Unit Manager at [Filipe.Zamborlini@mass.gov](mailto:Filipe.Zamborlini@mass.gov).

Finally, please note that public announcement of this award is embargoed until the Administration has had the opportunity to formally announce it through a local event and/or media release. Please refrain from sharing or publicizing news about this award outside of your organization until it is officially announced.

Congratulations once again. We look forward to working with you to address the City of Marlborough's housing and community development needs.

Sincerely,

Edward M. Augustus, Jr.  
 Secretary, EOHLC



**CITY OF MARLBOROUGH  
NOTICE OF GRANT AWARD**

DEPARTMENT: DPW DATE: 11/21/2023

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Meredith Harris/Ted Scott

NAME OF GRANT: FY24 Community One Stop for Growth

GRANTOR: EOHLC, EOED, & MassDevelopment

GRANT AMOUNT: \$3,020,536

GRANT PERIOD: 11/15/23-6/30/27

SCOPE OF GRANT/  
ITEMS FUNDED Lincoln Street Reconstruction - Phase 3  
Targeted infrastructure improvements along Lincoln St. from Highland St. to Bolton St.

IS A POSITION BEING  
CREATED: No

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

ARE MATCHING CITY  
FUNDS REQUIRED? No

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

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

ANY OTHER EXPOSURE TO CITY?  
No

IS THERE A DEADLINE FOR CITY COUNCIL APPROVAL: 12/4/2023

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



# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

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

<b>CONTRACTOR LEGAL NAME:</b> City of Marlborough (and d/b/a):		<b>COMMONWEALTH DEPARTMENT NAME:</b> Executive Office of Housing and Livable Communities MMARS Department Code: OCD	
Legal Address: (W-9, W-4): 140 Main St, Marlborough, MA 01752		Business Mailing Address: 100 Cambridge Street, Suite 300 Boston, MA 02114	
Contract Manager: Arthur Vigeant	Phone: (508) 460-3770	Billing Address (if different): Same	
E-Mail: mayor@marlborough-ma.gov	Fax:	Contract Manager: Julissa Tavarez	Phone: 617-573-1407
Contractor Vendor Code: VC6000192111		E-Mail: Julissa.tavarez@mass.gov	Fax:
Vendor Code Address ID (e.g. "AD001"): AD 001 (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): SC OCD321024330000306 RFR/Procurement or Other ID Number: DHCDOneStop2024	
<input checked="" type="checkbox"/> <b>NEW CONTRACT</b> <b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> Department Procurement (includes all Grants - <a href="#">815 CMR 2.00</a> ) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		<input type="checkbox"/> <b>CONTRACT AMENDMENT</b> Enter Current Contract End Date <i>Prior</i> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____ (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)</b> <input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> <a href="#">Commonwealth Terms and Conditions</a> <input type="checkbox"/> <a href="#">Commonwealth Terms and Conditions For Human and Social Services</a> <input type="checkbox"/> <a href="#">Commonwealth IT Terms and Conditions</a>			
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under <a href="#">815 CMR 9.00</a> . <input type="checkbox"/> Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or <i>new</i> total if Contract is being amended). <u>\$3,020,536</u>			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle ___ statutory/legal or Ready Payments ( <a href="#">M.G.L. c. 29, § 23A</a> ); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Lincoln will complete phase 3 of the Lincoln Street Reconstruction Project and make targeted improvements along Lincoln Street from Highland Street to Bolton Street to unlock new residential growth and private investment in this EJ area.			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date. <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date <b>LATER</b> than the Effective Date below and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date. <input type="checkbox"/> 3. were incurred as of _____, 20____, a date <b>PRIOR</b> to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>6/30, 2027</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <a href="#">801 CMR 21.07</a> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b> X: <u>Arthur Vigeant</u> (Nov 14, 2023 13:31 EST) Date: Nov 14, 2023 (Signature and Date Must Be Captured At Time of Signature) Print Name: Arthur Vigeant Print Title: Mayor/Chair		<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b> X: <u>Caroline Chris Kluchman</u> Date: Nov 15, 2023 (Signature and Date Must Be Captured At Time of Signature) Print Name: Caroline "Chris" Kluchman Print Title: Acting Director	

**ATTACHMENT A SCOPE OF SERVICES AND  
ADDITIONAL TERMS & CONDITIONS**

**FY 2024 HousingWorks Infrastructure Program Contract**

**I. CONTRACT**

The Contractor is responsible for accessing and reviewing the contents of the documents referenced below, as compliance with each is a binding component of this Contract:

- A. This Attachment A is attached to and made a part of the COMMONWEALTH OF MASSACHUSETTS STANDARD CONTRACT FORM. THE COMMONWEALTH TERMS AND CONDITIONS and the Contractor’s Budget, as approved by the Executive Office of Housing and Livable Communities (“EOHLC” or the “Executive Office”) are attached hereto as Exhibits.
- B. This Attachment A incorporates by reference the HousingWorks Infrastructure Program Application as applicable.
- C. This Attachment A, all attached Exhibits and other Attachments, and all documents incorporated by reference herein, are referred to, collectively, as the Contract.
- D. This Contract represents the entire agreement between the Contractor and EOHLC, and any prior or contemporaneous representations, promises, or statements by the parties, that are not incorporated herein, shall not serve to vary or contradict the terms set forth in this Contract.
- E. If any term or condition of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Contract did not contain the particular provision held to be invalid.

**II. SCOPE OF SERVICES AND COMPLIANCE WITH LAWS**

The HousingWorks Infrastructure Program provides funding to municipalities and other public instrumentalities for a variety of activities related to design, construction, building, rehabilitation, repair, and other improvements to infrastructure related to housing, and projects that support housing development, preservation, or rehabilitation.

The Contractor shall use this contract funding to provide services in accordance with the terms of the attached Budget, the terms of this Contract, and any subsequent Contract amendments. **ALL EXPENSES MUST BE INCURRED ON OR BEFORE JUNE 30<sup>TH</sup> OF THE FISCAL YEAR IN WHICH THEY OCCUR (FY 2024 – YEAR 1; FY 2025 – YEAR 2; FY 2026 – YEAR 3; FY 2027 – YEAR 4).** Any later change in services and activities to be provided by Contractor shall be made only with the prior approval of EOHLC, in accordance with Section III.C. below.

The Contractor shall carry out these activities in conformance with all applicable federal and state laws and requirements, including without limitation, statutes, rules, regulations, administrative and executive orders, ordinances, and codes, as they may be issued and amended, and this Contract shall in no way relieve the Contractor from the full force of any laws, rules, regulations and orders, or requirements.

EOHLC reserves the right to issue future administrative guidance. The Contractor shall comply with all applicable guidelines, information memoranda, list serves, or other guidance EOHLC may issue, amend, or supplement from time to time.

### **III. ADDITIONAL TERMS AND CONDITIONS**

#### **A. Compliance with Certain Laws, Rules, Regulations, and Guidelines**

1. . In addition to any other requirements of the Contract, the Contractor, by accepting any or all of such Grant Funds, shall:
  - i. Timely commence the Project, and diligently pursue the Project to completion, in accordance with the grant funds drawdowns set out in Article III.B.3
  - ii. Ensure compliance, including but not limited to any and all applicable local, state and federal rules, regulations and laws.
  - iii. Submit regular and complete requests for reimbursement, on a form provided by EOHLC that includes supporting invoices and documentation, pursuant to Article III.C.
  - iv. Submit timely and complete quarterly reports, on a form provided by EOHLC that includes updates and/or changes to the Project.
  - v. Submit timely and complete reimbursement requests, with appropriate supporting documentation.
  - vi. Cooperate fully and promptly with any other request for information that the grant administrator may make.
  - vii. Ensure that all representations made in the Contract by the Contractor remain true and correct.
  - viii. Ensure that construction begins on this Project in accordance with the grant funds drawdowns set out in Article III.B.3

#### **B. Reporting Responsibilities of the Contractor**

1. The Contractor, and any entity under subcontract, having costs chargeable to Contract funds shall maintain Contract records in accordance with Section 7 of the Commonwealth Terms and Conditions including without limitation, a record of planned activities, a record of activities carried out, and an explanation of any changes in program activities.
2. The Contractor shall comply with all records and reporting requirements set forth in this Contract.



3. The Contractor shall submit to EOHLC in writing a schedule of the Contractor's estimated drawdowns of grant funds per each quarter of the duration of the grant. This proposed schedule must be submitted no later than 30 days following execution of this Contract.
  
4. The Contractor shall submit written quarterly progress reports to EOHLC in compliance with the following deadlines and requirements using a form provided by EOHLC. Progress reports shall be submitted on or before the 15<sup>th</sup> day of the month following the last month of the quarter, except in instances when the due date shall fall on a weekend or holiday where reports would be due the following full business day after the deadline. **EOHLC may delay reimbursement to the Contractor if the Contractor consistently fails to submit timely progress reports or other documents required under this Contract.** Any such action by EOHLC shall be preceded by written notification of the intent to delay such reimbursement, which may be done electronically, and allow for the Contractor to make reasonable written explanation regarding the occurrence, and the remedy of the issue. Failure by the Contractor to reply to EOHLC's written notification or to comply with specific instructions from EOHLC shall be treated as a breach herein and under Section 4 of the Commonwealth Terms and Conditions. EOHLC further reserves the right to consider past performance under the HousingWorks Infrastructure Program when evaluating an applicant's initial submission. Consistent failure to submit progress reports or to comply with the provisions of this Contract may negatively impact future awards of this grant.

Progress report deadlines are as follows:

<b>FY24</b>		
<b>Q3</b>	Period: 1/1/2024 to 3/31/2024	Due: 4/15/2024
<b>Q4</b>	Period: 4/1/2024 to 6/30/2024	Due: 7/15/2024
<b>FY25</b>		
<b>Q1</b>	Period: 7/1/2024 to 9/30/2024	Due: 10/15/2024
<b>Q2</b>	Period: 10/1/2024 to 12/31/2024	Due: 1/15/2025
<b>Q3</b>	Period: 1/1/2025 to 3/31/2025	Due: 4/15/2025
<b>Q4</b>	Period: 4/1/2025 to 6/30/2025	Due: 7/15/2025
<b>FY26</b>		
<b>Q1</b>	Period: 7/1/2025 to 9/30/2025	Due: 10/15/2025
<b>Q2</b>	Period: 10/1/2025 to 12/31/2025	Due: 1/15/2026
<b>Q3</b>	Period: 1/1/2026 to 3/31/2026	Due: 4/15/2026
<b>Q4</b>	Period: 4/1/2026 to 6/30/2026	Due: 7/15/2026
<b>FY27</b>		
<b>Q1</b>	Period: 7/1/2026 to 9/30/2026	Due: 10/15/2026
<b>Q2</b>	Period: 10/1/2026 to 12/31/2026	Due: 1/15/2027
<b>Q3</b>	Period: 1/1/2027 to 3/31/2027	Due: 4/15/2027
<b>Q4</b>	Period: 4/1/2027 to 6/30/2027	Due: 7/15/2027

5. The Contractor shall continually assess its performance of the Contract-supported activities to ensure that the performance objectives outlined in the

Contract are achieved. This includes, but is not limited to, the Contractor's monitoring that applicable schedules are met and performance objectives are achieved in accordance with the activities delineated in the Contract. The Contractor shall promptly inform EOHLIC in writing, which may be done electronically, of the following conditions which may affect its deliverable objectives and performance as soon as they become known:

- a. Problems, delays, or adverse conditions which will materially affect the Contractor's ability to attain deliverable objectives. This disclosure shall be accompanied by a statement of any actions taken or contemplated by the Contractor, and any assistance needed from EOHLIC to resolve the situation. Failure by the Contractor to communicate promptly or to respond promptly to communications from EOHLIC may result in the denial by EOHLIC of any budget or schedule change requests by the Contractor, as provided in Section III.D.
  - b. Favorable developments or events which will enable the Contractor to meet the deliverable Contract objectives sooner than anticipated or at less cost than originally projected.
6. The Contractor shall submit all progress reports electronically to EOHLIC's assigned program representative at the following address:
 

Filipe Zamborlini  
 Manager, Community Assistance Unit  
[filipe.zamborlini@mass.gov](mailto:filipe.zamborlini@mass.gov)
  7. EOHLIC shall advise the Contractor within thirty (30) days of receiving any report if it is not acceptable to EOHLIC. The Contractor shall submit an acceptable report upon receipt of such advice from EOHLIC.
  8. The Contractor, and any entity under subcontract having costs chargeable to Contract funds, shall maintain Contract records in accordance with Section 7 of the Commonwealth Terms and Conditions, including, without limitation, a record of planned activities, a record of activities carried out, and an explanation of any changes in program activities.
  9. Within five business days of receipt, the Contractor shall provide EOHLIC with copies of any and all exception reports and written communications of an audit or review of the Contractor and any written final reports of such audits or reviews that the Contractor receives during the Contract term from the state Office of the Inspector General (OIG) and/or the Office of the State Auditor. Such reports or communications may be provided electronically.
  10. Within five business days of being served with any pleading in a legal action filed with a court or administrative agency related to this Contract or which may affect the Contractor's ability to perform its obligations hereunder, the



Contractor shall notify EOHLC of such action and deliver copies of such pleadings to EOHLC. Such reports or communications may be provided electronically.

11. The Contractor will submit any other reports or information requested by EOHLC by the due date specified in EOHLC's request. The Contractor shall promptly make available to EOHLC or to an auditor or contractor approved by EOHLC such material information regarding the Contractor's activities as may be requested by EOHLC.

### C. Payment Mechanism and Fiscal Obligations

EOHLC agrees to provide payment for the services described under this Contract, pursuant to the following payment mechanism:

1. Cost Reimbursement. The Contractor shall submit to EOHLC written requests for cost reimbursement on EOHLC's HousingWorks Infrastructure Program Grant Invoice form (HousingWorks Infrastructure Program Invoice), or other such form as EOHLC may specify.

*Only requests for cost reimbursement for authorized capital expenses, pursuant to the capital funds from the state's capital budget, that are completed within the dates of service of an invoice, and that take place within the length of the contract, are authorized for reimbursement.*

2. HousingWorks Infrastructure Program Invoices should be submitted **no more than** once a month and should include the range of the dates of service being submitted for reimbursement.
3. All payments are contingent upon receipt of the availability of funds, authorization by the Executive Office of Administration and Finance and the Massachusetts Comptroller, and the provisions of the Commonwealth Terms and Conditions. In accordance with 815 CMR 2.00 and state finance law, EOHLC is under no legal obligation to compensate the Contractor, or to obtain additional funding, for any costs or other commitments which are outside the scope of the executed Contract and which have not been approved by EOHLC.
4. In no event shall the sum of any and all payment by reimbursement exceed the maximum amount payable to the Contractor hereunder. Requests for payment by cost reimbursement will be honored and funds will be released based on submission by the Contractor, with review and acceptance by EOHLC, of required data and reports as detailed in this Contract, the availability of funds, and the Contractor's satisfactory compliance with the terms of this Contract.

Each request for payment by cost reimbursement must be made on the HousingWorks Infrastructure Program Invoice. By submitting the

HousingWorks Infrastructure Program Invoice, the Contractor represents that in accordance with the Contract, including the Contractor's Budget as approved by EOHLIC, articles have been furnished, services have been rendered, or obligations have been incurred by a person authorized to incur such obligations.

EOHLIC's fiscal representative will provide additional billing instructions, if necessary, to the Contractor via email.

When submitted electronically, the HousingWorks Infrastructure Program Invoice should be attached to the email submission in one email attachment. Any other documents, such as vendor invoices, should be submitted as separate attachments.

In addition to the HousingWorks Infrastructure Program Invoice, requests for payment by cost reimbursement shall also contain sufficient detail, supporting records, and documentation to support payment. Records to substantiate the Contractor's claims hereunder may include, without limitation, payroll records, accounting records, and purchase orders that are sufficient to document the Contractor's program and financial activities under this Contract.

The request for cost reimbursement shall be submitted electronically to the attention of:

Brett Morton  
Fiscal Representative  
[brett.morton2@mass.gov](mailto:brett.morton2@mass.gov)

with a copy to:

Filipe Zamborlini  
Manager, Community Assistance Unit  
[filipe.zamborlini@mass.gov](mailto:filipe.zamborlini@mass.gov)

5. All requests for cost reimbursement must be submitted on or before July 15, 2024, if expenses were incurred in FY 2024 – Year 1; on or before July 15, 2025, if expenses were incurred in FY 2025 – Year 2; on or before July 15, 2026, if expenses were incurred in FY 2026 – Year 3; on or before July 15, 2027, if expenses were incurred in FY 2027 – Year 4. Failure to do so may result in delayed reimbursement or denial of the request.
6. The Contractor shall submit the final HousingWorks Infrastructure Program Invoice on or before July 15, 2027. With the submission of the final HousingWorks Infrastructure Program Invoice, the Contractor shall return to EOHLIC any unexpended funds that are reflected in the final reconciliation, subject to Section III.C above.

#### D. Budget or Schedule Changes

1. Any subsequent change in the services and activities to be provided by the Contractor in accordance with the attached Budget, including, but not limited to, extensions of time, requires prior written approval from EOHLC's assigned program representative listed in Section III.B.6. **Requests for any amendments or extensions shall be reviewed on a case-by-case basis by EOHLC, and may be approved or denied by EOHLC at its discretion. Consideration shall only be extended to grantees who are in adherence with the requirements of this Contract. Requests to amend or extend the end date of the Contract must be received by EOHLC on or before January 31, 2027.**
2. Budget Amendments. The Contractor may transfer funds among the line items in the Budget, only with the written permission of EOHLC. No amendment to the Contract shall be required for such change. The Contractor shall submit a request for such change electronically to EOHLC's representatives, listed in Section III.B.6 at least 30 days prior to requesting reimbursement funds under such change. If EOHLC does not respond within 30 days of receipt of the requested change, it will be deemed to have approved of the change.

#### E. Signage, Acknowledgment, Publicity, and Logos

1. Signage. The Contractor may erect or post a sign at a location where Contract funds have been used indicating that financing is being or has been provided in part by EOHLC as part of the HousingWorks Infrastructure Program, subject to compliance with the zoning by-laws or ordinances of the municipality in which the sign is to be erected or posted. The sign shall include the following statement: "Funds for this Project have been provided by a HousingWorks Infrastructure Program Grant provided by the Massachusetts Executive Office of Housing and Livable Communities."
2. Acknowledgment. If Contract funds are expended by the Contractor on the preparation or production of a brochure or other publication, the brochure or publication shall include the following statement: "This publication was funded by a HousingWorks Infrastructure Program Grant provided by the Massachusetts Executive Office of Housing and Livable Communities."
3. Publicity; Other Materials. The Contractor may disseminate, publish, or reproduce documents produced in whole or in part pursuant to this Contract, provided that the Contractor furnishes to EOHLC copies of any such documents thirty (30) days prior to publication, and provided that such documents include the acknowledgment required under Section III.E.2. The Contractor may copyright any books, publications, or other copyrightable materials produced under this Contract, provided that the

Contractor shall provide to the Commonwealth as appropriate an irrevocable, nonexclusive royalty-free right to reproduce, publish, or otherwise use or authorize others to use the copyrighted material.

4. Logos. If the Contractor wishes to include a Department logo on any signage or other materials produced in accordance with this section, it may contact EOHLC's assigned program representative, listed in Section III.B.6, for the appropriate copy of a logo.
5. Submission to EOHLC. Any sign, publication, or other material produced in accordance with this section must be submitted in advance to EOHLC's assigned program representative, listed in Section III.B.6, no later than thirty (30) days before posting or distribution. If EOHLC does not respond within thirty (30) days of receipt of the material, it will be deemed to have approved of the material.

EOHLC reserves the right to require that the Contractor provide to EOHLC photographs, video, or other media and/or documentation, if applicable, or copies of such materials, of any project financed in part by EOHLC under the HousingWorks Infrastructure Program.

#### **F. Audit or Financial Review**

EOHLC reserves the right under this Contract to secure its own independent audit or financial review of the Contractor's (or Subcontractor, if applicable) records if, in its sole discretion, EOHLC determines that it is necessary for any reason.

#### **G. Monitoring**

EOHLC may monitor the Contractor's (or Subcontractor, if applicable) compliance with the Contract. The Contractor shall allow EOHLC and its representatives access to all of its books and records pertaining to this Contract.

#### **H. Conflict of Interest, Licensure, and Debarment**

1. The Contractor shall not engage in any business or personal activities or practices or maintain any relationships which conflict in any way with the full performance of the Contractor's obligations hereunder.
2. The Contractor shall not knowingly employ or compensate any employee of the Commonwealth during the term of this Contract, unless such arrangement is permitted under the provisions of M.G.L. c. 268A. Employment of former Commonwealth employees shall also be in compliance with the provisions of M.G.L. c. 268A.
3. The Contractor represents and warrants that as of the effective date, it has, and that at all times during the term hereof it shall have, at its sole expense, all licenses, certifications, approvals, insurance, permits, and

other authorizations required by law to perform its obligations hereunder. The Contractor shall maintain all necessary licenses, certifications, approvals, insurance, permits, and other authorizations required to properly perform activities under this Contract, without reimbursement by the Commonwealth or other adjustment in Contract funds. Further, the Contractor warrants that all employees, agents, and subcontractors performing services under this Contract shall hold all required licenses or certifications, if any, to perform their responsibilities.

4. The Contractor certifies that the Contractor and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal or state department or agency. The Contractor agrees to immediately notify EOHLC if the Contractor becomes suspended or debarred, or if any licenses, certifications, approvals, insurance, permits, or any such similar requirement necessary for the Contractor to properly perform become revoked, withdrawn, or non-renewed during the Contract period.

#### **I. Enforcement, Suspension, and Termination**

1. Enforcement of this Contract and all rights and obligations hereunder are reserved solely to the Contractor and EOHLC, and not to any third party.
2. EOHLC may use increased or additional monitoring and reporting as part of its enforcement actions.
3. This Contract may be terminated pursuant to Sections 4 and 5 of the Commonwealth Terms and Conditions.
4. EOHLC may provide the Contractor with written notice to decrease or cease Contract activity. Effective upon receipt of notice from EOHLC, or a later date specified therein, the Contractor agrees to decrease, suspend, and/or terminate Contract activity in conformance with the terms of such notice.
5. Upon the termination or expiration of this Contract, the Contractor shall continue to cooperate with all audit, records, and monitoring requirements.
6. Within a maximum of 90 days following the date of expiration or termination of this Contract, the Contractor shall submit all reports and data required by this Contract.

#### **J. Non-Discrimination In The Provision of Services**

The Contractor shall not deny services or otherwise discriminate in the delivery of services because of race, color, religion, disability, sex, sexual orientation, gender identity, familial status or children, marital status, age, national origin, ancestry,

genetic information, receipt of federal, state, or local public assistance or housing subsidies, veteran/military status, or because of any other basis prohibited by law. The Contractor agrees to comply with all applicable federal and state statutes, rules and regulations and administrative and Executive Orders prohibiting discrimination, including without limitation, the Americans with Disabilities Act, as amended (42 U.S.C. §§ 12101 et seq.), Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. §§ 2000d et seq.), the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), M.G.L. c. 151B, M.G.L. c. 272 §§ 92A, 98, and 98A, M.G.L. c. 111 § 199A, 42 U.S.C. 9918 (c) and 45 C.F.R. 80.

## **K. Confidentiality**

1. The Contractor certifies that it has established sufficient internal policies to carry out its obligations hereunder.
2. The Contractor shall keep all state records and information, wherever obtained, confidential at all times and comply with all state and federal laws concerning the confidentiality of information. The Contractor shall hold all personal data relating to Contract-supported personnel and applicants or recipients of Contract-supported programs and activities in accordance with Section 6 of the Commonwealth Terms and Conditions, the Standard Contract Form and its Instructions and Contractor Certifications, and all applicable Federal and state privacy and confidentiality laws and regulations, including M.G.L. c. 66A, "Massachusetts Fair Information Practices Act;" M.G.L. c. 93H, Security Breaches; 801 CMR 3.00: Privacy and Confidentiality, and 201 CMR 17.00: Standards for the Protection of Personal Information of Residents of the Commonwealth.
3. Pursuant to the Standard Contract Form and its Instructions and Contractor Certifications and the Commonwealth Terms and Conditions, the Contractor certifies that the Contractor has reviewed and shall comply with all information security programs, plans, guidelines, standards and policies that apply to the work to be performed under this Contract, that the Contractor shall communicate these provisions to and enforce them against its subcontractors, and that the Contractor shall implement and maintain any other reasonable and appropriate security procedures and practices necessary to protect personal information to which the Contractor is given access as part of this Contract, from unauthorized access, destruction, use, modification, disclosure, or loss.
4. The Contractor shall notify its agents, employees, subgrantees, and assignees who may come into contact with state records and confidential information that each is subject to the confidentiality requirements set forth herein.
5. The Contractor shall deliver to EOHLC, within 14 days of a written request by EOHLC following termination of this Contract, such personal data

relating to this Contract as EOHLC may request; provided, that the Contractor may keep copies of any personal data delivered to EOHLC; and provided further, that for the purposes of this sentence, the term, “personal data”, shall not include the Contractor’s personnel records.

**L. Fraud, Waste, and Abuse**

The Contractor shall maintain and use systems and procedures to prevent, detect, and correct fraud, waste, and abuse in activities funded under this Contract.



## Attachment B Budget

### FY2024 HousingWorks Infrastructure Program Grant

<b>Name of Contractor</b> Include name of Subcontractor if applicable	<b>Project Manager</b> <b>Name, phone and email</b> <i>Include name and contact information of person preparing report if different from project manager</i>
City of Marlborough	Name: Meredith Harris Phone: (508) 229-2010 Email: mharris@marlboroughedc.com

<b>Project Name</b>
Lincoln Street Reconstruction Phase 3
<b>Project Description</b> <i>Brief Summary of Project</i>
Lincoln will complete phase 3 of the Lincoln Street Reconstruction Project and make targeted improvements along Lincoln Street from Highland Street to Bolton Street to unlock new residential growth and private investment in this EJ area.

<b>Project Tasks</b>	<b>Cost by Task</b>
Pre-Construction (Design, Engineering, Permitting, Bidding, etc)	\$-
Construction (Including Demolition)	\$3,020,536.00
Construction Admin	\$-
Contingency	\$-
Other/Miscellaneous	\$-
<b>TOTAL</b>	<b>\$3,020,536.00</b>

(add additional rows as necessary)



# Blanket Bid BD-23-1100-EED01-EED01-83413

General Items Address Accounting Routing Attachments(3) Notes Bidders Questions Amendments Q & A Reminders **Summary**

## Header Information

<b>Bid Number:</b>	BD-23-1100-EED01-EED01-83413	<b>Description:</b>	Community One Stop for Growth - Status: FY2024 Round
<b>Purchaser:</b>	Juan Vega	<b>Minor Status:</b>	
<b>Organization:</b>	Executive Office of Housing and Economic Development	<b>Department:</b>	EED01 - Economic Development
<b>Fiscal Year:</b>	23	<b>Location:</b>	
<b>Show On Web:</b>	Yes	<b>Allow Electronic Quote:</b>	Yes
<b>Bid Opening Date:</b>	06/03/2023 12:00:00 AM	<b>Available Date:</b>	01/20/2023 12:00:00 AM
<b>Bid Type:</b>	Open Bid	<b>Informal Bid:</b>	No
<b>Estimated Cost:</b>	\$0.00	<b>Purchase Method:</b>	Blanket
<b>Alternate ID:</b>		<b>Blanket/Contract End Date:</b>	06/30/2024 12:00:00 AM
<b>Blanket/Contract Begin Date:</b>	07/01/2023 12:00:00 AM	<b>Bulletin Desc:</b>	The Community One Stop for Growth is a single application portal and collaborative review process for community and economic development grant programs that make targeted investments based on a Development Continuum. Single- and multi-year grants awards will be made from various programs through EOHED, DHCD, and/or MassDevelopment via the One Stop Full Application. Expressions of Interest accepted through March 17, 2023. For the most up to date program information, visit <a href="http://www.mass.gov/onestop">www.mass.gov/onestop</a> .
<b>Info Contact:</b>		<b>Catalog Id (for contract):</b>	
		<b>Type Code:</b>	
		<b>Pre-Bid Conference:</b>	

<b>U N S P S C Code Certified Required:</b>	No	<b>Acknowledge inclusion required:</b>	No	<b>Hour of Acknowledge inclusion:</b>	
<b>Subcontractor Info:</b>		<b>Quote Notification:</b>	No	<b>Item Single Award Only:</b>	
<b>Date Last Updated:</b>	01/19/2023 08:54:32 AM	<b>User Last Updated:</b>	Juan Vega	<b>Print Format:</b>	
<b>Ship-to Address:</b>	Robin Pezzone 1 Ashburton Place-Room 2101 Boston, MA 02108 US Email: <a href="mailto:robin.pezzone@state.ma.us">robin.pezzone@state.ma.us</a> Phone: (617)788-3627	<b>Bill-to Address:</b>	Robin Pezzone 1 Ashburton Place-Room 2101 Boston, MA 02108 US Email: <a href="mailto:robin.pezzone@state.ma.us">robin.pezzone@state.ma.us</a> Phone: (617)788-3627	<b>Allow vendors to submit multiple:</b>	
<b>Solicitation Enabled:</b>	No	<b>Rolling Enrollment Enabled:</b>	<input type="checkbox"/>	<b>Close Q&amp;A For Vendor Date:</b>	
<b>Invoice Method:</b>	Three Way Match	<b>Open Enrollment Enabled:</b>	<input type="checkbox"/>		
<b>SBPP (Small Business Purchasing Program) Eligible?:</b>	NO				
<b>See SBPP requirements and exceptions at <a href="http://www.mass.gov/sbpp">www.mass.gov/sbpp</a> :</b>					
<b>Procurement Type:</b>	Grant Opportunity				

## Attachments

**Files:**

- FY24 One Stop Notice of Funding Availability (NOFA)
- FY24 Expression of Interest Template
- FY24 One Stop Full Application Template

**Forms:**

## Required Quote Attachments



Item information

Item # 2: The Community One Stop for Growth is a single application portal and collaborative review process for community and economic development grant progra based on a Development Continuum. Single- and multi-year grants awards will be made from various programs through EOHEd, DHCD, and/or MassDevelop Expressions of Interest accepted through March 17, 2023. For the most up to date program information, visit www.mass.gov/onestop.

UNSPSC Code: 00-00-00 Grant Opportunity

Table with columns: Disable Pricing On Quote, Qty, Unit Cost, UOM, Total Discount Amt., Tax Rate. Includes fields for Manufacturer, Brand, Model, Make, Packaging, Product Length, Product Width, Product Height, UPC/ISBN, SKU, Tags, and URL.

Account Code

There is no item accounting available for this item.

Item Attachments: FY24 One Stop Notice of Funding Availability (NOFA), One Stop - Expression of Interest Template , One Stop - Full Application Template

Pre-Bid Approval Path:

Approval Path - BIDS - ( All Bids )

Table with columns: Delete, Order Sequence, Approver, Alternate Approver, Level, Date Requested, Date, Action, Comr. Contains two rows of approval data.

Cancel Bid Clone Bid Print

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# FORM 1.

**1.1. Primary Location:**

*Marlborough*

Please save the form after selecting Primary Location.

<b>EOHED Region</b>	<i>Central Mass</i>	<b>MassDOT District</b>	<i>District 3</i>	<b>Rural or Small Town</b>	<i>N/A</i>
<b>MDFA Regional Office</b>	<i>Central</i>	<b>Gateway City</b>	<i>N/A</i>	<b>Housing Choice</b>	<i>Yes - HC</i>
<b>Regional Planning Agency</b>	<i>Metropolitan Area Planning Council</i>	<b>MVP Community</b>	<i>Yes - MVP</i>	<b>MBTA Community</b>	<i>Yes - MBTA</i>

**1.2. Organization Type**

Public Entity

Municipality

Public Housing Authority

Redevelopment Authority

Regional Planning Agency

Quasi-Governmental Agency (i.e. Economic Development Industrial Corporation, etc.)

Water or Sewer District

Non-Public Entity

**1.3. Applicant Organization Name:**

*Marlborough Economic Development Corporation*

**1.4. Applicant Organization Legal Address:**

*91 Main Street, Suite 204*

**1.5. City/Town:**

**1.6. State:**

**1.7. Zip Code:**

*Marlborough*

*Massachusetts*

*01752*

**1.8. CEO Name:**

**1.9 CEO Title:**

*Arthur Vigeant*

*Mayor*

**1.10. CEO Tel.:**

**1.11. CEO Email:**

*(508) 460-3770*

*mayor@marlborough-ma.gov*

**1.12. Project Contact Name**

*Meredith Harris*

**1.13. Project Contact Title**

*Executive Director*

**1.14. Contact Tel.:**

**1.15. Contact Email**

*(508) 229-2010*

*mharris@marlboroughedc.com*

**1.16. Organization Description – Describe your organization’s structure, including staff capacity, and economic development goals.**

*Marlborough's Economic Development Corporation (MEDC) is the state chartered economic development arm of the City of Marlborough and represents a public-private partnership for planning. MEDC works with municipal and private investors to foster economic development, job growth, community revitalization and company expansion in the city. Working with numerous state and regional planning organizations, MEDC strives to attract large-scale investment from industries such as life sciences, biotech, advanced manufacturing, and high technology. By increasing Marlborough's commercial tax revenue, MEDC ultimately works towards stabilizing the city's residential tax base, thus guaranteeing the future stability of the city and a higher quality of life for all Marlborough residents. MEDC's goals and objectives are based on Marlborough's award-winning Economic Development Master Plan "Building The NewMarlborough Economy." Marlborough has been working to implement the Master Plan over the last decade and has seen a significant growth by clearly identifying opportunities, leveraging assets within the city and by implementing change to position the community for continued success. As we look toward the future Marlborough is prioritizing growth and development in areas of the city that would unlock mixed-use development in the city's Downtown Village District/Neighborhood Business District and Wayside District, and strengthen the life science, advanced manufacturing and high technology sectors within the industrial/commercial areas of the community.*

1.17. Is this a joint application between two or more municipalities (and/or entities), which will entail a formal arrangement for a shared scope of work and allocation of funds?

Yes

No

MBTA Community Questions

1.19. Chose the option below that best reflects your municipality’s compliance status with the Guidelines for Multi-family Zoning Districts Under Section 3A of the Zoning Act (MGL c. 40A). Has your municipality:

Submitted an Action Plan to DHCD and NOT YET received a letter confirming Interim Compliance

Submitted an Action Plan to DHCD and HAVE received a letter confirming Interim Compliance

Received a determination of District Compliance from DHCD or

Have not submitted an Action Plan nor application for District Compliance to DHCD in accordance with the Guidelines for Multi-family Zoning Districts

1.19.a. Does the community anticipate any changes to its approved Section 3A Action Plan that may result in delays to the plan’s schedule of more than 180 days?

Yes

No



**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  
 CITY CLERK'S OFFICE  
 CITY OF MARLBOROUGH  
 2023 NOV 21 AM 11:52

JASON D. GROSSFIELD  
 CITY SOLICITOR

JEREMY P. MCMANUS  
 ASSISTANT CITY SOLICITOR

BEATRIZ R. ALVES  
 PARALEGAL

November 21, 2023

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

Re: JW Capital Partners, LLC and Marlborough TOTG LLC v. Marlborough City Council  
(Land Court No. 23 MISC 000199) - Request to Enter Executive Session

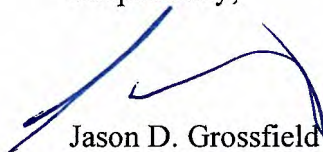
Dear Honorable President Ossing and Councilors:

I respectfully request that this Honorable City Council convene in Executive Session. The purpose of the session is to discuss strategy with respect to the above-referenced litigation as an open meeting may have a detrimental effect on the litigating position of the City Council.

Enclosed please find a proposed order, to be conducted by roll call vote, in order to enter into executive session. The open meeting law requires that the public body chair declare that an open meeting may have a detrimental effect on the litigating position of the public body. The order must specify whether the City Council will or will not re-convene in open session after the executive session.

Please contact me if you have any questions or concerns.

Respectfully,

  
 Jason D. Grossfield  
 City Solicitor

Enclosure

cc: Arthur G. Vigeant, Mayor



ORDERED:

Moved that the Marlborough City Council meet in executive session under Purpose 3 of the Open Meeting Law, MGL c. 30A, s. 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, *JW Capital Partners, LLC and Marlborough TOTG LLC v. Marlborough City Council* (Land Court No. 23 MISC 000199), 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 [or will not] re-convene in open session after the executive session.

Be and is herewith APPROVED.

# 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](mailto:LEGAL@MARLBOROUGH-MA.GOV)

**JASON D. GROSSFIELD**  
CITY SOLICITOR

**JEREMY P. MCMANUS**  
ASSISTANT CITY SOLICITOR

**BEATRIZ R. ALVES**  
PARALEGAL

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2023 NOV 20 AM 10:49



November 20, 2023

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

Re: City Council Order No. 23-1008965  
Special Permit Decision, 59 Airport Boulevard, Unit 16, Marlborough

Dear Honorable President Ossing and Councilors:

In accordance with Chapter 650-57C(13) of the Marlborough Zoning Ordinance, I provide this letter as to the legal form of the City Council's proposed findings on the above-referenced special permit application. Enclosed is a copy of the proposed decision. I certify that it is in proper legal form.

Please contact me if you have any questions or concerns.

Respectfully,

Jeremy P. McManus  
Assistant City Solicitor

Enclosure

cc: Arthur G. Vigeant, Mayor  
Jason D. Grossfield, City Solicitor  
Tin Htway, Building Commissioner

\_\_\_\_\_, 2023

**NOTICE OF DECISION  
GRANT OF SPECIAL PERMIT**

In City Council  
Order No. #23-1008965A

Application of:  
Somar Landscape Inc.

Locus:  
59 Airport Boulevard, Unit 16, Marlborough, MA  
Parcel 52-1-16 on Assessors Map 73

**DECISION**

The City Council of the City of Marlborough hereby **GRANTS** the Application of Somar Landscape Inc., with a mailing address of P.O. Box 5602, Marlborough, MA, as provided in the DECISION and subject to the Findings of Fact and Conditions contained therein.

Decision date: \_\_\_\_\_, 2023

The Decision of the City Council was filed in the Office of the City Clerk of the City of Marlborough on the [ ] day of [ ], 2023.

**APPEALS**

Appeals, if any shall be made pursuant to Massachusetts General Laws, Chapter 40A, Section 17 and shall be filed within twenty (20) days after the date of the filing of this Notice of Decision in the Office of the City Clerk of the City of Marlborough, MA.

A TRUE COPY  
ATTEST:

City Clerk

**ORDERED:****IN CITY COUNCIL**  

---

**DECISION ON A SPECIAL PERMIT**

Application of:  
Somar Landscape Inc.

Locus:  
59 Airport Boulevard, Unit 16, Marlborough, MA  
Parcel 52-1-16 on Assessors Map 73

**DECISION ON A SPECIAL PERMIT  
ORDER NO. 23-1008965A**

The City Council of the City of Marlborough hereby GRANTS the Application for a Special Permit to Somar Landscape Inc. (the “Applicant”) for a landscape contractor’s yard at 59 Airport Boulevard, Unit 16, in the Limited Industrial Zoning District, as provided in this Decision and subject to the following Findings of Fact and Conditions.

**FINDINGS OF FACT**

1. The Applicant, Somar Landscape Inc., is a Massachusetts corporation with an address of P.O. Box 5602, Marlborough, MA 01752.
2. The Applicant is the prospective owner of the property located at 59 Airport Boulevard, Unit 16, being shown as Parcel 52-1-16 on Assessors Map 73 (the “Site”).
3. In accordance with Article V, Section 650-17 and Section 650-18(A)(48), of the Zoning Ordinance of the City of Marlborough (the “Zoning Ordinance”), the Applicant proposes a landscape contractor’s yard at the Site (the “Use”). As shown on the Plans referenced in paragraph 5 below, the Use consists of a building, accessory parking, outdoor storage areas, and landscaped areas.
4. The Applicant, by and through its counsel, filed with City Clerk of the City of Marlborough an Application for a Special Permit (“Application”) for the Use.
5. In connection with the Application, the Applicant submitted a certified list of abutters, filing fees, a site plan entitled “Proposed Site Plan of Use Area #16 Airport Boulevard in Marlborough, MA” by Connorstone Engineering, with the last revision date of October 13, 2023, and a landscaping plan entitled “Proposed Landscape Plan of Use Area #16 Airport

Boulevard” by Connorstone Engineering, dated October 17, 2023 (collectively the “Plans”) attached hereto as **“Attachment A.”**

6. The Application was certified as complete by the Building Commissioner of the City of Marlborough, acting on behalf of the City Planner for the City of Marlborough, in accordance with the Rules and Regulations promulgated by the City Council for the issuance of a Special Permit.

7. The Site is located in the Limited Industrial Zoning District.

8. The Site has an area of 30,000 square feet +/- as shown on the Plans.

9. Pursuant to the Rules and Regulations of the City Council for the City of Marlborough and applicable statutes of the Commonwealth of Massachusetts, the City Council established a date for a public hearing on the Application and the City Clerk for the City of Marlborough caused notice of the same to be advertised and determined that notice of the same was provided to abutters entitled thereto in accordance with applicable regulations and law.

10. The Marlborough City Council, pursuant to Massachusetts General Laws Chapter 40A, opened a public hearing on the Application on Monday, October 23, 2023. The public hearing was held at the Marlborough City Hall, 140 Main Street. The hearing was closed on October 23, 2023.

11. The Applicant, through its representatives, presented testimony at the public hearing detailing the Use, describing its impact upon municipal services, the neighborhood, and traffic.

12. At the public hearing, one member of the public spoke in favor of the Use and no members of the public spoke in opposition to the Use.

**BASED ON THE ABOVE, THE CITY COUNCIL MAKES THE FOLLOWING  
FINDINGS AND TAKES THE FOLLOWING ACTIONS**

A. The Applicant has complied with all Rules and Regulations promulgated by the Marlborough City Council as they pertain to special permit applications.

B. The City Council finds that the proposed Use of the Site is an appropriate use and in harmony with the general purpose and intent of the Zoning Ordinance of the City of Marlborough when subject to the appropriate terms and conditions as provided herein. The City Council makes these findings subject to the completion and adherence by the Applicant, its successors and/or assigns to the conditions more fully set forth herein.

C. The City Council, pursuant to its authority under Massachusetts General Laws Chapter 40A and the Zoning Ordinance of the City of Marlborough hereby GRANTS the Applicant a Special Permit for a landscape contractor’s yard at 59 Airport Boulevard, Unit 16, as

shown on the Plans filed, SUBJECT TO THE FOLLOWING CONDITIONS, which conditions shall be binding on the Applicant, its successors and/or assigns:

1. Construction in Accordance with Applicable Laws. Construction of all structures on the Site is to be in accordance with all applicable Building Codes and Zoning Regulations in effect in the City of Marlborough and the Commonwealth of Massachusetts, and shall be built according to the Plans as may be amended during Site Plan Review.

2. Site Plan Review. The issuance of the Special Permit is further subject to detailed Site Plan Review by the Site Plan Review Committee, in accordance with the City of Marlborough Site Plan Review Ordinance prior to the issuance of the building permit. Any additional changes, alterations, modifications or amendments, as required during the process of Site Plan Review, shall be further conditions attached to the building permit, and no final occupancy permit shall be issued until the Applicant has complied with all conditions, provided, however, that subsequent to the issuance of this Special Permit and Site Plan Approval, the Site Plan Review Committee may authorize the phasing of site and building work depending upon weather conditions and other factors. Subsequent Site Plan Review shall be consistent with the conditions of this Special Permit and the Plans submitted, reviewed and approved by the City Council as the Special Permit Granting Authority.

3. Modification of Plans. Notwithstanding conditions #1 and #2 above, the City Council or the Site Plan Review Committee may approve engineering changes to the Plans, so long as said changes do not change the Use as approved herein, or materially increase the impervious area of the Use, reduce the green area, alter traffic flow, or increase the size of the building, all as shown on the Plans.

4. Incorporation of Submissions. All plans, photo renderings, site evaluations, briefs and other documentation provided by the Applicant as part of the Application, and as amended or revised during the application/hearing process before the City Council and/or the City Council's Urban Affairs Committee, are herein incorporated into and become a part of this Special Permit and become conditions and requirements of the same, unless otherwise altered by the City Council.

5. Storm Water and Erosion Control Management. The Applicant, its successors and/or assigns, shall ensure that its site superintendent during construction of the project is competent in stormwater and erosion control management. This individual(s)' credentials shall be acceptable to the Engineering Division of the City's Department of Public Works and the City's Conservation Commission. This individual(s) shall be responsible for checking the Site before, during, and after storm events including weekends and evenings when storms are predicted. This individual(s) shall ensure that no untreated stormwater leaves the Site consistent with the State's and the City's stormwater regulations. This individual(s) shall ensure compliance with the approved sequence of construction plan and the approved erosion control plan. The Applicant, its successors and/or assigns, shall grant this individual(s) complete authority of the Site as it relates to stormwater and erosion controls.



6. Fencing. In accordance with Section 650-18(A)(48) of the Zoning Ordinance, the Applicant shall install solid fencing to screen areas of the Site used for the storage of vehicles, equipment, and materials from the street and adjacent properties, and shall maintain the fencing in good repair. The fencing shall comply with the requirements of all applicable City Ordinances.

7. Outdoor Storage Areas. In accordance with Section 650-18(A)(48) of the Zoning Ordinance, the outdoor storage of vehicles, equipment, and materials shall be located on impervious and otherwise dust-free surfaces. Materials shall be stored with sufficient protections to avoid damage to landscaped areas and to avoid interference with the proper functioning of stormwater infrastructure. Lawn areas shall be separated from adjacent parking/storage areas with curbing and barriers to prevent the use of lawn areas for materials or vehicle storage. The bulk storage of bark mulch at the Site shall be subject to fire safety conditions approved through the Site Plan Review process. The Site shall not be used to store grass clippings or similar debris.

8. Indoor Storage Areas. Building areas used to store vehicles, equipment, and materials indoors shall be equipped with floor drainage systems designed to prevent fuel, oil, and other hazardous materials from entering the stormwater or sewer systems, approved through the Site Plan Review process.

9. Vehicle Repairs and Maintenance. The Site may not be used for major repairs of vehicles and equipment, but minor maintenance of vehicles and equipment which are exclusively operated as part of the Use may be performed indoors only, subject to Condition 10.

10. Noise and Air Quality. The Applicant, its successors and/or assigns, shall comply with the City's Noise Ordinance and shall comply with all state and federal requirements governing air quality and emissions.

11. Lighting. Exterior lighting at the Site shall be downward facing and shielded to minimize impacts on neighboring properties, with a lighting plan for the Site to be reviewed and further conditioned during the Site Plan Review process. Exterior lighting at the Site shall be shut off outside of operating hours, except for lighting necessary for security and emergency access.

12. Compliance with Applicable Laws. The Applicant, its successors and/or assigns agrees to comply with all municipal, state, and federal rules, regulations, and ordinances as they may apply to the construction, maintenance, and operation of the Use.

13. Recording of Decision. In accordance with the provisions of Massachusetts General Laws, Chapter 40A, Section 11, the Applicant, its successors and/or assigns, at its expense shall record this Special Permit in the Middlesex South Registry of Deeds after the City Clerk has certified that the twenty-day period for appealing this Special Permit has elapsed with no appeal having been filed, and before the Applicant has applied to the Building Commissioner for a building permit. Upon recording, the Applicant shall forthwith provide a copy of the recorded Special Permit to the City Council's office, the Building Department, and the City Solicitor's office.

**Yea:** \_\_\_\_ - **Nay:** \_\_\_\_ - **Absent:** \_\_\_\_

**Yea:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

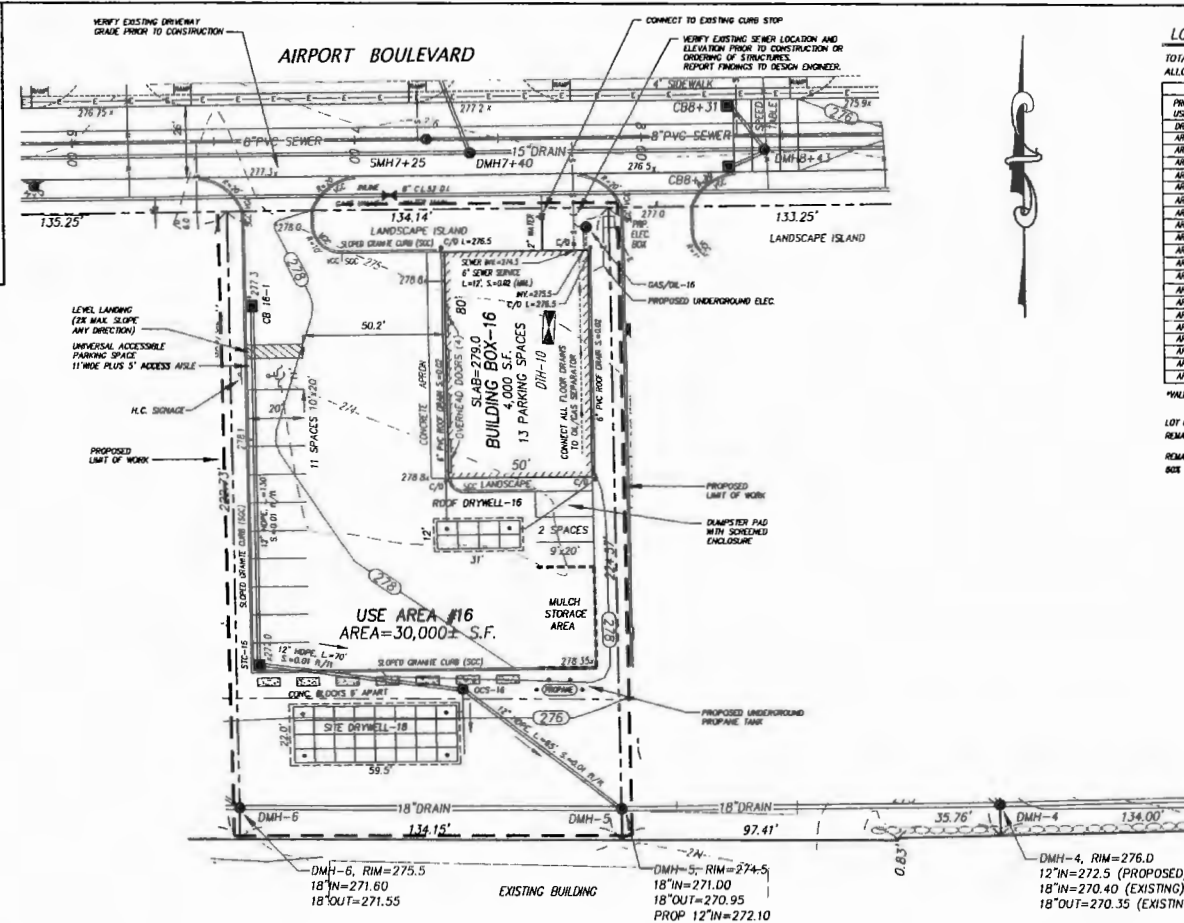
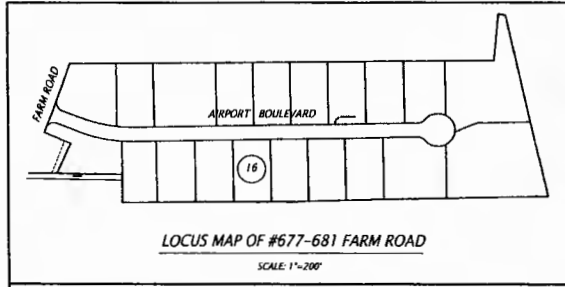
**Nay:** \_\_\_\_\_, \_\_\_\_\_,

**Absent:** \_\_\_\_\_, \_\_\_\_\_,

\_\_\_\_\_  
Signed by City Council President  
Michael H. Ossing

ADOPTED  
In City Council  
Order No. 23-1008965A

**Attachment A**



**LOT COVERAGE TABULATION**

TOTAL LOT AREA = 418,282.4 S.F.  
 ALLOWED LOT COVERAGE = 490,959 (60%)

PROPOSED USE AREA	AREA	APPROVED COVERAGE
DRIVEWAY	78,129 S.F.	58,450 S.F. (74.8%)
AREA #1	30,000 S.F.	18,150 S.F. (60.5%)
AREA #2	30,000 S.F.	15,600 S.F. (52.0%)
AREA #3	30,000 S.F.	17,122 S.F. (57.1%)
AREA #4	30,000 S.F.	17,122 S.F. (57.1%)
AREA #5	30,000 S.F.	17,122 S.F. (57.1%)
AREA #6	30,000 S.F.	17,122 S.F. (57.1%)
AREA #7	30,000 S.F.	17,122 S.F. (57.1%)
AREA #8	30,000 S.F.	17,122 S.F. (57.1%)
AREA #9	30,000 S.F.	17,122 S.F. (57.1%)
AREA #10	30,000 S.F.	17,122 S.F. (57.1%)
AREA #11	30,000 S.F.	17,122 S.F. (57.1%)
AREA #12	30,000 S.F.	17,122 S.F. (57.1%)
AREA #13	30,000 S.F.	17,122 S.F. (57.1%)
AREA #14	30,000 S.F.	17,122 S.F. (57.1%)
AREA #15	30,000 S.F.	17,122 S.F. (57.1%)
AREA #16	30,000 S.F.	17,122 S.F. (57.1%)
AREA #17	30,000 S.F.	17,122 S.F. (57.1%)
AREA #18	30,000 S.F.	17,122 S.F. (57.1%)
AREA #19	30,000 S.F.	17,122 S.F. (57.1%)
AREA #20	30,000 S.F.	17,122 S.F. (57.1%)

MILES CURRENT THROUGH 10/12/2023

LOT COVERAGE OF APPROVED AREAS = 321,080 S.F.  
 REMAINING LOT COVERAGE ALLOWED = 167,889 S.F.  
 REMAINING USE AREAS = 371,533 S.F.  
 SIZE OF REMAINING USE AREAS = 162,919 S.F.

- GENERAL NOTES:**
- EXISTING BOUNDARY LINES AND TOPOGRAPHY IS BASED UPON PLANS PREPARED BY CONTROL POINT ASSOCIATES, INC. DATED 1-9-2018. PLANS AND CAD FILE PROVIDED BY OWNER. ELEVATIONS ARE BASED UPON MVD 1780 DATUM.
  - THE PARCEL IS SHOWN ON ASSESSOR'S MAP 73, PARCELS 52 AND MAP 83, PARCELS 1441A.
  - EXISTING UTILITY LINES SHOWN ON THIS DRAWING ARE FROM AVAILABLE INFORMATION AND ARE APPROXIMATE LOCATIONS. THE DESIGNER DOES NOT GUARANTEE THE ACCURACY OF THAT ALL UTILITIES AND SURFACE STRUCTURES ARE SHOWN. THE CONTRACTOR SHALL VERIFY SIZE, LOCATION AND DEPTH ELEVATIONS OF THE UTILITIES AND STRUCTURES AS INDICATED PRIOR TO THE START OF CONSTRUCTION. ANY DISCREPANCIES IN RECORD DATA SHALL BE REPORTED TO THE OWNER IMMEDIATELY. THE CONTRACTOR SHALL CONTACT THE CITY ENGINEER, 1-800-344-7333 (72 HOURS BEFORE DIGGING) AND TOWN ENGINEER FOR UTILITY LOCATIONS PRIOR TO EXCAVATION. TEST PITS SHALL BE UTILIZED FOR UTILITY CONNECTIONS.

- SYMBOLS & ABBREVIATIONS LEGEND**
- PROF. DRAIN LINE/MAIN/PIPE
  - EXISTING SEWER LINE/MAIN/PIPE
  - EXISTING DRAIN LINE/MAIN/PIPE
  - CATCH BASIN
  - FLARED END
  - HEAD WALL
  - HYDRANT
  - GAS LINE/DATE
  - WATER LINE/DATE
  - TELEPHONE LINE/MAIN/PIPE
  - ELECTRIC LINE/MAIN/PIPE
  - ELECTRIC TRANSFORMER OVERHEAD WIRE
  - FINISH GRADE CONTOUR
  - MINOR CONTOUR
  - MAJOR CONTOUR
  - UTILITY POLE
  - CHAIN LINK FENCE
  - CONCRETE CURB
  - VERTICAL GRANITE CURB
  - SLOPED GRANITE CURB
  - BIRMANOUS CONCRETE BERM
  - MODIFIED CAPE COD BERM
  - TREE LINE
  - STORM WALL
  - RETAINING WALL
  - PROPAN
  - HOPK
  - HIGH DENSITY POLYETHYLENE

- CONSTRUCTION NOTES:**
- ANY MINOR ADJUSTMENTS (AS DETERMINED BY THE CITY ENGINEER) TO THE INFORMATION SHOWN ON THE APPROVED SITE PLANS SHALL BE SUBMITTED TO THE CITY ENGINEER AS A MINOR PLAN AMENDMENT FOR APPROVAL PRIOR TO THE WORK BEING PERFORMED.
  - WHERE AN EXISTING UTILITY IS FOUND TO CONFLICT WITH THE PROPOSED WORK, THE LOCATION, ELEVATION, AND SIZE OF THE UTILITY SHALL BE ACCURATELY DETERMINED WITHOUT DELAY BY THE CONTRACTOR AND THE INFORMATION FURNISHED TO THE ENGINEER FOR RESOLUTION OF THE CONFLICT.
  - ALL MATERIALS AND CONSTRUCTION PRACTICES SHALL BE IN CONFORMANCE WITH THE STANDARDS AND SPECIFICATIONS OF THE MASSACHUSETTS DEPARTMENT OF PUBLIC WORKS, OR THE LATEST EDITION OF THE MASSACHUSETTS HIGHWAY DEPARTMENT (MHD) CONSTRUCTION STANDARDS AND THE MHD STANDARDS SPECIFICATIONS FOR HIGHWAYS AND BRIDGES; WHICHEVER IS MORE STRINGENT.
  - THE WATER SYSTEM SHALL BE INSTALLED IN COMPLIANCE WITH THE TOWN OF MARLBOROUGH OPEN WATER SYSTEM RULES AND REGULATIONS. CONNECTIONS SHALL BE MADE IN ACCORDANCE WITH APPLICABLE PERMITS TO BE OBTAINED BY THE CONTRACTOR. MIN REQUIRED INSPECTIONS: FINAL LOCATION AND SIZE OF WATER SERVICES, FIRE DEPARTMENT SPRINKLER CONNECTIONS, AND SPRINKLER CONNECTIONS SHALL BE COORDINATED WITH THE ARCHITECTURAL DRAWINGS PRIOR TO CONSTRUCTION.
  - THE SEWER SYSTEM SHALL BE INSTALLED IN COMPLIANCE WITH THE TOWN OF MARLBOROUGH OPEN SEWER SYSTEM RULES AND REGULATIONS. CONNECTIONS SHALL BE MADE IN ACCORDANCE WITH APPLICABLE PERMITS TO BE OBTAINED BY THE CONTRACTOR. MIN REQUIRED INSPECTIONS: FINALS AT THE PROPOSED BUILDING SHALL BE COORDINATED WITH THE ARCHITECTURAL DRAWINGS PRIOR TO CONSTRUCTION.
  - IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO KEEP ACCURATE AS-BUILT MEASUREMENTS / RECORDS OF ALL UNDERGROUND OR CONCEALED WORK.
  - THE LAYOUT AND INSTALLATION OF GAS, TELEPHONE AND CABLE UTILITY CONNECTIONS AND SERVICES SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE RESPECTIVE UTILITY.
  - THE CONTRACTOR SHALL OBTAIN ALL MEASUREMENTS AND MATERIALS NECESSARY TO ENSURE THE SAFETY OF ALL PERSONS AND PROPERTIES AT THE SITE DURING CONSTRUCTION. ALL EXCAVATIONS SHALL CONFORM TO CURRENT OSHA STANDARDS.
  - A STREET OPENING PERMIT SHALL BE OBTAINED FROM THE CITY OF MARLBOROUGH DEPARTMENT OF PUBLIC WORKS PRIOR TO THE COMMENCEMENT OF ANY WORK BY THE PUBLIC. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO COORDINATE HIS WORK WITH THE APPROPRIATE HIGHWAY UTILITY DEPARTMENTS.
  - UTILITY CONSTRUCTION IN CITY LIMITS REQUIRES BACKFILL WITH CONTROLLED DENSITY FILL.
  - ALL CONSTRUCTION MATERIALS, STOCKPILES, STAMPS, ETC. ON SITE SHALL BE STORED IN A MANNER TO THE SATISFACTION OF THE CITY ENGINEER OR HIS DESIGNEE.
  - ALL SIGNS AND PAVEMENT MARKINGS SHALL CONFORM TO THE MANUAL ON UNIFORM TRAFFIC DEVICES (MUTCD) AND THE OFFICE OF TRAFFIC OPERATIONS, FEDERAL HIGHWAY ADMINISTRATION, U.S. DEPARTMENT OF TRANSPORTATION.
  - ALL RAMP, CURB CUTS, SIDEWALKS, AND ACCESSIBLE SURFACES SHALL COMPLY WITH THE AMERICANS WITH DISABILITIES ACT REGULATIONS AND WITH ARCHITECTURAL ACCESS BOARD REGULATIONS (501 CMR 14-7).
  - JOINTS BETWEEN PROPOSED BITUMINOUS CONCRETE PAVEMENT AND EXISTING PAVEMENT TO REMAIN SHALL BE SAWCUT AND SEALED WITH HOT FUSED POLYMERIZED ASPHALT SEALANT.
  - NO WATER HO HOLES NO REUSE.

**ZONING : LIMITED INDUSTRIAL "L1"**

LOT REQUIREMENTS	REQUIRED
AREA	2 ACRES
FRONTAGE	300 FEET
FRONT YARD	30 FEET
SIDE YARD	30 FEET
REAR YARD	30 FEET
BUILDING HEIGHT	W/IN 0-150' OF RESIDENTIAL ZONE 30' W/IN 151-250' OF RESIDENTIAL ZONE 30" W/IN 251-400' OF RESIDENTIAL ZONE 40" W/IN 401-500' OF RESIDENTIAL ZONE 52"

**DRAINAGE TABULATION**

ITEM	DESCRIPTION	REMARKS
CE-16-1	SITE DRYWELL-16	ROOF DRYWELL-16
DMH-274.3	32 DIA. REC. CHAMBERS (MODEL 338240)	8 DIA. REC. CHAMBERS (MODEL 338240)
12" OUT=274.3	36" DIA. STONE BED	31" DIA. STONE BED
STC-18	STANDARD MANHOLE STRUCTURE	12" DIA. STONE BED
(STANDARD FOR 450)	18" DIA. CHAMBERS=269.5	12" DIA. CHAMBERS=272.5
DMH-273.0	12" DIA. CHAMBERS=269.5	2-4" DIA. CHAMBERS=272.5
12" IN=273.0	FOUR CLEANOUTS TO GRADE	TWO CLEANOUTS TO GRADE
12" OUT=274.3		
12" OVERFLOW=272.75		
OC5-16	STANDARD MANHOLE STRUCTURE	12" DIA. STONE BED
DMH-272.5	18" DIA. CHAMBERS=269.5	12" DIA. CHAMBERS=272.5
12" IN=272.0	18" DIA. CHAMBERS=269.5	12" DIA. CHAMBERS=272.5
12" OUT=274.1 (TO DRYWELL)		
12" OVERFLOW=272.75		

**SEWER TABULATION**

ITEM	DESCRIPTION	REMARKS
CAS/OK-16	8" DIA. PVC SEWER	8" DIA. PVC SEWER
DMH-274.3	8" DIA. CHAMBERS	8" DIA. CHAMBERS
6" IN=274.3		
6" OUT=274.95		

\* VERIFY EXISTING SEWER LOCATION AND ELEVATION PRIOR TO ANY CONSTRUCTION OR DRAINING OF STRUCTURES. REPORT FINDINGS TO DESIGN ENGINEER.

\*\* CORRECT UTILITY CONNECTION SIZE, LOCATION AND ELEVATION WITH THE ARCHITECTURAL DRAWINGS PRIOR TO CONSTRUCTION. ANY CONFLICTS SHALL BE REPORTED TO THE OWNER AND ENGINEER.

**PARKING TABULATION:**

REQUIRED PARKING 3 SPACES/1000 S.F.  
 4,000 S.F. / 1,000 X 3 = 12 SPACES REQUIRED

PARKING PROVIDED = 13 SPACES PROPOSED

APPROVED SITE PLAN REVIEW COMMITTEE

DATE: \_\_\_\_\_

PREPARED FOR:  
 CAPITAL GROUP PROPERTIES  
 259 TURNPIKE ROAD, SUITE 100  
 SOUTHBOROUGH, MA

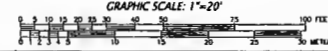
OWNER:  
 MARLBOROUGH INDUSTRIAL, LLC  
 259 TURNPIKE ROAD, SUITE 100  
 SOUTHBOROUGH, MA

MAP 73, PARCEL 52 & MAP 83, PARCELS 1441A

**CONNORSTONE ENGINEERING INC.**  
 CIVIL ENGINEERS AND LAND SURVEYORS  
 10 SOUTHWEST CUTOFF, SUITE 7  
 NORTHBOROUGH, MASSACHUSETTS 01552  
 PHONE: 508-333-9277 FAX: 508-333-5242

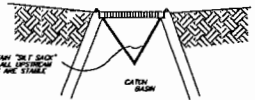
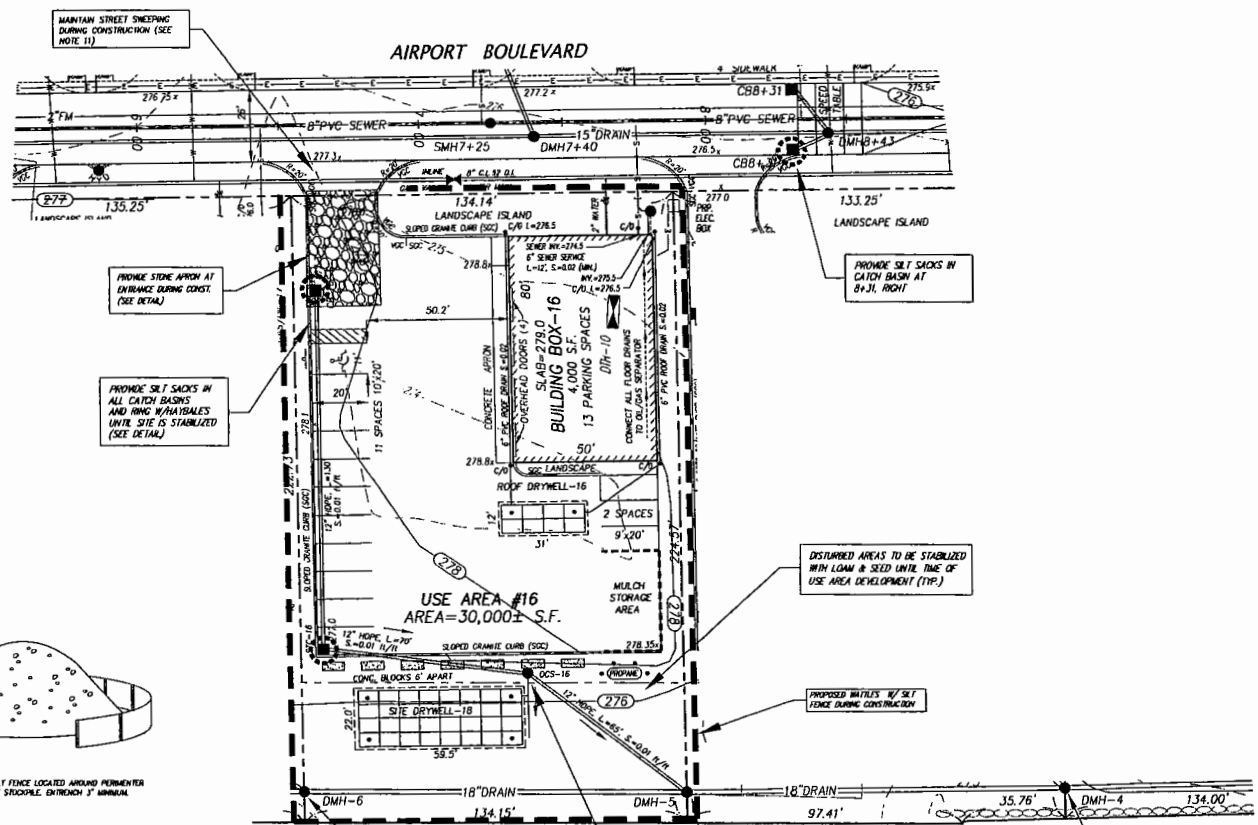
PROPOSED SITE PLAN OF USE AREA #16 AIRPORT BOULEVARD IN MARLBOROUGH, MA

18/11/23 MSC. EDITS PER CLIENT  
 9/1/2023 REVISED SITE LAYOUT  
 REVISION: \_\_\_\_\_ DESCRIPTION: \_\_\_\_\_  
 DRAWN BY: RESU CHECK BY: VC  
 DATE: APRIL 6, 2022

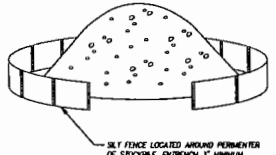


**EROSION AND SEDIMENTATION CONTROL NOTES:**

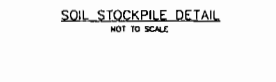
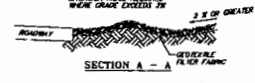
1. ALL EROSION CONTROL MEASURES SHALL BE IN PLACE PRIOR TO CONSTRUCTION.
2. EROSION CONTROL SHALL CONFORM TO THE CITY OF MARLBOROUGH REQUIREMENTS AS CONTAINED IN THE SITE PLAN APPROVAL CONDITIONS.
3. PRIOR TO BUILDING CONSTRUCTION, ALL SEDIMENTATION AND EROSION CONTROL MEASURES SHALL BE INSTALLED AS SHOWN ON THE PLANS AND DETAIL DRAWINGS.
4. THIS PLAN SPECIFICS THE MINIMUM REQUIRED SEDIMENTATION AND EROSION CONTROLS. THE CONTRACTOR SHALL EMPLOY ADDITIONAL SEDIMENTATION AND EROSION CONTROL MEASURES AS NECESSARY BY THE CONDITIONS OR AS DIRECTED BY THE ENGINEER. THE CONTRACTOR SHALL MAINTAIN PROTECTION OF ALL NEARBY RESOURCES AND CONTROL SEDIMENT TRANSPORT TO PREVENT FURTHER SEDIMENTATION.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ALL TEMPORARY AND PERMANENT SEDIMENTATION AND EROSION CONTROL UNTIL WORK IS COMPLETE AND ALL AREAS HAVE BEEN PERMANENTLY STABILIZED AT SUCH TIME THE CONTRACTOR IS RESPONSIBLE FOR REMOVAL OF ALL SEDIMENTATION AND EROSION CONTROL MEASURES.
6. THE CONTRACTOR SHALL PROTECT SEDIMENTATION AND EROSION CONTROL ON A DAILY BASIS AND IMMEDIATELY AFTER EACH RAINFALL. REPAIRS SHALL BE MADE BY THE END OF THE WORKING DAY. ASSUMED SEDIMENT SHALL BE REMOVED AND DEPOSITED BY THE CONTRACTOR WHEN THE VOLUME REACHES 1/4 TO 1/2 THE HEIGHT OF THE BALE OR SEDIMENT BUNKER, OR AS DIRECTED BY THE LOCAL AUTHORITIES.
7. SOIL STOCKPILES SHALL BE STABILIZED TO PREVENT EROSION AND A PERIMETER SEDIMENT CONTROL SYSTEM SHALL BE INSTALLED. FENCING SHALL BE INSTALLED AROUND STOCKPILES IN EXCESS OF 10 FEET IN HEIGHT.
8. DISTURBED AREAS SHALL BE STABILIZED BY COVERING AND SEEDING, OR BY ANOTHER APPROVED MEANS, AS SOON AS POSSIBLE AFTER THE PROPOSED GRADE HAS BEEN MET. DISTURBED AREAS WITH SLOPES 1:1 OR GREATER SHALL BE COVERED WITH LOGS AND STABILIZED WITH MULCH AND SEED. SLOPES GREATER THAN 1:1 SHALL BE COVERED WITH MULCH AND SEED. IF FINAL GRADING DOES NOT OCCUR DURING THE GROWING SEASON, THESE AREAS SHALL BE MULCHED WITH MULCH.
9. DE-WATERING OPERATIONS IF REQUIRED, SHALL DISCHARGE INTO STABILIZED AREAS, AND ALL DISCHARGE WATER IS TO PASS THROUGH SEDIMENTATION CONTROL DEVICES TO PREVENT IMPACTS UPON WATER BODIES. REMOVING VEGETATION TO INCREASE DRAINAGE SYSTEMS AND MAINTAINING PROTECTION AT A MINIMUM ALL DISCHARGES SHALL BE INTERCEPTED BY SLOPE CORRAL AND MAY BALE CHECK DAMS SPACED BY FEET.
10. STABILIZED AREAS SHALL BE INSTALLED ALONG THE EDGE OF PROPOSED DEVELOPMENT OR AS INDICATED ON THE PLANS. CONCRETE MAY BALES AND SILT FENCE SHALL BE LOCATED AS CONDITIONS WARRANT, AND IN SOME AREAS NATURAL/SILT FENCING STRUCTURES MAY HAVE TO BE SUBSTITUTED AT DISCRETION OF ENGINEER.
11. STREET CLEANING IN THE VICINITY OF THE PROJECT AREA SHALL BE PERFORMED AS NEEDED UNTIL THE PROJECT LIMITS HAVE BEEN STABILIZED. ALL SEDIMENT TRACKED ONTO PUBLIC RIGHT-OF-WAYS SHALL BE SWEEPED AT THE END OF EACH WORKING DAY.
12. ALL EXISTING AND PROPOSED DRAINAGE SYSTEMS, WHICH MAY RECEIVE STORM WATER FLOW FROM DISTURBED AREAS, SHALL BE PROVIDED WITH SILT PROTECTION (CATCH BASIN, BASKET, HOLES, SOULS OR APPROVED EQUIV.) THE CONTRACTOR SHALL MAINTAIN THESE DEVICES FOR THE MANUFACTURERS RECOMMENDATIONS UNTIL ALL WORK IS COMPLETED AND ALL AREAS HAVE BEEN PERMANENTLY STABILIZED.
13. DUST CONTROL MEASURES SHALL BE IMPLEMENTED AND MAINTAINED PROPERLY. WINDSHIELD DRY WEATHER FENCES UNTIL ALL DISTURBED AREAS HAVE BEEN PERMANENTLY STABILIZED. MEASURES FOR DUST CONTROL SHALL INCLUDE BUT NOT BE LIMITED TO: WINDSHIELD AND/OR OTHER MEASURES APPROVED BY THE CONTRACTOR.
14. ALL VEHICLES SHALL ENTER AND EXIT THE SITE VIA THE STABILIZED CONSTRUCTION ENTRANCE/EXIT DURING CONSTRUCTION OF 3/4" x 1/2" RAIN GROUNDSTONE TO A DEPTH OF 10" FOR THE FIRST 50 FEET FROM EXISTING PAVED SURFACES. IF THE SITE CONDITIONS ARE SUCH THAT THE GROUNDSTONE DOES NOT MAINTAIN THE INTEGRITY OF THE ROAD AND DRIVEWAYS, THIS THE GROUNDSTONE SHALL BE REPLACED WITH CURBS AND VEHICLES QUALITY MANAGEMENT. ALL WHEELS OF ALL VEHICLES SHALL BE CLEANED AND TRUCKS SHALL BE CLEANED PRIOR TO EXITING THE DRAINAGE SYSTEM. THE CONTRACTOR SHALL INSPECT THE PROPOSED ENTRANCE/EXIT DAILY AND AFTER EACH USE.
15. EQUIPMENT SHALL NOT BE PARKED WITHIN BELTAINS.



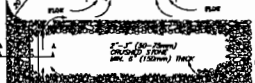
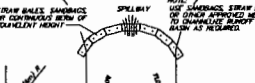
- NOTES:**
1. SILT SACKS ARE TO BE REPLACED WEEKLY DURING CONSTRUCTION AND IMMEDIATELY AFTER EACH RAINFALL EVENT.
  2. IF SILT SACKS ARE MORE THAN 1/2 FULL, THEY SHALL BE REPLACED IMMEDIATELY. CAPTURED SILT SHALL BE RETURNED ON SITE AND REUSED.
  3. SILT SACKS SHALL REMAIN IN PLACE UNTIL ALL VEGETATION IN IMMEDIATE VICINITY IS FULLY ESTABLISHED.



**SILT FENCE LOCALIZED AROUND PERIMETER OF STOCKPILE, EXTENSION 3' MINIMUM.**



**EROSION BARRIER**  
NOT TO SCALE



**TEMPORARY GRAVEL CONSTRUCTION ENTRANCE/EXIT**

- NOTES:**
1. THE ENTRANCE SHALL BE MAINTAINED AS A CONSTRUCTION SHALL BE PRESENT. BARRIERS OR FENCING OF STABILIZED DRIVE PLACES, RIGHT-OF-WAY LIMITS AND DRIVEWAYS SHALL BE MAINTAINED WITH PROPER CLEARANCE OF ANY MEASURES USED TO TRAP SEDIMENT.
  2. WHEN NECESSARY, BARRIERS SHALL BE CLEANED PRIOR TO ENTRANCE ONTO PUBLIC RIGHT-OF-WAY.
  3. WHEN NECESSARY TO REMOVE, IT SHALL BE DONE ON AN AREA STABILIZED IN A CIRCLED STRIP OF DRIVEWAY AND A SEDIMENT WRAP OR SEDIMENT BASKET.
  4. STRIP AREAS SHALL BE REPLACED AS DESCRIBED IN THE MAIN PLAN.

APPROVED  
SITE PLAN REVIEW COMMITTEE

DATE: \_\_\_\_\_

PREPARED FOR:  
CAPITAL GROUP PROPERTIES  
259 TURNPIKE ROAD, SUITE 100  
SOUTHBOROUGH, MA

OWNER:  
MARLBOROUGH INDUSTRIAL, LLC  
259 TURNPIKE ROAD, SUITE 100  
SOUTHBOROUGH, MA

CONORSTONE  
ENGINEERING INC.  
CIVIL ENGINEERS AND LAND SURVEYORS  
10 SOUTHWEST CUTOFF, SUITE 7  
NORTHBOROUGH, MASSACHUSETTS 01532  
PHONE: 508-393-9227 FAX: 508-393-5242

EROSION CONTROL PLAN  
OF  
USE AREA #16  
AIRPORT BOULEVARD  
IN  
MARLBOROUGH, MA

18/11/23 MSC: EDITS PER CLIENT  
9/5/2023 REVISED SITE LAYOUT  
REVISED: DISCUSSION:  
DRAWN BY: REM CHECK BY: WC  
DATE: APRIL 6, 2022  
SCALE: 1"=20' SHEET 2 OF 3



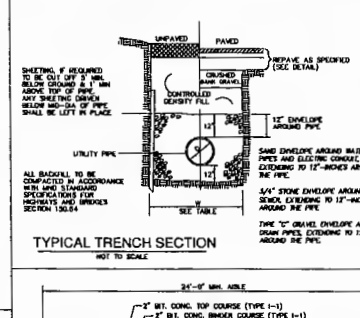
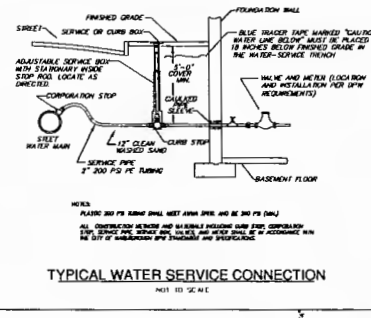
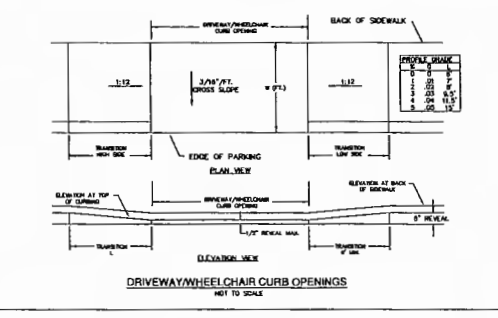
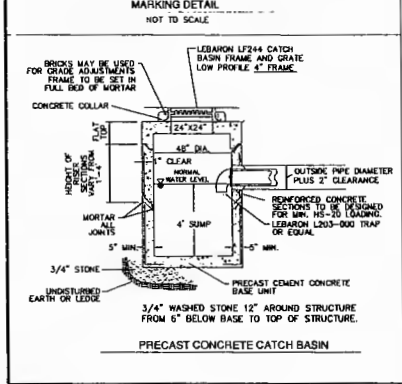
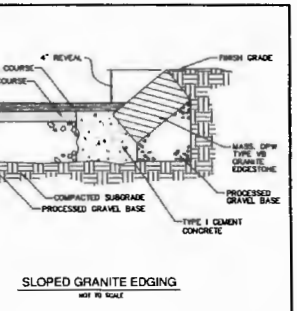
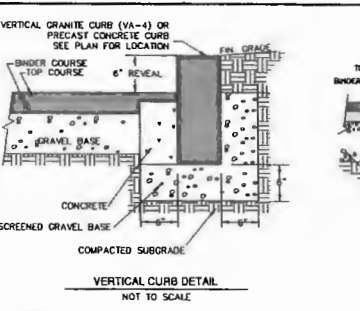
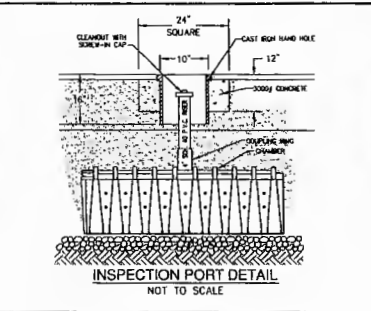
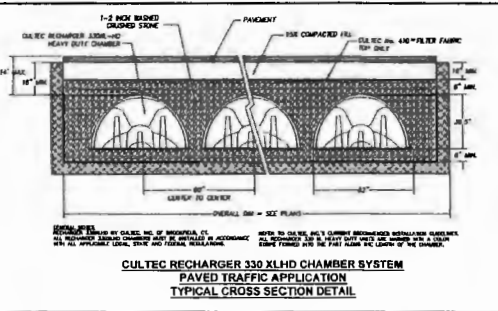
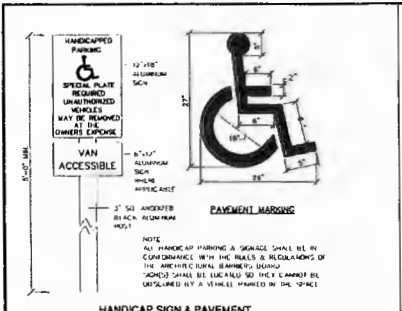
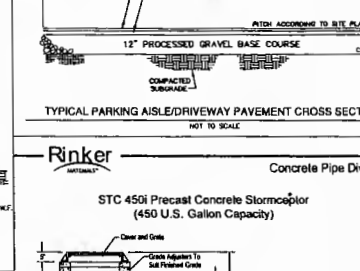
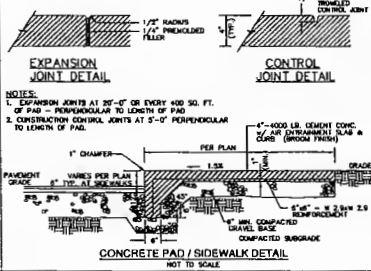
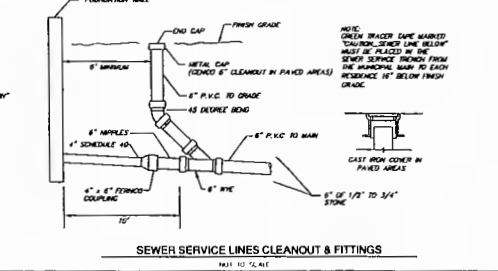
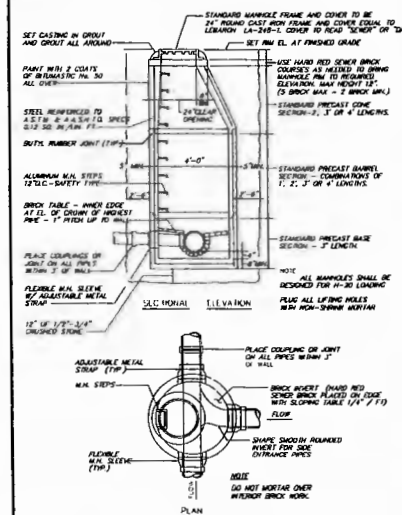
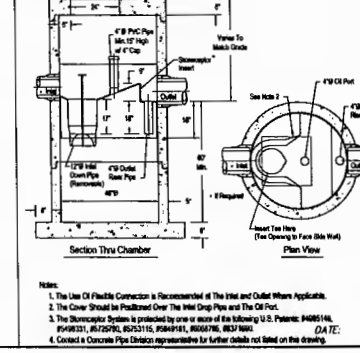
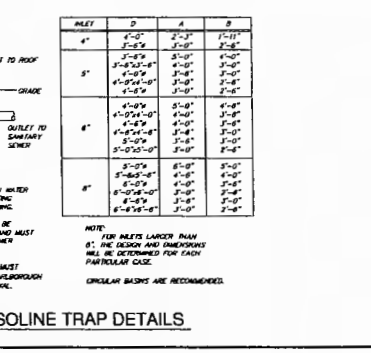
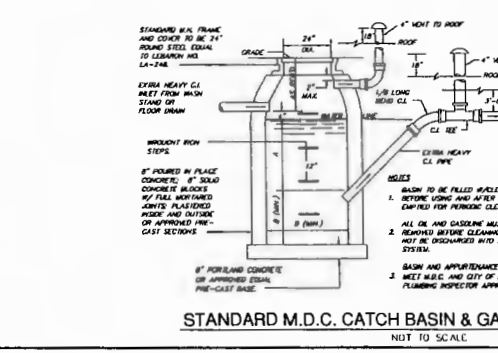


Table for TRENCH HD BY (S) showing dimensions and sheet counts for various trench sizes.



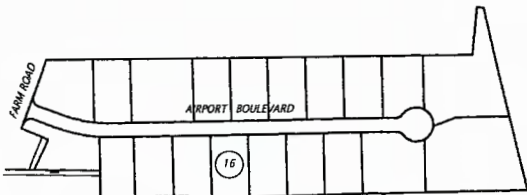
APPROVED SITE PLAN REVIEW COMMITTEE. Includes a signature and date line for approval.

Precast Concrete Sewer Manhole Detail NOT TO SCALE



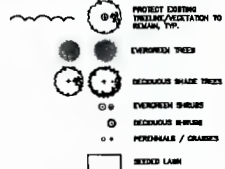
CONCORSTONE ENGINEERING INC. CIVIL ENGINEERS AND LAND SURVEYORS. 10 NORTHWEST CUTLIP, SUITE 7, NORTHBOROUGH, MASSACHUSETTS 01532. Includes contact information and a date of APRIL 6, 2022.





LOCUS MAP OF #677-681 FARM ROAD  
SCALE: 1"=200'

GRAPHIC LEGEND



LOT 16 PLANT MATERIAL LIST -- 677-681 FARM ROAD, MARLBOROUGH, MA.

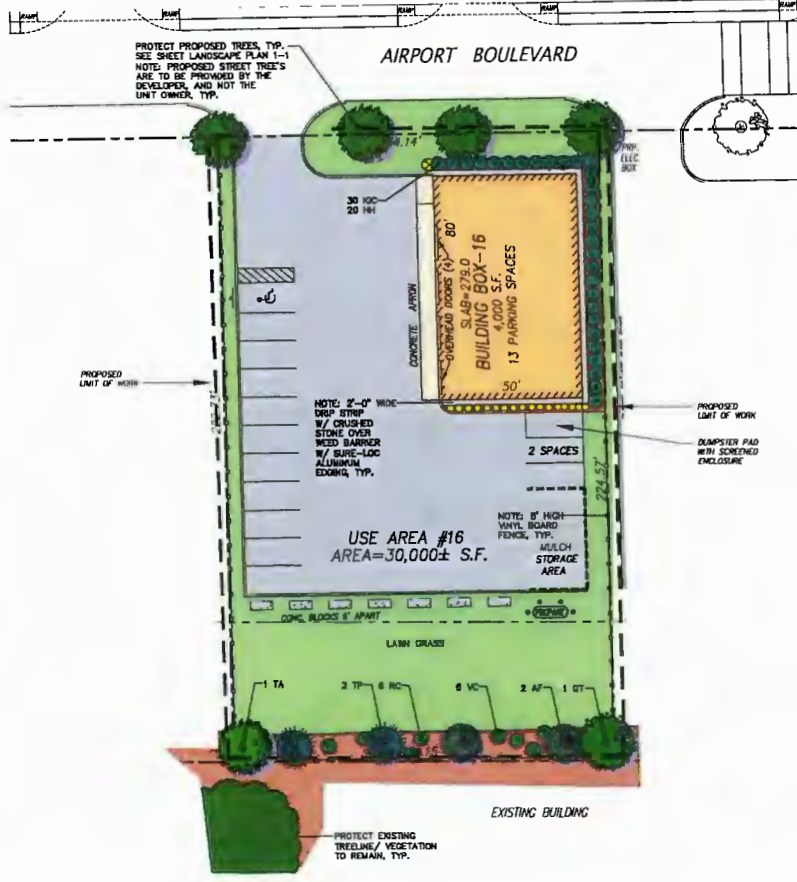
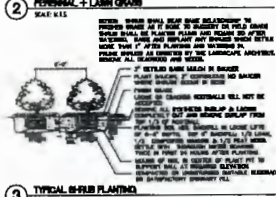
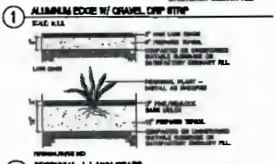
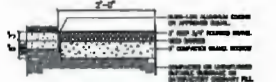
SYMBOL	QTY.	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	REMARKS
<b>EVERGREEN TREES</b>						
10	2	ARDOZ PRUNUS	FRANCE PR	8'-0"	BAR	NATURAL BRUSH, LANSZARD
11	1	STANIS P. WOOD SHAW	GREEN SHAW AMORPHICA	8'-0"	BAR	NATURAL BRUSH, LANSZARD
<b>DECIDUOUS AND ORNAMENTAL TREES</b>						
12	1	QUERCUS S. LANCE	SPRING WOODLARK	8'-0" L/2"	BAR	IF NOT BRUSHING
13	1	QUERCUS S. LANCE	SPRING WOODLARK	8'-0" L/2"	BAR	IF NOT BRUSHING
<b>SHRUBS</b>						
14	2	NEOCEDRUS TORREYANA	CONDOR CEDAR	10'-0"	BAR	
15	1	BERGAMIA CISTATA	CELESTINE SHRUB	10'-0"	BAR	
16	20	SLX ALBINA 'DAPHNE'	COMPACT SHRUB	2 1/2'-0"	BAR	
<b>PERENNIALS</b>						
17	20	ANDERSONIA VANDY BUREAU	LOOPY BUREAU BARKLEY	2 GAL.	BAR	YELLOW FLOWER

GENERAL NOTES:

- CONTRACTOR SHALL MAKE A SITE VISIT PRIOR TO BEGINNING TO EXAMINE EXISTING CONDITIONS FOR THE PROJECT. CONTRACTOR TO FURNISH PHOTOGRAPHS BY PERSON DOCUMENTS VIDEOS & DETAILS AND THE WORKMANSHIP DEPARTMENT OF PUBLIC WORKS STANDARD SPECIFICATIONS FOR HIGHWAYS AND BRIDGES, CURRENT EDITION. CONTRACTOR SHALL VERIFY / COORDINATE WITH THE CITY OF MARLBOROUGH, PRIOR TO PLANTING.
- CONTRACTOR SHALL COORDINATE WITH THE CITY OF MARLBOROUGH.
- PRIOR TO THE PRE-CONSTRUCTION MEETING THE CONTRACTOR SHALL CONTACT THE CITY OF MARLBOROUGH TO MAKE THE EXISTING UTILITIES KNOWN.
- ALL CONTRACTORS SHALL IMPROVE SITE PRIOR TO BEGINNING TO EXISTING CONDITIONS FOR THE PROJECT.
- THE CONTRACTOR SHALL SUPPLY ALL PLANT MATERIAL, INCLUDING SUPPORT TO COMPLETE THE PLANTING WORK ON THE JOB, AND SPECIFICATIONS.
- ALL PLANT MATERIAL SHALL CONFORM TO THE STANDARD SPECIFICATIONS ESTABLISHED BY "THE AMERICAN STANDARD FOR NURSERY STOCK", PUBLISHED BY AUDUBONPORT ZONE, AND AS AMENDED.
- ALL PLANTS TO BE BALLED IN BURLAP OR CONTAINER GROWN, NO PLASTIC BURLAP.
- ALL PLANTS TO BE APPROVED BY THE LANDSCAPE ARCHITECT.
- STATE LOCATION OF ALL PROPOSED PLANT MATERIAL FOR APPROVAL OF LANDSCAPE ARCHITECT PRIOR TO COMMENCEMENT OF PLANTING.
- THE LANDSCAPE CONTRACTOR SHALL GUARANTEE ALL PLANT MATERIAL FOR ONE (1) FULL YEAR FROM DATE OF ACCEPTANCE.
- REAL ALL CONSTRUCTION SHALL BE WITH NATURALIZED GRASS, LAWN OR MULCH AS INDICATED BY DRAWINGS AND / OR AS DIRECTED BY LANDSCAPE ARCHITECT.
- "DRY ROOTS" SHALL BE ADDED TO ALL NEW TREE PLANTING PITS. ALL NEW LAWN SHALL BE TILLED AND AMENDED AS STATED IN THE LOAN REPORT, PROVIDED BY LOAN SUPPLIER.
- LANDSCAPE CONTRACTOR SHALL SUBMIT A MAINTENANCE SCHEDULE PROGRAM FOR THE (90) DAY MAINTENANCE PERIOD FOR REVIEW BY THE LANDSCAPE ARCHITECT & THE OWNER FOR ALL PROPOSED PLANT MATERIAL.
- PROTECT EXISTING PLANT MATERIAL. WITHIN CONSTRUCTION LIMITS, PROVIDE BARRIERS PROGRAM FOR ALL PROPOSED / EXISTING PLANT MATERIAL DURING CONSTRUCTION.
- ALL TRANSPLANTED PLANT MATERIAL IS OWNED BY THE CONTRACTOR AND SHALL BE PREPARED FOR TRANSPLANTING FOR EACH SPECIES AT THE APPROPRIATE SEASON. THE CONTRACTOR SHALL REPLACE ANY TRANSPLANTED PLANT MATERIAL THAT DIES WITH THE SAME SIZE AND SPECIES OF PLANT MATERIAL. THE NEW PLANT MATERIAL SHALL BE FURNISHED & GUARANTEED AS NEW PLANT MATERIAL.

LANDSCAPE NOTES:

- LOAN DEPTH SHALL BE AS FOLLOWS:
- A. LAWN AREAS - 6" ROLLED TACKERS
  - LAWN GRASS: VALLEY GREEN SEED, LTD., WASHINGTON, MA.) LANDSCAPE/UTILITY MATERIAL FOR SUN/SHADE: ENHANCED PERENNIAL, HYDRANGEA, ONEYING RED FESCUE, GOLF COURSE EXCLUSIVE BLUEGRASS
  - B. PLANT BEDS - 1'-0" LOAN DEPTH IN THE PLANTED AREA MIN 6" BELOW.
  - C. ISOLATED PLANTED ISLANDS - 1' - 0" LOAN DEPTH



PREPARED FOR:  
CAPITAL GROUP PROPERTIES  
259 TURNPIKE ROAD, SUITE 100  
SOUTHBOROUGH, MA

OWNER:  
MARLBOROUGH INDUSTRIAL, LLC  
259 TURNPIKE ROAD, SUITE 100  
SOUTHBOROUGH, MA

MAP 72, PARCEL 23 & MAP 86, PARCELS 18&15  
**CONNORSTONE ENGINEERING INC.**  
CIVIL ENGINEERS AND LAND SURVEYORS  
10 SOUTHWEST CUTOFF, SUITE 7  
NORTHBOROUGH, MASSACHUSETTS 01532  
PHONE: 508-393-9127 FAX: 508-393-5242

WILLIAM FLEMING ASSOCIATES  
PLANNERS

APPROVED  
SITE PLAN REVIEW COMMITTEE

DATE: \_\_\_\_\_

GRAPHIC SCALE: 1"=20'

REVISIONS:

REVISION	DESCRIPTION
CHANGING BY: 01/17	CHECK BY: JT
DATE: OCTOBER 17, 2023	
SCALE: 1"=20'	SHEET 1 OF 1



*City of Marlborough*  
*Planning Board*

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CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2023 NOV 21 PM 3: 15

8-1  
PLANNING BOARD

Sean N. Fay, Chair  
Barbara L. Fenby  
James Fortin  
Patrick Hughes  
Dillon LaForce  
George LaVenture  
Christopher Russ

Katlyn LeBold, Administrator  
(508) 624-6910 x33200  
[klebold@marlborough-ma.gov](mailto:klebold@marlborough-ma.gov)

November 14, 2023

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

RE: Council Order 23-1008941 Proposed Zoning Amendment to Chapter 650, to add a new section 39A to create the Sasseville Way Residential Overlay District (SWROD)

Honorable President Ossing and Councilors:

At its regularly scheduled meeting on 11/13/2023, the Board took the following action regarding the above-referenced Council Order:

On a motion by Mr. Russ, seconded by Dr. Fenby, the Board voted to send a neutral recommendation to the City Council on the above referenced Proposed Zoning Amendment. Yea: Fay, Fenby, Fortin, Hughes, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 7-0.


The Board provided the following reasons in reaching its recommendation:

- The developer established that the proposed Zoning Amendment is more consistent with the character of surrounding neighborhood than the existing limited industrial zoning;
- In the Planning Board's opinion, the developer established the proposed Zoning Amendment would impact the Blaiswood Avenue neighborhood and the Assabet River Rail Trail users less than a commercial development, but argued the proposed development could negatively impact its abutters (height of buildings in close proximity to a single-family neighborhood and potential impacts to Fort Meadow Reservoir);
- The developer did not establish the proposed Zoning Amendment would provide the City with a type of housing that is not already available in the City, however it would benefit the City by preventing a commercial development, which could severely impact a sensitive environmental area. The proposed Zoning Amendment would give the City an additional opportunity to reduce the overall impact through the special permit process.

If the City Council sees fit to approve the Zoning Amendment, the Planning Board suggests the following items be considered:

- Implement additional safety protocols for the Assabet River Rail Trail crossing;
- Review the Blaiswood Avenue neighborhood impact;
- Review the Fort Meadow Reservoir impact;
- Conduct building height studies in relationship to adjacent neighborhoods;
- Explore options to reduce impervious surface;
- Increase the number of affordable housing units or consider reducing the cost of the affordable housing units;
- Consider making the runoff temperature and sediment monitoring data public record;
- Further defining the language within the proposed zoning amendment and addressing the Board's comments.

Sincerely,

A handwritten signature in blue ink, consisting of several overlapping loops and a small circle containing the initials 'KL'.

Sean N. Fay  
Chairperson

cc: City Clerk  
Day Pitney, LLP



## PLANNING BOARD

Sean N. Fay, Chair  
 Barbara L. Fenby  
 James Fortin  
 Patrick Hughes  
 Dillon LaForce  
 George LaVenture  
 Christopher Russ



*City of Marlborough*  
 RECEIVED  
 CITY CLERK'S OFFICE  
 CITY OF MARLBOROUGH  
*Planning Board*  
 2023 NOV 21 PM 3:15

**Katlyn LeBold, Administrator**  
 (508) 624-6910 x33200  
[klebold@marlborough-ma.gov](mailto:klebold@marlborough-ma.gov)

November 14, 2023

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

RE: Council Order 23-1008951 Proposed Zoning Amendment to Chapter 650, to add a new section to create the Red Spring Road Overlay District (RSROD)

Honorable President Ossing and Councilors:

At its regularly scheduled meeting on 11/13/2023, the Board took the following action regarding the above-referenced Council Order:

On a motion by Mr. Russ, seconded by Dr. Fenby, the Board voted to send a favorable recommendation to the City Council on the above referenced Proposed Zoning Amendment. Yea: Fay, Fortin, Hughes, LaForce, LaVenture, and Russ. Nay: 0. Motion carried. 6-0. Abstained: Fenby

The Board provided the following reasons in reaching its recommendation:

- The developer established that the proposed Zoning Amendment is consistent with the character of the existing neighborhood and that the Zoning Amendment would allow homeowners to better maintain the existing neighborhood;
- In the Planning Board's opinion, approval of the Zoning Amendment would not be overly burdensome to the neighbors.

If the City Council sees fit to approve the Zoning Amendment, the Planning Board suggests the following:

- Add language to define lot frontage:
  - For lots created prior to (date TBD) required lot frontage is equal to 51.42' (the existing frontage, or round up to 52.0'), instead of zero;
  - For lots created on or after (date TBD) required lot frontage is equal to 120.0', instead of zero.
- Add language to define lot setback:
  - For lots created prior to (date TBD) all structures to be set back min. 15.0' from the RSR district boundary line;
  - For new structures on lots created prior to (Date TBD) all structures to be setback min 30' from the RSR district boundary line
- Add language requiring any new lots created after (Date TBD) to conform with the of the current A2 zoning;
- Remove language allowing the boat club use, keeping the current boat club as "pre-existing, non-conforming";
- Add language limiting the number of structures within each exclusive use area to one single family house, one garage (non-habitable) and one shed (non-habitable) and specifically exclude bunk houses;

- Add language limiting the number of dwelling units to 29 for the entire parcel, consistent with the stated opposition to further development around the reservoir by the residents of Red Spring Road during the Sasseville Road public hearing;
- Secure an agreement giving the City the right of first refusal for the 10-acre undeveloped parcel for conservation purposes.

Sincerely,



Sean N. Fay  
Chairperson

cc: City Clerk  
Brian Falk, Mirick, O'Connell, DeMallie & Lougee, LLP

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CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

Questions contact – Dana Larson #508-482-1243  
**PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS**

2023 NOV 14 PM 2:35

To the City Council  
Of Marlborough, Massachusetts

Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Hayes Memorial Drive - Install one JO Pole on Hayes Memorial Drive. Beginning at a point approximately 350 feet North/Northwest of the centerline of the intersection of Nickerson Drive. Installing new Pole 25-25 for new commercial service at 1000 Nickerson Drive.

Location approximately as shown on plan attached.

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Hayes Memorial Drive- Marlborough, Massachusetts.

**No.# 30825853**

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

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Massachusetts Electric Company d/b/a  
NATIONAL GRID *Hellon Lopes*  
BY \_\_\_\_\_  
Engineering Department

VERIZON NEW ENGLAND, INC.  
BY *Albert C. Bessette Jr.*  
Manager / Right of Way

Dated: October 11, 2023



Questions contact – Dana Larson #508-482-1243

## **ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS**

To the City Council  
Marlborough, Massachusetts

Notice having been given and public hearing held, as provided by law,  
IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 11<sup>th</sup> day of October 2023.

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

Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Hayes Memorial Drive- Marlborough, Massachusetts.

**No.# 30825853**

Filed with this order:

There may be attached to said poles by Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

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

Hayes Memorial Drive - Install one JO Pole on Hayes Memorial Drive. Beginning at a point approximately 350 feet North/Northwest of the centerline of the intersection of Nickerson Drive. Installing new Pole 25-25 for new commercial service at 1000 Nickerson Drive.

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

I hereby certify that the foregoing order was adopted at a meeting of the  
Of the City/Town of \_\_\_\_\_, Massachusetts held on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ .

\_\_\_\_\_  
City/Town Clerk.

\_\_\_\_\_  
Massachusetts 20 \_\_\_\_ .

Received and entered in the records of location orders of the City/Town of \_\_\_\_\_  
Book \_\_\_\_\_ Page \_\_\_\_\_

Attest:  
\_\_\_\_\_  
City/Town Clerk

I hereby certify that on \_\_\_\_\_ 20 \_\_\_\_ , at \_\_\_\_\_ o'clock, M  
At \_\_\_\_\_ a public hearing was held on the petition of  
Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND,  
INC. for permission to erect the poles, wires, and fixtures described in the order herewith recorded,  
and that we mailed at least seven days before said hearing a written notice of the time and place of  
said hearing to each of the owners of real estate (as determined by the last preceding assessment  
for taxation) along the ways or parts of ways upon which the Company is permitted to erect  
Poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

\_\_\_\_\_  
City/Town Clerk.

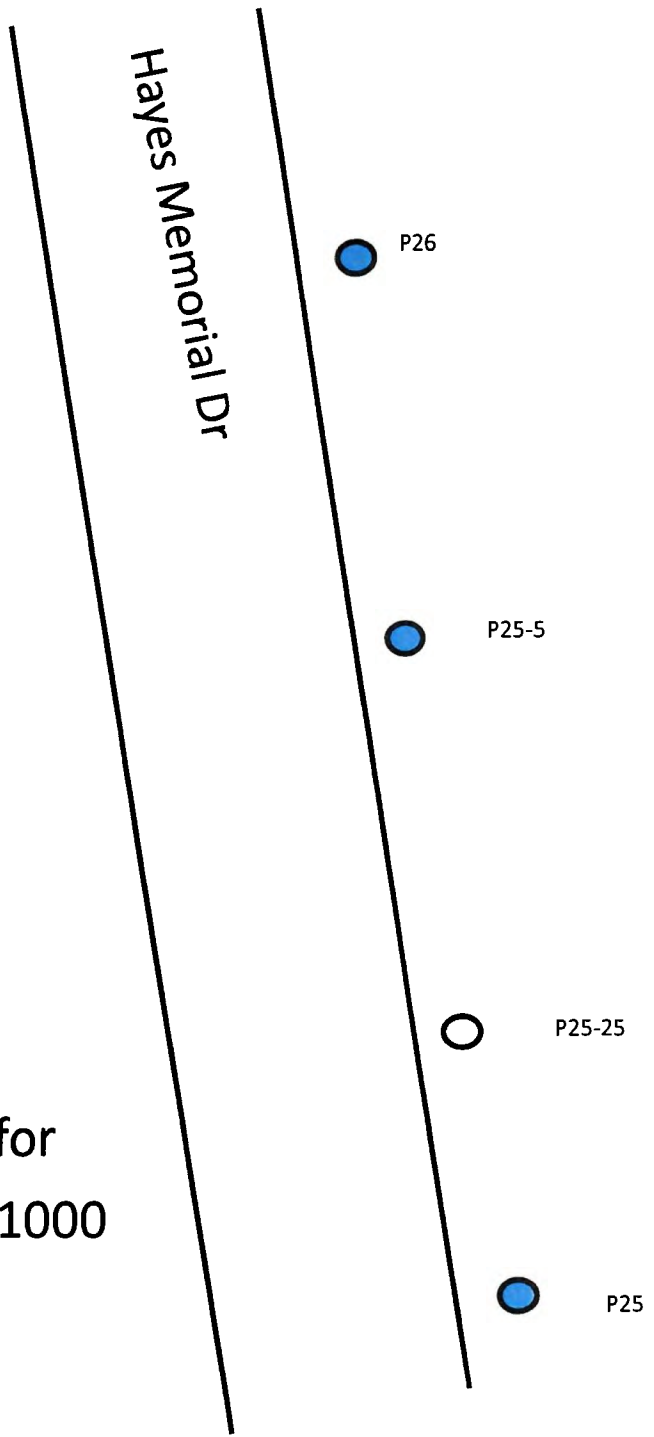
.....  
.....  
.....  
.....

Board or Council of Town or City, Massachusetts



CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of  
hearing with notice adopted by the \_\_\_\_\_ of the City of \_\_\_\_\_  
Massachusetts, on the \_\_\_\_\_ day of 20 \_\_\_\_ and recorded with the records of location orders  
of the said City, Book \_\_\_\_\_ , and Page \_\_\_\_\_. This certified copy is made under the  
provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:  
\_\_\_\_\_  
City/Town Clerk



Install new pole 25-25 for  
 new second service to 1000  
 Nickerson Dr

<p>LEGEND</p> <p> Existing Pole</p> <p> Proposed Pole</p>	<p>City of Marlborough</p>	<p>DATE: 8/28/23</p>
	<p>Town Petition</p>	<p>DESIGNER: D.LARSON</p>
	<p>Hayes Memorial Dr Marlborough, MA</p>	<p>WR—30825853</p>
	<p>Exhibit 'A' not to scale. The said facilities to be established by and upon the installation and erection of the facilities thereof.</p>	<p><b>Nationalgrid</b></p>

DALEY FREDERICK M JR TR  
C/O AUTOMATIC SPECIALTIES  
422 NORTHBORO RD CENTRAL  
MARLBOROUGH, MA 01752

KARALIS DINO TR  
SPARTE II REALTY TRUST  
160 EDGELL RD  
FRAMINGHAM, MA 01701

DALEY FREDERICK M JR TR  
MARLTON REALTY TRUST  
105 BARTLETT ST  
MARLBOROUGH, MA 01752

LEITE RODRIGO GRAZINA BAN  
ANNA PAOLA GONCALVES GRAZ  
475 NORTHBORO RD WEST #4  
MARLBOROUGH, MA 01752

ALLAN SUSAN P  
477 NORTHBORO RD WEST #4  
MARLBOROUGH, MA 01752

DUBEAU MICHAEL R  
DENISE B CHAMPAGNE  
475 NORTHBORO RD WEST #1  
MARLBOROUGH, MA 01752

LYNCH WILLIAM C  
477 NORTHBORO RD WEST #8  
MARLBOROUGH, MA 01752

ALVARENGA ALEXANDRE NUNES  
ANA NUNES  
479 NORTHBORO RD WEST #2  
MARLBOROUGH, MA 01752

FAGAN ANDREW  
481 NORTHBORO RD WEST #1  
MARLBOROUGH, MA 01752

MADDEN ROY W  
MARIANNE T MADDEN  
479 NORTHBORO RD WEST #3  
MARLBOROUGH, MA 01752

ANTKOWIAK TED J  
DANUTA ANTKOWIAK  
273 WEST ST  
NORTHBOROUGH, MA 01532

GEP X MARLBOROUGH LLC  
C/O GREYSTAR REAL ESTATE  
750 BERING DR SUITE 300  
HOUSTON, TX 77057

MEGANATHAN VIJAY  
475 NORTHBORO RD WEST #6  
MARLBOROUGH, MA 01752

BERRIOS JORGE  
ZORBEL BERRIOS  
479 NORTHBORO RD WEST #4  
MARLBOROUGH, MA 01752

GERAGHTY JAMES M  
KIMBERLY BROWN  
21 CENTURY MILL RD  
BOLTON, MA 01740

MONESTIME PHILIPPE LOUIS  
MONESTIME ANITA W  
475 NORTHBORO RD WEST #3  
MARLBOROUGH, MA 01752

BORGES NEUEMIR ALVES  
479 NORTHBORO RD WEST #5  
MARLBOROUGH, MA 01752

GODDARD ADAM P  
481 NORTHBORO RD WEST #4  
MARLBOROUGH, MA 01752

MURPHY BRIAN EDWARD  
475 NORTHBORO RD WEST #2  
MARLBOROUGH, MA 01752

CHINNA DEVENDRA NAIK SUGA  
477 NORTHBORO RD WEST #3  
MARLBOROUGH, MA 01752

GUTIERREZ ARTURO J TR  
JOHN A CATALDO TR  
200 WHEELER RD  
BURLINGTON, MA 01803

NAKANWAGI ANNE  
SAMALIE MATOVUMN  
477 NORTHBORO RD WEST #5  
MARLBOROUGH, MA 01752

COLLINS KAITLYN  
ANASTASIA COLLINS  
475 NORTHBORO RD WEST #5  
MARLBOROUGH, MA 01752

GYURCSIK FORREST  
CHARLOTTE COLE  
479 NORTHBORO RD WEST #7  
MARLBOROUGH, MA 01752

NERIS MARIA S  
REBECCA N REZENDE  
477 NORTHBORO RD WEST #6  
MARLBOROUGH, MA 01752

Contact Town For Info

K S WYMAN REALTY LLC  
C/O SCOTT WYMAN  
432 NORTHBORO RD CENTRAL  
MARLBOROUGH, MA 01752

NORMANDY NICKERSON ROAD L  
C/O NORMANDY RE PTRS JOSE  
53 MAPLE ST  
MORRISTOWN, NJ 07960

OFLC DEVELOPMENT LLC  
515 NORTHBORO RD WEST  
MARLBOROUGH, MA 01752

VIETH MICHAEL L  
DONNA M VIETH  
481 NORTHBORO RD WEST #5  
MARLBOROUGH, MA 01752

OFLC PROPERTIES LLC  
515 NORTHBORO RD WEST  
MARLBOROUGH, MA 01752

OFLC REAL ESTATE LLC  
515 NORTHBORO RD WEST  
MARLBOROUGH, MA 01752

PATEL DHIRENKUMAR  
479 NORTHBORO RD WEST #1  
MARLBOROUGH, MA 01752

PAUL RONALD R  
URDUJA PAUL  
479 NORTHBORO RD WEST #6  
MARLBOROUGH, MA 01752

PICKFORD ASHLEY E  
481 NORTHBORO RD WEST #3  
MARLBOROUGH, MA 01752

ROSSI TIZIANA  
477 NORTHBORO RD WEST #1  
MARLBOROUGH, MA 01752

SEYMOUR LOIS A TR  
496 BOSTON POST RD WEST R  
496 BOSTON POST RD WEST  
MARLBOROUGH, MA 01752

STEWART GERALDINE  
481 NORTHBORO RD WEST #2  
MARLBOROUGH, MA 01752

TALLMAN CHANDRA  
477 NORTHBORO RD WEST #9  
MARLBOROUGH, MA 01752

Questions contact – Rumamah Himat #617-405-1791  
**PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS**

To the City Council  
Of Marlborough, Massachusetts

Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Simarano Drive - Install one JO Pole on Simarano Drive. Beginning at a point approximately 50 feet Southeast of the centerline of the intersection of Simarano Drive and Bay Drive. Installing a midspan pole between Pole 10 and Pole 8-50 and install a 900 KVAR on it.

Location approximately as shown on plan attached.

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Simarano Drive - Marlborough, Massachusetts.

**No.# 30853087**

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

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Massachusetts Electric Company d/b/a  
NATIONAL GRID *Helton Lopes*

BY \_\_\_\_\_  
Engineering Department

VERIZON NEW ENGLAND, INC.

BY *Albert E. Bessette Jr.*  
Manager / Right of Way

Dated: October 9, 2023

Questions contact – Rummah Himat #617-405-1791

## **ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS**

To the City Council  
Marlborough, Massachusetts

Notice having been given and public hearing held, as provided by law,  
IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 9<sup>th</sup> day of October 2023.

All construction under this order shall be in accordance with the following conditions:  
Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Simarano Drive - Marlborough, Massachusetts.

**No.# 30853087**

Filed with this order:

There may be attached to said poles by Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

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

Simarano Drive - Install one JO Pole on Simarano Drive. Beginning at a point approximately 50 feet Southeast of the centerline of the intersection of Simarano Drive and Bay Drive. Installing a midspan pole between Pole 10 and Pole 8-50 and install a 900 KVAR on it.

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



I hereby certify that the foregoing order was adopted at a meeting of the  
Of the City/Town of \_\_\_\_\_, Massachusetts held on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ .

City/Town Clerk.

Massachusetts

20 \_\_\_\_ .

Received and entered in the records of location orders of the City/Town of  
Book \_\_\_\_\_ Page \_\_\_\_\_

Attest:

City/Town Clerk

I hereby certify that on \_\_\_\_\_ 20 \_\_\_\_ , at \_\_\_\_\_ o'clock, M  
At \_\_\_\_\_ a public hearing was held on the petition of  
Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND,  
INC. for permission to erect the poles, wires, and fixtures described in the order herewith recorded,  
and that we mailed at least seven days before said hearing a written notice of the time and place of  
said hearing to each of the owners of real estate (as determined by the last preceding assessment  
for taxation) along the ways or parts of ways upon which the Company is permitted to erect  
Poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

.....  
.....  
.....  
.....

Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of  
hearing with notice adopted by the \_\_\_\_\_ of the City of  
Massachusetts, on the \_\_\_\_\_ day of 20 \_\_\_\_ and recorded with the records of location orders  
of the said City, Book \_\_\_\_\_ , and Page \_\_\_\_ . This certified copy is made under the  
provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:

City/Town Clerk

Exhibit "A" - Not to Scale  
The exact location of said facilities to be established by and upon the installation and erection of the facilities thereof.



Legend



MID SPAN POLE (POLE 9)



EXISTING POLES (POLE 10 & POLE 8.50)

INSTALL A MID SPAN POLE  
BETWEEN POLE 8-50 AND POLE 10

Date: 9/28/2023  
Designer: HIMATR  
WR: 30853087

closet add: 215 Simarano Dr, Marlborough  
WR# 30853087



257 SIMARANO LLC  
336 BAKER AVE  
CONCORD, MA 01742

ATLANTIC-MARLBORO REALTY  
205 NEWBURY ST  
ATTN ATLANTIC MGMT CORP  
FRAMINGHAM, MA 01701

AVALON MARLBOROUGH LLC  
ATTN AVALONBAY COMMUNITIES  
INC  
4040 WILSON BLVD SUITE 1000  
ARLINGTON, VA 22203

BH GRP TCAM OWNER II LLC  
  
BOSTON, MA 02110

BH GRP TCAM OWNER II LLC  
ONE FEDERAL ST SUITE 1810  
BOSTON, MA 02110

BH GRP TCAM OWNER LLC  
1 FEDERAL STREET STE 1810  
BOSTON, MA 02110

BH GRP TCAM OWNER LLC  
C/O GREATLAND REALTY PTRS  
LLC  
100 CAMPUS DR #1  
MARLBOROUGH, MA 01752

IPG PHOTONICS CORPORATION  
50 OLD WEBSTER RD  
OXFORD, MA 01540

**LURIE FRIEDMAN LLP**ONE MCKINLEY SQUARE  
BOSTON, MA 02109RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2023 NOV 17 PM 3: 27

HARLEY C. RACER

617-367-1970  
hracer@luriefriedman.com

November 17, 2023

By Email and U.S. MailJason D. Grossfield  
City Solicitor  
City of Marlborough  
City Hall, 4th FloorSean N. Fay, Chair  
Marlborough Planning Board  
135 Neil Street  
2nd Floor  
Marlborough, MA 01752Michael H. Ossing, President  
Marlborough City Council  
140 Main Street  
2nd Floor  
Marlborough, MA 01752Re: Proposed Zoning Amendment to Chapter 650 "Zoning" to amend §22  
"Retirement Community Overlay Districts" and the Public Hearing on  
November 27, 2023

Dear Mr. Grossfield, Mr. Fay and Mr. Ossing:

This firm represents Hillside School ("Hillside") at 404 Robin Hill St., Marlborough in relation to the Proposed Zoning Amendment to Chapter 650 "Zoning" to amend §22 "Retirement Community Overlay Districts" to include Map 39, Parcels 5 and 26B on Robin Hill Street ("Zoning Amendment"). I write following the Planning Board's Public Hearing on the Zoning Amendment held on November 13, 2023 and in advance of the continuation of that hearing scheduled for November 27, 2023. It is my understanding that the Planning Board has asked for the City Solicitor to address the issue raised in my letter dated November 8, 2023. This letter addresses only the legal issues and not the other problems with the Zoning Amendment outlined in my November 8, 2023 letter.

As discussed at the November 13 hearing and further explained below, the Zoning Amendment was not properly initiated and any action on it would be a nullity under the state statute and Marlborough Ordinance because: (1) the proponent, Pulte Homes of New England LLC ("Pulte") is a prospective buyer and not an individual landowner to be affected by the

## LURIE FRIEDMAN LLP

Jason D. Grossfield  
 Sean N. Fay  
 Michael H. Ossing  
 November 17, 2023  
 Page 2

Zoning Amendment; (2) neither Pulte Homes nor the current landowner, Denali Belle, LLC are individuals for purposes of the state statute and Marlborough Ordinance; and (3) the Zoning Amendment would affect districts throughout the City of Marlborough other than the district of the proposed project. For these reasons, the Zoning Amendment must be withdrawn and not considered.

Should the Planning Board move forward with consideration, due to the legal defects and the issues that were raised by members of the public at the November 13 hearing, the Planning Board should give the Zoning Amendment a **“Negative Recommendation”**.

**1. The Zoning Amendment was initiated in violation of state and local law by Pulte, a non-landowner and mere prospective buyer of the parcels to be affected and must be withdrawn.**

As set forth in my letter dated November 8, 2023, the Zoning Amendment is legally defective because it was initiated by a non-landowner, Pulte, the prospective buyer of the parcels targeted for inclusion in the Retirement Overlay District. It is beyond dispute that Pulte is the sole proponent of the Zoning Amendment. Massachusetts General Law c. 40A, §5 and Marlborough Ordinance § 650-60 (both attached here as **Exhibit A**) are clear that a zoning amendment may **only** be initiated by “an individual owning land” to be affected by the amendment, ten registered voters in the City or the Planning Board.

Because Pulte is not the landowner, it is a violation of M.G.L. c. 40A, §5 and Marlborough Ordinance § 650-60 for the Planning Board and the City Council to even consider the Zoning Amendment, much less act upon it. Indeed, any action on the Zoning Amendment would be invalid. See Bellingham Massachusetts Self Storage, LLC v. Town of Bellingham, 101 Mass. App. Ct. 1108 (2022) (because the proponent “did not own land in the affected area, he was not authorized to initiate the zoning amendment as an individual” and the amendment was invalid) (attached as **Exhibit B**).

**2. The Zoning Amendment was initiated in violation of state and local law because neither Pulte Homes nor the current landowner, Denali Belle, LLC is an “individual” for purposes of the state statute and Marlborough Ordinance and must be withdrawn.**

Even if the current landowner, Denali Belle, LLC, had initiated the Zoning Amendment – which is not the case – because Denali Belle is an LLC, it is not an **“individual”** and it would still run afoul of M.G.L. c. 40A, §5 and Marlborough Ordinance § 650-60. The Zoning Amendment statute is strictly construed and enforced. Indeed, “the legislature mandated a rule of strict compliance by the plain language, [Zoning] ordinances or by-laws may be adopted ... **but only in the manner ... provided**”. Bellingham, 101 Mass. App. Ct. 1108 (quoting Canton v. Bruno, 361 Mass. 598, 603 (1972)) (emphasis in original). See also <https://www.mbmllc.com/zoning->



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Jason D. Grossfield  
 Sean N. Fay  
 Michael H. Ossing  
 November 17, 2023  
 Page 3

[storage-massachusetts.html](#) (“The lesson to be learned from the Bellingham matter is that, when seeking to amend a municipality’s zoning ordinances or bylaws, one must be sure that the requirements of G.L. c. 40A § 5, first para. are strictly adhered to.”).

Accordingly, because an LLC is not an “individual”, Denali Belle, LLC cannot legally initiate a zoning change. See, e.g., Phone Recovery Services, LLC v. Verizon of New England, Inc., 480 Mass. 224 (2018) (interpreting the Legislature’s use of the word “individual” in the False Claims Statute to mean a “natural person”). In Phone Recovery, the SJC considered the word “individual” as compared to “person” and categorically determined that an LLC is not an “individual”. The Zoning Enabling Act also uses both “individual” and “person” separately, distinctly and advisedly. Under the c. 40A, §5 only “individuals owning land” can initiate zoning changes but under §17 “any person aggrieved” can appeal an action of the board or appeals or special permit granting body. See also Harvard Square Def. Fund, Inc. v. Plan. Bd. of Cambridge, 27 Mass. App. Ct. 491, 491–93 (1989). In Harvard Square, the Appeals Court distinguished between individuals and corporate property owners for standing purposes under §17, reading “individuals and corporate property owners” as two classes within the broader term “person”.

This makes sense as a matter of public policy. The Zoning Amendment, as well any other zoning changes, can only be initiated by those classes of persons specifically authorized by the Legislature in c. 40A, § 5 and the Ordinance, namely individuals owning affected land, ten registered voters or the Planning Board because the purpose of this provision is “to ensure that any amendment proposed by registered voters has a modicum of support before it can be placed before a planning board.” Bellingham, supra (emphasis in original). It is not a heavy lift to first acquire the support of ten registered voters – if the proposed changes are truly a benefit to and supported by citizens of the City.

The fact that past rezoning applications may have used similar authorization letters for a putative purchaser to pursue rezoning in advance of acquiring title is irrelevant. Where, here, neither the owner nor the purchaser is an “individual owning land in the affected area”, the instant petition is not allowed by statute or Marlborough Ordinance.

### **3. The Zoning Amendment is invalid because it would affect districts throughout the City of Marlborough other than the district of the proposed project and must be withdrawn.**

Furthermore, even if Denali Belle, LLC were an “individual” and initiated the Zoning Amendment, the Zoning Amendment would still be in violation of M.G.L. c. 40A, §5 because it proposes changes that affect the entire city and to districts other than the district where the proponent owns land. The opinion attached as Exhibit C from the Cambridge City Solicitor to Cambridge City Manager, dated October 16, 2023, on a city-wide proposed zoning change is instructive here. In Cambridge, the individual property owner filed a petition that would

**LURIE FRIEDMAN LLP**

Jason D. Grossfield  
Sean N. Fay  
Michael H. Ossing  
November 17, 2023  
Page 4

similarly affect multiple zoning districts and was city-wide in scope.<sup>1</sup> Relying on Bellingham, the Cambridge City Solicitor advised that “pursuant to G.L. c. 40A, §5, an individual property owner cannot initiate a zoning amendment that would affect a zoning district in which the individual property owner has no property interest . . . In the future, the City Council can accept resident initiated zoning petitions from an individual property owner owning land in the district that would be affected by the proposed zoning change, or by ten registered voters in the City.”

Due to the legal defects detailed above, the Planning Board and the City Council should withdraw the Zoning Amendment and not consider it any further. Any action on the Zoning Amendment would be in violation of c. 40A, §5 and would be an unnecessary use of City, proponent and opponent resources.

Please circulate this letter amongst all members of the Planning Board and the City Council in advance of the hearing scheduled for November 27, 2023.

Very truly yours,

/s/Harley C. Racer  
Harley C. Racer

Encl.

cc: Edward Chase  
Brian Falk, Esq.

---

<sup>1</sup> In the Cambridge matter, the individual landowner was the trustee of a trust owning the land. Whether a trustee is an “individual” for purposes of the c. 40A, §5 was not raised in Cambridge and, at any rate, this Board and the Marlborough City Solicitor need not reach the issue of whether a trustee is an individual because here it is clear as a matter of law that an LLC is not an individual.



# **Exhibit A**

Massachusetts General Laws Annotated  
Part I. Administration of the Government (Ch. 1-182)  
Title VII. Cities, Towns and Districts (Ch. 39-49a)  
Chapter 40A. Zoning (Refs & Annos)

## M.G.L.A. 40A § 5

## § 5. Adoption or change of zoning ordinances or by-laws; procedure

Effective: May 30, 2023

Currentness

Zoning ordinances or by-laws may be adopted and from time to time changed by amendment, addition or repeal, but only in the manner hereinafter provided. Adoption or change of zoning ordinances or by-laws may be initiated by the submission to the city council or board of selectmen of a proposed zoning ordinance or by-law by a city council, a board of selectmen, a board of appeals, by an individual owning land to be affected by change or adoption, by request of registered voters of a town pursuant to [section ten of chapter thirty-nine](#), by ten registered voters in a city, by a planning board, by a regional planning agency or by other methods provided by municipal charter. The board of selectmen or city council shall within fourteen days of receipt of such zoning ordinance or by-law submit it to the planning board for review.

<[ Second paragraph effective until May 30, 2023. For text effective May 30, 2023, see below.]>

No zoning ordinance or by-law or amendment thereto shall be adopted until after the planning board in a city or town, and the city council or a committee designated or appointed for the purpose by said council has each held a public hearing thereon, together or separately, at which interested persons shall be given an opportunity to be heard. Said public hearing shall be held within sixty-five days after the proposed zoning ordinance or by-law is submitted to the planning board by the city council or selectmen or if there is none, within sixty-five days after the proposed zoning ordinance or by-law is submitted to the city council or selectmen. Notice of the time and place of such public hearing, of the subject matter, sufficient for identification, and of the place where texts and maps thereof may be inspected shall be published in a newspaper of general circulation in the city or town once in each of two successive weeks, the first publication to be not less than fourteen days before the day of said hearing, and by posting such notice in a conspicuous place in the city or town hall for a period of not less than fourteen days before the day of said hearing. Notice of said hearing shall also be sent by mail, postage prepaid to the department of housing and community development, the regional planning agency, if any, and to the planning board of each abutting city and town. The department of housing and community development, the regional planning agency, the planning boards of all abutting cities and towns and nonresident property owners who may not have received notice by mail as specified in this section may grant a waiver of notice or submit an affidavit of actual notice to the city or town clerk prior to town meeting or city council action on a proposed zoning ordinance, by-law or change thereto. Zoning ordinances or by-laws may provide that a separate, conspicuous statement shall be included with property tax bills sent to nonresident property owners, stating that notice of such hearings under this chapter shall be sent by mail, postage prepaid, to any such owner who files an annual request for such notice with the city or town clerk no later than January first, and pays a reasonable fee established by such ordinance or by-law. In cases involving boundary, density or use changes within a district, notice shall be sent to any such nonresident property owner who has filed such a request with the city or town clerk and whose property lies in the district where the change is sought. No defect in the form of any notice under this chapter shall invalidate any zoning ordinances or by-laws unless such defect is found to be misleading.

<[ Second paragraph as amended by 2023, 7, Sec. 154 effective May 30, 2023. See 2023, 7, Sec. 298. For text effective until May 30, 2023, see above.]>

**§ 5. Adoption or change of zoning ordinances or by-laws; procedure, MA ST 40A § 5**

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No zoning ordinance or by-law or amendment thereto shall be adopted until after the planning board in a city or town, and the city council or a committee designated or appointed for the purpose by said council has each held a public hearing thereon, together or separately, at which interested persons shall be given an opportunity to be heard. Said public hearing shall be held within sixty-five days after the proposed zoning ordinance or by-law is submitted to the planning board by the city council or selectmen or if there is none, within sixty-five days after the proposed zoning ordinance or by-law is submitted to the city council or selectmen. Notice of the time and place of such public hearing, of the subject matter, sufficient for identification, and of the place where texts and maps thereof may be inspected shall be published in a newspaper of general circulation in the city or town once in each of two successive weeks, the first publication to be not less than fourteen days before the day of said hearing, and by posting such notice in a conspicuous place in the city or town hall for a period of not less than fourteen days before the day of said hearing. Notice of said hearing shall also be sent by mail, postage prepaid to the executive office of housing and livable communities, the regional planning agency, if any, and to the planning board of each abutting city and town. The executive office of housing and livable communities, the regional planning agency, the planning boards of all abutting cities and towns and nonresident property owners who may not have received notice by mail as specified in this section may grant a waiver of notice or submit an affidavit of actual notice to the city or town clerk prior to town meeting or city council action on a proposed zoning ordinance, by-law or change thereto. Zoning ordinances or by-laws may provide that a separate, conspicuous statement shall be included with property tax bills sent to nonresident property owners, stating that notice of such hearings under this chapter shall be sent by mail, postage prepaid, to any such owner who files an annual request for such notice with the city or town clerk no later than January first, and pays a reasonable fee established by such ordinance or by-law. In cases involving boundary, density or use changes within a district, notice shall be sent to any such nonresident property owner who has filed such a request with the city or town clerk and whose property lies in the district where the change is sought. No defect in the form of any notice under this chapter shall invalidate any zoning ordinances or by-laws unless such defect is found to be misleading.

Prior to the adoption of any zoning ordinance or by-law or amendment thereto which seeks to further regulate matters established by [section forty of chapter one hundred and thirty-one](#) or regulations authorized thereunder relative to agricultural and aquacultural practices, the city or town clerk shall, no later than seven days prior to the city council's or town meeting's public hearing relative to the adoption of said new or amended zoning ordinances or by-laws, give notice of the said proposed zoning ordinances or by-laws to the farmland advisory board established pursuant to [section forty of chapter one hundred and thirty-one](#).

No vote to adopt any such proposed ordinance or by-law or amendment thereto shall be taken until a report with recommendations by a planning board has been submitted to the town meeting or city council, or twenty-one days after said hearing has elapsed without submission of such report. After such notice, hearing and report, or after twenty-one days shall have elapsed after such hearing without submission of such report, a city council or town meeting may adopt, reject, or amend and adopt any such proposed ordinance or by-law. If a city council fails to vote to adopt any proposed ordinance within ninety days after the city council hearing or if a town meeting fails to vote to adopt any proposed by-law within six months after the planning board hearing, no action shall be taken thereon until after a subsequent public hearing is held with notice and report as provided.

Except as provided herein, no zoning ordinance or by-law or amendment thereto shall be adopted or changed except by a two-thirds vote of all the members of the town council, or of the city council where there is a commission form of government or a single branch, or of each branch where there are 2 branches, or by a two-thirds vote of a town meeting; provided, however, that the following shall be adopted by a vote of a simple majority of all members of the town council or of the city council where there is a commission form of government or a single branch or of each branch where there are 2 branches or by a vote of a simple majority of town meeting:

(1) an amendment to a zoning ordinance or by-law to allow any of the following as of right: (a) multifamily housing or mixed-use development in an eligible location; (b) accessory dwelling units, whether within the principal dwelling or a detached structure on the same lot; or (c) open-space residential development;



**§ 5. Adoption or change of zoning ordinances or by-laws; procedure, MA ST 40A § 5**

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(2) an amendment to a zoning ordinance or by-law to allow by special permit: (a) multi-family housing or mixed-use development in an eligible location; (b) an increase in the permissible density of population or intensity of a particular use in a proposed multi-family or mixed use development pursuant to [section 9](#); (c) accessory dwelling units in a detached structure on the same lot; or (d) a diminution in the amount of parking required for residential or mixed-use development pursuant to [section 9](#);

(3) zoning ordinances or by-laws or amendments thereto that: (a) provide for TDR zoning or natural resource protection zoning in instances where the adoption of such zoning promotes concentration of development in areas that the municipality deems most appropriate for such development, but will not result in a diminution in the maximum number of housing units that could be developed within the municipality; or (b) modify regulations concerning the bulk and height of structures, yard sizes, lot area, setbacks, open space, parking and building coverage requirements to allow for additional housing units beyond what would otherwise be permitted under the existing zoning ordinance or by-law; and

(4) the adoption of a smart growth zoning district or starter home zoning district in accordance with [section 3 of chapter 40R](#).

Any amendment that requires a simple majority vote shall not be combined with an amendment that requires a two-thirds majority vote.

If, in a city or town with a council of fewer than 25 members, there is filed with the clerk prior to final action by the council a written protest against a zoning change under this section, stating the reasons duly signed by owners of 50 per cent or more of the area of the land proposed to be included in such change or of the area of the land immediately adjacent extending 300 feet therefrom, no change of any such ordinance shall be adopted except by a two-thirds vote of all members.

No proposed zoning ordinance or by-law which has been unfavorably acted upon by a city council or town meeting shall be considered by the city council or town meeting within two years after the date of such unfavorable action unless the adoption of such proposed ordinance or by-law is recommended in the final report of the planning board.

When zoning by-laws or amendments thereto are submitted to the attorney general for approval as required by [section thirty-two of chapter forty](#), he shall also be furnished with a statement which may be prepared by the planning board explaining the by-laws or amendments proposed, which statement may be accompanied by explanatory maps or plans.

The effective date of the adoption or amendment of any zoning ordinance or by-law shall be the date on which such adoption or amendment was voted upon by a city council or town meeting; if in towns, publication in a town bulletin or pamphlet and posting is subsequently made or publication in a newspaper pursuant to [section thirty-two of chapter forty](#). If, in a town, said by-law is subsequently disapproved, in whole or in part, by the attorney general, the previous zoning by-law, to the extent that such previous zoning by-law was changed by the disapproved by-law or portion thereof, shall be deemed to have been in effect from the date of such vote. In a municipality which is not required to submit zoning ordinances to the attorney general for approval pursuant to [section thirty-two of chapter forty](#), the effective date of such ordinance or amendment shall be the date passed by the city council and signed by the mayor or, as otherwise provided by ordinance or charter; provided, however, that such ordinance or amendment shall subsequently be forwarded by the city clerk to the office of the attorney general.

A true copy of the zoning ordinance or by-law with any amendments thereto shall be kept on file available for inspection in the office of the clerk of such city or town.

No claim of invalidity of any zoning ordinance or by-law arising out of any possible defect in the procedure of adoption or amendment shall be made in any legal proceedings and no state, regional, county or municipal officer shall refuse, deny or revoke any permit, approval or certificate because of any such claim of invalidity unless legal action is commenced within the time period specified in [sections thirty-two and thirty-two A of chapter forty](#) and notice specifying the court, parties, invalidity

**§ 5. Adoption or change of zoning ordinances or by-laws; procedure, MA ST 40A § 5**

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claimed, and date of filing is filed together with a copy of the petition with the town or city clerk within seven days after commencement of the action.

**Credits**

Added by St.1975, c. 808, § 3. Amended by St.1977, c. 829, §§ 3B, 3C; St.1984, c. 189, § 47; St.1987, c. 685, § 3; St.1991, c. 515, §§ 1, 2; St.1996, c. 258, § 16; St.1998, c. 161, § 255; St.2008, c. 451, § 45, eff. June 30, 2009; St.2020, c. 358, § 19, eff. Jan. 14, 2021; St.2023, c. 7, § 154, eff. May 30, 2023.

**Notes of Decisions (132)**

M.G.L.A. 40A § 5, MA ST 40A § 5

Current through Chapter 25 of the 2023 1st Annual Session. Some sections may be more current, see credits for details.

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End of Document

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**§ 650-60. Amendments.**

This chapter may be amended from time to time at a City Council meeting. An amendment may be initiated by the submission to the City Council of a proposed change by the City Council, the Board of Appeals, an individual owning land in the City to be affected by the amendment, 10 registered voters in the City, the Planning Board and the Metropolitan Area Planning Council. Within 14 days of the receipt of a proposed change, the City Council shall submit it to the Planning Board. A public hearing shall be held by the Planning Board within 65 days after the proposed change is submitted to the Board.

**Exhibit B**



101 Mass.App.Ct. 1108  
Unpublished Disposition

NOTICE: THIS IS AN UNPUBLISHED OPINION.

NOTICE: Summary decisions issued by the Appeals Court pursuant to M.A.C. Rule 23.0, as appearing in 97 Mass.

App. Ct. 1017 (2020) (formerly known as rule 1:28, as amended by 73 Mass. App. Ct. 1001 [2009]), are primarily directed to the parties and, therefore, may not fully address the facts of the case or the panel's decisional rationale.

Moreover, such decisions are not circulated to the entire court and, therefore, represent only the views of the panel that decided the case. A summary decision pursuant to rule 23.0 or rule 1:28 issued after February 25, 2008, may be cited for its persuasive value but, because of the limitations noted above, not as binding precedent. See Chace v. Curran, 71 Mass. App. Ct. 258, 260 n.4 (2008).

Appeals Court of Massachusetts.

BELLINGHAM MASSACHUSETTS

SELF STORAGE, LLC, & others<sup>1</sup>

v.

TOWN OF BELLINGHAM & others.<sup>2</sup>

21-P-870

Entered: June 9, 2022.

By the Court (Kinder, Sacks & D'Angelo, JJ.<sup>3</sup>)

MEMORANDUM AND ORDER PURSUANT TO RULE 23.0

\*1 Defendant town of Bellingham (town) appeals from a Land Court judgment declaring, on cross motions for summary judgment, the town's 2019 zoning bylaw and zoning map amendment (collectively, zoning amendment) invalid because they were improperly adopted pursuant to G. L. c. 40A, § 5. Because the amendment was initiated by a town resident who was not statutorily authorized to initiate it, the zoning amendment was invalid. We therefore affirm.<sup>4</sup>

Background. We summarize the undisputed material facts. The town has adopted zoning bylaws dividing it into various districts. Two such districts are the suburban and industrial

districts. The plaintiff and interveners own property in the affected area, which had been in an industrial district prior to the zoning amendment.

In January 2019 the defendant, Arturo G. Paturzo, a resident of Bellingham, filed a petition to rezone the parcels owned by the plaintiff and interveners from industrial to suburban and to amend the town's zoning map to reflect the change. Paturzo did not own any of the parcels identified in the zoning amendment that would be affected by the proposed change. The town's planning department coordinator contacted Paturzo and advised him of the requisite steps needed prior to the public hearing. Paturzo submitted a signed statement identifying himself as the proponent of the amendment and confirming that he would comply with all the requirements and pay for all the associated costs.

On April 25, 2019, the planning board held a public meeting to discuss the proposed zoning amendment and unanimously voted to recommend it at the upcoming annual town meeting. There was no opposition to the zoning amendment and no owner of any of the affected properties spoke at, or even attended, the hearing. On May 22, 2019, at the annual town meeting, the town approved the zoning amendment.<sup>5</sup>

Discussion. Summary judgment is appropriate where there are no genuine issues of material fact in dispute and the moving party is entitled to judgment as a matter of law. See Community Nat'l Bank v. Dawes, 369 Mass. 550, 553 (1976). "We review a decision to grant summary judgment de novo." Boazova v. Safety Ins. Co., 462 Mass. 346, 350 (2012). On cross motions for summary judgment, we view "the evidence ... in the light most favorable to the party against whom judgment is to enter" (quotation omitted). Eaton v. Federal Nat'l Mtge. Ass'n, 93 Mass. App. Ct. 216, 218 (2018).

\*2 This case presents a question of statutory interpretation, which we likewise review de novo. Water Dep't of Fairhaven v. Department of Env'tl. Protection, 455 Mass. 740, 744 (2010). "Where the words are 'plain and unambiguous' in their meaning, we view them as 'conclusive as to legislative intent.'" Id., quoting Sterilite Corp. v. Continental Cas. Co., 397 Mass. 837, 839 (1986).

General Laws c. 40A, § 5, sets forth the statutory process by which the town may adopt or amend its zoning bylaw and zoning map and provides, in relevant part, as follows (emphasis added):

“Zoning ordinances or by-laws may be adopted and from time to time changed by amendment, addition or repeal, but only in the manner hereinafter provided. Adoption or change of zoning ordinances or by-laws may be initiated by the submission to the ... board of selectmen of a proposed zoning ordinance or by-law by a ... board of selectmen, a board of appeals, by an individual owning land to be affected by change or adoption, by request of registered voters of a town pursuant to section ten of chapter thirty-nine, by ten registered voters in a city, by a planning board, by a regional planning agency or by other methods provided by municipal charter.”

“[T]he legislature mandated a rule of strict compliance by the plain language, [Zoning] ordinances or by-laws may be adopted ... but only in the manner ... provided” (quotation omitted). Canton v. Bruno, 361 Mass. 598, 603 (1972). In interpreting similar language in a statutory predecessor to G. L. c. 40A, § 5, the Supreme Judicial Court recognized that “a court will consider ‘whether an asserted minor noncompliance in fact is significantly inconsistent with, or prejudicial to, the apparent legislative objectives of the prescribed procedures [for adopting zoning by-laws].’ ” Id. at 604, quoting Hallenborg v. Town Clerk of Billerica, 360 Mass. 513, 517 (1971).

But just as in Canton, where the court could not say “that there was no important legislative purpose in the statutory provision concerning the manner of selecting a special zoning board,” Canton, 361 Mass. at 604, here we cannot reasonably say there is no important legislative purpose served by the statutory language governing the manner in which zoning amendments can be initiated. By incorporating the requirements of G. L. c. 39, § 10, G. L. c. 40A, § 5, effectively requires, in most instances, ten registered voters

to initiate an amendment. The purpose of this provision may be to ensure that any amendment proposed by registered voters has a modicum of support before it can be placed before a planning board. Cf. Libertarian Ass'n of Mass. v. Secretary of the Commonwealth, 462 Mass. 538, 556 (2012) (requirement that candidates for office file nomination papers signed by specified number of registered voters ensures that such candidates have “some modicum of support” before their names may be printed on ballot [quotation omitted]). In any event, permitting a single citizen with no property interest in the affected district to initiate a zoning amendment would be contrary to the clear language of the statute. Cf. Capezzuto v. State Ballot Law Comm'n, 407 Mass. 949, 954-956 (1990) (where only nine valid signatures appeared on petition for proposed state law, rather than required ten, proposal could not proceed); Putnam v. Bessom, 291 Mass. 217, 220 (1935) (petition with fewer than requisite 200 signatures of registered voters could not be basis for calling town meeting).<sup>6</sup>

\*3 General Laws c. 40A, § 5, is explicit regarding who may initiate a zoning amendment. Here, although the planning board expressed support for the zoning amendment, the amendment was initiated by Paturzo.<sup>7</sup> Because Paturzo did not own land in the affected area, he was not authorized to initiate the zoning amendment as an individual. Accordingly, we discern no error in the judge's decision.

Judgment affirmed.

#### All Citations

101 Mass.App.Ct. 1108, 190 N.E.3d 1089 (Table), 2022 WL 2069244

#### Footnotes

- 1 Interveners Paul D. Doherty, as trustee of D&D Realty Trust, and J. Day Enterprises, LLC.
- 2 Arturo G. Paturzo. The plaintiff also identified Shirley A. French, as trustee of Gray Wall Realty Trust; Maple Tree Properties, LLC; and Bernon Land Trust, LLC, as “parties-in-interest.” Neither Paturzo nor the “parties-in-interest” participated in this appeal.
- 3 The panelists are listed in order of seniority.
- 4 Neither the town, interveners, nor other parties in interest appealed from so much of the judgment as declared that the zoning amendment was not invalid because of any failure of notice pursuant to the statute or the town's procedural rules. Accordingly, we express no view upon those questions.
- 5 In their briefing the appellees reference a subsequent town meeting held on November 17, 2021, attach documents related to that meeting, and argue that we should take judicial notice as support for their arguments. The town moved to

strike those portions of the appellees' brief and addendum. Because we are "limited to what is contained in the record of proceedings below," [Police Comm'r of Boston v. Robinson](#), 47 Mass. App. Ct. 767, 770 (1999), we allow the town's motion and decline to consider any reference or materials related to the 2021 Fall Special Town Meeting in reaching our decision.

- 6 The town's reliance on [Hickey v. Zoning Bd. of Appeals of Dennis](#), 93 Mass. App. Ct. 390 (2018), is misplaced. That decision announced no general principle that strict compliance with zoning laws is not required. Its recognition that actual notice may sometimes suffice even where formal notice has not been given in no way suggests that a single registered voter may exercise the power that [G. L. c. 40A, § 5](#), reserves for ten such voters.
- 7 The uncontested record shows that Paturzo prepared and delivered the petition for rezoning to the town; that the planning board contacted Paturzo to advise him of the steps he needed to take in preparation for the public hearing related to the amendment; and that the planning board identified Paturzo as the amendment's "petitioner" on the town meeting warrant, and again on the form provided to the Attorney General's office in connection with a statutorily required request for approval of the amendment.

# **Exhibit C**



*Megan B. Bayer*  
Acting City Solicitor

*Elliott J. Veloso*  
First Assistant City Solicitor



Assistant City Solicitors

*Paul S. Kawai*  
*Sean M. McKendry*  
*Diane O. Pires*  
*Kate M. Kleimola*  
*Sydney M. Wright*  
*Evan C. Bjorklund*  
*Franziskus Lepionka*  
*Andrea Carillo-Rhoads*

Public Records Access Officer  
*Seah Levy*

**CITY OF CAMBRIDGE**

Office of the City Solicitor  
795 Massachusetts Avenue  
Cambridge, Massachusetts 02139

October 16, 2023

Yi-An Huang  
City Manager  
Cambridge City Hall  
795 Massachusetts Avenue  
Cambridge, MA 02139

***Re: Response to Awaiting Report No. 23-23 re: legal opinion which clarifies the state law on zoning petition signature requirements to ensure clarity and lawful deliberation in the future***

Dear Mr. Huang:

I am writing in response to Awaiting Report No. 23-23 which requests a legal opinion which clarifies the state law on petition signature requirements to ensure clarity and lawful deliberation in the future (the "Council Order"). This Council Order arose out of a resident zoning petition filed by Douglas Brown, a property owner, on January 4, 2023 (the "Brown Petition"). The Brown Petition was filed by an individual property owner but was citywide in scope, and would have affected multiple zoning districts and almost every residential parcel in the City. On February 13, 2023, the Law Department issued an opinion to the Council that stated that:

"[i]t appears that Mr. Brown is a trustee for a trust that owns 35 Standish Street, which is in a Residence B Zoning District. However, the amendments are not limited to affecting Mr. Brown's property or the district in which his property is located. A single citizen cannot initiate a zoning amendment that would affect a zoning district in which the single citizen has no property interest. Bellingham Massachusetts Self Storage, LLC v. Town of Bellingham, 101 Mass. App. Ct. 1108 (2022) (unreported). Accordingly, the Brown Petition cannot be initiated by an individual landowner. It may be permissible as a zoning petition filed by ten registered voters, but that was not the case here."

Therefore, the Law Department opined that the City Council should rescind the vote to refer that petition to the Planning Board and Ordinance Committee because the vote was defective as a matter of law.

The Council Order states that “[d]iscussion in the City Council over the [February 13, 2023] legal opinion resulted in confusion about the legal right of a single individual property owner to file zoning petitions which may come up for future petitions” and therefore requested this opinion. Specifically, the Council Order requests clarification concerning the applicability of Bellingham Massachusetts Self Storage, LLC v. Town of Bellingham, 101 Mass.App.Ct. 1108 (2022) to the facts presented by the filing of the Brown Petition. The Council Order also cites to and links to Land Court decision, which is a 1992 case from the Town of Shrewsbury, Davolio v. Town of Shrewsbury, 1992 WL 12151913 (Land Ct. 1992). The Council Order states that case “appears to confirm and affirm the right of a single individual property owner affected by the decision to file a zoning petition.”

As discussed below, our opinion that an individual landowner cannot initiate a zoning amendment that would affect a zoning district in which the individual landowner has no property interest has not changed and is in keeping with state law. The law allows an individual landowner the ability to initiate a zoning petition that would affect that landowner’s property, but requires ten registered voters to initiate the process to make zoning changes to other zoning districts or other specific properties. The intent is that an individual landowner can have a role in shaping the zoning that applies to their property, but there needs to be the support of at least ten community members to initiate changes to the zoning applicable elsewhere in the city. The cases cited in the Council Order either support this standard or are distinguishable.

As stated in the February 13, 2023 Council Order response, Mr. Brown is a trustee for a trust that owns a property located in a Residence B Zoning District. The proposed Brown Petition would have affected all Residence A-1, A-2 and B Districts. As such, the proposed Brown Petition was not limited to the Residence B Zoning District. In Bellingham, the Appeals Court found that the zoning petition at issue in the case was not proper because the petitioner did not own any of the parcels included in the zoning amendment.<sup>1</sup> The Bellingham case holds that “permitting a single citizen with no property interest in the affected district to initiate a zoning amendment would be contrary to the clear language of the statute.” Thus, while Mr. Brown may be able to bring a zoning petition that affects only the Residence B Zoning District, he cannot bring a petition that would also affect Residence A-1 and A-2 Zoning Districts. The Brown Petition was therefore invalid under state law.

Likewise, the Davolio case is distinguishable from the Brown Petition because the petitioner in Davolio owned property in the zoning district that was the subject of the rezoning. In

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<sup>1</sup> The Council Order cites to Bellingham Massachusetts Self Storage, LLC v. Town of Bellingham by linking to the Land Court decision in that case (Bellingham Massachusetts Self Storage, LLC v. Town of Bellingham, 2021 WL 2994398, 20 MISC 000115 (Land Ct. 2021)). However, the Land Court decision cited was appealed to the Appeals Court. Where a case has been appealed, and an appellate level decision has been issued, the appellate level decision is controlling in the case. While a court can look at a trial court decision as persuasive authority, it is not precedent. Notwithstanding, the Land Court decision in the Bellingham case (Bellingham Massachusetts Self Storage, LLC v. Town of Bellingham, 2021 WL 2994398, 20 MISC 000115 (Land Ct. 2021)) found that “as a matter of law, strict compliance with G.L. c. 40A, §5, first para., is required, that strict compliance did not occur here [because the petitioner did not own land in the districts that would be affected by the proposed change], and that the failure to comply was ‘significantly inconsistent with, or prejudicial to, the apparent legislative objectives of the prescribed procedures.’” Therefore, the Land Court decision also found that there was a requirement that a petitioner own land in the affected district.

the Davolio case, the defendants Spag's Supply Inc. and C.J. & S., Inc., the real estate holding company for Spag's, owned a number of parcels in the Town of Shrewsbury. By virtue of several town meeting votes, the defendants acquired from the town an additional parcel in the town's commercial-business zoning district, rezoned another parcel to be in the commercial-business zoning district, and altered the provisions of what was allowed in the commercial-business zoning district. The Land Court found that the defendants "are affected by Article 11 and apparently also by Article 12 [the two town meeting warrant articles that sought to alter the provisions of what was allowed in the commercial-business zoning district], although its relation to the Spag's proposal was not made clear." Accordingly, the Land Court found that the defendants owned land to be affected by the zoning change, although the Land Court did not specify if that was by virtue of Spag's Supply Inc. and C.J. & S., Inc. acquiring the parcel in the commercial-business zoning district from the town, rezoning another parcel that it owned to be in the commercial-business zoning district, or by owning other property that was in the commercial-business zoning district. In any event, the Land Court found that Spag's Supply Inc. and C.J. & S., Inc. had an ownership interest in a property in the commercial-business district and therefore could properly file a zoning petition to amend the commercial-business district.

The two cases cited above stand for the proposition that, pursuant to G.L. c. 40A, §5, an individual property owner cannot initiate a zoning amendment that would affect a zoning district in which the individual property owner has no property interest. As such, the Brown Petition was not permissible because it affected Residence A-1, A-2 and B zoning districts, and Mr. Brown is only an owner of land in a Residence B Zoning District. In the future, the City Council can accept resident initiated zoning petitions from an individual property owner owning land in the district that would be affected by the proposed zoning change, or by ten registered voters in the City. A citywide petition affecting multiple zoning districts would require ten registered voters to submit the petition, unless an individual property owner owned property in all affected districts.

Very truly yours,



Megan B. Bayer  
Acting City Solicitor



LURIE FRIEDMAN LLP

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HARLEY C. RACER

617-367-1970  
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November 8, 2023

By Email and U.S. MailSean N. Fay, Chair  
Marlborough Planning Board  
135 Neil Street  
2nd Floor  
Marlborough, MA 01752Michael H. Ossing, President  
Marlborough City Council  
140 Main Street  
2nd Floor  
Marlborough, MA 01752Re: Proposed Zoning Amendment to Chapter 650 "Zoning" to amend §22  
"Retirement Community Overlay Districts" and the Public Hearing on  
November 13, 2023

Dear Mr. Fay and Mr. Ossing:

This firm represents Hillside School ("Hillside") at 404 Robin Hill St., Marlborough in relation to the Proposed Zoning Amendment to Chapter 650 "Zoning" to amend §22 "Retirement Community Overlay Districts" to include Map 39, Parcels 5 and 26B on Robin Hill Street ("Zoning Amendment"). We write to express our serious concerns with the Zoning Amendment and to bring to the attention of the Planning Board and the City Council procedural defects which would render it a nullity as well as the citywide implications that this major rewrite of Marlborough's Ordinances would have. The Planning Board and the City Council must remove the Zoning Amendment from their respective agendas unless and until the legal defect – initiation by a nonlandowning corporate entity – is cured. Short of that, any public hearing on the Zoning Amendment must be continued in order for the citizens of Marlborough and all relevant Boards, Committees and Departments to review the major changes to the City's laws being requested and to determine if these changes are in the best interests of the City of Marlborough and its citizens.

**1. The Zoning Amendment is legally defective because it was initiated by a non-landowner corporate entity in violation of state and local law.**

The Zoning Amendment is legally defective because it was initiated by non-landowner, Pulte Homes of New England LLC ("Pulte"), the prospective buyer of the parcels targeted for

**LURIE FRIEDMAN LLP**

Sean N. Fay  
 Michael H. Ossing  
 November 8, 2023  
 Page 2

the Retirement Overlay District. See Brian Falk letter dated September 7, 2023, attached as **Exhibit 1**. Mr. Falk states that he represents Pulte, the prospective buyer, not the landowner. The governing statute is clear:

**Zoning ordinances or by-laws may be adopted and from time to time changed by amendment, addition or repeal, but only in the manner hereinafter provided.** Adoption or change of zoning ordinances or by-laws may be initiated by the submission to the city council or board of selectmen of a proposed zoning ordinance or by-law by a city council, a board of selectmen, a board of appeals, **by an individual owning land to be affected by change or adoption,** by request of registered voters of a town pursuant to section ten of chapter thirty-nine, by ten registered voters in a city, by a planning board, by a regional planning agency or by other methods provided by municipal charter.

M.G.L. c. 40A, §5 (emphasis added). Marlborough Ordinance § 650-60 tracks the statute: “This chapter may be amended from time to time at a City Council meeting. **An amendment may be initiated by the submission to the City Council** of a proposed change by . . . **an individual owning land in the City to be affected by the amendment,** 10 registered voters in the City, the Planning Board and the Metropolitan Area Planning Council.” (emphasis added).

Pulte does not own the land in the City to be affected. Mr. Falk’s Letter references a “letter of authorization” to claim that “the owner of this land requests” the Zoning Amendment. However, the letter of authorization does not authorize Mr. Falk to request the Zoning Amendment on behalf of the landowner. Rather, the landowner, Denali Belle, LLC, “authorizes Mirick O’Connell, **on behalf of Pulte Homes of New England, LLC,** to submit” the Zoning Amendment, not on behalf of the current landowner. See Letter of Authorization, attached as **Exhibit 2** (emphasis added).

If there were any doubt as to who the proponent is, that doubt was removed at the City Council’s hearing on October 23, 2023 where Mr. Falk stated that he was appearing “on behalf of Pulte Homes of New England” and then in response to a question from a Councilor on potential uses of the site, Mr. Falk repeated that he is “representing Pulte, a potential buyer of this site” and he “can’t speak to the current owner and what other options they may have” but that “the property is certainly for sale”. See video of October 23, 2023 City Council hearing, at timestamps 0:11:04 and 1:15:50, <https://play.champds.com/marlboroughma/event/690>. Pulte Vice-President, Mark Mastroianni, then made clear that the Pulte’s acquisition is conditional, saying that if Pulte cannot build this proposed project, the seller may take other options, and “it wouldn’t be Pulte Homes developing”. Id. at timestamp 1:25:30

Because Pulte is not the landowner, it is a violation of M.G.L. c. 40A, §5 and Marlborough Ordinance § 650-60 for the Planning Board and the City Council to even consider the Zoning Amendment, much less act upon it. Indeed, any action on the Zoning Amendment would be invalid. See Bellingham Massachusetts Self Storage, LLC v. Town of Bellingham, 101

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Mass. App. Ct. 1108 (2022) (because the proponent “did not own land in the affected area, he was not authorized to initiate the zoning amendment as an individual” and the amendment was invalid). Moreover, because the current landowner is not an “individual” but a corporate entity, Denali Belle, LLC, this Zoning Amendment could only be initiated through the provision in the statute and the Ordinance which provides that ten registered voters of Marlborough can initiate such a change, because the purpose of this provision is “to ensure that any amendment proposed by registered voters has a modicum of support before it can be placed before a planning board.” *Id.* (emphasis in original).

Accordingly, the Zoning Amendment is not properly before the Planning Board or the City Council and must be removed from the November 13, 2023 Agenda.

**2. The Zoning Amendment is a complete re-write of Marlborough’s Ordinance by a developer, not based on any study, survey or City need.**

If the Planning Board and/or the City Council make the ill-advised decision to consider the Zoning Amendment despite the fatal legal defects, it must continue any hearing and delay any action on the Zoning Amendment to provide time for the citizens of Marlborough and the various City Boards, Committees and Departments to review, digest and comment on the major changes proposed.

The Zoning Amendment’s changes would have long-lasting and far-reaching implications for the entire City. To be clear, Pulte is not simply requesting a special permit or a variance or approval for a project. Pulte is asking the City for a entire revision of the City’s laws. The Zoning Amendment would cause drastic changes to the number, size, scope and location of retirement communities throughout Marlborough. These changes would apply to the entire City, not just to Robin Hill Street. Just some of the proposed changes if the Zoning Amendment passed are as follows:

- Retirement Community developments could be large scale combinations – a mix of townhouses, multifamily apartments and various amenities – throughout the entire City. Currently, the only permissible new retirement community developments that can be added to the Zoning Map are townhouse neighborhoods.
- Multifamily developments and mixed detached/multifamily developments could be located in any Limited Industrial (“LI”) District or Industrial (“I”) District whereas now the only location for a multifamily development is the one already existing near the Fitchburg Street intersection with Route 85/290 Connector Road. This would allow massive developments – mini-cities – including multiple four-story apartment buildings, dozens of town homes, four story clubhouses any number of amenities, which could include a pharmacy, chapel, theater, library,

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 Michael H. Ossing  
 November 8, 2023  
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gift shop, convenience store, beauty salon, barbershop, banking services, offices, third-party vendor services and recreation facilities in any LI or I district in the City. See **Exhibit 3** comparing the current permissible location of a Retirement Community Overlay – Multifamily to the area that would be permissible under the Zoning Amendment.

- Multifamily developments and mixed detached/multifamily developments could be constructed within 100 feet of any non-municipal road, i.e. interstates and state highways. Currently, multifamily developments are prohibited within 100 feet of all public roads.
- Multifamily buildings could be four stories high with no limit on total building height. Currently, the multifamily buildings are limited to three stories and subject to other height limitations.
- It would also increase the number of units per acre permissible in a retirement community and increase the total area per multifamily unit in a retirement community.
- It would improperly empower the City Council to make changes to the Zoning Map Overlay, add any conditions and allow any variances for retirement community development – all powers that the City Council does not currently hold.

These significant changes should not be considered when not initiated by the proper bodies and in response to actual City need. There has been no study, no survey and no expert report by any City body or agent to suggest that these changes are in any way warranted, desirable, necessary or even beneficial to the City and its citizens. In fact, it is clear that these changes would be bad for the City. The City's laws cannot be written ad-hoc by national developers for their own pet project and for their own benefit with no consideration for the effect on the City.<sup>1</sup>

### 3. **The Zoning Amendment is bad for the Robin Hill Street Community.**

The Zoning Amendment would clear more than 28 acres of currently undeveloped wooded land to be converted to a massive complex of over 60 buildings, including a clubhouse

<sup>1</sup> While the effect would be widespread, the open recognition that the singular objective of the Zoning Amendment is to benefit Pulte, the potential buyer, confirms that this is illegal "spot zoning". Spot zoning occurs "where one lot or a small area has been singled out for treatment less onerous than that imposed upon nearby, indistinguishable properties." *W.R. Grace & Co.-Conn. v. City Council of Cambridge*, 56 Mass. App. Ct. 559, 569 (Mass. App. Ct. 2002) ("It is unlawful to invoke the zoning power solely to confer an economic benefit (or impose an economic detriment) upon the owner of a comparatively small area within a zoning district when the remaining parcels of that district are treated differently").

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Page 5

and an unknown number of amenities, wedged between the narrow road of Robin Hill Street and I-290 – a development which is not permissible under the current zoning ordinances.

This would have a significant impact on the community and would be, in effect, a mini-city on Robin Hill St., including multiple four story apartment buildings, dozens of town homes, a four story clubhouse any number of amenities, which could include a pharmacy, chapel, theater, library, gift shop, convenience store, beauty salon, barbershop, banking services, offices, third-party vendor services and recreation facilities. This would be a major increase in congestion, development and traffic on this small street, a significant loss of trees and open space and is completely out of character with the current area. Hillside School and surrounding neighbors are strongly opposed to this drastic change, which is out of character for the area.

There has been no traffic or safety study to determine if the narrow Robin Hill Street could even support such a massive development. The Planning Board and City Council should not permit such a drastic change in this area before it has conducted careful review and study of its impact.

**4. Wetland impacts of the Zoning Amendment should be understood and considered first.**

At the City Council's hearing on October 23, 2023, Pulte conceded that the development plans presented were in the early stages and that any potential development would change for a variety of reasons, including, notably the presence of wetland resources on site. The wetland resources on the site have not been fully identified or analyzed but a preliminary review of MassGIS data identifies wetland resources on several areas of the parcel, including in an area currently designed for an access road to the easternmost part of the development.

Additionally, the development is designed for an area near and in the vicinity of the Millham Reservoir and the North Branch Brook – areas owned by the City for drinking water purposes. In fact, immediately across the street and on the south side of Robin Hill Road are signs noting that this land is owned and managed by the City for water protection purposes.

The proposed project would remove acres of forest and replace it with as yet an undetermined amount of impervious surface – a major contributor to stormwater pollution and across the street from lands set aside for water resource protection.

Before proceeding with such a dramatic change, particularly since Pulte's acquisition of the site is contingent on its plans, there should be an opportunity to consider the possible impacts of this project, and especially in light of important community goals, including watershed protection.



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 Michael H. Ossing  
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### 5. **The Zoning Amendment would need a two-thirds majority at City Council to pass.**

Finally, Mr. Falk claims that this Zoning Amendment would require only a simple majority to pass City Council rather than a two-thirds majority. See Ex. 1. This is incorrect. Pursuant to M.G.L. c. 40A, §5, all zoning amendments require a two-thirds vote with limited exceptions. Mr. Falk relies on exception subsection (2)(a) that provides allows a simple majority for “an amendment to a zoning ordinance or by-law to allow by special permit: (a) multi-family housing or mixed-use development in an eligible location”. First of all, the Zoning Amendment would do more than amend the ordinance to allow a special permit for multi-family uses, i.e. changing the Zoning Map to add two parcels to the Retirement Community Overlay District, empower the City Council to make further changes to the Overlay District Zoning Map, and change the size and number of units permissible in the Retirement Community developments.

But the assertion that the simple majority exception is effective because the subject parcels on Robin Hill Street are in an “eligible location” is misleading. “Eligible location” is defined in M.G.L. c. 40A, § 1A as:

areas that by virtue of their infrastructure, transportation access, existing underutilized facilities or location make highly suitable locations for residential or mixed use smart growth zoning districts or starter home zoning districts, including without limitation: (i) areas near transit stations, including rapid transit, commuter rail and bus and ferry terminals; or (ii) areas of concentrated development, including town and city centers, other existing commercial districts in cities and towns and existing rural village districts.

The parcels are not in an area of concentrated development nor do they meet any of the other criteria. The area is bounded by I-290 to the north - without any access to I-290; to the west by Hillside School’s large undeveloped, wooded property; to the south by the narrow Robin Hill Street and to the west by a river. It stretches to credulity to suggest that it is “close to Donald Lynch Boulevard” and developments near it. Furthermore, the Zoning Amendment, as discussed, is not limited to the parcels at Robin Hill Street, but would be citywide. The entire City is certainly not an “eligible location”. Accordingly, if the City Council ever votes on the Zoning Amendment, it would require a two-thirds vote. If there is any uncertainty the Planning Board and/or City Council should request an advisory opinion on whether the citywide Zoning Amendment qualifies as an eligible location from the Office of Economic Development at <https://www.mass.gov/forms/request-an-advisory-opinion-on-ch40a-eligible-locations>.

Please circulate this letter amongst all members of the Planning Board and the City Council in advance of the hearing scheduled for October 23, 2023. Please also confirm that Zoning Amendment will be removed from the Agenda by close of business October 23, 2023. If the matter is not pulled before the Planning Board hearing, I intend to appear at the hearing alongside my client to speak in opposition to the Zoning Amendment.

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Sean N. Fay  
Michael H. Ossing  
November 8, 2023  
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Very truly yours,

/s/Harley C. Racer  
Harley C. Racer

cc: Jason Grossfield, Esq., City Solicitor  
Jeremy McManus, Asst. City Solicitor  
Traffic Commission  
Conservation Commission



**EXHIBIT 1**

10

**MIRICK O'CONNELL** RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
ATTORNEYS AT LAW 2023 SEP -7 AM 11:21

**Brian R. Falk**  
Mirick O'Connell  
100 Front Street  
Worcester, MA 01608-1477  
bfalk@mirickoconnell.com  
t 508.929.1678  
f 508.983.6256

September 7, 2023

**BY HAND DELIVERY**

Councilor Michael Ossing, President  
Marlborough City Council  
City Hall  
Marlborough, MA 01752

Re: Proposed Zoning Amendment: Retirement Community Overlay District

Dear Councilor Ossing:

I represent Pulte Homes of New England LLC, the prospective buyer of approximately 28 acres of land off of Robin Hill Street in Marlborough, shown on Assessors Map 39 as Parcels 5 and 26B, located in the Limited Industrial Zoning District.

As noted in the enclosed letter of authorization, the owner of this land requests, in accordance with M.G.L. c. 40A, Sec. 5, that the City Council consider amending the Marlborough Zoning Map so that the Retirement Community Overlay District is superimposed over this land, and consider amending the Retirement Community Overlay District to accommodate an over 55 community combining both townhouse and multifamily components, for a new condominium ownership neighborhood.

Pulte is excited about the opportunity to bring a unique over 55 community to Marlborough on land that, while zoned Limited Industrial, would be better utilized as a low-impact residential neighborhood. This new neighborhood would provide opportunities for residents to downsize in Marlborough yet continue to be homeowners, enjoying convenient access to Donald Lynch Boulevard, Route 290, and Route 495.

If this zoning amendment is approved by the City Council, Pulte would then seek a special permit from the City Council to authorize the use and site plan approval from the Site Plan Review Committee to address site design details.

Based upon recent amendments to M.G.L. c. 40A, Sec. 5, we believe this zoning amendment may be approved by simple majority vote of the City Council rather than a two-thirds vote. Under M.G.L. c. 40A, Sec. 5, the following zoning amendments may be approved by simple majority vote:

{Client Matter 20298/00001/A8441702.DOCX}

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**MIRICK O'CONNELL**

Marlborough City Council  
September 7, 2023  
Page 2

“an amendment to a zoning ordinance ... to allow by special permit: (a) multi-family housing ... in an eligible location; (b) an increase in the permissible density of population or intensity of a particular use in a proposed multi-family ... development pursuant to section 9;”

The term “eligible location” is defined in M.G.L. c. 40A, Sec. 1A as:

“areas that by virtue of their infrastructure, transportation access, existing underutilized facilities or location make highly suitable locations for residential or mixed use smart growth zoning districts or starter home zoning districts, including without limitation: (i) areas near transit stations, including rapid transit, commuter rail and bus and ferry terminals; or (ii) areas of concentrated development, including town and city centers, other existing commercial districts in cities and towns and existing rural village districts.”

The proposed zoning amendment would allow, by special permit, multifamily housing on land close to Donald Lynch Boulevard, which is an area of concentrated development, and located in close proximity to Route 290 and Route 495. Further, the proposed zoning amendment would allow, by special permit, an increase in the permissible density of population or intensity of multifamily uses in the Retirement Community Overlay District. Therefore, we believe the zoning amendment qualifies for a reduced quantum of vote under M.G.L. c. 40A, Sec. 5.

Please refer this matter to the Planning Board and take the appropriate steps for review by the City Council.

Thank you for your time and attention to this matter.

Sincerely,



Brian R. Falk

BRF/

Encl.

cc: Client

**EXHIBIT 2**

August 28, 2023

Councilor Michael Ossing, President  
Marlborough City Council  
City Hall  
Marlborough, MA 01752

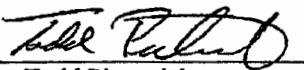
RE: Robin Hill Street Project

Dear Councilor Ossing:

Please be advised that the undersigned is the owner of parcels located off of Robin Hill Street in Marlborough, shown on Assessors Map 39 as Parcels 5 and 26B. The undersigned hereby authorizes Mirick O'Connell, on behalf of Pulte Homes of New England LLC, to submit to the City of Marlborough proposed zoning amendments and any land use applications necessary for Pulte Homes of New England LLC to seek approval for a retirement community at the property.

Thank you for your time and attention to this matter.

Denali Belle LLC

By:   
Name: Todd Pietrasiak  
Title: Manager

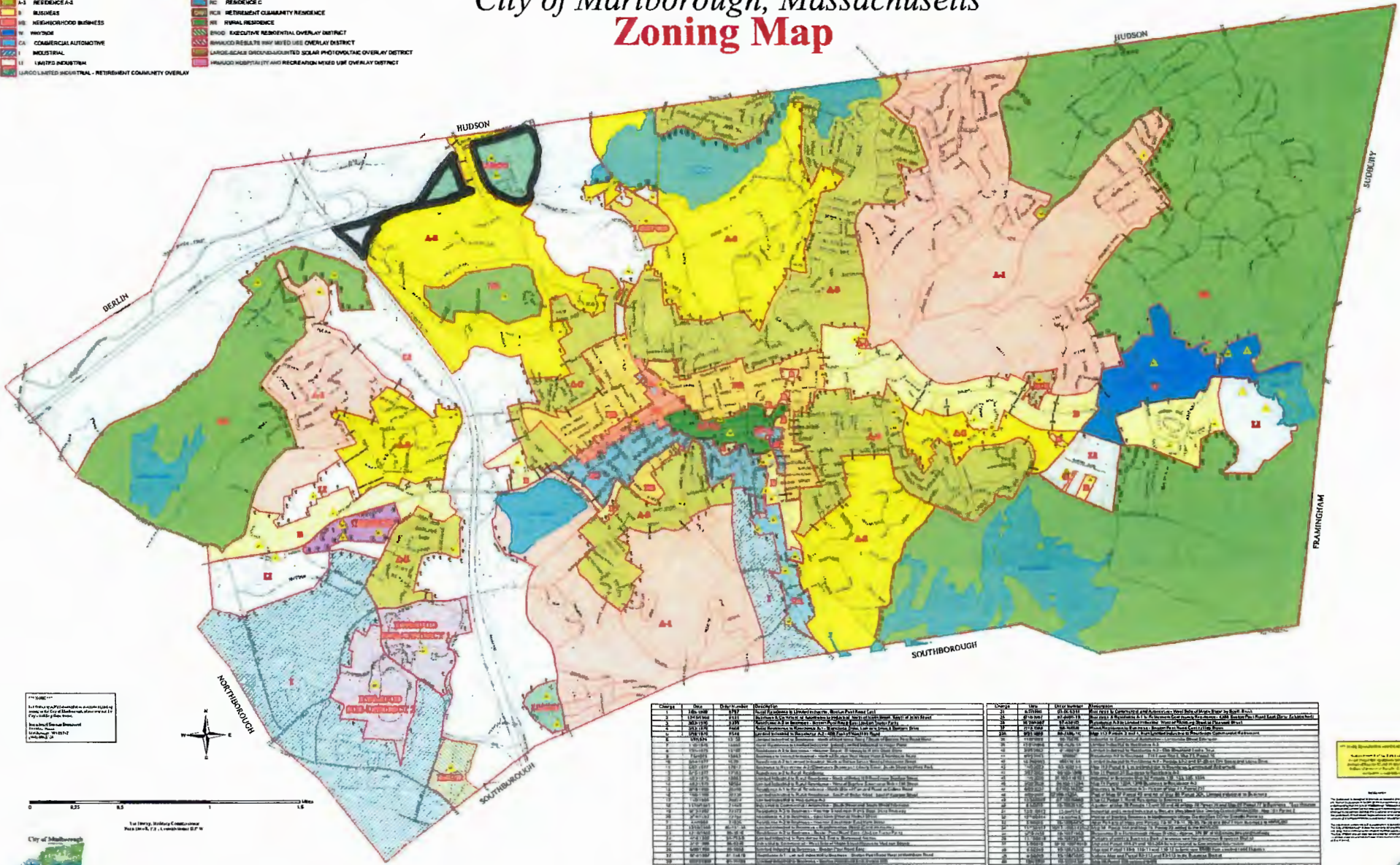
**EXHIBIT 3**



# Current RLO-MF

## City of Marlborough, Massachusetts Zoning Map

- A-1 RESIDENCE A-1
- A-2 RESIDENCE A-2
- A-3 RESIDENCE A-3
- B RESIDENCES
- HB NEIGHBORHOOD BUSINESS
- HW HIGHWAY
- CA COMMERCIAL AUTOMOTIVE
- I INDUSTRIAL
- LI LIMITED INDUSTRIAL - RETIREMENT COMMUNITY OVERLAY
- MV MARLBOROUGH VILLAGE DISTRICT
- RD RESIDENCE D
- RC RESIDENCE C
- RCR RETIREMENT COMMUNITY RESIDENCE
- RT RURAL RESIDENCE
- RHO EXECUTIVE RESIDENTIAL OVERLAY DISTRICT
- RHR RESIDENTIAL HIGH RISE OVERLAY DISTRICT
- RLS LARGE SCALE GREENHOUSE/UNLIMITED SOLAR PHOTOVOLTAIC OVERLAY DISTRICT
- RLU RURAL URBANITY AND RECREATION MIXED USE OVERLAY DISTRICT



Order	Date	Order number	Description	Order	Date	Order number	Description
1	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	1	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
2	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	2	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
3	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	3	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
4	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	4	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
5	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	5	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
6	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	6	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
7	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	7	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
8	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	8	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
9	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	9	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
10	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	10	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
11	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	11	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
12	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	12	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
13	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	13	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
14	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	14	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
15	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	15	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
16	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	16	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
17	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	17	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
18	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	18	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
19	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	19	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
20	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	20	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
21	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	21	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
22	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	22	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
23	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	23	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
24	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	24	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
25	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	25	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
26	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	26	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
27	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	27	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
28	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	28	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
29	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	29	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance
30	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance	30	1/15/1988	1011	City of Marlborough, Massachusetts, Revised Zoning Ordinance

City of Marlborough  
1011  
1/15/1988  
City of Marlborough, Massachusetts, Revised Zoning Ordinance



Scale: 1 inch = 100 feet  
0 0.25 0.5 1 1.5



Adopted: *[Signature]*  
Steven W. King, City Clerk

City of Marlborough, Massachusetts  
1011  
1/15/1988  
City of Marlborough, Massachusetts, Revised Zoning Ordinance

City of Marlborough, Massachusetts  
1011  
1/15/1988  
City of Marlborough, Massachusetts, Revised Zoning Ordinance



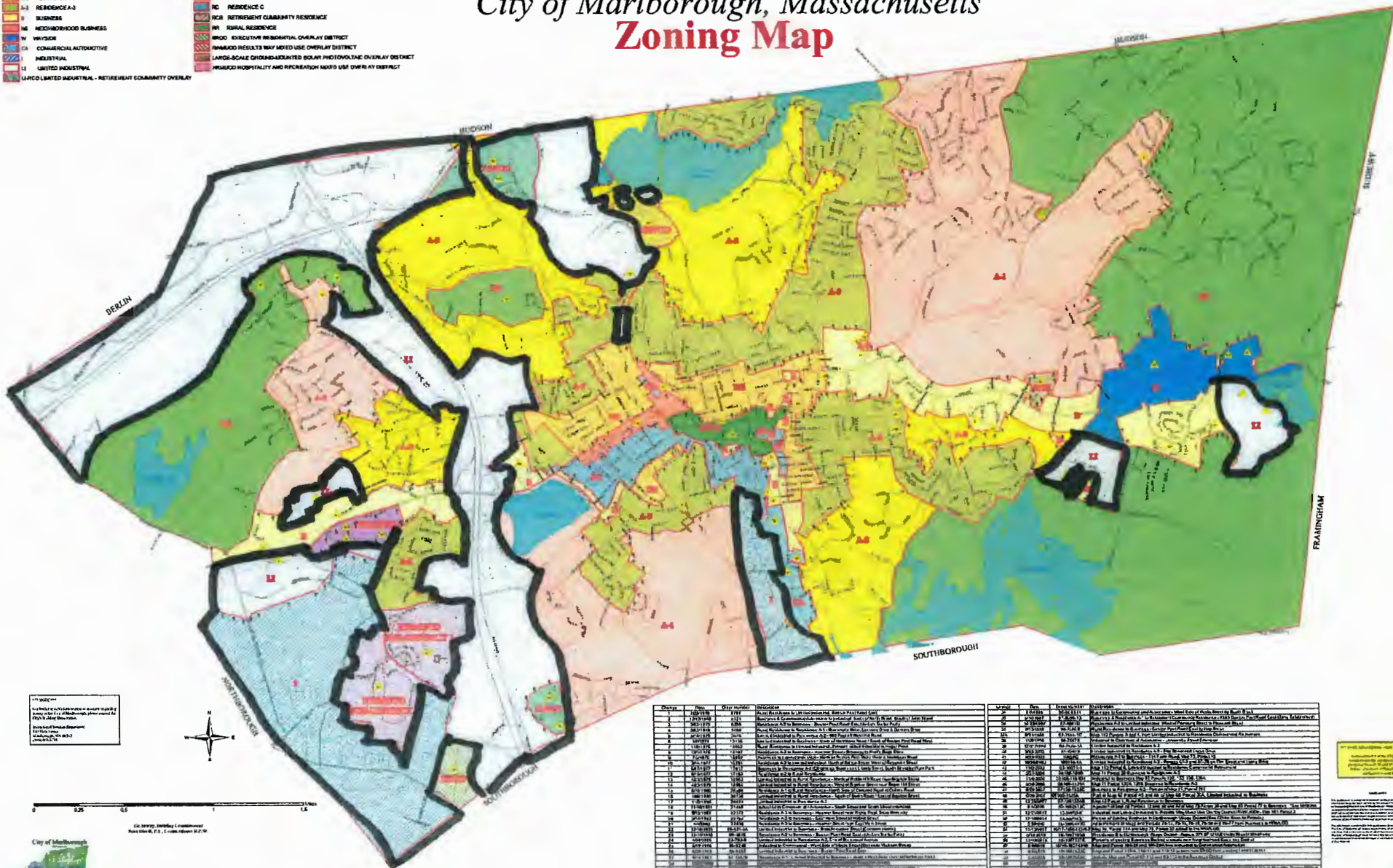


# Zoning Amendment RLO-MF

12-33

## City of Marlborough, Massachusetts Zoning Map

- R-1 RESIDENCE A-1
- R-2 RESIDENCE A-2
- R-3 RESIDENCE A-3
- B BUSINESS
- NB NEIGHBORHOOD BUSINESS
- W WYNDHAM
- CA COMMERCIAL/AUTOMOTIVE
- I INDUSTRIAL
- LI LIMITED INDUSTRIAL
- LI-FC LIMITED INDUSTRIAL - RETIREMENT COMMUNITY OVERLAY
- MV MARLBOROUGH VILLAGE DISTRICT
- RD RESIDENCE D
- RC RESIDENCE C
- RC-R RETIREMENT CLARIBURY RESIDENCE
- RR RURAL RESIDENCE
- RPOD EDUCATIVE RECREATIONAL OVERLAY DISTRICT
- RPOD-R RECREATIVE RECREATION OVERLAY DISTRICT
- LPOD LARGE-SCALE COMMERCIAL/INDUSTRIAL OVERLAY DISTRICT
- RPOD-RP RECREATION AND PLEASURE OVERLAY DISTRICT



Order	Act	Order Number	Description	Version	Date	Area (Acres)	Notes
1	1970-1971	1971	Original Zoning Ordinance, as amended through 1971	1	1/1/71	1,234.56	Original Zoning Ordinance, as amended through 1971
2	1972-1973	1973	Amendment 1: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	2	1/1/73	1,234.56	Amendment 1: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
3	1974-1975	1975	Amendment 2: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	3	1/1/75	1,234.56	Amendment 2: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
4	1976-1977	1977	Amendment 3: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	4	1/1/77	1,234.56	Amendment 3: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
5	1978-1979	1979	Amendment 4: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	5	1/1/79	1,234.56	Amendment 4: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
6	1980-1981	1981	Amendment 5: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	6	1/1/81	1,234.56	Amendment 5: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
7	1982-1983	1983	Amendment 6: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	7	1/1/83	1,234.56	Amendment 6: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
8	1984-1985	1985	Amendment 7: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	8	1/1/85	1,234.56	Amendment 7: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
9	1986-1987	1987	Amendment 8: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	9	1/1/87	1,234.56	Amendment 8: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
10	1988-1989	1989	Amendment 9: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	10	1/1/89	1,234.56	Amendment 9: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
11	1990-1991	1991	Amendment 10: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	11	1/1/91	1,234.56	Amendment 10: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
12	1992-1993	1993	Amendment 11: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	12	1/1/93	1,234.56	Amendment 11: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
13	1994-1995	1995	Amendment 12: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	13	1/1/95	1,234.56	Amendment 12: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
14	1996-1997	1997	Amendment 13: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	14	1/1/97	1,234.56	Amendment 13: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
15	1998-1999	1999	Amendment 14: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	15	1/1/99	1,234.56	Amendment 14: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
16	2000-2001	2001	Amendment 15: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	16	1/1/01	1,234.56	Amendment 15: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
17	2002-2003	2003	Amendment 16: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	17	1/1/03	1,234.56	Amendment 16: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
18	2004-2005	2005	Amendment 17: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	18	1/1/05	1,234.56	Amendment 17: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
19	2006-2007	2007	Amendment 18: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	19	1/1/07	1,234.56	Amendment 18: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
20	2008-2009	2009	Amendment 19: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	20	1/1/09	1,234.56	Amendment 19: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
21	2010-2011	2011	Amendment 20: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	21	1/1/11	1,234.56	Amendment 20: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
22	2012-2013	2013	Amendment 21: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	22	1/1/13	1,234.56	Amendment 21: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
23	2014-2015	2015	Amendment 22: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	23	1/1/15	1,234.56	Amendment 22: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
24	2016-2017	2017	Amendment 23: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	24	1/1/17	1,234.56	Amendment 23: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
25	2018-2019	2019	Amendment 24: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	25	1/1/19	1,234.56	Amendment 24: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
26	2020-2021	2021	Amendment 25: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	26	1/1/21	1,234.56	Amendment 25: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
27	2022-2023	2023	Amendment 26: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	27	1/1/23	1,234.56	Amendment 26: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP
28	2024-2025	2025	Amendment 27: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP	28	1/1/25	1,234.56	Amendment 27: Addition of R-1, R-2, R-3, B, NB, W, CA, I, LI, LI-FC, MV, RD, RC, RC-R, RR, RPOD, RPOD-R, LPOD, RPOD-RP

NOTES:  
1. Aerial photography is used to identify parcels and is not intended to be used for legal purposes.  
2. The City of Marlborough is not responsible for errors or omissions in this map.  
3. The City of Marlborough is not responsible for any loss or damage resulting from the use of this map.



Scale: 0 0.25 0.5 1 1.5 Miles



Map Date: 12/33  
Prepared by: [Signature]  
Stewart W. Korgan, City Clerk

NOTES:  
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2023 NOV 15 AM 9:07



# Marlborough Public Schools

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

## Call to Order

**October 10, 2023**

1. Chairman Vigeant 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 Michelle Bodin-Hettinger, Daniel Caruso, Earl Geary, Katherine Hennessy, Heidi Matthews, and Denise Ryan. Also present were Superintendent Mary Murphy, Assistant Superintendent of Teaching and Learning, Robert Skaza, Assistant Superintendent of Student Services and Equity, Jody O'Brien, and Director of Finance and Operations, Tom Lafleur. MEA Representative Elton Thomas and Student Advisory Representative Risha Khanderia were also present.

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

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

### 3. Presentation

#### A. MHS Advisory Committee

The sophomore class representative, Atul Modur, discussed the continuation of the accelerated math program into high school. Atul went into depth about the impact of this program, and senior class representative, Risha Khanderia, chimed in with her perspective as well.

The junior class representative, Katalina Cartes Guzman, brought up the need for a driver's education program at MHS. Katalina mentioned the various benefits this program for high school students.

The freshman class representative, Taylor Cronis, spoke about freshman orientation. She mentioned that only about 70 students attended this event. Taylor offered suggestions for strengthening the orientation moving forward.

The other freshmen class representative, Tayla Stempson, highlighted the various fall sports. She discussed some of the issues with Arbiter Live, the platform used for posting team schedules and competition results.

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

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# Marlborough Public Schools

**School Committee**  
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**5. Communications:** None.

**6. Superintendent's Report:**

Superintendent Murphy shared the updated district enrollment data as of October 6, 2023, which is outlined in her report. The district does not have the capacity to add additional classrooms in the elementary schools, which have growing enrollment numbers.

Superintendent Murphy has included a draft of her goals for the committee's review and comments. These goals will be voted on at the following scheduled meeting.

**A. Assistant Superintendent of Student Services & Equity Report**

Mrs. O'Brien, the Assistant Superintendent of Student Services and Equity, outlined the October 1<sup>st</sup> MPS data report that will be shared to DESE. This data is included in her report. Mrs. O'Brien highlighted some key findings over the past four years.

**7. Acceptance of Minutes:**

**A. Minutes of the September 26, 2023 School Committee Meeting**

Motion made by Mrs. Matthews, seconded by Chairman Vigeant to approve these minutes.

Motion passed 7-0-0.

**8. Public Comment:** None.

It should be noted that members of the public may provide comment via email before the meeting to [superintendent@mps-edu.org](mailto:superintendent@mps-edu.org). Public comment 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. New England Innovation Academy**

Mrs. Murphy shared that New England Innovation Academy is seeking to receive a letter of final approval for their school so they can be recognized by the MA DESE.

Motion made by Mrs. Matthews, seconded by Chairman Vigeant to accept New England Innovation Academy as a private school in Marlborough.

Motion passed 7-0-0.

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# Marlborough Public Schools

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**School Committee**  
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## B. Acceptance of Donations and Gifts

**Marie Esther Health Center.** MPS received \$250.00 from the Marie Esther Health Center.

Motion made by Mrs. Matthews, seconded by Chairman Vigeant to approve this donation.

Motion passed 7-0-0.

**United Brethren of Free Masons.** The Richer School Connections Program received \$300.00 from the United Brethren of Free Masons.

Motion made by Mrs. Matthews, seconded by Chairman Vigeant to approve this donation.

Motion passed 7-0-0.

**O'Connor Studios.** Richer School received \$1,135.98 from O'Connor Studios.

Motion made by Mrs. Matthews, seconded by Chairman Vigeant to approve this donation.

Motion passed 7-0-0.

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

**11. Members' Forum:**

Mrs. Matthews has reviewed and signed the warrant.

**12. Adjournment:**

Motion made by Mrs. Matthews, seconded by Chairman Vigeant to adjourn at 8:32 p.m.

Motion passed 7-0-0.

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# Marlborough Public Schools

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**School Committee**  
District Education Center  
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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Heidi Matthews", with a long, sweeping horizontal stroke extending to the right.

Heidi Matthews  
Secretary, Marlborough School Committee

HM/jm  
Approved 11/14/2023

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2023 NOV 15 AM 9:07

# Marlborough Public Schools

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

## Call to Order

**October 17, 2023**

1. Michelle Bodin-Hettinger called the special meeting of the Marlborough School Committee to order at 6:15 p.m. at 17 Washington Street, Marlborough, MA. Members present included Michelle Bodin-Hettinger, Daniel Caruso, Earl Geary, Katherine Hennessy, and Denise Ryan. Also present were Superintendent Mary Murphy, Assistant Superintendent of Teaching and Learning, Robert Skaza, Assistant Superintendent of Student Services and Equity, Jody O'Brien, and Director of Finance and Operations, Tom Lafleur. Student Advisory Representative Risha Khanderia was also present.

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

2. **Pledge of Allegiance:** Ryan Sweeney, an Eagle Scout Candidate from Troop 41, led the Pledge of Allegiance.

### 3. Presentation

#### A. Welcome Akiruno visitors

Superintendent Murphy welcomed Heather Roach, the advisor for the Akiruno exchange program, along with all the individuals involved in this exchange program.

#### B. Akiruno trip

MPS student Christopher Smith spoke about his experience in the exchange program. The principal representing Akiruno spoke about his trip to Marlborough with his students. Multiple Akiruno city officials, the Vice President of the Akiruno International Youth Club, and a host family member spoke about this experience as well.

Ms. Roach played a compilation video that highlighted the eight Whitcomb students' recent trip to Akiruno. She then introduced the Whitcomb students and the Akiruno students that they are hosting.

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# Marlborough Public Schools

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**School Committee**  
District Education Center  
25 Union Street, Marlborough, MA 01752  
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## 4. Adjournment:

Motion made by Mrs. Hennessy seconded by Mrs. Bodin-Hettinger to adjourn at 6:36 p.m.  
Motion passed 5-0-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Heidi Matthews", with a long, sweeping horizontal line extending to the right.

Heidi Matthews  
Secretary, Marlborough School Committee

HM/jm

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2023 NOV 15 AM 9:07

# Marlborough Public Schools

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

## Call to Order

**October 24, 2023**

1. Michelle 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, and Denise Ryan. Also present were Superintendent Mary Murphy, Assistant Superintendent of Teaching and Learning, Robert Skaza, Assistant Superintendent of Student Services and Equity, Jody O'Brien, and Director of Finance and Operations, Tom Lafleur. MEA Representative Elton Thomas and Student Advisory Representative Risha Khanderia were also 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.
3. **Presentation:** None
4. **Committee Discussion/Directives:** None.
5. **Communications:** None.
6. **Superintendent's Report:**  
Superintendent Murphy shared that she is requesting approval from the School Committee for her FY24 Superintendent Goals.  
Superintendent Murphy thanked the Whitcomb School Akiruno Faculty Advisor Ms. Roach, Mrs. Barnum, and the chaperones that helped make the Akiruno student and chaperone visits a success.  
The Superintendent mentioned that the Whitcomb School implemented Yondr Pouches last week. Students keep their phones on their person, but the pouch prevents them from using their devices throughout the school day.

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# Marlborough Public Schools

**School Committee**  
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## **A. Assistant Superintendent of Teaching & Learning**

Dr. Skaza, the Assistant Superintendent of Teaching and Learning, reported that as of this month, there are less Marlborough students being homeschooled than there was in the previous school year.

Dr. Skaza congratulated MHS students on their AP Scholar Awards. The full list of students and their respective awards are in his report.

## **B. Director of Finance & Operations Report**

Mr. Lafleur, the Director of Finance and Operations, reported on the potential rise in special education private school tuition from the Operational Services Division at the State's Executive Office for Administration and Finance.

Mr. Lafleur stressed the importance and benefits of participation in MPS food services. The district aims for 75% of students to participate in school lunch.

Mr. Lafleur spoke about the bus transportation issues that remain in the city due to a lack of drivers. There continues to be delays and coverage needs for routes. MPS communicates daily with NRT at 6:00am to be able to communicate delays to families as early as possible. The HR department at MPS is helping NRT recruit drivers.

**7. Acceptance of Minutes:** None.

**8. Public Comment:** None.

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

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# Marlborough Public Schools

**School Committee**  
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## 9. Action Items/Reports

### A. 2025 Music Festival

Mr. Rosenthal requested approval for the MHS Music Festival trip to Hershey Park, PA from May 2<sup>nd</sup>, 2025 through May 4<sup>th</sup>, 2025.

Motion made by Mrs. Hennessy, seconded by Mrs. Bodin-Hettinger to approve the 2025 Music Festival trip.

Motion passed 5-0-0.

### B. FY24 Operating Budget Transfers

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

Motion made by Mrs. Hennessy seconded by Mrs. Bodin-Hettinger to approve the operating budget transfers.

Motion passed 5-0-0.

### C. FY24 Superintendent Goals

Superintendent Murphy shared her FY24 Superintendent goals.

Motion made by Mrs. Ryan, seconded by Mrs. Bodin-Hettinger to approve the FY24 Superintendent Goals as presented.

Motion passed 5-0-0.

### D. Acceptance of Donations and Gifts

**Shaw's Supermarket.** Richer Elementary School received \$28.00 from Shaw's Supermarket.

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

Motion passed 5-0-0.

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# Marlborough Public Schools

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

**11. Members' Forum:**

Mrs. Bodin-Hettinger, Superintendent Murphy, Mr. Thomas, and Risha Khanderia spoke about the Yondr Pouches.

Mr. Caruso discussed his experience at the MHS Reality Fair.

Mrs. Ryan highlighted the Horribles Parade on Thursday night and final regular season football game at MHS on Friday night.

**12. Adjournment:**

Motion made by Mrs. Hennessy, seconded by Mrs. Bodin-Hettinger to adjourn at 8:03 p.m.

Motion passed 5-0-0.

Respectfully submitted,

Heidi Matthews  
 Secretary, Marlborough School Committee

HM/jm  
 Approved 11/14/2023

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Approved November 16, 2023

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2023 NOV 21 PM 2:09

**Conservation Commission****Minutes****November 2, 2023 - 7:00 PM****140 Main St. – Marlborough City Hall – 3<sup>rd</sup> Floor (Memorial Hall)**

**Members Present:** Edward Clancy-Chairman, Allan White, William Dunbar, John Skarin, Karin Paquin, Dennis Demers, Dave Williams; Priscilla Ryder-Conservation officer was also present.

**Members Absent:** None

The hearing was recorded using Microsoft Teams

**Approval of Minutes:** The minutes of October 19, 2023, were reviewed and on a motion by Mr. White and second by Mr. Clancy, the Commission voted unanimously to approved 7-0.

**Public hearings****Request for Determination of Applicability**

- Request for Determination of Applicability  
28 Littlefield Ln. – LeAnn Neal Reilly, homeowner  
Install whole-house natural-gas generator near wetlands. Ms. Ryder presented the plans and explained that this is the same property that installed a pool and implemented Buffer Zone restoration. Ms. Reilly explained that she wants to put the generator against the house. Although it is in the Buffer Zone it is already in a used area. Ms. Ryder says she has no concerns with this proposal. Construction will involve the construction of a 2'x4' pad. Mr. Dunbar asked where the excess soil was going to be placed. Ms. Reilly did not know but it was agreed that it could be used in her garden, just not dumped into the wetland. The gas meter is near the generator. A motion was made by Mr. Skarin, Seconded by Mr. White for a Negative Determination. The motion was approved 7-0 to issue.
- Request for Determination of Applicability – Continued from October 19<sup>th</sup> meeting.  
846-850 Boston Post Rd. – David Cowell, of Hancock Associates.  
Proposal to remove trees behind building near wetlands. Mr. Cowell presented a new planting plan which added 5 flowering dogwood and 7 box elders for the 7 large trees they propose to remove. Additional screening from the road has already been determined to be vinyl screening fence when in front of the planning board. Ms. Ryder pointed out that City Council & Site Plan may require roadside planting. Mr. Clancy expressed concern that the proposed trees are small even in maturity when the trees taken down are so large. The stumps will be ground but the roots will not be removed helping with stabilization. In addition, a native seed mix will be planted for additional ground cover. The Commission discussed the tree variety and number and required in the end that a new planting plan shall include: 8 Dogwoods, 10 Chokeberry, 10 Mountain Laurel, 10 Boxelders and 10 Service Berry, along with the native seed mix for ground cover. It was agreed that the 7 mature Trees can be removed now so long as planting is done by May 1, 2024, as planting season has passed. A motion was made by Mr. White, seconded by Mr. Clancy for a Negative Determination with Conditions as noted. The motion was approved 7-0.



Approved November 16, 2023

**Notice of Intent**

- 110-116 Boston Post Rd. – Michael Beyranevand – Continued from October 19<sup>th</sup> meeting. Proposes to replace existing failing retaining wall supporting a parking lot and repave the parking lot. Work near wetlands. Continued to November 16<sup>th</sup> while waiting for comments from City Engineer.

**Abbreviated Notice of Resource Area Delineation**

- Sasseville Way – Sharon Sullivan  
Review & Verify Wetland Resource areas delineated on the property. Ms. Ryder explained that Andrea Kendell of LEC Inc. flagged the wetland but was not able to attend tonight. She did provide dates she is available for a site visit. Chairman Clancy noted that the hearing was opened however no testimony was heard, the purpose of this hearing was to schedule a site walk. Ms. Ryder explained that she has already walked the site with the delineator and that there is some drainage via an abandoned road that needs to be examined as well as some land that does remain fairly wet but not big enough to be recognized as a wetland. The site visit was scheduled for Monday, November 13<sup>th</sup> at 9:00am.

**Certificate of Compliance**

- DEP 212-1252 Certificate of Compliance – 309 Stevens St.  
Ms. Ryder attended a site visit in which she determined that all looks good. Metal signs delineating the 30-foot buffer were installed and look good. Mr. Clancy asked if any plans to continue constructing another lot are being considered and Ms. Ryder noted that the way the lots are divided and the wetland proximity, no additional lots off Stevens St. can fit. A motion was made by Mr. Skarin, seconded by Mr. White to issue a full Certificate of Compliance. The motion was approved 7-0.
- DEP 212-1249 Certificate of Compliance – 630 & 686 Forest St.  
David Cowell of Hancock Associates explained that this was the location where a culvert failure occurred, and an enforcement order was issued. The site is now stable and disturbed area now has vegetative cover. The restoration area has been monitored for over a year and doing well. Photos were shown from just after the planting was done and photos from now showing the vast improvements. Recent issues with Purple Loosestrife which they did remove but will likely still return. Mr. Williams asked about a potential hole he noticed during his site visit. As Mr. Cowell wasn't familiar with it, Mr. Williams said he could mark it the following day. Mr. Dunbar also asked about the silt/ sludge that was sent downstream and if that was ever examined. Mr. Cowell said this was taken care of quite a while ago and it was cleaned up out of the stream, Ms. Ryder and Ms. Paquin confirmed they had inspected this cleanup. The pond downstream was inspected and was determined to be cleaned due to a wall operating as a sediment trap. Karin Paquin also brought up the wetland restoration and after reviewing photos the restoration has been shown to be progressing well. A motion was made by Mr. Skarin, seconded by Mr. Clancy to issue a full Certificate of Compliance. The motion passed 7-0 to issue.

**Discussion**

- 541 Pleasant St. – Violation Update. David Cowell presented his response to the Enforcement Order he was hired to help remediate. A wetland delineation was done as well as a survey of the

Approved November 16, 2023

affected 35' no disturb zone. A map displaying the area of alteration displayed a dark green area which is what work was done in the 35' no disturb zone which will be restored, and areas in red which are out of jurisdiction and will be left alone. It was explained that Mr. Cowell's client took down the trees due to their proximity to the house and damage they were causing. He took far more trees in order to install a pool in the future. Mr. Cowell proposed that the green area is restored with trees, and the red area be restored with shrubs. He also speculated as to whether an NOI would be needed to move forward. Mr. Clancy said that the proposed area for the pool is very wet, he does not think a pool could be installed at that location. The cut trees were primarily Red Maple and White Pine. Ms. Ryder pointed out that the wetland lines were different from Sue McArthur's lines which several members had walked a few years ago. Some history of this violation was discussed. Mr. Cowell explained that he is happy to return to the location and walk the area and examine the flags. Mr. Dunbar asked about what saplings have sprouted and whether they can be identified. Mr. Cowell explained that the primary species sprouting are not beneficial. He feels as though it would be beneficial to save some but remove most of the existing species and develop a restoration plan around that. Mr. Dunbar pointed out that many large Oaks and Birch were taken down. Ms. Ryder explained more history on the property, that the property owner was told not to clean up the woody debris as this might mean no planting would be needed. The owner disregarded this and cleared the area resulting in no resprouting. A proposal was made for the Commission to attend another site visit to examine the wetland lines. This property violation precedes covid. A site walk was set for 9:00am on Wednesday, November 8<sup>th</sup>.

- Dennis Demers requested to reaffirm that the Commission is not in favor of the Sasseville Way project. The letter submitted to City Council will not be changed. A motion was made by Mr. Demers, seconded by Mr. Clancy to not change the letter previously submitted to City Council. The motion was approved 7-0.

**Correspondence/Other Business-** None

**Next Conservation Commission meetings-** Nov. 16, and Dec. 7, 2023,

**Adjournment-** There being no further business on a motion by Mr. White, seconded by Mr. Skarin, the Commission voted unanimously to adjourn the meeting at 7:58 PM.

Respectfully submitted,

Priscilla Ryder  
Conservation/Sustainability Officer

PR/ag



Massachusetts Cultural Council

**Marlborough Cultural Council Meeting Minutes**

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CITY OF MARLBOROUGH

2023 NOV 16 AM 11:19

**Date:** Wednesday, September 6, 2023 at 6:30 PM

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

**After approve, email as Word doc to:**

[skerrigan@marlborough-ma.gov](mailto:skerrigan@marlborough-ma.gov)

[wchu@marlborough-ma.gov](mailto:wchu@marlborough-ma.gov)

[imcintyre@marlborough-ma.gov](mailto:imcintyre@marlborough-ma.gov)

[mpeltier@marlborough-ma.gov](mailto:mpeltier@marlborough-ma.gov)

**Members Present:**

Mary Avery	Andrea Bibi
Harmony Larson	Marcia Waldman
Amanda Mayo	

**Members Absent:**

Kathy Oliver Jones	Jagruti Seemungal
Beatrice "Bea" Mullony	

I. Call to Order at 6:36pm.

II. Review of Minutes

- July meeting minutes approved. Andrea made a motion to approve, Marcia seconded. Approved unanimously.

III. Updates on Current Grantees & Council Operations

- Received Boys & Girls Club Summer Brain Gain info.
- Richer School PTO has had turnover and has kept MCC posted.

IV. Reports from Workgroups

- **Mayor's Mural Project** -
  - Community painting party took place on Saturday. Seemed to be a success.
- **Buddy Letter** - No update.
- **Grantee reception** -
  - Marcia shared the new reception planning document with the MCC.
  - Mary will send a reminder this week to grantees.

- Need to decide at our next meeting how to distribute citations for grantees who can't attend.

#### V. Review of Items for Future Discussion

- Alana and Jamie from Marlborough Makers shared info about the Marlborough Walks (decorated boots) public art concept.
  - Businesses could sponsor a boot and work with an artist to commission a design.
  - Prioritize foot traffic and walkability
  - Another way to approach it is to have a black tie event and auction off the boots then artists each get an equal share
  - Sponsorship would be approx. \$1,500 per boot: \$500 to cover the cost of boot, artists should get at least \$500 (plus shipping, plus installation - depending on whether the sculptures will be fixed or mobile)
  - City could post a map to draw attention to landmarks
  - Could tie in with the existing Museum in the Streets
  - Call for artists, including concept sketches; match businesses with artists; final approval of each design needed.
  - MEDC is interested in finding business sponsors
  - MCC encouraged Alana and Jamie to apply for a grant
- Labor Day Parade - MCC was not able to participate as judges this year.
- Food Truck & Arts Festival - sidewalk chalk, make sign & purchase pop up
- Next meeting: October 9, 6:30pm. (non-voting meeting on Zoom or elsewhere.)

#### VI. Adjournment. 8:06pm.

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2023 NOV 13 AM 11:16

## MARLBOROUGH HISTORICAL COMMISSION

**MEETING MINUTES**  
**September 21, 2023**  
**CITY HALL, 140 MAIN STREET**  
**COUNCIL COMMITTEE MEETING ROOM, 7:00PM**

*Board Members: Meeting comes to order 7:03PM*

*Brendan Downey, Chair – Present*  
*Sarah Hough, Vice Chair – Present*  
*Stephanie Ferrecchia – Present*  
*Kathleen Newton – Present*  
*Adrian Gilbert, Secretary – Present*

1. *Motion put forth and seconded to approve July 20, 2023 minutes. Motion passes 5 - 0*

*Brendan Downey, Chair - Aye*  
*Sarah Hough - Aye*  
*Stephanie Ferrecchia - Aye*  
*Kathleen Newton - Aye*  
*Adrian Gilbert – Aye*

2. *Correspondence & Communications*

- A. *Brendan Downey, Chair provided printout of Massachusetts Historical Commission Fiscal Year 2024 Survey and Planning Grant cycle.*
- B. *487 Lincoln St., Cozy Café, brass commemorative plaque. As a condition of occupancy, the City Council requires a brass plaque commemorating the history of the structure. Kathleen Newton will reach out to Brooke D'Amore for information concerning details to be included on plaque.*
- C. *475 Elm St., Jacob & Thomas Rice House. Brendan Downey has been in contact with owner who desires State Preservation Designation for the property, but currently has the house listed for sale. Brendan explained that both time and an attorney are required for such a procedure since this would be an addendum to the sale document. Sarah Hough suggested that as a commission we step aside when a current home owner desires to list a historical structure and sell the property at the same time.*
- D. *Marlborough resident reached out to Brendan Downey concerning the preservation of a "Veteran's Board". However, Brendan has not been able to make contact with this person since the initial communication.*

3. *Current Business*

- A. *Signage Program updates. No city generated email address will be available for the Historical Commission, and the mailing address was finalized as Historical Commission, 140 Main St., Marlborough, MA 01752.*  
*Motion put forth and seconded to approve Signage Program Form with above stated corrections.*  
*Motion passes 5 – 0*

*Brendan Downey, Chair - Aye*  
*Sarah Hough - Aye*  
*Stephanie Ferrecchia - Aye*  
*Kathleen Newton - Aye*  
*Adrian Gilbert – Aye*

*B. Preservation Guidebook*

*Motion put forth and seconded to approve previously reviewed, by members of the commission, guidebook as is and with the understanding that corrections, alterations, and additions can and will be made in the future.*

*Motion passes 5 – 0*

*Brendan Downey, Chair - Aye*

*Sarah Hough - Aye*

*Stephanie Ferrecchia - Aye*

*Kathleen Newton - Aye*

*Adrian Gilbert – Aye*

*C. Website Optimization. Discussion tabled due to time constraints Topic to be revisited at next meeting.*

*4. New Business*

*A. Reminder that the new Marlborough Library Grand Opening is October 2, 2023*

*B. Motion to Adjourn meeting, 8:07PM. Motion passes 5 - 0*

*Brendan Downey, Chair - Aye*

*Sarah Hough - Aye*

*Stephanie Ferrecchia - Aye*

*Kathleen Newton - Aye*

*Adrian Gilbert – Aye*

*Respectfully Submitted,*

*Adrian Gilbert, Secretary*

*Marlborough Historical Commission*

