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CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2024 JAN 18 PM 2: 15

**CITY OF MARLBOROUGH**  
**City Council Agenda**

Monday, January 22, 2024  
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.marlborough-ma.gov](http://www.marlborough-ma.gov)).

1. Minutes, City Council Meeting, January 8, 2024.
2. Communication from Council President Ossing, re: 2024 City Council Committee Assignments.
3. Communication from the Mayor, re: Gift Acceptance of an Electronic Scoreboard for the new Dek Hockey Rink at Ghiloni Field in memory of Wes Tuttle.
4. Communication from the Mayor, re: Transfer Request in the amount of \$40,000.00 which moves funds from Free Cash to IT Equipment for Website Upgrade & Redesign Project.
5. Communication from the Mayor, re: Transfer Request in the amount of \$100,000.00 which moves funds from PEG Funds to Marlborough Cable Trust to fund WMCT FY 2025 operations.
6. Communication from the Mayor, re: Transfer Request in the amount of \$158,300.00 which moves funds from Reserve for Salaries to various accounts within the Police, Public Works & Recreation Departments to fund retirements of several employees.
7. Communication from the Mayor, re: Request to increase the spending limit for the Public Safety Revolving Fund from \$120,000.00 to \$143,520.00 for the remainder of FY 2024.
8. Communication from the Mayor, re: Appointment of Elizabeth Austin to the Conservation Commission for a 2-year term to fill the unexpired term of Karen Paquin who will be resigning effective February 5, 2024.
9. Communication from the Mayor, re: Request for new positions and Salary Ordinance amendments within the Department of Public Works and Public Library.
10. Communication from Interim Comptroller/Treasurer David Williams, re: OPEB Trust Update.
11. Communication from MA Lottery Commission, re: Keno monitor being offered to the following Keno To Go agent's Pleasant St Smoke Shop, 170 Pleasant Street and Monti's Mini, 274 Maple Street.
12. Minutes of Boards, Commissions and Committees:
  - a) Cultural Council, December 7, 2023.
  - b) OPEB Trust, January 11, 2024.
  - c) Traffic Commission, October 25, 2023.

**Electronic devices, including laptops, cell phones, pagers, and PDAs must be turned off or put in silent mode upon entering the City Council Chamber, and any person violating this rule shall be asked to leave the chamber. Express authorization to utilize such devices may be granted by the President for recordkeeping purposes.**

13. CLAIMS:

- a) Nancy Casaceli, 232 Cook Lane, pothole or other road defect.
- b) Karine Lopes-Aredes, 4 Neil Street, other property damage and/or personal injury.
- c) William MacCormac, 168 Farm Road, residential mailbox claim (2b).

REPORTS OF COMMITTEES:

UNFINISHED BUSINESS:

**Councilors-at-Large**

Sean A. Navin  
Mark A. Oram  
Michael H. Ossing  
Kathleen D. Robey



**Ward Councilors**

Ward 1 – Mark A. Vital  
Ward 2 – David Doucette  
Ward 3 – Robert Preciado  
Ward 4 – Teona C. Brown  
Ward 5 – John J. Irish  
Ward 6 – A. Trey Fuccillo  
Ward 7 – Donald R. Landers, Sr.

**Council President**

Michael H. Ossing

**Council Vice-President**

Kathleen D. Robey

**CITY OF MARLBOROUGH  
CITY COUNCIL  
MEETING MINUTES  
MONDAY, JANUARY 8, 2024**

The regular meeting of the City Council was held on Monday, January 8, 2024, at 8:00 PM in City Council Chambers, City Hall. Councilors Present: Ossing, Vital, Doucette, Preciado, Brown, Irish, Fuccillo, Navin, Oram, & Robey. Councilors Absent: Landers. Meeting adjourned at 8:10 PM.

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

ORDERED: That the Minutes of the City Council meeting, DECEMBER 18, 2023, **FILE**; adopted.

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

ORDERED: That the Minutes of the special City Council meeting, DECEMBER 28, 2023, **FILE**; adopted.

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

ORDERED: That the Minutes of the City Council Organizational meeting, JANUARY 1, 2024, **FILE**; adopted.

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

ORDERED: That the 2024 City Council Regular Meeting Schedule from President Ossing, **FILE**; adopted.

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

ORDERED: That the Communication from Councilors Ossing & Wagner, re: Municipal Aggregation – December 2023 Update, **FILE**; adopted.

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

ORDERED: That the Communication from the Mayor, re: Reappointment of Jason D. Grossfield as City Solicitor effective January 1, 2024, **FILE**; adopted.

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

ORDERED: That the Communication from the Mayor, re: Appointment of Ryan Egan as Chief of Staff to the Mayor effective January 1, 2024, **FILE**; adopted.

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

ORDERED: That the Communication from the Mayor, re: Appointment of Heather H. Gutierrez as Executive Administrator to the Mayor, effective January 1, 2024, **FILE**, adopted.

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

ORDERED: That the Communication from the Mayor, re: Reappointment of Police Chief David Giorgi as Keeper of the Lock-Up for a term of 1-year pursuant to MGL Chapter 40, §35, **FILE**, adopted.

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

ORDERED: That the Communication from Attorney Brian Falk, on behalf of the Red Spring Road Homeowners Association, Inc., re: Request to Carry Over the Proposed Zoning Ordinance Amendment to Chapter 650 "Zoning" of the Code to add a new section to create the "Red Spring Road Overlay District" (RSR), **FILE**; adopted.

**Councilor Oram Recused.**

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

ORDERED: That the Communication from Attorney Brian Falk, on behalf of the Red Spring Road Homeowners Association, Inc., re: Request to Withdraw without Prejudice the Proposed Zoning Ordinance Amendment to Chapter 650 "Zoning" of the Code to add a new section to create the "Red Spring Road Overlay District" (RSR) **FILE**; adopted.

**Councilor Oram Recused.**

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

ORDERED: That the Communication from Department of Public Utilities, re: Petition of MA Electric and Nantucket Electric d/b/a National Grid for Approval of a General Increase in Base Distribution Rates for Electric Service, a Performance-Based Ratemaking Plan, and a Capital Recovery Mechanism, **FILE**; adopted.

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

ORDERED: That the Communication from Diane Plummer, re: Resignation as Chair of the City Scholarship Committee, **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) Conservation Commission, February 2, 2023, May 18, 2023, July 6, 2023, October 5, 2023, November 16, 2023 & December 7, 2023.
- b) Historical Commission, October 19, 2023.
- c) Planning Board, November 13, 2023 & November 27, 2023.

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

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

- a) Horacio Castro, 25 Magnolia Lane, other property damage and/or personal injury.
- b) Anthony Pellegrini III, 69 Westernview Drive, other property damage and/or personal injury.

Motion by Councilor Navin, 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 8:10 PM; adopted.



*City of Marlborough*  
*Office of the City Council*

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

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2024 JAN 17 PM 5:00  
*Michael H. Ossing*  
PRESIDENT  
*Kathleen D. Robey*  
VICE-PRESIDENT

*Karen A. Boule*  
CITY COUNCIL SECRETARY

January 11, 2024

Marlborough City Council  
City Hall, 140 Main Street  
Marlborough, MA 01752

Re: President's Appointments: City Council Committees and Municipal Aggregation

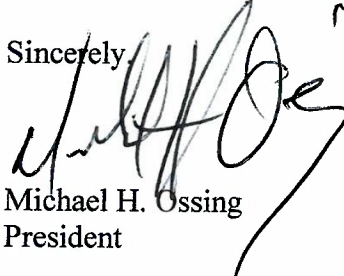
Dear Councilors:

Attached are the 2024 City Council committee assignments. As a reminder, Council Rule 4 states that "All members of the Marlboro City Council shall be considered as members of each of the Council's standing committees." However, only the assigned committee members may vote on the items pending in the committee. The full council will be able to vote on the item once the Chair is satisfied that the matter has had full and complete study, and the Chair so indicates this by referring the matter back to the body with the Chair' written report.

In addition to the attached committee assignments, the following Councilors are appointed to the following committee:

- Municipal Aggregation Committee – Councilors Navin and Ossing

Sincerely,

  
Michael H. Ossing  
President

MHO/kb

**CITY COUNCIL COMMITTEES**

**2024**

Michael H. Ossing, President

Kathleen D. Robey, Vice-President

**FINANCE**

***John J. Irish***

Teona C. Brown

A. Trey Fuccillo

Mark A. Oram

Mark A. Vital

**PUBLIC SERVICE**

***Donald R. Landers, Sr.***

A. Trey Fuccillo

John J. Irish

**OPERATIONS & OVERSIGHT**

***Mark A. Oram***

Teona C. Brown

Sean A. Navin

**OPEN SPACE**

***Kathleen D. Robey***

Sean A. Navin

Robert Preciado

**PUBLIC SAFETY**

***Mark A. Vital***

John J. Irish

Kathleen D. Robey

**CLIMATE RESILIENCY**

***David Doucette***

A. Trey Fuccillo

Donald R. Landers, Sr.

**URBAN AFFAIRS & HOUSING**

***Kathleen D. Robey***

Sean A. Navin

David Doucette

Donald R. Landers, Sr.

Robert Preciado

**LEGISLATIVE & LEGAL AFFAIRS**

***Teona C. Brown***

Kathleen D. Robey

A. Trey Fuccillo

**PERSONNEL**

***Sean A. Navin***

Teona C. Brown

David Doucette

**VETERANS**

***Sean A. Navin***

Mark A. Vital

Teona C. Brown

**HUMAN SERVICES**

***Robert Preciado***

Mark A. Vital

Mark A. Oram

**RULES COMMITTEE**

***Michael H. Ossing***

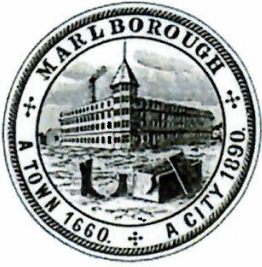
Kathleen D. Robey

Donald R. Landers, Sr.

**\*\*\*\*FIRST PERSON NAMED SHALL SERVE AS COMMITTEE CHAIR\*\*\*\***

The **second** person named denotes Committee Vice-Chair.

The President or Vice-President may serve as an ex-officio member  
of any of the above Committees to form the required quorum.



# City of Marlborough

*Office of the Mayor*

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2024 JAN 18 AM 11:56

J. Christian Dumais, Mayor

140 Main Street  
Marlborough, MA 01752  
(508) 460-3770

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

January 18, 2024

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

**RE: Gift Acceptance for Scoreboard at Dek Hockey Rink**

Dear Council President Ossing and Councilors,

I am pleased to submit for your acceptance the donation of an electronic scoreboard for the new Dek Hockey Rink at Ghiloni Park. The scoreboard was donated by the New England Sports Center and friends of the late Wes Tuttle. The scoreboard is in memory of Wes, who was an avid player, coach, and supporter of youth hockey.

The scoreboard is a great addition to the new Dek Hockey Rink which will be used by the community for games, leagues, and camps for generations to come.

Please do not hesitate to contact me or my office with any questions.

Sincerely,

**J. Christian Dumais**  
*Mayor*



# City of Marlborough

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J. Christian Dumais, Mayor

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140 Main Street  
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(508) 460-3770

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

January 18, 2024

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

**RE: Transfer request from Free Cash to IT Department for Website Upgrade & Redesign Project**

Dear Council President Ossing and Councilors,

I am excited to share that we have begun the initial stages of the Website Upgrade & Redesign Project for the city website. We have started conversations with CivicPlus, our current website vendor, and received a favorable quote for the upgrade and redesign. In order to fund the project, I have enclosed a transfer request in the amount of \$40,000 from Free Cash to the IT Department to support the Website Design Project.

It has been almost a decade since our city website has been upgraded. Due to that, we have been limited in our ability to serve residents in a modern, accessible manner. Our city website is the central point of information for the city, its residents, business owners, stakeholders, and employees. It is imperative that we continue to invest in our city's digital infrastructure and seize fiscally responsible opportunities, such as this, to do so.

This upgrade and redesign will include improved functionality for both external and internal users, increased ADA compliance tools, additional features increasing accessibility to services for residents and business owners, and will include the cutting-edge "ChatBot" feature. I would like to particularly point out the addition of "ChatBot", which is an AI powered feature that assists our external users to better navigate the website and receive services. In addition to increased accessibility for users, the intended benefit of ChatBot is to reduce call volumes to city departments by answering basic questions and easily directing users to common services and information located on our website. It should be noted that this upgrade also includes enhanced security features that are necessary to respond to the ever-changing digital security dynamics at play throughout the world today.

This letter represents only a basic highlight of the great improvements that this upgrade and design project will bring. Which is why I am also requesting that you consider a suspension of the rules to take this matter up and vote at your February 12<sup>th</sup> meeting. We look forward to getting this project officially started to better serve the residents, business owners, employees, elected officials, and other stakeholders of our city. Should the Council grant the suspension, we can begin the process with CivicPlus immediately after and expect the project to have a timeframe of six months to completion.

I ask for your support and encourage your partnership on this project.

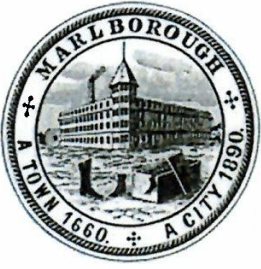
Please do not hesitate to contact me or my office with any questions.

Sincerely,

**J. Christian Dumais**  
Mayor







# City of Marlborough

*Office of the Mayor*

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2024 JAN 18 AM 11:56

J. Christian Dumais, Mayor

140 Main Street  
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(508) 460-3770

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

January 18, 2024

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

**RE: Transfer request for WMCT-TV FY25 Operations**

Dear Council President Ossing and Councilors,

Enclosed for your review and acceptance is a transfer request in the amount of \$100,000 from the Marlborough Public Educational and Government Access Channels (PEG) to fund WMCT-TV operations for the remainder of the fiscal year. The fiscal year for WMCT-TV is a different timeline than the city's and runs from April 1<sup>st</sup> to March 31<sup>st</sup>.

Historically, funding for the Cable Trust operating budget has been split into two fiscal years to alleviate unnecessary annual audits. A request from Mayor Vigeant was sent down on January 19, 2023, for the same amount and purpose. In addition to regular operating expenses, you will see in the enclosed letter from WMCT-TV Executive Director Ryan Malyar that these funds will support an emergency technology replacement which took place recently.

Please do not hesitate to contact myself or my office with any questions.

Sincerely,

**J. Christian Dumais**  
*Mayor*

Enclosures



91 Main Street, Marlborough, MA 01752  
Phone: 508-481-1373 Email: Ryan@wmct-tv.com

Mayor J. Christian Dumais  
City Hall, 4th Floor  
Marlborough, MA 01752  
1/11/2024

**Transfer request to fund WMCT-TV's operations for FY25**

Mayor J. Christian Dumais:

Presented for your review and acceptance is a transfer request in the amount of \$100,000.00 from the Marlborough Public Educational and Government Access Channels (PEG Fund) to fund WMCT- TV operations.

As we have in previous years, we prefer to split the funding for the Cable Trust operating budget into two fiscal years to alleviate unnecessary annual audits. You may recall that WMCT-TV's fiscal year runs April 1st to March 31st.

A similar transfer was presented to the City Council Finance Committee in January of 2023. This year's transfer is also necessary to replenish funds that were depleted due to an emergency technology replacement that is occurring in December 2023-January 2024 at a cost of \$36,440.00. This technology expense is an emergency replacement of our failing playback system, the main component of broadcasting our content on cable television. Please let me know if you have any questions.

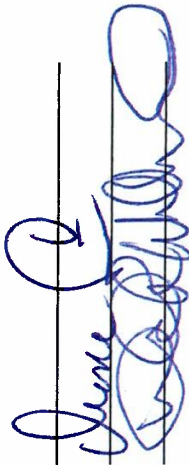
Total: \$100,000.00

A handwritten signature in black ink that reads "Ryan Malyar". The signature is fluid and cursive.

Ryan Malyar  
Executive Director, WMCT-TV

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT:	Mayor	FISCAL YEAR:	2024
Available Balance	FROM ACCOUNT:	TO ACCOUNT:	
\$791,930.97	Org Code	Org Code	Object
	27000099	47750	25581
	Amount	Amount	Account Description:
	\$100,000.00	\$100,000.00	Marlboro Cable Trust
	Reason:	Receipts Reserved-PEG Funds	
		To partially fund WMCT'S FY25 Budget	
	Reason:		
	Reason:		
	Reason:		
	Reason:		
	Reason:		
	Reason:		
	Total	Total	Available Balance
	\$100,000.00	\$100,000.00	\$0.00

Department Head signature: 

Auditor signature: \_\_\_\_\_

Finance Director signature: \_\_\_\_\_

**PEG FEES**

8/29/2017 Verizon	\$111,192.81
8/29/2017 Comcast	\$105,212.77
11/7/2017 Comcast	\$104,451.39
11/29/2017 Verizon	\$108,894.94
2/27/2018 Verizon	\$105,934.98
2/27/2018 Comcast	\$105,579.17
4/2/2018 Verizon-franchise	\$3,295.50
5/8/2018 Comcast	\$96,069.98
5/21/2018 Verizon	\$107,727.46
8/23/2018 Comcast	\$95,348.01
8/23/2018 Verizon	\$103,894.13
11/16/2018 Comcast	\$94,728.72
12/4/2018 Verizon	\$102,511.93
2/20/2019 Comcast	\$95,246.35
2/20/2019 Verizon	\$97,007.90
3/4/2019 Verizon-franchise	\$5,026.30
3/25/2019 Verizon-annual fee	\$2,997.00
3/25/2019 Comcast-annual	\$3,208.00
5/17/2019 Comcast	\$92,916.51
5/31/2019 Verizon	\$99,268.12
8/15/2019 Comcast	\$91,956.97
8/15/2019 Verizon	\$96,147.32
10/31/2019 Verizon-franchise	\$4,981.72
11/27/2019 Comcast	\$91,515.93
11/27/2019 Verizon	\$96,284.00
2/19/2020 Verizon	\$95,552.00
2/19/2020 Comcast	\$91,062.00
3/6/2020 Comcast	\$3,039.00
3/26/2020 Verizon	\$2,699.00
5/21/2020 Verizon	\$106,515.37
5/21/2020 Comcast	\$90,576.14
8/14/2020 Comcast	\$88,411.98
8/31/2020 Verizon	\$87,273.27
11/25/2020 Comcast	\$89,038.41
11/25/2020 Verizon	\$85,497.52
2/19/2021 Comcast	\$86,807.95
2/19/2021 Verizon	\$84,913.83
3/26/2021 Xfinity	\$2,736.00
4/27/2021 Verizon	\$2,397.00
5/12/2021 Verizon	\$73,186.77
5/17/2021 Comcast	\$88,389.83
6/24/2021 Verizon	\$19,114.97
8/24/2021 Verizon	\$76,754.57
11/16/2021 Comcast	\$87,055.28
11/30/2021 Verizon	\$81,924.58

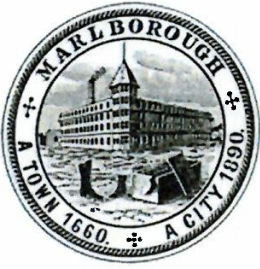
12/23/2021 Comcast	\$85,384.78
2/28/2022 Comcast	\$87,283.11
2/28/2022 Verizon	\$81,969.36
3/22/2022 Verizon	\$2,163.00
3/31/2022 Comcast	\$2,454.50
5/31/2022 Verizon	\$94,515.87
5/31/2022 Comcast	\$88,354.82
8/18/2022 Verizon	\$76,366.48
8/31/2022 Comcast	\$86,708.21
11/30/2022 Verizon	\$69,874.97
11/30/2022 Comcast	\$85,182.89
2/8/2023 Verizon	\$71,134.25
2/17/2023 Verizon	\$3,685.71
2/28/2023 Comcast	\$83,531.36
3/20/2023 Verizon	\$1,937.50
3/31/2023 Comcast	\$2,131.00
5/16/2023 Verizon	\$73,194.54
5/31/2023 Comcast	\$82,403.50
8/28/2023 Verizon	\$73,601.75
8/31/2023 Comcast	\$81,776.37
11/1/2023 Verizon	\$77,500.00
11/27/2023 Verizon	\$72,495.92
11/30/2023 Comcast	\$78,311.09

Total Funding	<u>\$4,826,304.36</u>
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12/18/2017 co#17-1007095A	-\$282,100.00	IT
5/21/2018 co# 18-1007263A	-\$355,519.00	WMCT FY19 Budget
10/15/2018 co# 18-1007352A	-\$254,000.00	IT
3/11/2019 co# 19-1007565A	-\$510,832.30	WMCT FY20 Budget
9/9/2019 co# 19-1007730A	-\$220,000.00	IT
9/23/2019 co# 19-1007751A	-\$30,000.00	WMCT Capital
3/23/2020 co# 20-1007940A	-\$473,846.52	WMCT FY21 Budget
12/21/2020 co# 20-1008140	-\$80,000.00	IT
3/22/2021 co# 21-1008202A	-\$370,000.00	WMCT FY22 Budget
4/5/2021 co# 21-1008229A	-\$243,000.00	IT
7/19/2021 co# 21-1008325A	-\$213,852.00	IT
11/22/2021 co# 21-1008427A	-\$146,288.00	IT
3/28/2022 co# 22-1008525A	-\$361,080.93	WMCT FY23 Budget
2/27/2023 co# 23-1008794A	-\$100,000.00	WMCT FY24 Budget
5/8/2023 co# 23-1008851A	-\$393,854.64	WMCT FY24 Budget

Total Transfers	<u>-\$4,034,373.39</u>
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Available for future transfers	\$791,930.97
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# City of Marlborough

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CITY OF MARLBOROUGH

J. Christian Dumais, Mayor

*Office of the Mayor*

2024 JAN 18 AM 11:56

140 Main Street  
Marlborough, MA 01752  
(508) 460-3770

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

January 18, 2024

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

**RE: Transfer request from Reserve for Salaries to cover budgeted retirements**

Dear Council President Ossing and Councilors,

Enclosed for your review and acceptance is a transfer request in the amount of \$158,300 from Reserve for Salaries to fund budgeted retirements for several employees within the Police Department, Recreation Department, and Department of Public Works.

Auditor Diane Smith and I will be available at a future meeting to discuss further.

Please do not hesitate to contact myself or my office with any questions.

Sincerely,

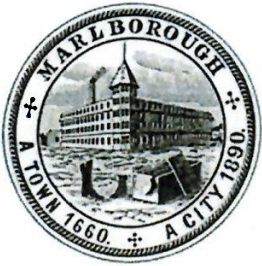
**J. Christian Dumais**  
*Mayor*

cc: John Harmon  
Diane Smith  
David Williams

Enclosures







# City of Marlborough

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CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

Christian Dumais, Mayor

*Office of the Mayor*

2024 JAN 18 AM 11:56

140 Main Street

Marlborough, MA 01752

(508) 460-3770

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

January 18, 2024

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

**RE: Request to increase Public Safety Revolving Fund cap**

Dear Council President Ossing and Councilors,

Enclosed for your review and acceptance is a request for an increase to the spending cap for the Public Safety Revolving account to \$143,520.00 for the remainder of FY24.

Patriot Ambulance pays an annual dispatch fee to the city in the amount of \$142,038.97 that may be used for any public safety expenditures. Both the Police Chief and Fire Chief, who utilize this account for their departments, anticipate using this account for vital training for new officers/firefighters, professional development, uniforms, and equipment upgrades through the end of the year.

Attached herein for your review is a current income and expenditure report. Diane and myself will be available at a future meeting to discuss further.

Please do not hesitate to contact me or my office with any questions.

Sincerely,

**J. Christian Dumais**  
Mayor

Enclosures



**CITY OF MARLBOROUGH**  
**Office of the City Auditor**  
140 Main St.  
Marlborough, MA 01752

January 17, 2024

Mayor J. Christian Dumais  
City Hall  
140 Main Street  
Marlborough, MA 01752

**RE: Request to increase Public Safety Revolving Fund cap**

Enclosed herewith is a request to increase the spending cap for the Public Safety Revolving account for the remainder of the Fiscal Year to \$143,520.00.

Patriot Ambulance pays an annual dispatch fee to the City in the amount of \$142,038.97 that may be used for any public safety expenditures. Chiefs Giorgi and Breen anticipate utilizing this fund for additional training and equipment upgrades through year's end.

I have attached a current income and expenditure report for your review.

Please contact me if you should have any further questions regarding this information.

Sincerely,

Diane Smith, CGA  
City Auditor



**CITY OF MARLBOROUGH**

**Office of the City Auditor**

140 Main St.

Marlborough, MA 01752

January 17, 2024

MEMORANDUM

**TO:** Mayor J. Christian Dumais

**FROM:** Diane Smith, City Auditor

*DS*

**RE:** Public Safety Training Revolving Account

The income and expenditures of the Public Safety Training Revolving account are as follows:

Beginning balance as of July 1, 2023	\$ 1,480.86
Funds received to date	142,038.87
Expenditures to date-	
Trippi's Initial Equipment	( 18,735.00)
Dedham Sportsmans Ammunition	( 9,494.00)
Hazardous Materials Training	( 6,842.96)
Tactical Wellness Screening	( 3,156.00)
Student Officer Training	( 3,200.00)
Hunt's Photo-Police Station cameras	(23,780.75)
Metrowest Drug Task Force	(11,163.90)
Axon Enterprise Cartridges	( 1,503.40)
Mass Fire Hazmat Training	( 4,610.00)
Taser Training	(16,869.80)
Safety & Survival Conference	( 800.00)
Atlantic Tactical	( 1,436.41)
Subtotal	(101,592.22)
Encumbrances	( 6,017.58)
Balance as of January 17, 2024	\$ <u>35,909.93</u>

ORDERED:

That the City Council authorizes increasing the maximum amount that may be expended from the Public Safety Revolving Fund during fiscal year 2024 as set forth in Council Order No. 23-1008882B, from \$120,000 to \$143,520.

ADOPTED  
In City Council  
Order No. 24-  
Adopted

Approved by Mayor  
J. Christian Dumais  
Date:

A TRUE COPY  
ATTEST:



## IN CITY COUNCIL

Marlborough, Mass., JUNE 12, 2023

### ORDERED:

That no more than one hundred twenty thousand dollars (\$120,000.00) shall be expended from the Public Safety Revolving Fund during fiscal year 2024, unless otherwise authorized by City Council and Mayor, be and is herewith **APPROVED**.

ADOPTED  
In City Council  
Order No. 23-1008882B

Approved by Mayor  
Arthur G. Vigeant  
Date: June 21, 2023

A TRUE COPY  
ATTEST:

City Clerk



# City of Marlborough

*Office of the Mayor*

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

J. Christian Dumais, Mayor

2024 JAN 18 AM 11:56

140 Main Street  
Marlborough, MA 01752  
(508) 460-3770

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

January 18, 2024

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

**RE: Appointment of Elizabeth Austin to the Conservation Commission**

Dear Council President Ossing and Councilors,

I am pleased to submit for your approval the appointment of Elizabeth Austin to the Conservation Commission. Elizabeth will replace Karen Paquin, who is resigning her position as of Monday, February 5. Elizabeth will serve out Karen's unexpired term, which expires on May 5, 2026.

Elizabeth has educational background in the conservation field, with a bachelor's degree in environmental science from Framingham State University. In her work as Paralegal, she has helped coordinated environmental projects that adhere to permit requirements and has worked closely with various types of environmental reports. She is the current Vice Chair of the Middlesex Conservation District, an advocacy group that helps identify natural resource needs and conservation goals throughout Middlesex County. I have included her resume for your review.

I am excited to have Elizabeth become a part of the Conservation Commission and share her talents and background with the city. I would like to thank Karen Paquin for her years of dedicated service on the Conservation Commission and to the city.

Please do not hesitate to contact me or my office with any questions.

Sincerely,

**J. Christian Dumais**  
Mayor

Enclosures

**Elizabeth R. Austin**  
24 Bolton Street  
Marlborough, Massachusetts, 01752

Education

<b>Framingham State University</b> , Framingham, Massachusetts	2013-2017
<i>Bachelor of Science Environmental Science</i>	
<b>University of East Anglia</b> , Norwich, England	2014 – 2015
<i>Study Abroad Program, Junior year</i>	
<b>The Technology Learning Center</b> , Oxford, Massachusetts	2023
<i>Certificate of Power Plant Engineering for 2nd Class Fireman</i>	

Employment History

<b>Worcester Public Schools</b> , Worcester Massachusetts	February 2023- June 2023
<i>Substitute Teacher</i>	
- Covered classes on a per diem basis	

<b>Stored Solar Fitchburg, LLC</b> , Westminister, Massachusetts	March 2021 - July 2022
--	------------------------

*Site Administrator*

- Processed inbound and outbound invoices; coordinated orders, services and payments with vendors; managed company company credit card; processed employee expense accounts
- Managed biomass vendor logistics
- Managed financial and administrative aspects of company merger
- Conducted daily and monthly safety compliance meetings, including safety and environmental walkthroughs
- Managed human resource administration for Fitchburg location, including onboarding, trainings and payroll
- Coordinated environmental projects and samples, ensured environmental compliance with SWPPP, NPDES, GHG reports, air permit, ash permit, etc
- Reported directly to plant manager

<b>United States Postal Service</b> , Worcester, Massachusetts	September 2020 - December 2020
--	--------------------------------

*City Carrier Assistant*

- Prepared and delivered mail

<b>Rausch Sturm</b> , Northborough, Massachusetts	July 2019 - March 2020
---	------------------------

*Litigation Assistant*

- Filed legal documents with local courts
- Drafted correspondences, scanned, copied and input information into Excel databases
- Assembled wage garnishment packages
- Drafted motions, summons and notices to courts

- Processed incoming mail
- Prepared deposits

**Law Office of Sandra Rennie Austin, Marlborough, Massachusetts**

December 2018 - July 2019

*Legal Office Assistant*

September 2016 - June 2017

- Drafted correspondence, scanned, copied and entered information into Excel databases
- Managed schedules and maintained client relationships; answered phones, completed mass mailings and transcribed audio recordings
- Filed legal documents in courts, registry of deeds, city and town halls

Other

**Oaklands Lodge, Auckland, New Zealand**

August 2018 - October 2018

*Housekeeper*

**Mubwons Inc., Bay of Plenty, New Zealand**

April 2018 - June 2018

*Kiwi Harvester*

**Craggy Range Vineyard, Te Muna, New Zealand**

March 2018

*Grape Harvester*

**Hutchins Farm, Concord, Massachusetts**

July 2017 – October 2017

*Farm Crew*

- Managed land use, implemented time management for harvesting
- Implemented proper procedure for food safety

**Firefly's Bodacious BBQ, Marlborough, Massachusetts**

July 2015 – July 2017

*Server/Host*

- Provided customer and food service
- Greeted customers, answered phones and questions
- Maintained a clean and well stocked environment

Volunteer Work

**Middlesex Conservation District, Westford, Massachusetts**

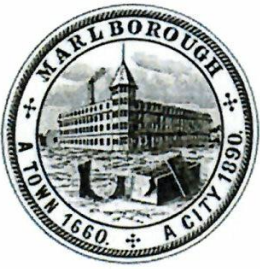
March 2020 - Present

*Vice Chair*

Professional Skills

- Microsoft Office Suite: Word, Excel Outlook, Powerpoint, Word Perfect
- Sage 100, Mainsaver, Matrix
- Notary Public (expires 2026)
- OSHA 30 General Industry Safety and Health





# City of Marlborough

*Office of the Mayor*

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

J. Christian Dumais, Mayor

2024 JAN 18 AM 11:56

140 Main Street  
Marlborough, MA 01752  
(508) 460-3770

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

January 18, 2024

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

**RE: Changes to Various City Positions**

Dear Council President Ossing and Councilors,

Enclosed for your review and approval is a resubmittal of several proposed change requests to various city positions within the Marlborough Public Library and Department of Public Works. As mentioned, this is a resubmittal from the previous administration and all changes, except for the Electrician, are reflected within the FY24 budget. The Department of Public Works Director will be working on a transfer to cover the cost of the increased Electrician salary, if needed. Below is a breakdown of each:

The changes within the **Marlborough Public Library** include the addition of two non-union positions, Head of Adult Services and Technology, and a Programming and Outreach Librarian. In addition, the changes include a pay-raise for our Library Pages (non-union) from \$10.77 per hour to \$15.00 per hour, in order to be aligned with the state minimum wage. The two new positions have job description orders, job descriptions, a comparable communities chart, and salary ordinances. Attached for the Library Pages is a salary ordinance.

The changes within the **Department of Public Works**, Public Facilities Division include a pay-increase for the city's Houseworker position, the addition of a Plumber position, and bringing the Electrician salary to match the Plumber position (union positions). The Houseworker position is currently at \$17.80 and will be increased by \$2.50 to catch up with the higher rates that the School Houseworkers receive. The Plumber position will be added, a job description, a job description order, and a salary ordinance is attached. The existing Electrician salary will be increased, a job description, job description order, and salary ordinance is attached. The Houseworker salary ordinance is attached.

Please do not hesitate to contact me or my office with any questions.

Sincerely,

**J. Christian Dumais**  
*Mayor*

Enclosures



City of Marlborough  
Marlborough Public Library  
255 Main Street  
Marlborough, MA 01752  
Phone 508-624-6900 FAX 508-485-1494

*Sara Belisle*  
Library Director

Dear Mayor Vigeant,

Below are the proposed new positions and the functions they will be providing to the Marlborough community. Both positions will be non-union.

**Head of Adult Services/Technology:**

This position supervises the Adult Services Department and requires a master's degree in Library Science. They are our liaison to the City IT department and part of the Library supervisory team. This person will provide technology help in the form of one-on-one and group classes. They oversee all services and staff relating to adults including booking study rooms and using the equipment in each space, exam proctoring, digital resources, local history, library website, ordering materials and more. This person will investigate the viability of emerging technology for the library including material pickup lockers, book vending machines, 3D printers and other makerspace related technology. They will also staff the public information desk.

**Programming and Outreach Librarian:**

This position is within the Adult Services department and requires a master's degree in Library Science. This person will oversee organizing, leading, and promoting programming for adults. They will partner with city departments and other local organizations to offer a variety of diverse programs for the community including but not limited to ESL programming, speaker series, art exhibits, local book clubs. They will work with other staff to lead programs as well which will be more maker focused. They will also oversee organizing community outreach including our home delivery program. They will also staff the public information desk.

I would be happy to answer any questions you may have.

Thank you for your consideration.

Sara Belisle

ORDERED:

That pursuant to City Code Chapter 125 (Personnel), Section 125-5 (Preparation of Classification Descriptions), the job description for the new positions of Head of Adult Services/Technology and Programming and Outreach Librarian (attached hereto), BE AND IS HEREWITH APPROVED.

ADOPTED  
In City Council  
Order No. 24-  
Adopted

Approved by Mayor  
J. Christian Dumais  
Date:

A TRUE COPY  
ATTEST:

# CITY OF MARLBOROUGH

## HEAD OF ADULT SERVICES AND TECHNOLOGY

### DEFINITION

Under the supervision of the Library Director, directs and supervises all activities of the Adult Services Department and available technology in the library. Actively promotes and provides exemplary programming and services for adults in a vibrant, multi-cultural community.

### ESSENTIAL JOB FUNCTIONS

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

- Supervises the Adult Services department which includes Programming and Outreach librarian and Part-Time Reference Librarians.
- Responsible for service outcomes at the 1<sup>st</sup> floor Information Desk. Promotes and provides exemplary customer service to patrons and staff. Provides positive and proactive reference and information services for patrons, using a variety of resources in both print and electronic formats.
- Responsible for the overall suite of digital resources and services.
- Plans and executes marketing, materials for programs, and services as they related to the Adult Services department. Including but not limited to: technology classes, exam proctoring, and one-on-one technology help.
- Works with IT Department to maintain and enhance library technology, including managing users and equipment, documenting existing systems, serving as liaison to IT Department and technology vendors (such as CW Mars Library Network and various database vendors). Monitors computer problems, fixes, responds, or escalates as needed.
- Assists with the Library's website, social media, email newsletter, and other platforms.
- Oversees with collection management for the adult collection which includes selecting materials and maintaining the collection with weeding and shelf reading.
- Oversees reader's advisory services for adults.
- Oversees the Local History collection and related services. Including but not limited to: microfilm access, local history collection, and partnerships with local organizations.
- Oversees community use of the library study rooms and technology within.
- Develops technology competencies for staff and manages staff training of library technology.
- Investigates the viability of emerging technologies and stays abreast of trends in libraries.
- Serves as a member of the library supervisory team.
- Helps promote library services outside the library through community outreach initiatives.
- Explains library policies and procedures.
- Monitors safety of the library facility for employees and the public. Responds appropriately to emergencies and keeps fellow supervisors and/or library administration informed of any problematic situation.
- Participates in long range planning process for the library, including recommending changes or improvements and develops new types of service and operations.
- Contributes to statistical reporting for ARIS state report and additional statistics as requested or assigned.
- Covers for other departments as necessary or assigned.
- Follows safe work practices.
- Other projects as directed or assigned.

**SUPERVISION RECEIVED**

Works under the direction of the Library Director and Assistant Director. May be periodically required to report on department achievements.

**SUPERVISION EXERCISED**

The Head of Adult Services and Technology responsible for the direction and success of one full-time and up to 3 part-time staff. Responsible for creating workflow and departmental procedures, coaching staff, recommending individual goals, and developing plans for achieving short and long-range objectives.

**JUDGMENT**

The work requires examining analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting.

**COMPLEXITY**

The work consists of employing many different concepts, theories, principles, techniques and practices relating to a library. Assignments typically concern such matters as studying trends in the field for application to the work, assessing services and recommending improvements.

**NATURE AND PURPOSE OF CONTACTS**

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

**CONFIDENTIALITY**

Protects confidentiality of patron records according to library policy and Mass General Law.

**EDUCATION AND EXPERIENCE**

Master's in library science from an accredited program. 1-3 years of public library experience. Prior supervisory experience desirable.

**KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge: Thorough knowledge of reference and library services. Library automation, library technologies and collection development.

Abilities: Ability to communicate effectively and clearly. Ability to multi-task and manage conflict. Leadership ability and a high degree of motivation, initiative, and resourcefulness. Ability to analyze and interpret job requirements and carry out assigned projects to their completion. Ability to maintain confidential and sensitive information. Ability to maintain good public relations and to maintain effective collaborative working relationships with other departments. Ability to meet deadlines. Ability to work independently.

Skills: Excellent interpersonal skills and emotional intelligence. Strong communication, problem solving and computer skills.

## **WORK ENVIRONMENT**

The work is performed in an office environment.

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

Physical Skills: The work involves physical skills typical of a library environment, including sitting, standing, walking and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to forty (40) pounds.

Motor Skills: The work may require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes and frequent computer usage.

# CITY OF MARLBOROUGH

## PROGRAMMING AND OUTREACH LIBRARIAN

### DEFINITION

Under the supervision of the Head of Adult Services and Technology, provides a variety of programming and informational services for the public with a focus on adults. Actively promotes and provides exemplary customer services and outreach services in a vibrant, multi-cultural community.

### ESSENTIAL JOB FUNCTIONS

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

- Promotes and provides exemplary customer service to patrons and staff at 1<sup>st</sup> floor Information Desk. Provides positive and proactive reference and information services for patrons, using a variety of resources in both print and electronic formats.
- Plans and executes active and passive programming for adults. Including but not limited to: speaker series, ELL programming, maker programs, art exhibits, staff led book clubs and summer reading.
- Responsible for the marketing and outcomes of programming for adults following the branding guidelines set by the library.
- Promotes library services outside the library through community outreach initiatives. Including but not limited to: home delivery, attending community events, local book clubs, and partnering with city organizations.
- Assists with the Library's website, social media, email newsletter, and other platforms.
- Assists with collection management for the adult collection, which includes selecting materials and maintaining the collection with weeding and shelf reading.
- Promotes, advises and assists patrons in selecting, locating, and utilizing library resources.
- Instructs the public in the use of the library catalog, digital resources, and technology.
- Provides reader's advisory services for adults.
- Assists with the Local History collection and related services. Including but not limited to: microfilm access, local history collection, and partnerships with local organizations.
- Stays abreast of current library trends in relation to programming and outreach services.
- Troubleshoots public and staff computers and other library technology.
- Explains library policies and procedures.
- Monitors safety of the library facility for employees and the public. Responds appropriately to emergencies and keeps fellow supervisors and/or library administration informed of any problematic situation.
- Participates in long range planning process for the library, including recommending changes or improvements and develops new types of service and operations.
- Contributes to statistical reporting for ARIS state report and additional statistics as requested or assigned.
- May act as supervisor in absence of department head.
- Covers for other departments as necessary or assigned.
- Follows safe work practices.
- Other duties as directed or assigned.

**SUPERVISION RECEIVED**

Works under the direction of the Head of Adult Services and Technology. Responsible for the reporting of program statistics, partnerships made, and other achievements.

**SUPERVISION EXERCISED**

None

**JUDGMENT**

The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents which may be complex or conflicting.

**COMPLEXITY**

The work consists of employing many different concepts, theories, principles, techniques and practices relating to a library. Assignments typically concern such matters as studying trends in the field for application to the work, assessing services, and recommending improvements.

**NATURE AND PURPOSE OF CONTACTS**

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

**CONFIDENTIALITY**

Protects confidentiality of patron records according to library policy and Mass General Law.

**EDUCATION AND EXPERIENCE**

Master's in library science from an accredited program. 1 year of public library experience.

**KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge: Thorough knowledge of reference and library services. Library automation, library technologies and collection development.

Abilities: Ability to communicate effectively and clearly. Ability to multi-task and manage conflict. Leadership ability and a high degree of motivation, initiative, and resourcefulness. Ability to analyze and interpret job requirements and carry out assigned projects to their completion. Ability to maintain confidential and sensitive information. Ability to maintain good public relations and to maintain effective collaborative working relationships with other departments. Ability to meet deadlines. Ability to work independently.

Skills: Excellent interpersonal skills and emotional intelligence. Strong communication, problem solving and computer skills.

**WORK ENVIRONMENT**

The work is performed in an office environment.



### **PHYSICAL, MOTOR, AND VISUAL SKILLS**

Physical Skills: The work involves physical skills typical of a library environment, including sitting, standing, walking and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to forty (40) pounds.

Motor Skills: The work may require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes and frequent computer usage.



**City of Marlborough**  
**Marlborough Public Library**  
 255 Main Street  
 Marlborough, MA 01752  
 Phone 508-624-6900 FAX 508-485-1494

*Sara Belisle*  
 Library Director

**Comparison of similar positions**

	Head of Adult Services/Tech			Programming Librarian		
Beverly	\$59,951		\$71,945	\$33,451	-	\$55,764
Billerica	\$58,822	-	\$80,371	\$46,319	-	\$63,281
Braintree	N/A	-		\$54,709	-	\$63,427
Everett	N/A			\$56,365	-	\$66,976
Fitchburg	\$57,038	-	\$73,327	\$47,756	-	\$62,080
Framingham	\$55,892	-	\$84,939	\$44,681	-	\$64,337
Leominster	N/A	-	N/A	\$57,384	-	\$74,074
<b>Marlborough</b>		-			-	
Natick	\$66,193	-	\$76,549	\$58,094	-	\$69,942
Salem	\$53,580		\$55,692	28683 (PT)	-	45700 (PT)
Shrewsbury	\$54,545	-	\$73,637	\$49,576	-	\$66,939
Westfield	\$39,985		\$46,664	\$34,270	-	\$40,950
Woburn	N/A		N/A	\$47,684	-	\$59,095

<b>AVERAGE SALARIES</b>		<b>\$55,751</b>		<b>\$70,390</b>		<b>\$48,208.09</b>		<b>\$62,442.27</b>
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**Head of Adult Services/Technology**

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7/MAX
	6					
Start	months	1 year	2 years	3 years	4 years	5 years
\$60,970	\$62,189	\$63,433	\$64,695	\$65,995	\$67,313	\$68,668
\$33.50	\$34.17	\$34.85	\$35.55	\$36.26	\$36.99	\$37.73

**Programming and Outreach Librarian**

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7/MAX
	6					
Start	months	1 year	2 years	3 years	4 years	5 years
\$53,870	\$54,949	\$57,158	\$58,309	\$59,479	\$60,667	\$61,873
\$29.60	\$30.19	\$31.41	\$32.04	\$32.68	\$33.33	\$34.00

ORDERED:

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

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

Position: Head of Adult Services/Technology (40 hours per week)

Position: Programming and Outreach Librarian (40 hours per week)

STEP/LEVEL		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	Effective Upon Passage	Start	6 months of service	1 year of service	2 years of service	3 years of service	4 years of service	5 years of service
Head of Adult Services /Technology	HOURLY RATE:	\$29.3125	\$29.8986	\$30.4966	\$31.1034	\$31.7284	\$32.3620	\$33.0135
Programming and Outreach Librarian	HOURLY RATE:	\$25.8990	\$26.4178	\$27.4798	\$28.0332	\$28.5957	\$29.1668	\$29.74663

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

ADOPTED  
In City Council  
Order No. 24-XXX  
Adopted

Approved by Mayor  
J. Christian Dumais  
Date:

A TRUE COPY  
ATTEST:



**City of Marlborough**  
**Marlborough Public Library**  
255 Main Street  
Marlborough, MA 01752  
Phone 508-624-6900 FAX 508-485-1494

*Sara Belisle*  
Library Director

5/2/2023

Dear Mayor Vigeant,

I am requesting that the Library Page non-union position pay be raised from \$10.56 an hour to \$15.00. This will bring this position up to state minimum wage. The library has been having trouble attracting applications for this position and I believe that increasing the pay to minimum wage will help with this.

This position reshelves all library materials, helps manage our returns, assists with filling requests for library materials, and a variety of other tasks as assigned. It is an integral part of daily library operations.

Please let me know if you have any questions that I can assist with.

Sincerely,

Sara Belisle

ORDERED:

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

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

Position	Effective Date	Minimum	Step 1	Step 2	Maximum
Library Page	Upon Passage				\$15.00 Per Hour.

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

ADOPTED  
In City Council  
Order No. 24-XXX  
Adopted

Approved by Mayor  
J. Christian Dumais  
Date:

A TRUE COPY  
ATTEST:

ORDERED:

That pursuant to City Code Chapter 125 (Personnel), Section 125-5 (Preparation of Classification Descriptions), the job description for the new position of Plumber (attached hereto), BE AND IS HEREWITH APPROVED.

ADOPTED  
In City Council  
Order No. 24-  
Adopted

Approved by Mayor  
J. Christian Dumais  
Date:

A TRUE COPY  
ATTEST:

**CITY OF MARLBOROUGH**  
**MARLBOROUGH PUBLIC FACILITIES**  
**PLUMBER**

**DEFINITION**

The purpose of this position is to perform journeyman's level of work for the installation, maintenance, inspection, modification, remodel, and repair of mechanical plumbing equipment and fixtures for water, gas, oil, steam, sewage, fire sprinkler, and refrigeration-related plumbing and HVAC systems; act as lead worker with plumbing related projects with other classified staff; and performs related work as required.

**ESSENTIAL JOB FUNCTIONS**

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

Incumbents maintain, troubleshoot, and test plumbing systems; assemble, install, and repair pumps, pipes, fittings, and fixtures; cut and thread; assemble and install valves, pipe fittings and pipes; inspect completed work for conformance with specifications, requirements, and compliance with applicable building and safety codes and regulations; inspect related work performed by contractors; estimate cost, time and materials for plumbing projects; participate in the maintenance and operations of a plumbing shop; clean, maintain and service tools and equipment used in the performance of duties.

Examples of key duties are interpreted as being descriptive and not restrictive in nature. The following duties are listed both as trade-specific and shared responsibilities.

1. Maintains, repairs, and installs plumbing and related fixtures and components.
2. Repairs piping of various sizes and types.
3. Checks safety equipment and replaces components such as washers, gaskets, and filters.
4. Inspects, repairs, or replaces pumps, valves, and boiler systems, including swimming pool pumps.
5. Service air compressors.
6. Works on low-pressure hot water heating boilers.
7. Works on fire sprinkler system and booster pumps.
8. Adjusts building automation systems.
9. May monitor work performed by outside contractors for adherence to Plumbing Code Requirements and reports back to supervisor.
10. Performs all other manual duties related to plumbing work as assigned by Supervisor.
11. Researches, purchases, and inventories equipment parts, chemicals, and supplies.
12. Responds to routine and emergency calls for repairs and service.

**SUPERVISION RECEIVED**

Works under the supervision of the General Foreman of Facilities and Head HVAC Technician. The employee may also receive direction from the DPW Commissioner and Assistant Commissioner of Facilities.

**JUDGMENT**

Created 10/18/2023  
DPW

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the functional area's authority in interpreting the guidelines,

#### **COMPLEXITY**

The work consists of employing many different concepts, theories, principles, techniques and practices relating to the plumbing field

#### **NATURE AND PURPOSE OF CONTACTS**

Relationships involve constant interaction with local, state, and federal government officials, community leaders, and any other individuals to protect and promote the organization's overall interest. The position requires a high degree of diplomacy and judgment and must be able to work effectively with, and influence, all types of persons. Duties require a well-developed sense of strategy and timing in representing the organization effectively in critical and important situations that may influence the well-being of the organization.

#### **CONFIDENTIALITY**

The employee has regular access at the departmental level to a variety of sensitive and confidential information.

#### **WORK ENVIRONMENT**

Work is performed indoors and outdoors in varying weather conditions. Outdoors, employee may be exposed to equipment/machinery, noise, odors, dust, heat and cold, oil, dirt or grease, and risk of personal injury. Indoors, employee operates in an office environment with typical office equipment.

#### **EDUCATION AND EXPERIENCE**

This classification requires minimum Journeyman's Massachusetts Plumbers License. This classification requires the use of the personal or city vehicle while conducting city business, must possess a valid Massachusetts driver's license and an acceptable driving record. Minimum of two years as a journey-level plumber/fitter in a commercial, industrial, or facilities operations setting.

#### **KNOWLEDGE, ABILITY, AND SKILLS**

*Knowledge:* Thorough knowledge of the methods, materials, tools, and equipment used in the plumbing trade; operation of building automation systems, applicable state and federal health and safety code requirements; methods and practices followed in the maintenance of tools, machinery, and equipment; safety precautions to be observed in the maintenance and installation of electronic and mechanical equipment.

*Abilities:* Operate and use required tools and equipment skillfully and safely; perform heavy physical labor; read and comprehend plans and blueprints as appropriate to the plumbing trade; install, maintain and repair broad range of plumbing fixtures and components, pumps, valves, boiler systems, compressors, alarm systems, and chemical treatment systems; read and comprehend plans and blueprints as appropriate to trade; analyze and respond safely and appropriately to emergency situations; train and direct the work of other classified staff in the area; follow and give oral and written



instructions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

Skills: General plumbing, basic computer skills, and problem-solving skills.

### **PHYSICAL, MOTOR, AND VISUAL SKILLS**

Physical Skills: The work involves physical skills typical of an office environment, including sitting, standing, walking and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to thirty (30) pounds.

Motor Skills: The work may require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes and frequent computer usage.

ORDERED:

That pursuant to City Code Chapter 125 (Personnel), Section 125-5 (Preparation of Classification Descriptions), the job description for the position of Electrician (attached hereto), BE AND IS HEREWITH APPROVED.

ADOPTED  
In City Council  
Order No. 24-  
Adopted

Approved by Mayor  
J. Christian Dumais  
Date:

A TRUE COPY  
ATTEST:

**CITY OF MARLBOROUGH  
DEPARTMENT OF PUBLIC WORKS  
ELECTRICIAN**

**PURPOSE:**

This position installs, maintains, operates, repairs and/or initiates repairs on building systems such as; electric, electronic, electro-mechanical controls, card access/security, fire alarm, communication equipment and their related devices and performs other related work as required, including but not limited to, repairs and/or initiates repairs on building systems such as; control systems, heating and ventilation (HVAC) systems, cooling towers, pumps and related equipment.

**Essential Functions:**

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

- Perform skilled electrical work at the journeyman level
- Install, test, repair and maintain electrical circuits, wiring systems, fixtures, appliances and equipment
- May oversee outside electrical contractors on various projects
- Responsible for troubleshooting and repairing of all electrical issues, such as faulty electrical wiring, defective electrical equipment and machinery in city buildings, schools, wastewater treatment plants, pump stations, and recreation facilities.
- Responsible for troubleshooting and repairing of all Fire Alarms, CO Detectors, Sprinklers, and Security Alarms.
- Assists with head Electrician the oversight of all new electrical service installs in all city and school buildings.
- Oversees generator transfer power switches and monitoring systems
- Oversees inspections and testing of Elevators, Fire Alarms, sprinklers, generator load tests, etc.
- Maintains all electric car charging stations.
- Maintains UPS battery systems for emergency lighting, camera, security panels and communication devices, including installation.
- Maintains all parking and building lighting throughout the city properties.
- Assists with city camera install, as well as Fire and Police radios and communication systems.
- Assist HVAC Techs with Controls, troubleshooting motors, pumps, drives, air handlers, HVAC new equipment installs, exhaust fans, generators, etc..
- Performs special projects in conjunction with the Marlborough Economic Development Corporation, the Community Food Pantry and the Marlborough Housing Authority.
- May act as Liaison to all power emergencies and electricals upgrade with National Grid
- Assists Assabet Teachers/ Students when we have them working on city electrical projects.
- All other duties as assigned by the General Foreman of Facilities, Foreman of Facilities, DPW Commissioner and the Assistant Commissioner of Facilities.

**SUPERVISION RECEIVED:**

Under the direct supervision of the Head Electrician. The employee may also receive direction from the DPW Commissioner, Assistant Commissioner of Facilities, General Foreman of Facilities and/or Facilities Foreman.

**SUPERVISION EXERCISED:**

May supervise the activities of other employees and outside contractors in the performance of daily tasks.

**JUDGEMENT**

The work involves numerous standardized practices, procedures, or general instructions that govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

**COMPLEXITY**

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

**NATURE AND PURPOSE OF CONTACTS**

Relationships are primarily with co-workers, vendors and the public, involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations.

**CONFIDENTIALITY**

Employee has access at the departmental level to a variety of sensitive and confidential information.

**JOB ENVIRONMENT**

Working conditions involve occasional exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work requires performance of tasks in extreme heat and confined spaces. Employee may be required to work beyond normal business hours in response to emergency situations.

**EDUCATION AND EXPERIENCE**

A high school or vocational high school diploma or equivalent. A Massachusetts Journeyman Electrical license required with at least 5 years of experience in residential, commercial, and industrial electrical work. A valid Class D driver's license required.

**KNOWLEDGE, ABILITIES AND SKILLS**

*Knowledge:* Thorough knowledge of the methods, materials, scheduling, tools, and equipment used in the operation of the electrical trade. Knowledge of the occupational hazards and safety precautions, practices, and procedures of the electrical trade, specifically as it relates to work around high voltage. Knowledge of the National Electrical Code, laws, rules, theories, and standards pertaining to construction, maintenance, and repair of electrical systems and equipment. Knowledge and understanding of pneumatic/hydraulic, electrical, security, fire alarms and electronic systems. Knowledge of computer software applications such as Microsoft and other applications tailored to specific departmental needs.

*Abilities:* Ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations. Ability to communicate effectively both verbally and in writing; to establish positive public relations for the City, department and/or division; and to interact effectively with a wide variety of people. Ability to operate manual and power hand tools, and other discipline specific equipment and machinery. Ability to work above or below ground floor level, on ladders, scaffolding, staging, bucket hoists, catwalks, etc. and within confined areas among energized high voltage lines and equipment. Ability to inspect materials and equipment for quality and safety and to estimate labor and materials required to complete assigned projects. Ability to read and interpret blueprints, sketches, ladder diagrams, wiring diagrams, schematics, electrical drawings, and equipment manufacturer's specifications. Ability to create work orders, order parts, and maintain inventory for electrical maintenance. Ability to respond quickly and perform strenuous work under emergency and all-weather conditions.

*Skills:* Skilled in locating and adjusting defects in electrical systems and equipment. Skilled in the use and care of electricians' tools and equipment. Good interpersonal skills.

#### **PHYSICAL, MOTOR, AND VISUAL SKILLS**

*Physical Skills:* Duties may require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring uncomfortable physical positions; may work on damp or uneven surfaces; crouch, sit, stand, walk, bend, crawl, kneel, pull, reach, push, twist, climb ladders and sloping surfaces, grasp, drag, lift and carry items weighing up to 50 pounds; work above shoulder level with power and/or hand tools for sustained periods of time; may be exposed to dust and fumes; electrical and mechanical hazards, vibration and noise, work with machinery; may require the exercise of caution when operating heavy equipment.

*Motor Skills:* Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

*Visual Skills:* Visual demands require routinely reading documents for general understanding and analytical purposes.

ORDERED:

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

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

Position	Effective Date	Minimum	Step 1	Step 2	Maximum
Plumber (40 hours per week)	Upon Passage				\$34.3450 Per Hour.
Electrician (40 hours per week)	Upon Passage				\$34.3450 Per Hour.

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

ADOPTED  
In City Council  
Order No. 24-XXX  
Adopted

Approved by Mayor  
J. Christian Dumais  
Date:

A TRUE COPY  
ATTEST:

ORDERED:

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

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

Position		Step 0	Step 1	Step 2	Step 3 Maximum
Houseworker	Effective upon Passage	\$20.3096	\$21.0214	\$21.7623	\$22.5333 Per Hour.

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

ADOPTED  
In City Council  
Order No. 24-XXX  
Adopted

Approved by Mayor  
J. Christian Dumais  
Date:

A TRUE COPY  
ATTEST:



*City of Marlborough*  
*Office of The Comptroller / Treasurer*

140 MAIN STREET  
MARLBOROUGH, MA 01752

TELEPHONE (508) 460-3731, FACSIMILE (508) 481-5180

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2024 JAN 18 PM 12:00

January 18, 2024

Honorable Mayor Dumais and City Council  
Marlborough City Hall  
140 Main Street  
Marlborough, MA 01752

RE: OPEB Trust Update (through 12/31/2023)

Mayor Dumais and President Ossing:

This letter serves as the required annual update from the OPEB Trust Committee to the Mayor and the City Council regarding the valuation of the OPEB Trust. This update summarizes the most recent OPEB Valuation as of June 30, 2023, conducted by an independent Actuary, and the most recent Trust Performance Summary as of December 31, 2023. This reflects the most current information that has been reviewed by the OPEB Trust Committee.

As background, in short, the OPEB Trust is an actuarial prediction of the future liability of post-employment benefits to be paid by the City, other than retirement/pension. Over the past decade, municipalities have reported this liability in the annual audit, and therefore, any money set aside for this purpose in the OPEB Trust reduces the future liability, which in turn helps the Balance Sheet. In addition, setting aside this money for the future liability is an expected task in good financial management, and following a reasonable funding policy contributes to the City's ability to retain a healthy bond rating. If the City didn't put funds aside for this future liability, the pay-as-you-go expense would increase each year and absorb more and more of the annual budget, which would inhibit the City's future flexibility in developing balanced budgets.

The OPEB Trust Committee met on November 29, 2022, and again on January 11, 2024, to discuss the Trust's performance as of Fiscal Year ending June 30, 2023, along with the current value as of December 31, 2023. In addition to earnings growth, these balances include the annual budgetary contribution and the annual percent of free cash that is transferred into the OPEB fund.

- OPEB Trust balance as of June 30, 2022: \$16,377,830.99
- OPEB Trust balance as of June 30, 2023: \$18,147,278.24
- OPEB Trust balance as of December 31, 2023: \$19,269,104.66 (*see attached*)

Since the Trust's inception in June 2015, it has a Time-weighted Rate of Return (TWR) of 3.15% through December 31, 2023. The Committee's intent was to maintain a conservative investment approach until the time that the Trust grew to at least \$15 million in assets. Now that the Trust has surpassed that target, the Committee has discussed with the Investment Manager and Actuary the merits of increasing the risk profile



to improve the long-term growth expectations of the Trust, which should result in a positive impact on the calculation of the City's unfunded OPEB liability.

As of the most recent actuarial valuation conducted by Odyssey Advisors as of the close of Fiscal Year 2023 on June 30, 2023, the total liability balance was \$198,211,528. That is about a \$6 million reduction from the prior year's liability reported on June 30, 2022, of \$204,205,324. The reduction is mostly due to retirees moving from City-managed health insurance plans to Medicare or some other provider. The result is an OPEB Liability Funding Ratio of 9.16%, which is an increase of more than 1% over the prior year's ratio of 8.01%. Actuarial valuations are conducted every other year with an off-year review and update of the assumptions being incorporated into the liability valuation, as well as updating of the Trust's performance data and the City's actual expenditure on a pay-as-you-go basis.

Please contact me if you have any questions or require any additional information.

Sincerely,



David R. Williams  
Comptroller/Treasurer (CFO)

Encl: 1 page

# Historical Market Value and Performance Summary

Since Inception &  
Fiscal Year-to-Date

As of 12/31/2023

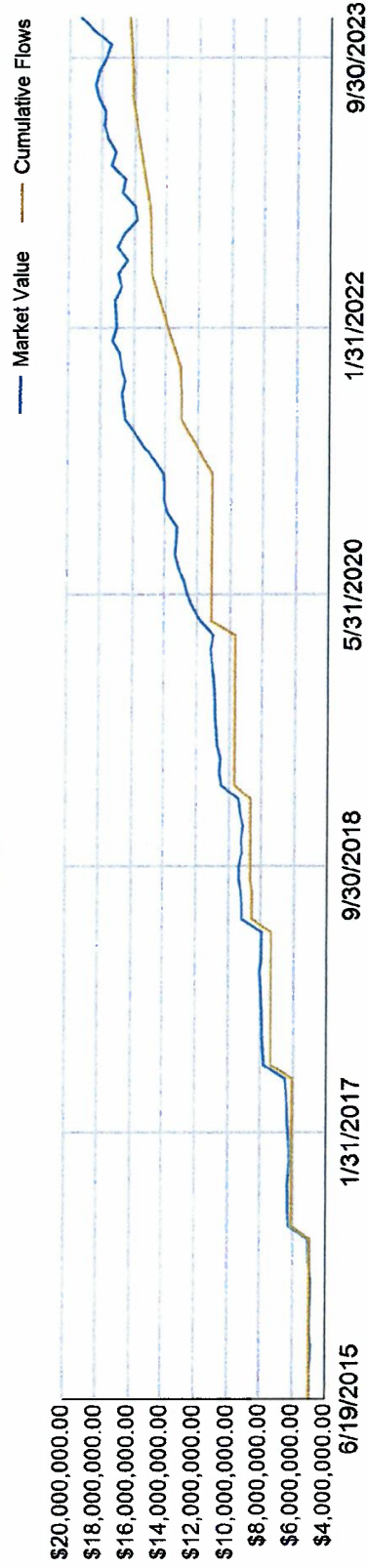
City of Marlborough OPEB Trust UA (xxxx2701) - PPS Custom NFS

## Inception To Prior Month End Activity Summary

Beginning Balance (06/19/2015)	\$0.00
Beginning Accrued Interest	\$0.00
Contributions	\$16,611,630.08
Withdrawals	\$260,324.28
Realized Gain / Loss	\$160,456.72
Unrealized Gain / Loss	(\$610,406.12)
Interest	\$289,247.02
Dividend / Cap Gains	\$3,315,646.31
Management Fees	\$253,435.73
12B1 Credits	\$144.59
Change in Accrued Interest	\$16,146.06
Ending Balance (12/31/2023)	\$19,252,958.59
Ending Accrued Interest	\$16,146.06
Total Ending Balance	\$19,269,104.66
Total Gain / Loss After Fees	\$2,917,798.86
TWR for 06/19/2015 to 12/31/2023	30.28
TWR (Annualized)	3.15

## 07/01/2023 To 07/31/2023 Activity Summary

Beginning Balance (07/01/2023)	\$18,164,519.58
Beginning Accrued Interest	\$14,968.47
Contributions	\$10,036.06
Withdrawals	\$0.00
Realized Gain / Loss	\$697.19
Unrealized Gain / Loss	\$145,967.86
Interest	\$11,550.61
Dividend / Cap Gains	\$35,053.96
Management Fees	\$7,271.80
12B1 Credits	\$37.91
Change in Accrued Interest	(\$3,109.35)
Ending Balance (07/31/2023)	\$18,360,591.38
Ending Accrued Interest	\$11,859.12
Total Ending Balance	\$18,372,450.50
Total Gain / Loss After Fees	\$182,926.38
TWR for 07/01/2023 to 07/31/2023	1.01





# Massachusetts State Lottery Commission

DEBORAH B. GOLDBERG  
*Treasurer and Receiver General*

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2024 JAN 17 PM 3: 55

MARK WILLIAM BRACKEN  
*Executive Director*

January 12, 2024

Marlborough City Council  
140 Main Street  
Marlborough, MA 1752

Dear Sir/Madam:

The Massachusetts State Lottery is offering a KENO monitor to existing KENO To Go agent/s in your city/town, to display the game at their location. In accordance with M.G.L. c 10, section 27A, as amended, you are hereby notified of the Lottery's intent to install a monitor at the following location/s in your community:

*Pleasant St Smoke Shop  
170 Pleasant St  
Marlboro, MA*

*Monti's Mini  
274 Maple St  
Marlboro, MA*

If you object to these agent(s) receiving a monitor, you must do so, in writing, within twenty-one (21) days of receipt of this letter. If applicable, please address your written objection to the Massachusetts State Lottery Commission, Legal Department, 150 Mount Vernon Street, Dorchester, MA 02125 and send via email to Leslie Zella at [lzella@masslottery.com](mailto:lzella@masslottery.com) or by mail. Should you have any questions regarding this program or any other issues relative to the Lottery, please call the Lottery's General Counsel, Greg Polin, at 781-917-6057 or via email at [gpolin@masslottery.com](mailto:gpolin@masslottery.com). We look forward to working with you as the Lottery continues its efforts to support the 351 cities and towns of the Commonwealth.

Sincerely,

Karen Harvey  
Licensing Manager

[citycouncil@marlborough-ma.gov](mailto:citycouncil@marlborough-ma.gov); [atlarge\\_@marlborough-ma.gov](mailto:atlarge_@marlborough-ma.gov)

911527 Pleasant St Smoke Shop    101436 Monti's Mini



*Supporting the 351 Cities and Towns of Massachusetts*



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CITY OF MARLBOROUGH  
2024 JAN -5 AM 6:52

## Marlborough Cultural Council Meeting Minutes

**Date:** Thursday, December 7, 2023 at 6:30 PM

**Location:** Marlborough City Hall, Committee Room on 1st 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	Beatrice "Bea" Mullony
Harmony Larson	Jagruti Seemungal
Amanda Mayo	

### Members Absent:

Kathy Oliver Jones	Marcia Waldman
Andrea Bibi (unable to stay for voting)	

I. Call to Order at 6:39pm.

II. Review of Minutes

- November 15, 2023 Minutes: Jagruti moved to approve, Amanda seconded. Minutes approved.

III. Review of 2024 Grant Applications: Voting

- Andrea spoke in favor of the "Marlborough Walks" project. Andrea was not able to stay for the meeting.
- Remaining discussion and voting tracked in a separate spreadsheet.

IV. Reports from Workgroups

- N/A

V. Review of Items for Future Discussion

- Mary will input decisions to deny applicants based on the outcome of tonight's vote in the Mass Cultural Council database.
- Next meeting will be on January 3, 2024 @ 6:30pm. MCC will vote on grant amounts at that time.

VI. Adjournment. 7:43pm.

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2024 JAN 16 AM 10:11

CITY OF MARLBOROUGH

OTHER POST-EMPLOYMENT BENEFITS ("OPEB") TRUST BOARD MEETING

January 11, 2024

Regular Meeting Minutes

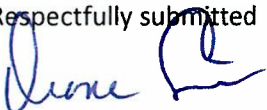
Call to order: 2:04 pm

**Members Present:** David Williams, Tom Lafleur, Diane Smith, Michael Ossing and Al Weaver (via phone)

**Members Absent:** None

- New members David Williams, Comptroller/Treasurer and Tom Lafleur, Director of Finance & Operations at the School Department were introduced and welcomed. Consideration of the Chair and Secretary positions were discussed. It was agreed to keep the Comptroller/Treasurer as chair and the City Auditor as secretary.
- Motion made and seconded to accept the minutes of the November 29, 2022 meeting. Approved 5-0.
- Representatives Alex Bartholomew, Michelle Newcomb and Chuck Patterson from Bartholomew & Company appeared before the board. The representatives reviewed the City's portfolio performance from inception to December 31, 2023. The fund totaled \$19,269,104.66 with an annualized return of 3.15% since inception.
- Bartholomew & Company reminded the board of the importance of updating the existing investment policy from very conservative to taking a more aggressive approach and what the benefits would look like. The board is considering this a high priority and will meet in the next couple of weeks to accomplish.
- The board discussed the recently approved transfer request of \$1,200,355.80 to be transferred to the OPEB Trust based on the City's financial policies. Motion made and seconded to transfer \$1,200,355.80 to Bartholomew to be invested. Approved 5-0. The FY24 appropriation of \$500,000.00 is already invested in the OPEB Trust portfolio.
- Representative Parker Elmore from Odyssey Advisors appeared before the board. He reviewed the actuarial valuation that was prepared for the City as of June 30, 2023. The Plan's total OPEB liability went from \$204,205,324 as of June 30, 2022 to \$198,211,528 as of June 30, 2023. This \$5,993,796 decrease was due mainly to plan experience reductions in the number of Retirees over age 65 enrolled in Active health plans vs Medicare Supplement plans, higher turnover than expected and a reduction in the number of covered retiree/spouses over the two-year period. Odyssey stated that a more aggressive portfolio will decrease the net OPEB liability even further and that it would be looked favorably upon by the bond rating agencies.
- David Williams will be sending the portfolio's performance as of October 31, 2022 and December 31, 2023 and the June 30, 2023 actuarial valuation to the Mayor and City Council for a future agenda no later than February.
- The Board discussed holding the next meeting in the upcoming weeks based on members availability.
- Motion made and seconded to adjourn at 3:28 pm. Approved 5-0.

Respectfully submitted



Diane Smith

October 25, 2023

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2024 JAN 16 PM 1:12



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

**Traffic Commission Minutes**

The Regular Meeting of the Traffic Commission was held on October 25, 2023, at 10:00 am. (The meeting was also recorded and is available to view online at the City of Marlborough's website ([www.marlborough-ma.gov](http://www.marlborough-ma.gov)). Members present: Chairman - Police Chief David Giorgi, Fire Chief Kevin Breen, Interim DPW Commissioner Ted Scott and City Clerk Steve Kerrigan. Also present: City Engineer Tom DiPersio, Assistant Civil Engineer Ashley Miller, Sgt. Ronald and Officer Andrew Larose from the MPD Traffic Services Unit and City Councilor Kathleen Robey.

Minutes taken by Karen Lambert, MPD - Public Safety Administrative Assistant.

Chief Giorgi started recording the meeting at 10:00 a.m. and began by welcoming everyone and making introductions.

**1- Minutes**

Review of the minutes of the Traffic Commission meeting of September 27, 2023.

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

**2 - New Business**

**2a) Request for Handicap Parking Sign at 228 Prospect Street**

This request was submitted by Peter Keenan, property owner, on behalf of his in-laws at 228 Prospect Street. The neighbors at 232 Prospect Street have been parking in front of the house and blocking the stairs. The stairs in front of the home are the only access point for his father-in-law, who is handicapped, and the frequent home health care givers that visit the house multiple times per week. Officer Larose pulled up a photo of the address. There is an indent in front of the house for parking. You can clearly see that if someone were parked here that it would block the staircase. They do have a driveway

but with no direct access to the home. The only access point is the staircase in front. Mr. Keenan said in his correspondence that he has “appealed to the neighbors (tenants) and the owner of the property to extend common courtesy to their elderly neighbors to no avail.”

Chief Giorgi asked if this area in front was city property? Mr. DiPersio said that he would guess that yes, it is city property. Mr. Kerrigan noted that we did something like this in front of a house on Lincoln Street. It seems like it would be ok for the handicapped person but not for the health care workers. Everyone would want to park here. It was noted that the neighbors have plenty of space out front to park and that there was a no parking sign. But this actually can't be done because it is city property.

Chief Breen said that Mr. Keenan is requesting a handicapped parking sign which would only allow people with a handicapped placard to park there. Mr. DiPersio advised that it can't be posted as handicapped parking because it doesn't meet the grading requirements etc. It was discussed that this would have to be called Permit Parking Only and is a different application. Steve Kerrigan asked how this would be enforced if we are not requiring a handicapped placard. Ashley Miller said that when people apply for the permit parking, they are required to show that they have a handicapped placard. The correct form is the “On Street Parking Permit” application. Chief Giorgi said that he would have Mr. Keenan fill out the correct form.

The issue is that it is really for the resident only, not the healthcare workers or other visitors. Should there be something that they can display on the dashboard? Officer Larose said that he doesn't think the residents actually park there. They don't drive any more. The son in law would like to park there as well. Officer Larose advised that you could have a handicapped placard even if you don't drive. The owner of the placard just needs to be in the vehicle.

The Traffic Commission did approve a “Permit Parking Only” spot for a specific house # on Chestnut Street. Steve Kerrigan said that he is not opposed to them having access to the house, however, this could open it up to others wanting a reserved spot in front of their house. Chief Giorgi suggested that the spot be reserved for a specific vehicle, and we would give them a permit to display on the dashboard. Chief Breen noted that Mr. Keenan tried to talk to the neighbors and it's still happening. Blocking the stairway access is like blocking their driveway.

MOTION was made, seconded, duly VOTED to APPROVE the permit, contingent upon completion of the appropriate “On Street Parking Permit” application. The application would need to include a specific license plate # and some type of placard would be issued for the dashboard.

## **2) Request for Parking Restriction on the West Side of Liberty Street**

Chief Giorgi received an email from Luis Lozano, resident of 41 Liberty Street. He is requesting a parking restriction on the west side of Liberty Street near Granger Blvd. He notes that Liberty Street has high activity as a cut through street and there is also a school bus stop. When vehicles are parked on Liberty Street it creates a blind spot for oncoming vehicles when he and his wife are trying to pull out of their driveway. Several vehicles have almost hit them, and he has a real safety concern. He included 2 photos and 3

videos of accidents in front of his home. He also included a section from the City Code concerning Fence Height limitations as he feels the height of the vehicles obstruct the view similar to the way a fence would. He would like to also see the Traffic Commission enforce the Marlborough parking ordinance Ch. 586-22 General Provision, of which he also included a copy.

Officer Larose pulled up the photos for reference. He also noted that #45 has no where else to park. There is a parking restriction on the East side. He played the videos as well. Chief Giorgi noted that only 1 of the videos actually showed a crash having to do with parking. He thinks that one of the videos, where the driver is coming down Liberty, was actually an OUI. The video with the car coming off Granger Blvd. showed the car coming way too fast. The photos Mr. Lozano submitted do show his argument, from his driveway looking south, trying to back out you really can't see anything.

There is supposed to be 10 feet of travel in each travel lane, but the street is so narrow, and parking is already restricted on one side. Officer Larose was questioning where else everyone is supposed to park? Chief Giorgi asked if it was No Parking on the entire east side? Mr. DiPersio said he thinks it extends to Ringold Street. Ashley Miller will check on this. It was discussed that if parking were restricted on the West side, even if was only on part of the street, there would be no where for this family to park.

Mr. DiPersio advised that the fence scenario is for a fence on someone's personal property. It is not applicable on public property. Chief Giorgi said there may be nothing we can do. Mr. Kerrigan noted that there is a driveway for #45 but it's a multifamily home and they are allowed to park on the street. The driveway for #45 is barely wide enough to pull into. There are 2 apartments with maybe 2 cars each. Mr. Kerrigan asked what would happen if we changed the restriction from the East side to the West side, so parking was restricted in front of the houses instead. Ms. Miller said that if the issue is with people backing out of their driveways, the trees on the other side would cause more of a problem. Steve Kerrigan said that if parking was restricted on both sides up to Ringold Street, "it would cause an undo burden on the residents," as no one could even park while visiting.

Chief Giorgi noted that Mr. Lozano's contention was trouble with backing out, but the videos of crashes do not support this. All agreed that it may be best to leave it as it is as changing it does not make the situation any better.

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

### **3-Old Business**

#### **3a) Mt. Pleasant Street Traffic Concerns**

**Update:** At the last meeting this issue was referred to Engineering to look at the timing of the lights. Engineering has started collecting data but has not yet compiled the information. This agenda item will be TABLED until Engineering has completed the final report and assessment. It will REMAIN on the Agenda.

#### **3b) Crescent Street Parking Issues**



**Update:** At the last meeting this issue was referred to Engineering to look into the roadway width and feasibility of restricting parking to one side. Engineering advised that they have started this process. They provided a diagram showing the # of parking spaces available on each side. Chief Giorgi reviewed that the resident who submitted this issue was looking for parking to be restricted on the side with the sidewalks. This would then only allow parking on the side without the sidewalks. It was noted that the sidewalk is on the side of the street with the cemetery, the right side of Crescent Street when coming from West Main Street. The diagram provided by Engineering shows 21 available spaces on the right side and 13 available spaces on the left side. Officer Larose pulled up a photo of the area for reference. Mr. DiPersio said that the 6-inch reveal on the new sidewalk may deter people from parking on the sidewalk, but people may still bump up onto it. It was noted that there are more houses on the side opposite the cemetery. Mr. Scott asked how many driveways the multifamily apartments have? The only parking restriction currently is the city ordinance stating no parking within 20 feet on an intersection. Mr. DiPersio noted that there are more parking spaces available on the Cemetery side, the side with the sidewalks, but this does not necessarily mean that it is the best side for parking. Mr. Scott said there seems to be a lot of off-street parking available. The road is still under reconstruction. All agreed that it would be best to TABLE this agenda item until construction is completed and see how it works. It will REMAIN on the Agenda.

### 3c) Continued Speed Concerns on Church Street

**Update:** At the last meeting residents expressed concerns about the location of the speed signs. Officer Larose has moved the semi-permanent sign from Warren Ave. to Greendale Ave. He noted that the results of the Speed Summary are almost exactly the same at this new location. Another has been moved to the downhill section of Church Street. The new locations did not change the results. The downhill section actually shows slower speeds, with an average speed of 23 mph. All agreed that the “outliers” are the issue and enforcement is difficult. Mr. Scott asked if the Speed Study data shows when the “outliers” are there? Officer Larose advised that it is sporadic and all over the place for maximum speeds. The study shows an hourly breakdown, and you can see there is higher volume during the commuting time. The results show that over the course of the week there were 10 people traveling more than 10 mph over the speed limit. Officer Larose reviewed the chart and the # of violators and timeframes. Most violations were between 1:00 pm and 5:00 pm. Officer Larose has the display turned off if someone is going over 50 mph, meaning the data is recorded but not displayed. This is to discourage someone from trying to see how fast they can go. He would like to see it flash if someone is going over 50 mph, but it is just black. Chief Breen also noted that it could actually be the same person speeding over the course of the week. If there are 10 violators it doesn't mean 10 different violators. Mr. Scott also noted that there is nowhere for a police car to hide in this area. Cars can see them and slow down. All agreed that they recognize the concerns of the Church Street area residents but that it is difficult to catch the outliers. All agreed to ACCEPT and PLACE ON FILE.

### 3d) Commercial Vehicle Parking Issues

**Update:** At the last meeting the discussion centered on whether this would best be handled by a City Ordinance or a Traffic Regulation. All were leaning toward the City

Ordinance as the best direction. Steve Kerrigan advised that a City Ordinance needs to be accepted by the City Council. Officer Larose questioned whether tickets would be issued from the City Ordinance book or the Parking Ticket book. City Ordinance violations require a more involved process, such as finding the owner of the vehicle etc.

MOTION was made, seconded, duly VOTED to KEEP this item on the agenda as more work is needed.

Chief Giorgi asked if anyone had any further issues they would like to discuss? None noted.

That there being no further business of the Traffic Commission held on this date, the meeting adjourned at 10:57 am.

Respectfully submitted,

Karen L. Lambert  
Public Safety Administrative Assistant  
Marlborough Police Department

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

- City of Marlborough Meeting Posting for the Traffic Commission Meeting on October 25, 2023, including meeting agenda.
- Draft of Traffic Commission Minutes from Wednesday, September 27, 2023.
- Correspondence from Peter Keenan to Chief Giorgi, dated 10/23/23, re: Application for Handicap Parking sign at 228 Prospect Street (completed application included).
- Email from Luis Lozano to Chief Giorgi, dated 10/21/23, re: Traffic Commission Request – West Side Liberty, along with photos.

**Additional Handouts or Displayed on Screen at Meeting**

- Diagram of Crescent Street with available parking spaces indicated.
- Extended Speed Summary Report for Church St., #268, SB and Church St. @ Greendale, SB.