

# CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Personnel Committee

Date: May 3, 2021

Time: 7:00 PM

Location: City Council Chamber, 2<sup>nd</sup> Floor, City Hall, 140 Main Street

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2021 APR 27 P 4: 46

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

#21-1008269	Appointment of Tin Htway as Building Commissioner for a 3-year term from date of Council confirmation.
#21-1008270	Appointment of MaryJo Nawrocki to the License Board for a 6-year term from date of Council confirmation.
#21-1008271	Reappointments of Gregory Mitrakas and David Bouvier to the License Board for 6-year terms respectively from date of Council confirmation and designation of Gregory Mitrakas as Chair.
#21-1008272	Reappointments to the Conservation Commission of Edward Clancy for a 3-year term to expire on April 26, 2024 in addition to Dennis Demers and David Williams for 2-year terms respectively to expire on April 23, 2023.
#21-1008245	Proposed Amendment to Chapter 19 "Boards and Commissions", Article VI "Youth Commission" of the Code to amend Youth Commission.

THE LISTING OF TOPICS THAT THE CHAIR REASONABLY ANTICIPATES WILL BE DISCUSSED AT THE MEETING IS NOT INTENDED AS A GUARANTEE OF THE TOPICS THAT WILL HAVE BEEN DISCUSSED. NOT ALL TOPICS LISTED MAY IN FACT BE DISCUSSED, AND OTHER TOPICS NOT LISTED MAY ALSO BE BROUGHT UP FOR DISCUSSION TO THE EXTENT PERMITTED BY LAW.

The public should take due notice that the Marlborough City Council may have a quorum in attendance due to Standing Committees of the City Council consisting of both voting and non-voting members. However, members attending this duly posted meeting are participating and deliberating only in conjunction with the business of the Standing Committee.

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.



## IN CITY COUNCIL

Marlborough, Mass., APRIL 26, 2021

### ORDERED:

That the Appointment of Tin Htway as Building Commissioner for a 3-year term from date of Council confirmation, be and is herewith referred to the **PERONNEL COMMITTEE.**

**Yea: 11 – Nay: 0**

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

ADOPTED

ORDER NO. 21-1008269



*City of Marlborough*  
*Office of the Mayor*

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CITY OF MARLBOROUGH  
2021 APR 22 A 11:35

*Arthur G. Vigeant*  
MAYOR

*Patricia M. Bernard*  
EXECUTIVE AIDE

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

*Ryan P. Egan*  
EXECUTIVE SECRETARY

*Pasni*

April 22, 2021

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

**RE: Appointment Tin Htway as Building Commissioner**

Honorable President Ossing and Councilors:

I am pleased to submit for your review and approval the appointment of Tin Htway as the City of Marlborough's Building Commissioner for a three-year term to expire three years from the date of City Council approval.

Over the past year, we have contracted with 4Leaf, Inc. to provide on-call inspectional and plan review services during busy seasonal timeframes. For the past few months, Mr. Htway has provided us with additional services and has acted as an interim Building Commissioner in Jeffrey Cook's absence. During his time, Mr. Htway has identified various areas of needed improvement in our inspectional services department. Currently, the team is reorganizing the department, updating policies such as collecting fees up front, and working with the IT department to implement online permitting with some needed software upgrades this year.

Mr. Htway has served as Building Commissioner for the Town of Westborough for 6 years, worked as Senior Project Inspector during the Wynn Casino and Hotel project and has over 30 years of related experience. He is a licensed Building Commissioner in the Commonwealth of Massachusetts, familiar with the City of Marlborough, and I believe he will serve Marlborough very well as our permanent commissioner. Enclosed is Mr. Htway's resume for your review.

I would like to take this opportunity to thank Jeffrey Cooke for his service and dedication to the City of Marlborough.

Please do not hesitate to contact me with any questions that may arise.

Sincerely,

*Arthur G. Vigeant*  
Arthur G. Vigeant  
Mayor

Enclosures

## TIN HTWAY

379 Whitney Street, Northborough MA 01532 •

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### CERTIFIED BUILDING OFFICIAL

*Management Executive*

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Over 30 years' experience driving ***strategic growth, effectiveness, and efficiency*** for various size smallest local governmental organizations to major jurisdictions in the northeast. Highly competitive, passionate, persuasive, and articulate, able to achieve results others believed to be impossible. ***Experienced in inspectional services management, code compliance, nuisance abatement, and complex construction inspection.***

Demonstrated success record in:

- **Performing as an inspectional services department head** for several jurisdictions in Massachusetts.
- **Supervising, managing, and reviewing** field staff caseloads for zoning and code compliance.
- **Teaching and training** field staff Code Enforcement concepts, principles, and compliance techniques.
- **Prepare, approve, and execute** cleanup and demolition contracts for abatement work.
- **Consultation** with legal counsel prior to abatement performance work.
- **Motivating staff** to peak performance levels.
- **Proven record of initiative and success in improving abatement process**, streamlining, software development and project management within environments from large-scale multi-location field offices throughout a large jurisdiction.

### CORE COMPETENCIES

- |                         |                                   |                          |
|-------------------------|-----------------------------------|--------------------------|
| • Management            | • Innovation                      | • Data Tracking          |
| • Research/ Reporting   | • Competitive/Strategic Planning  | • Budgeting/ Forecasting |
| • Abatement/ Demolition | • Right of Entry / Privacy Rights | • Hearing Processing     |
- 

### HIGHLIGHTED CAREER ACHIEVEMENTS

- **Expanded 4LEAF operations** in the New England region to 5 states including Massachusetts, Rhode Island, Connecticut, New Hampshire, and Maine with 3 years.
- **Senior Project Inspector** – \$2.5 Billion Wynn Casino and Hotel project.
- **Vice President of MetroWest Building Official Association** – with over 200 members within the MetroWest region
- **Revenue Generation** - Within 5 years, generated nearly two and half million in revenue for the County of Los Angeles Building & Safety Code Enforcement in recovered fees.
- **Initiated, designed, and implemented** - Code Enforcement tracking software for the County of Los Angeles.
- **Technical Consultant** - With a strong computer software background and extensive knowledge of local government codes and procedures, primary representative for



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Multi-Agency Taskforce Development Team for a new County-wide Electronic Permit and Enforcement Tracking system.

- **Certificate of Appreciation** – Instrumental in the success of County of Los Angeles Board of Supervisors sponsored multi-agency *Nuisance Abatement Team* program.
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## PROFESSIONAL EXPERIENCE

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### **4LEAF, Inc., Foxborough Massachusetts**

***New England Regional Manager 7/2017 – Present***

- Responsible for marketing and continued growth of cliental in the Northeast region.
- Management of new and existing contracts, staffing and resource implementation.
- Certified Building Official in Massachusetts, Rhode Island, Connecticut, New Hampshire, and Maine.
- Expert technical witness for forensic testimony
- Skilled in complex plan review and special project inspections

### **Town of Westborough**

***Building Commissioner 12/2010 – 6/2017***

- Modernized the Building Department functions by implementing – Electronic Permitting System and Document Management system – digitizing building permits, plans and supplemental documents.
- Department Head of the Building Department and Zoning Enforcement Officer for the Town of Westborough.
- Responsible for the supervision of the inspection division for all premises within the Town.
- Verified conformance with related zoning and building codes and supervised the inspection of all nursing homes, group homes, group residences, places of assembly, schools, etc. as directed under MSBC Section 110.

### **Department of Public Works Building & Safety Division, Los Angeles, California**

***Supervising Code Enforcement Officer 9/1989 – 12/2010***

- Within five years, generated nearly \$2.5 million in recovered fee revenue.
- Obtained voluntary code compliance in 85% of cases opened within a one-year time frame.
- Promoted to business expert for Code Enforcement and served as a development team leader.
- Involved with high-level meetings with Chief Information Officer, Department Heads and line managers for strategic planning and implementation of new permitting and code enforcement software.

- Performed combination inspections (Building, Electrical, Plumbing, Mechanical, Grading) for both commercial and residential properties.
- Performed code enforcement duties and developed new user-friendly electronic tracking and reporting system to replaced antiquated paper-based system.

#### **EDUCATION**

**Mt. Sierra College, Bachelor of Science in Computer Information Technology, 2001**  
**University of California Los Angeles, Biochemistry 1985**

#### **CERTIFICATION**

- International Code Council – Certified Building Official
- International Code Council – Fire Plans Examiner
- International Code Council – Commercial Building Inspector
- International Code Council – Commercial Mechanical Inspector
- International Code Council – Residential Building Inspector
- International Code Council - Uniform Building Code Inspector
- International Code Council - Uniform Mechanical Code Inspector

#### **LICENSES**

- Commonwealth of Massachusetts Certified Building Commissioner, Active # BO-1868
- State of Rhode Island Certified Building Official
- Maine Third-Party Inspector Certification #233
- State of Connecticut Licensed Building Official #TH0911

#### **PROFESSIONAL AFFILIATIONS**

- ICC
- MWBOA
- MBCIA
- SEMBOA
- MFBO
- CBOA
- RIBOA
- NFPA (5000 Technical Committee)



## IN CITY COUNCIL

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Marlborough, Mass., APRIL 26, 2021

### ORDERED:

That the Appointment of MaryJo Nawrocki to the License Board for a 6-year term from date of Council confirmation, be and is herewith referred to the **PERONNEL COMMITTEE.**

**Yea: 11 – Nay: 0**

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

ADOPTED

ORDER NO. 21-1008270



*City of Marlborough*  
*Office of the Mayor*

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MARLBOROUGH

2021 APR 22 A 11:35

*Arthur G. Vigeant*  
MAYOR

*Patricia M. Bernard*  
EXECUTIVE AIDE

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

*Ryan P. Egan*  
EXECUTIVE SECRETARY

April 22, 2021

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

*pasni*

**RE: Appointment of MaryJo Nawrocki to License Board**

Honorable President Ossing and Councilors:

I am pleased to submit for your review and approval the appointment of MaryJo Nawrocki to the License Board for a six-year term effective from the date of City Council approval.

Ms. Nawrocki has been a resident of Marlborough for 47 years. She is a past City Councilor, served as Superintendent at Assabet Valley Regional Vocational School for five years and is still currently serving in a consultant role for the Massachusetts Association of Regional Schools. In addition, she currently serves on the Board of Directors for the Marlborough Regional Chamber of Commerce, serves on the Board of Directors for Quinsigamond Community College and is an Adjunct Professor at Fitchburg State University. I believe her experience and sound judgement will provide our board with an added perspective. Enclosed is her resume for your review.

I would like to take this opportunity to thank Walter Bonin for his longstanding service and dedication to the City of Marlborough.

Please do not hesitate to contact me with any questions you may have.

Sincerely,

*Arthur G. Vigeant*  
Arthur G. Vigeant  
Mayor

Enclosure



Mary Jo Nawrocki  
337 Brigham Street  
Marlborough, MA 01752

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## **EDUCATION**

Lesley University, Cambridge, MA  
M.Ed. Leadership/Curriculum Integration

May 1994

Pennsylvania State University, University Park, PA  
BS Health/Physical Education and Recreation

June 1971

## **LEADERSHIP EXPERIENCE**

Consultant, Massachusetts Association of Regional Schools

2015 – Present

- Developed a Strategic Plan for the Wachusett Regional School District
- Comprehensive analysis of the Gateway Regional School District

Superintendent/Director, Assabet Valley Regional Vocational School District  
Marlborough, MA

2008 - 2013

- Secured a building renovation project for \$62.4 million
- Implemented a high school to college program with Quinsigamond Community for juniors/seniors

- Secured a \$25,000 (5 year) technology grant with Verizon
- Implemented a reading program for students at risk

Principal, Assabet Valley Regional Technical High School  
Marlborough, MA

2003 - 2008

- Implemented Chapter 74 Biotechnology Program
- Implemented Chapter 74 Video Production Program
- Implemented Project Lead the Way, Engineering Program
- Implement AP Classes and Virtual High School
- Selected Massachusetts Principal of the Year

2008

Director of Curriculum, Assabet Valley Regional Technical High School  
Marlborough, MA

2000 – 2002

- Implemented reading and writing across the curriculum
- Implemented math across the curriculum

## **TEACHING EXPERIENCE**

Fitchburg State University, Adjunct Professor Online Course

2016 – Present

- Critical Issues in Education

Framingham State University International Graduate Program  
Adjunct Professor  
Courses Include:

2013 - Present

- Technology Integration
- Classroom Management/Behavior

American International College, Program Supervisor

2013 – Present

Science, Health/Physical Education Teacher  
Assabet Valley Regional Technical High School

1975 - 2000

Health Educator, Wayland High School, Wayland, MA

1974 – 1975

Health/Physical Education Teacher, Bensalem, PA

1971 – 1974

### **COMMUNITY INVOLVEMENT**

Board of Directors, Quinsigamond Community College

2016 – Present

Commissioner New England Association of Schools and Colleges

2012 – 2014

Quinsigamond Community College Advisory Board, High School  
to College Initiatives

2011 – Present

Board of Directors, Marlborough Regional Chamber of Commerce

2010 – Present

Marlborough City Councilor, Ward 3

1994 – 2000

Marlborough School Committee

1986 - 1992



## IN CITY COUNCIL

Marlborough, Mass., APRIL 26, 2021

### ORDERED:

That the Reappointments of Gregory Mitrakas and David Bouvier to the License Board for 6-year terms respectively from date of Council confirmation and designation of Gregory Mitrakas as Chair, be and is herewith referred to the **PERONNEL COMMITTEE**.

**Yea: 11 – Nay: 0**

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

ADOPTED

ORDER NO. 21-1008271



City of Marlborough  
Office of the Mayor

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2021 APR 22 A 11:35

8  
Arthur G. Vigeant  
MAYOR

Patricia M. Bernard  
EXECUTIVE AIDE

Ryan P. Egan  
EXECUTIVE SECRETARY

psw

April 22, 2021

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

**RE: Re-appointments to License Board**

Honorable President Ossing and Councilors:

I am pleased to submit for your approval the re-appointments of Greg Mitrakas and David Bouvier to the License Board for a six-year term each effective from the date of City Council approval, and I am appointing Greg Mitrakas as Chair.

We are grateful for their dedication as Attorney Mitrakas has been serving for nearly 13 years and Mr. Bouvier has served for the last six years ensuring that all regulations are followed protecting the safety and health of our residents.

Please do not hesitate to contact me with any questions you may have.

Sincerely,

Arthur G. Vigeant  
Mayor



## IN CITY COUNCIL

Marlborough, Mass., APRIL 26, 2021

### ORDERED:

That the Reappointments to the Conservation Commission of Edward Clancy for a 3-year term to expire on April 26, 2024 in addition to Dennis Demers and David Williams for 2-year terms respectively to expire on April 23, 2023, be and is herewith referred to the **PERONNEL COMMITTEE.**

**Yea: 11 – Nay: 0**

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

ADOPTED

ORDER NO. 21-1008272





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*Office of the Mayor*

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RECEIVED  
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CITY OF MARLBOROUGH

2021 APR 22

*Arthur G. Vigeant*  
MAYOR

*Patricia M. Bernard*  
EXECUTIVE AIDE

*Ryan P. Egan*  
EXECUTIVE SECRETARY

April 22, 2021

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

**RE: Re-appointments to the Conservation Commission**

Honorable President Ossing and Councilors:

I am pleased to submit for your approval the following reappointments to the Conservation Committee:

- Edward Clancy for a term of three years to expire 4/26/24
- Dennis Demers for a term of two years to expire 4/26/23
- David Williams for a term of two years to expire 4/26/23

I'd like to take this opportunity to thank all of the committee members for their continued dedication and hard work.

We will be sending additional members down for re-appointment in the coming weeks.

Please do not hesitate to contact me with any questions you may have.

Sincerely,

Arthur G. Vigeant  
Mayor



# IN CITY COUNCIL

Marlborough, Mass., MARCH 22, 2021

PAGE 1

ORDERED:

That the: Proposed Amendment to Code of the City of Marlborough, Chapter 19 "Boards and Commissions" Article VI "Youth Commission" § 43 to §51 as submitted by the Mayor, be and is herewith referred to the **PERSONNEL COMMITTEE**.

Yea: 11 – Nay: 0

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

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH THAT THE CODE OF THE CITY OF MARLBOROUGH, AS AMENDED, BE FURTHER AMENDED BY AMENDING CHAPTER 19, ENTITLED "BOARDS AND COMMISSIONS", AS FOLLOWS:

§19-43 Commission established; powers and duties.

- A. In accordance with the General Laws of the Commonwealth and the Charter of the City, a Youth Commission is hereby established.
- B. The Youth Commission shall have all the powers and duties now or from time to time vested by the General Laws or Special Acts of the Legislature of the Commonwealth and the ordinances of the City.

§19-44 Appointments; terms of office.

- A. The Youth Commission shall consist of ~~seven~~ up to five members; said members shall be appointed by the Mayor, subject to confirmation by the City Council. Said subsequent appointments shall be for a term of three years from the time of their appointment or until their successors are qualified. The Mayor shall initially appoint in staggered terms ~~two members for one year, two members for two years, three members for three years, and annually thereafter the Mayor shall appoint said members for three-year terms.~~
- B. The Mayor shall designate the Chairman of said Commission to serve as Chairman for a two-year period. ~~Said appointment shall be made the first Monday in April.~~



# IN CITY COUNCIL

Marlborough, Mass., MARCH 22, 2021

PAGE 2

ORDERED:

§19-45 Purpose; report.

- A. The purpose of the Marlborough Youth Commission is to enhance the quality of life for City youth through:
- (1) An ongoing assessment of needs.
  - (2) Evaluation of programs provided by the City, private sector and nonprofit organizations;
  - (3) Recommendations to service providers regarding changes in programming designed to better meet the needs of the community; and
  - (4) A periodic compilation of available services designed to increase utilization of such services.
- B. The Commission shall issue a report to the Mayor by March 1 of each year, detailing its findings and recommendations.

§19-46 Duties, responsibilities and objectives.

- A. Duties and responsibilities include new programs, coordination of existing efforts and increasing community awareness through youth organizations, the business community, schools, religious groups, City government, existing human services agencies and others representing all sectors of our culturally diverse community, whether City, state, federal or private, profit or nonprofit groups.
- B. Program objectives are to:
- (1) ~~Establish and implement programs and/or services which shall address the opportunities, challenges and problems of our youth.~~
  - (2) Provide an ongoing assessment of our youth's needs within the community, provided a particular need has not already been addressed and/or implemented by an existing private or municipal agency or organization.
  - (3) Index programs available to our youth and encourage maximum utilization of programs and services through publicity and other means of dissemination of information.
  - (4) Identify gaps in programming, and research funding under federal, state and private grants and foundations.
  - (5) ~~Develop a Youth Advisory Council that will be represented on the Youth Commission.~~
  - (6) ~~In conjunction with the School Department, implement the Community Service Youth Corps Program.~~



## IN CITY COUNCIL

Marlborough, Mass., MARCH 22, 2021

PAGE 3

ORDERED:

### §19-47 Rules and regulations.

The Commission shall have power to organize and conduct its business under such rules and regulations as it may deem proper, provided that the same are not inconsistent with the laws of the commonwealth or the Charter and ordinances of the City. ~~It may adopt all reasonable regulations regarding the use of the land and buildings under its permanent or temporary control.~~

- A. Removal of members: Any member of the Commission may be removed by the Mayor and City Council ~~for cause, stated in writing, after a hearing and vote of the City Council.~~
- B. Vacancies: ~~All vacancies in the Youth Commission caused by death, resignation or otherwise shall be filled by the Mayor in the manner provided for an original appointment, and the person appointed shall hold office for the residue of the unexpired term.~~
- C. Compensation: Such Commissioners shall serve without compensation.

### §19-48 Service from other City departments.

~~The various departments of the City shall render such service to the Commission as they may be required to perform by the City Council from time to time.~~

### §19-49 Annual appropriation; expenditures.

~~A separate appropriation shall be made annually by the Mayor and City Council for the Youth Commission, which appropriation may be expended in the conduct of the aforesaid purposes.~~

### §19-50 Annual report.

The Youth Commission shall, at least once a year, render a report of its administration to the City Council and Mayor shall render such further reports as may be required of it by the City Council from time to time. ~~It shall annually prepare a statement of suggestions to the Mayor and transmit to him an estimate of the amount of money needed to conduct said Commission's duties for the ensuing year.~~



## IN CITY COUNCIL

Marlborough, Mass., MARCH 22, 2021

PAGE 4

ORDERED:

§19-51 Clerk; meetings.

Such Commission shall meet immediately after its appointment and confirmation and elect one of their members, who shall act as Clerk and who shall keep a record of its proceedings; in each year thereafter such Commission shall meet annually ~~in the month of February~~ for the election of the Clerk. ~~Such Commission shall vote to~~ Chair shall determine the time and place of other meetings.

ADOPTED

ORDER NO. 21-1008245





*City of Marlborough*  
*Office of the Mayor*

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CITY OF MARLBOROUGH  
*Arthur G. Vigeant*  
MAYOR

2021 MAR 18 AM 5:50  
*Patricia M. Bernard*  
EXECUTIVE AIDE

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

*Michele A. O'Brien*  
EXECUTIVE SECRETARY

*pasn/1*

March 18, 2021

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

**RE: Amending Youth Commission Ordinance**

Honorable President Ossing and Councilors:

Enclosed for your consideration is an amended Youth Commission Article VI initially adopted on 7-13-1992 by ord. no. 92-4622. We ask that the ordinance be reviewed and updated to alleviate redundancies and reflect current practical objectives.

President Ossing and Councilor Perlman have discussed reactivating and streamlining the purpose of the Youth Commission and we are happy to support this endeavor.

The Youth Commission hasn't been active in the last five years and this initiative can assess the needs of our current youth and potentially create some beneficial programming and collaboration with other organizations in the City.

Please do not hesitate to contact me if you have any questions.

Thank you for your consideration.

Sincerely,

Arthur G. Vigeant  
Mayor

Enclosure

k

[City of Marlborough, MA](#) / [The Code](#) / [Part I, Administrative Legislation](#) / [Boards and Commissions](#)

Article VI **Youth Commission**

arrow\_forward

[Adopted 7-13-1992 by Ord. No. 92-4622]

**§ 19-47 Rules and regulations.**

**§ 19-43 Commission established; powers and duties.**

**§ 19-44 Appointments; terms of office.**

**§ 19-45 Purpose; report.**

**§ 19-46 Duties, responsibilities and objectives.**

**§ 19-47 Rules and regulations.**

**§ 19-48 Service from other City departments.**

**§ 19-49 Annual appropriation; expenditures.**

**§ 19-50 Annual report.**

**§ 19-51 Clerk; meetings.**

**§ 19-43 Commission established; powers and duties.**

**A.**

In accordance with the General Laws of the Commonwealth and the Charter of the City, a Youth Commission is hereby established.

B.

The Youth Commission shall have all the powers and duties now or from time to time vested by the General Laws or Special Acts of the Legislature of the Commonwealth and the ordinances of the City.

**§ 19-44Appointments; terms of office.**

A.

The Youth Commission shall consist of ~~seven~~ up to five members; said members shall be appointed by the Mayor, subject to confirmation by the City Council. Said subsequent appointments shall be for a term of three years from the time of their appointment or until their successors are qualified. The Mayor shall initially appoint in staggered terms ~~two members for one year, two members for two years, three members for three years, and~~ annually thereafter the Mayor shall appoint said members for three-year terms.

B.

The Mayor shall designate the Chairman of said Commission to serve as Chairman for a two-year period. ~~Said appointment shall be made the first Monday in April.~~

**§ 19-45Purpose; report.**

A.

The purpose of the Marlborough Youth Commission is to enhance the quality of life for City youth through:

(1)

An ongoing assessment of needs;

(2)

Evaluation of programs provided by the City, private sector and nonprofit organizations;

(3)

Recommendations to service providers regarding changes in programming designed to better meet the needs of the community; and

(4)

A periodic compilation of available services designed to increase utilization of such services.

B.

The Commission shall issue a report to the Mayor by March 1 of each year, detailing its findings and recommendations.

## § 19-46Duties, responsibilities and objectives.

### A.

Duties and responsibilities include new programs, coordination of existing efforts and increasing community awareness through youth organizations, the business community, schools, religious groups, City government, existing human services agencies and others representing all sectors of our culturally diverse community, whether City, state, federal or private, profit or nonprofit groups.

### B.

Program objectives are to:

#### (1)

~~Establish and implement programs and/or services which shall address the opportunities, challenges and problems of our youth.~~

#### (2)

Provide an ongoing assessment of our youth's needs within the community, provided a particular need has not already been addressed and/or implemented by an existing private or municipal agency or organization.

#### (3)

Index programs available to our youth and encourage maximum utilization of programs and services through publicity and other means of dissemination of information.

#### (4)

Identify gaps in programming, and research funding under federal, state and private grants and foundations.

#### (5)

~~Develop a Youth Advisory Council that will be represented on the Youth Commission.~~

#### (6)

~~In conjunction with the School Department, implement the Community Service Youth Corps Program.~~

## § 19-47Rules and regulations.

The Commission shall have power to organize and conduct its business under such rules and regulations as it may deem proper, provided that the same are not inconsistent with the laws of the commonwealth or the Charter and



ordinances of the City. ~~It may adopt all reasonable regulations regarding the use of the land and buildings under its permanent or temporary control.~~

**A.**

Removal of members: Any member of the Commission may be removed by the Mayor and City Council ~~for cause~~, stated in writing, after a hearing and vote of the City Council.

**B.**

~~Vacancies: All vacancies in the Youth Commission caused by death, resignation or otherwise shall be filled by the Mayor in the manner provided for an original appointment, and the person appointed shall hold office for the residue of the unexpired term.~~

**C.**

Compensation: Such Commissioners shall serve without compensation.

**§ 19-48Service from other City departments.**

~~The various departments of the City shall render such service to the Commission as they may be required to perform by the City Council from time to time.~~

**§ 19-49Annual appropriation; expenditures.**

~~A separate appropriation shall be made annually by the Mayor and City Council for the Youth Commission, which appropriation may be expended in the conduct of the aforesaid purposes.~~

**§ 19-50Annual report.**

The Youth Commission shall, at least once a year, render a report of its administration to the City Council and Mayor shall render such further reports as may be required of it by the City Council from time to time. ~~It shall annually prepare a statement of suggestions to the Mayor and transmit to him an estimate of the amount of money needed to conduct said Commission's duties for the ensuing year.~~

**§ 19-51Clerk; meetings.**

Such Commission shall meet immediately after its appointment and confirmation and elect one of their members, who shall act as Clerk and who shall keep a record of its proceedings; in each year thereafter such Commission shall meet annually in the month of February for the election of the Clerk. ~~Such Commission shall vote to~~ Chair shall determine the time and place of other meetings.