

CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Finance Committee

Date: February 13, 2017

Time: 7:00 PM

Location: City Council Chamber, 2nd Floor, City Hall, 140 Main Street

Agenda Items to be addressed:

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2017 FEB -7 P 12:12

1. 02-06-2017 – **Order No. 17-1006810**: Mid-year transfer requests as detailed in the attached package which includes applicable spreadsheets.
2. 02-06-2017 – **Order No. 17-1006811**: Mass Works Infrastructure Program Grant Acceptance in the amount of \$2.7 million from the Executive Office of Housing and Economic Development (EOHED) earmarked for the East Main St. Revitalization Project.

Continued Review:

3. 01-23-2017 – **Order No. 17-1006795C**: *Fire Department City Code Changes*; Revisions to the Marlborough City Code to reflect the composition of the Marlborough Fire Department and the position titles currently in use.

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.,

FEBRUARY 6, 2017

PAGE 1

ORDERED:

That the Mid-year transfer requests as detailed in the spreadsheets below, be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH BUDGET TRANSFERS -										
DEPT:	Police								FY:	2017
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$315,528	\$11,500.00	12100003	51440	Educational Incentive	\$11,500.00	12100001	50500	Police Captains	\$71,066	
Reason:		Accounting/charging discrepancy				Contract settled after budget was submitted				
\$315,528	\$78,320.00	12100003	51440	Educational Incentive	\$78,320	12100001	50510	Police Lieutenants	\$149,076	
Reason:		Accounting/charging discrepancy				Contract settled after budget submitted and temp. lieutenant				
\$45,373	\$45,373.00	12100003	50540	Chief Dispatcher	\$45,373	12100003	51213	Public Safety Dispatchers	\$134,836	
Reason:		Chief Dispatcher retired				Chief dispatcher position not filled yet				
\$99,934	\$10,000.00	12100003	51490	Holiday	\$10,000.00	12100006	52560	Vehicle Repair & Maint.	\$9,686	
Reason:		Sunday holidays - fewer officers working				Older cruisers requiring more maintenance				
\$7,630	\$5,000.00	12100003	51920	Sick Leave Buy Back	\$5,000	12100005	54220	Office Supply/Expenses	\$12,441	
Reason:		Officers bought back fewer days than anticipated				Extra ammo needed for rifle training				
\$150,193.00		Total			\$150,193.00	Total				

CITY OF MARLBOROUGH BUDGET TRANSFERS -										
DEPT:	FIRE								FISCAL YEAR:	2017
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$582,218.32	\$125,000.00	12200001	50810	Fire Lieutenant	\$200,000.00	12200003	51300	Overtime	\$110,378.06	
Reason:		Funds available due to unfilled positions				Firefighter vacancies, retirements & medical absences				
\$1,354,422.77	\$53,975.80	12200001	50450	Firefighter	\$7,818.59	12200001	50335	Deputy Fire Chief	\$71,192.40	
Reason:		Funds available due to unfilled positions				Calculated amount for contractual obligation				
\$105,447.84	\$45,842.79	12200003	51440	Educational Incentive	\$5,000.00	12200006	51990	Meal Allowance	\$1,647.09	
Reason:		Funds available due to unfilled positions				Account balance will not be sufficient				
					\$12,000.00	12200006	52560	Vehicle Repair & Mnt.	\$36,873.13	
Reason:						Account balance will not be sufficient				
\$224,818.59		Total			\$224,818.59	Total				



IN CITY COUNCIL

Marlborough, Mass., _____

FEBRUARY 6, 2017

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ORDERED:

CITY OF MARLBOROUGH BUDGET TRANSFERS --										
		DEPT: Department of Public Works						FISCAL YEAR: 2017		
		FROM ACCOUNT:						TO ACCOUNT:		
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$2,600	\$2,000	60080003	51440	Educational Incentives-Sewer	\$2,000	60080003	51470	Interim Foreman-sewer	\$0	
		Reason: Vacant positions				Anticipated cost to cover remaining FY 17				
\$1,250	\$1,250	60081003	51440	Educational Incentives-East	\$2,204	60081003	51470	Interim Foreman-East WWTP	\$0	
		Reason:				Anticipated cost to cover remaining FY 17				
\$2,954	\$1,954	61090003	51430	Longevity-Water						
		Reason: Vacant positions								
\$306	\$306	60085003	51430	Longevity-West WWTP	\$1,306	60085003	51470	Interim Foreman-W WWTP	\$429	
		Reason:				Anticipated cost to cover remaining FY 17				
	\$5,510	Total			\$5,510	Total				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$2,954	\$1,000	61090003	51430	Longevity-Water	\$3,000	61090003	51470	Interim Foreman-Water	\$1,356	
		Reason: Vacant positions				Anticipated cost to cover remaining FY 17				
\$3,540.00	\$2,000	61090003	51440	Educational Incentive-Water						
		Reason: Vacant positions								
\$47,807.26	\$47,807	61090001	50460	Water Meter Reader	\$56,000	61090003	51310	OT-Water	\$36,110	
		Reason: vacant position				Anticipated cost to cover remaining FY 17				
\$12,459.30	\$12,459	61090003	51920	Sick Leave Buy Back-Water	\$4,267	61090003	51240	Temp. Part Time Help	\$3,380	
		Reason: Vacant position								
	\$63,267	Total			\$63,267	Total				



IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 6, 2017
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ORDERED:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$56,500.00	\$45,000	14001002	50062	Finance Analyst	\$47,620	14001304	53140	Contract Services-Streets	\$79,742
	Reason:	vacant position				Anticipated costs to cover remaining of FY 17			
\$339.61	\$339	14001003	51430	Longevity-Admin					
	Reason:	vacant position							
\$728.34	\$728	14001003	51920	Sick Leave Buy Back					
	Reason:	vacant position							
\$506.29	\$506	14001103	51430	Longevity					
	Reason:	vacant position							
\$1,046.24	\$1,046	14001103	51920	Sick Leave Buy Back-Eng					
	Reason:	vacant position							
	\$47,620	Total			\$47,620	Total			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$131,326.15	\$30,000	14001301	50690	Foreman-Streets	\$6,000	14001103	51310	Overtime-Engineering	\$0
	Reason:	vacant position				Anticipated costs to cover remaining FY 17			
\$348,965.16	\$30,000	14001303	50740	Equipment Operator-Streets	\$12,500	14001303	51310	Overtime-Streets	\$2,311
	Reason:	vacant position				Anticipated costs to cover remaining FY 17			
\$1,801.20	\$1,801	14001303	51430	Longevity-Streets	\$20,000	14001503	51310	Overtime-Parks	\$0
	Reason:	vacant position				Anticipated costs to cover remaining FY 17			
\$2,113.54	\$2,114	14001303	51920	Sick Leave Buy Back-Streets	\$23,619	14001503	51240	Temp Help-Parks	\$3,090
	Reason:	vacant position				Anticipated costs to cover remaining FY 17			
\$704.41	\$704	14001403	51430	Longevity-Fleet	\$2,500	14001002	50520	Principal Clerk-Engineering	\$16,959
	Reason:	vacant position				Increase due to retirement			
	\$64,619	Total			\$64,619	Total			



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Marlborough, Mass.,

FEBRUARY 6, 2017

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ORDERED:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$4,801.32	\$4,801	14001403	51920	Sick Leave Buy Back-Repair	\$50,000	14001504	53140	Contract Services-Parks	\$47
	Reason:	Vacant position				Anticipated cost for remaining FY 17			
\$344,629.45	\$70,000	14001503	50740	Equipment Operators-Parks	\$33,599	14001505	54610	General Materials-Parks	\$47
	Reason:	vacant positions							
\$1,385.80	\$1,386	14001503	51430	Longevity-Parks					
	Reason:	vacant positions							
\$411.73	\$411.73	14001503	51920	Sick Leave Buy Back-Parks					
	Reason:	vacant positions							
\$35,913.26	\$7,000.00	60080001	50570	Chemist					
	Reason:	vacant position							
	\$83,599	Total			\$83,599	Total			

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
42,121.13	\$42,121.13	14001301	50660	Assitant Engrn	\$42,121.13	14001304	53140	Contract Services-Streets	\$79,742
	Reason:	Vacant positions				Anticipated costs to cover remaining FY 17			
\$31,251.23	\$31,251.23	11920001	50300	Assistant Director-Facilities	\$46,251.23	11920006	52469	Repair and Maint/Facilities	\$57,287
	Reason:	Vacant position				Anticipated costs to cover remaining FY 17			
\$83,904.33	\$15,000.00	11920003	50560	Custodian					
	Reason:	Vacant position							
	\$88,372	Total			\$88,372	Total			



IN CITY COUNCIL

FEBRUARY 6, 2017

Marlborough, Mass.,

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ORDERED:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$2,844.25	\$2,844.25	60080003	51920	Sick Leave Buy Back-Sewer	\$28,744.00	14001304	53140	Contract Services-Streets	\$79,742
		Reason: vacant positions				Anticipated costs to cover remaining of FY 17			
\$3,424.02	\$3,424.02	60081003	51920	Sick Leave Buy Back-East Plant					
		Reason: vacant position							
\$2,475.95	\$2,475.95	60085003	51920	Sick Leave Buy Back-West Plant					
		Reason: vacant position							
\$39,677.52	\$20,000.00	61090001	50680	General Foreman-Water/Sewer					
		Reason: vacant position							
	\$28,744	Total			\$28,744	Total			

BUDGET TRANSFERS -

DEPT:		Various		FISCAL YEAR:		2017			
FROM ACCOUNT:		TO ACCOUNT:							
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$34,904.22	\$20.00	11440001	50042	Collector	\$20.00	11440002	50770	Senior Clerk-Collector	\$35,997.36
		Reason: Funds available				To fund line item through 6/30/17			
\$101,564.65	\$5,400.00	15430006	57710	Veterans Benefits	\$5,400.00	15430001	50080	Veterans Agent	\$15,092.50
		Benefits running slightly lower than budgeted				To fund shortage due to a retirement			
\$1,360.92	\$400.00	11110005	54220	Office Supplies-Council	\$400.00	11110002	50401	P.T. Senior Clerk-Council	\$9,062.34
		Reason: Funds available				To fund line item through 6/30/17			
\$381.12	\$380.00	15410003	51920	Sick Leave Buy Back-COA	\$1,210.00	15410001	50312	Outreach Worker-COA	\$14,859.72
		Reason: Funds available				To fund shortage due to a resignation			
\$13,240.30	\$1,280.00	15410006	57075	Transportation-COA	\$450.00	15410001	50996	Social Service Coordinator	\$6,195.00
		Reason: Funds available.				To fund line item through 6/30/17			
	\$7,480.00	Total			\$7,480.00	Total			



IN CITY COUNCIL

Marlborough, Mass.,

FEBRUARY 6, 2017

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ORDERED:

CITY OF MARLBOROUGH BUDGET TRANSFERS -										
DEPT:		Various				FISCAL YEAR:		2017		
		FROM ACCOUNT:				TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$1,805.00	\$1,805.00	11610004	53180	Professional & Tech-Clerk's	\$3,344.13	11610004	53150	Advertising-Clerk's	\$1,705.40	
Reason:		Funds available				To fund line item through 6/30/17				
\$1,738.88	\$1,100.13	11620004	53930	Printing-Elections						
Reason:		Funds available								
\$439.00	\$439.00	11620004	53932	Election Programming						
Reason:		Funds available								
\$758.20	\$758.00	12410003	51920	Sick Leave Buy Back-Inspe	\$3,500.00	12410006	57100	Instate Travel-Inspections	\$81.84	
Reason:		Funds available				To cover inspections through 6/30/17				
\$29,779.55	\$2,742.00	12410001	50380	Electrical Inspector						
Reason:		Funds available.								
	\$6,844.13	Total			\$6,844.13	Total				

CITY OF MARLBOROUGH BUDGET TRANSFERS -										
DEPT:		Various				FISCAL YEAR:		2017		
		FROM ACCOUNT:				TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$9,253.78	\$1,000.00	14920003	50999	Events Coordinator-Recreatn	\$1,567.00	14920001	50166	Recreation Program Mgr	\$22,994.01	
Reason:		Funds available				To fund line item through 6/30/17				
\$17,582.85	\$193.00	14920007	53610	Equipment-Youth Activities						
Reason:		Funds available								
\$28,342.59	\$374.00	14920001	50110	Recreation Director						
Reason:		Funds available								
\$53,692.87	\$1,035.00	15120001	50390	Nurse-Board of Health	\$1,035.00	15120001	50611	Assistant Sanitarian	\$42,951.50	
Reason:		Funds available				To fund line item through 6/30/17				
\$395,000.00	\$5,500.00	17520006	59254	Interest on BAN	\$5,500.00	11940006	51860	Widows Pensions	\$17,983.88	
Reason:		Funds available.				To fund line item through 6/30/17				
	\$8,102.00	Total			\$8,102.00	Total				



IN CITY COUNCIL

Marlborough, Mass.,

FEBRUARY 6, 2017

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ORDERED:

CITY OF MARLBOROUGH										
BUDGET TRANSFERS -										
DEPT:		Various				FISCAL YEAR:		2017		
FROM ACCOUNT:						TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$53,692.87	\$24,965.00	15120001	50390	Nurse-Board of Health	\$2,641.00	11110003	51920	Sick Leave Buy Back-Council	\$0.00	
Reason:		Funds available				To fund FY17				
\$25,542.46	\$10,000.00	11510006	57600	Claims & Judgements	\$3,434.00	11110003	51430	Longevity-Council	\$0.00	
Reason:		Funds available				To fund FY17				
\$669,388.72	\$78,110.00	60075106	58966	16 Multi Purpose Interest	\$13,000.00	11520004	53140	Contract Services-HR	\$7,000.00	
Reason:		Funds available				To fund assessment center for police chief search				
					\$94,000.00	11510004	53110	Legal Services	\$50,751.45	
Reason:						To fund line item through 6/30/17				
\$113,075.00		Total			\$113,075.00	Total				
BUDGET TRANSFERS -										
DEPT:		Various				FISCAL YEAR:		2017		
FROM ACCOUNT:						TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$127,019.57	\$127,019.57	11990006	57820	Reserve for Salaries	\$16,740.20	14001303	50740	Equipment Operators-Sts	\$322,572.98	
Reason:						Retirement				
\$885,000.00	\$124,336.28	60071106	59966	16 Multi Purpose Bond	\$19,115.65	14001303	51920	Sick Leave Buy Back-Sts	\$2,113.54	
Reason:		Funds available				Retirement				
					\$36,000.00	12100001	50140	Police Chief	\$68,361.00	
Reason:						Retirement				
					\$80,000.00	12100003	51920	Sick Leave Buy Back-Police	\$7,630.41	
Reason:						Retirement				
					\$3,000.00	12100001	50500	Police Captains	\$67,314.08	
Reason:						Contractual agreement				
					\$9,000.00	12100001	50510	Police Lieutenants	\$138,740.88	
Reason:						Contractual agreement				
					\$12,000.00	12100001	50820	Police Sergeants	\$288,632.85	
Reason:						Contractual agreement				
					\$73,500.00	12100001	50420	Police Officers	\$1,345,137.88	
Reason:						Contractual agreement				
\$251,355.85		Total			\$251,355.85	Total				



IN CITY COUNCIL

Marlborough, Mass.,

FEBRUARY 6, 2017

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ORDERED:

CITY OF MARLBOROUGH BUDGET TRANSFERS -										
DEPT:		Comptroller				FISCAL YEAR:		2017		
FROM ACCOUNT:					TO ACCOUNT:					
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$75,000.00	\$5,000.00	61071106	59956	06 Multi Purpose Bond	\$5,000.00	61071106	59954	05 Multi Purpose Bond	\$0.00	
		Reason: Reclassify to correct account				Reason: Reclassify to correct account				
\$1,620,000.00	\$28,000.00	17110006	59966	16 Multi Purpose Bond	\$28,000.00	13800006	59966	16 Multi Purpose Bond	\$161,000.00	
		Reason: Reclassify to correct account				Reason: Reclassify to correct account				
\$28,000.00	\$700.00	61075106	59956	06 Multi Purpose Bond	\$700.00	17510006	59956	06 Multi Purpose Bond	\$52,000.00	
		Reason: Reclassify to correct account				Reason: Reclassify to correct account				
\$669,388.72	\$205,000.00	60075106	58966	16 Multi Purpose Bond	\$205,000.00	17510006	58966	16 Multi Purpose Bond	\$485,000.00	
		Reason: Reclassify to correct account				Reason: Reclassify to correct account				
\$885,000.00	\$230,000.00	60071106	59966	16 Multi Purpose Bond	\$50,000.00	11330006	57850	Bond Issue Expense	\$43,935.52	
		Reason: Reclassify to correct account				Reason: Reclassify to correct account				
					\$100,000.00	60019906	58890	Bond Issue Expense	\$33,549.49	
		Reason: Reclassify to correct account				Reason: Reclassify to correct account				
					\$80,000.00	60019906	58891	Loan Origination Fee	\$17,719.60	
		Reason: Reclassify to correct account				Reason: Reclassify to correct account				
	\$468,700.00	Total			\$468,700.00	Total				

ADOPTED

ORDER NO. 17-1006810



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2017 FEB -2 A 11:08

City of Marlborough
Office of the Mayor

140 Main Street
Marlborough, Massachusetts 01752
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610

Arthur G. Vigeant
MAYOR

Nicholas J. Milano
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

5

February 2, 2017

City Council President Edward J. Clancy
Marlborough City Council
140 Main Street
Marlborough, MA 01752

Re: Mid-year Transfer Requests

Honorable President Clancy and Councilors:

Enclosed for your approval are mid-year transfer requests from several City Departments.

As always, Department Heads who have requested transfers will be in attendance at a future Finance Committee meeting to discuss these requests with you in greater detail.

Thank you in advance for your consideration and please do not hesitate to let me know if you have any questions.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures



City of Marlborough POLICE DEPARTMENT

508-485-1212 • FAX 508-624-6949
355 BOLTON STREET • MARLBOROUGH, MA • 01752

MARK F. LEONARD
Chief of Police

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

February 1, 2017

Dear Mayor Vigeant:

Per the attached transfer request form, I am requesting five internal transfers to allow for sufficient funds to be properly allocated to the appropriate line items within the police department budget. There are requests to transfer funds into the Police Captains, Police Lieutenants, Public Safety Dispatchers, Vehicle Repair and Maintenance, and Office Supply/Expenses accounts to allow for sufficient funds to fully cover these accounts for the remainder of the fiscal year. The attached request form contains a brief reason for each transfer request. All transfer requests are from within the existing police department budget, and I do not anticipate any other significant surpluses or deficits.

Please let me know if you have any questions.

Sincerely,

Mark F. Leonard
Chief of Police

Cc: D. Smith; B. Doheny

CITY OF MARLBOROUGH
BUDGET TRANSFERS -

DEPT:	Police		FY:		2017				
Available Balance	Amount	FROM ACCOUNT:	TO ACCOUNT:	Amount	Available Balance				
		Org Code	Object	Account Description:	Org Code	Object	Account Description:		
<u>\$315,528</u>	<u>\$11,500.00</u>	<u>12100003</u>	<u>51440</u>	<u>Educational Incentive</u>	<u>\$11,500.00</u>	<u>12100001</u>	<u>50500</u>	<u>Police Captains</u>	<u>\$71,066</u>
	Reason:	<u>Accounting/charging discrepancy</u>				<u>Contract settled after budget was submitted</u>			
<u>\$315,528</u>	<u>\$78,320.00</u>	<u>12100003</u>	<u>51440</u>	<u>Educational Incentive</u>	<u>\$78,320</u>	<u>12100001</u>	<u>50510</u>	<u>Police Lieutenants</u>	<u>\$149,076</u>
	Reason:	<u>Accounting/charging discrepancy</u>				<u>Contract settled after budget submitted and temp. lieutenant</u>			
<u>\$45,373</u>	<u>\$45,373.00</u>	<u>12100003</u>	<u>50540</u>	<u>Chief Dispatcher</u>	<u>\$45,373</u>	<u>12100003</u>	<u>51213</u>	<u>Public Safety Dispatchers</u>	<u>\$134,836</u>
	Reason:	<u>Chief Dispatcher retired</u>				<u>Chief dispatcher position not filled yet</u>			
<u>\$99,934</u>	<u>\$10,000.00</u>	<u>12100003</u>	<u>51490</u>	<u>Holiday</u>	<u>\$10,000.00</u>	<u>12100006</u>	<u>52560</u>	<u>Vehicle Repair & Maint.</u>	<u>\$9,686</u>
	Reason:	<u>Sunday holidays - fewer officers working</u>				<u>Older cruisers requiring more maintenance</u>			
<u>\$7,630</u>	<u>\$5,000.00</u>	<u>12100003</u>	<u>51920</u>	<u>Sick Leave Buy Back</u>	<u>\$5,000</u>	<u>12100005</u>	<u>54220</u>	<u>Office Supply/Expenses</u>	<u>\$12,441</u>
	Reason:	<u>Officers bought back fewer days than anticipated</u>				<u>Extra ammo needed for rifle training</u>			
	<u>\$150,193.00</u>	Total			<u>\$150,193.00</u>	Total			

Department Head signature:



Auditor signature:



Comptroller signature:





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

January 31, 2017

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

REF: Transfer request

Dear Mayor Vigeant,

I am submitting for your approval the following transfer requests within our FY2017 budget.

Overtime	12200003-51300	\$200,000.00
Deputy Fire Chief	12200001-50335	\$ 7,818.59
Meal Allowance	12200006-51990	\$ 5,000.00
Vehicle Repair & Maintenance	12200006-52560	<u>\$ 12,000.00</u>
	TOTAL	\$224,818.59

As you can see, the majority of this transfer request is related to overtime. There are many factors contributing to the high level of overtime expenditures. They include existing firefighter vacancies because of unfilled positions, service retirements and several extended absences due to various medical issues and injuries. The transfer request to Deputy Fire Chief addresses an error in vacation buyback for three retired members. The transfer request for Meal Allowance is needed to cover predicted costs through FY2017. Finally, the transfer request to Vehicle Repair and Maintenance seeks to replenish funds primarily used to cover costs associated with installing emergency lighting, radio communications and incident command equipment in a staff vehicle. Please feel free to contact me if you have any questions or need additional information.

Sincerely,

Kevin J. Breen
Fire Chief

W Enclosures

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: FIRE FISCAL YEAR: 2017

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$582,218.32</u>	<u>\$125,000.00</u>	<u>12200001</u>	<u>50810</u>	<u>Fire Lieutenant</u>	<u>\$200,000.00</u>	<u>12200003</u>	<u>51300</u>	<u>Overtime</u>	<u>\$110,378.06</u>
	Reason:	<u>Funds available due to unfilled positions</u>				<u>Firefighter vacancies, retirements & medical absences</u>			
<u>\$1,354,422.77</u>	<u>\$53,975.80</u>	<u>12200001</u>	<u>50450</u>	<u>Firefighter</u>	<u>\$7,818.59</u>	<u>12200001</u>	<u>50335</u>	<u>Deputy Fire Chief</u>	<u>\$71,192.40</u>
	Reason:	<u>Funds available due to unfilled positions</u>				<u>Calculated amount for contractual obligation</u>			
<u>\$105,447.84</u>	<u>\$45,842.79</u>	<u>12200003</u>	<u>51440</u>	<u>Educational Incentive</u>	<u>\$5,000.00</u>	<u>12200006</u>	<u>51990</u>	<u>Meal Allowance</u>	<u>\$1,647.09</u>
	Reason:	<u>Funds available due to unfilled positions</u>				<u>Account balance will not be sufficient</u>			
					<u>\$12,000.00</u>	<u>12200006</u>	<u>52560</u>	<u>Vehicle Repair & Mnt.</u>	<u>\$36,873.13</u>
	Reason:					<u>Account balance will not be sufficient</u>			
	Reason:								
	<u>\$224,818.59</u>	Total			<u>\$224,818.59</u>	Total			

Department Head signature: _____

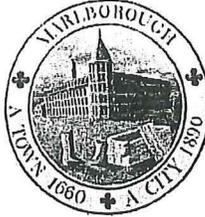
Auditor signature: _____

Comptroller signature: _____

Kevin Brown

John

[Signature]



CITY OF MARLBOROUGH
Department of Public Works
Office of the Commissioner
135 Neil Street
Marlborough, Massachusetts 01752
(508) 624-6910 Ext. 33200
Facsimile (508) 624-7699 * TDD (508) 460-3610

February 1, 2017

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

Re: Transfer Requests

Dear Mayor Vigeant,

Enclosed herewith are the Department of Public Works and Public Facilities Department transfers for Fiscal Year 2017. These request are being funded from surpluses within the operating budgets.

Explanations for the transfers have been included with each line item.

Please contact me if you require any additional information.

Sincerely,

John L. Ghiloni
Commissioner

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Department of Public Works

FISCAL YEAR: 2017

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$2,600</u>	<u>\$2,000</u>	<u>60080003</u>	<u>51440</u>	<u>Educational Incentives-Sewer</u>	<u>\$2,000</u>	<u>60080003</u>	<u>51470</u>	<u>Interim Foreman-sewer</u>	<u>\$0</u>
	Reason:	<u>Vacant positions</u>				<u>Anticipated cost to cover remaining FY 17</u>			
<u>\$1,250</u>	<u>\$1,250</u>	<u>60081003</u>	<u>51440</u>	<u>Educational Incentives-East</u>	<u>\$2,204</u>	<u>60081003</u>	<u>51470</u>	<u>Interim Foreman-East WWTP</u>	<u>\$0</u>
	Reason:	<u></u>				<u>Anticipated cost to cover remaining FY 17</u>			
<u>\$2,954</u>	<u>\$1,954</u>	<u>61090003</u>	<u>51430</u>	<u>Longevity-Water</u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
	Reason:	<u>Vacant positions</u>				<u></u>			
<u>\$306</u>	<u>\$306</u>	<u>60085003</u>	<u>51430</u>	<u>Longevity-West WWTP</u>	<u>\$1,306</u>	<u>60085003</u>	<u>51470</u>	<u>Interim Foreman-W WWTP</u>	<u>\$429</u>
	Reason:	<u></u>				<u>Anticipated cost to cover remaining FY 17</u>			
	Reason:	<u></u>				<u></u>			
	<u>\$5,510</u>	Total			<u>\$5,510</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:

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CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Department of Public Works

FISCAL YEAR: 2017

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$2,954	\$1,000	61090003	51430	Longevity-Water	\$3,000	61090003	51470	Interim Foreman-Water	\$1,356
	Reason:	Vacant positions				Anticipated cost to cover remaining FY 17			
\$3,540.00	\$2,000	61090003	51440	Educational Incentive-Water					
	Reason:	Vacant positions							
\$47,807.26	\$47,807	61090001	50460	Water Meter Reader	\$56,000	61090003	51310	OT-Water	\$36,110
	Reason:	vacant position				Anticipated cost to cover remaining FY 17			
\$12,459.30	\$12,459	61090003	51920	Sick Leave Buy Back-Water	\$4,267	61090003	51240	Temp. Part Time Help	\$3,380
	Reason:	Vacant position							
	Reason:								
	\$63,267	Total			\$63,267	Total			

Department Head signature:

Auditor signature:

Comptroller signature:

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CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Department of Public Works

FISCAL YEAR: 2017

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$56,500.00	\$45,000	14001002	50062	Finance Analyst	\$47,620	14001304	53140	Contract Services-Streets	\$79,742
		Reason: vacant position				Anticipated costs to cover remaining of FY 17			
\$339.61	\$339	14001003	51430	Longevity-Admin					
		Reason: vacant position							
\$728.34	\$728	14001003	51920	Sick Leave Buy Back					
		Reason: vacant position							
\$506.29	\$506	14001103	51430	Longevity					
		Reason: vacant position							
\$1,046.24	\$1,046	14001103	51920	Sick Leave Buy Back-Eng					
		Reason: vacant position							
	\$47,620	Total			\$47,620	Total			

Department Head signature:

Auditor signature:

Comptroller signature:

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CITY OF MARLBOROUGH
BUDGET TRANSFERS –

DEPT: Department of Public Works

FISCAL YEAR: 2017

FROM ACCOUNT:				TO ACCOUNT:				Available	
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Balance
\$131,326.15	\$30,000	14001301	50690	Foreman-Streets	\$6,000	14001103	51310	Overtime-Engineering	\$0
	Reason:	vacant position				Anticipated costs to cover remaining FY 17			
\$348,965.16	\$30,000	14001303	50740	Equipment Operator-Streets	\$12,500	14001303	51310	Overtime-Streets	\$2,311
	Reason:	vacant position				Anticipated costs to cover remaining FY 17			
\$1,801.20	\$1,801	14001303	51430	Longevity-Streets	\$20,000	14001503	51310	Overtime-Parks	\$0
	Reason:	vacant position				Anticipated costs to cover remaining FY 17			
\$2,113.54	\$2,114	14001303	51920	Sick Leave Buy Back-Streets	\$23,619	14001503	51240	Temp Help-Parks	\$3,090
	Reason:	vacant position				Anticipated costs to cover remaining FY 17			
\$704.41	\$704	14001403	51430	Longevity-Fleet	\$2,500	14001002	50520	Principal Clerk-Engineering	\$16,959
	Reason:	vacant position				Increase due to retirement			
	\$64,619	Total			\$64,619	Total			

Department Head signature: 

Auditor signature: 

Comptroller signature: 

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Department of Public Works

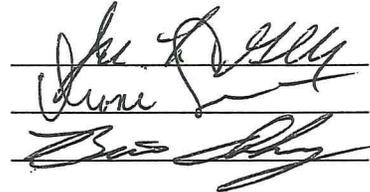
FISCAL YEAR: 2017

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$4,801.32</u>	<u>\$4,801</u>	<u>14001403</u>	<u>51920</u>	<u>Sick Leave Buy Back-Repair</u>	<u>\$50,000</u>	<u>14001504</u>	<u>53140</u>	<u>Contract Services-Parks</u>	<u>\$47</u>
	Reason:	<u>Vacant position</u>				<u>Anticipated cost for remaining FY 17</u>			
<u>\$344,629.45</u>	<u>\$70,000</u>	<u>14001503</u>	<u>50740</u>	<u>Equipment Operators-Parks</u>	<u>\$33,599</u>	<u>14001505</u>	<u>54610</u>	<u>General Materials-Parks</u>	<u>\$47</u>
	Reason:	<u>vacant positions</u>							
<u>\$1,385.80</u>	<u>\$1,386</u>	<u>14001503</u>	<u>51430</u>	<u>Longevity-Parks</u>					
	Reason:	<u>vacant positions</u>							
<u>\$411.73</u>	<u>\$411.73</u>	<u>14001503</u>	<u>51920</u>	<u>Sick Leave Buy Back-Parks</u>					
	Reason:	<u>vacant positions</u>							
<u>\$35,913.26</u>	<u>\$7,000.00</u>	<u>60080001</u>	<u>50570</u>	<u>Chemist</u>					
	Reason:	<u>vacant position</u>							
	\$83,599	Total			\$83,599	Total			

Department Head signature:

Auditor signature:

Comptroller signature:



CITY OF MARLBOROUGH
BUDGET TRANSFERS –

DEPT: Department of Public Works

FISCAL YEAR: 2017

Available Balance	Amount	FROM ACCOUNT:	Org Code	Object	Account Description:	Amount	TO ACCOUNT:	Org Code	Object	Account Description:	Available Balance
<u>\$2,844.25</u>	<u>\$2,844.25</u>		<u>60080003</u>	<u>51920</u>	<u>Sick Leave Buy Back-Sewer</u>	<u>\$28,744.00</u>		<u>14001304</u>	<u>53140</u>	<u>Contract Services-Streets</u>	<u>\$79,742</u>
		Reason:	<u>vacant positions</u>					<u>Anticipated costs to cover remaining of FY 17</u>			
<u>\$3,424.02</u>	<u>\$3,424.02</u>		<u>60081003</u>	<u>51920</u>	<u>Sick Leave Buy Back-East Plant</u>						
		Reason:	<u>vacant position</u>								
<u>\$2,475.95</u>	<u>\$2,475.95</u>		<u>60085003</u>	<u>51920</u>	<u>Sick Leave Buy Back-West Plant</u>						
		Reason:	<u>vacant position</u>								
<u>\$39,677.52</u>	<u>\$20,000.00</u>		<u>61090001</u>	<u>50680</u>	<u>General Foreman-Water/Sewer</u>						
		Reason:	<u>vacant position</u>								
	<u>\$28,744</u>	Total				<u>\$28,744</u>	Total				

Department Head signature:

Auditor signature:

Comptroller signature:

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City of Marlborough
Office of the Comptroller

140 Main Street
Marlborough, Massachusetts 01752
Tel. (508) 460-3731 Facsimile (508) 481-5180

January 31, 2017

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

RE: TRANSFER REQUEST

Dear Mayor Vigeant,

Enclosed herewith is a transfer request for the mid-year review of the Comptroller's accounts. Most of the transfers are for reclassifications of the long-term debt, interest and the associated bond accounts. These reclassifications are mainly created from the fact that the budget report is submitted prior to the sale of the bond so conservative estimates are used in the budget process. At this time I have identified some surplus monies in the 2016 bond related accounts and a shortfall in the issuance cost accounts. The surplus was caused by a better than anticipated bond rate than what was originally estimated. We had originally projected a 4% bond rate but the actual rate was 1.881%. There was also a surplus on some of the state bonds which were projected to be 2% but qualified for 0% financing. The shortfall in the issuance cost accounts was primarily on the state issued notes by having the costs included in the bond payment and not disclosed as a separate line item.

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

Sincerely,

Brian Doheny
Comptroller



City of Marlborough
Legal Department

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

DONALD V. RIDER, JR.
CITY SOLICITOR

CYNTHIA M. PANAGORE GRIFFIN
ASSISTANT CITY SOLICITOR

ELLEN M. STAVROPOULOS
PARALEGAL

February 1, 2017

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

RE: Transfer Request

Dear Mayor Vigeant:

I am submitting for your approval a transfer request in the amount of \$94,000 into Legal Services (account #11510004 53110). The reasons for this request include pending and projected expenses for outside labor counsel services; appraisal services either already rendered or to be rendered in connection with DPW's Maple Street reconstruction project; and four MIA deductibles for insurance defense provided in various litigation matters.

Please let me know if you require any further information. Thank you for your attention to this matter.

Very truly yours,

Donald V. Rider, Jr.
City Solicitor

cc: Brian Doheny, Comptroller
Diane Smith, Auditor



City of Marlborough
Council on Aging and Senior Center

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

Patricia A. Pope
EXECUTIVE DIRECTOR

February 1, 2017

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

Re: Transfer Requests

Dear Mayor Vigeant,

I am submitting to you the Council on Aging inter-departmental transfers for FY 2017. These requests are being funded from the surpluses within our operating budget.

Explanations for the transfers have been included with each line item. I would like to further explain that the Social Service Coordinator is working additional hours (per your prior approval) while we are shorthanded due to the resignation of the Outreach Coordinator. I do anticipate having that position filled by the end of February.

Please do not hesitate to contact me for any additional information.

Sincerely,

Trish Pope
Executive Director



City of Marlborough
BUILDING DEPARTMENT

140 Main Street
Marlborough, Massachusetts 01752
Tel. (508) 460-3766 Facsimile (508) 460-3736 TDD (508) 460-3610

DOUGLAS SCOTT - C.B.O.
BUILDING COMMISSIONER

PATRICK DAHLGREN
BUILDING INSPECTOR

RICHARD DESIMONE
PLUMBING & GAS INSPECTOR

JOHN CAIN
WIRING INSPECTOR

February 1, 2017

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

Re: Transfer Requests

Dear Mayor Vigeant,

Enclosed herewith are the Building Departments transfer requests for the FY 2016.

I have requested funds to replenish this departments in-state travel line item.

Enclosed is a review of this year's budget by me.

Please contact me if you require additional information.

Sincerely,



Douglas Scott
Building Commissioner



**CITY OF MARLBOROUGH
RECREATION DEPARTMENT**

239 Concord Road
Marlborough, Massachusetts 01752
Tel (508) 624-6925 FAX (508) 624-6940 TTY (508) 460-3610

COMMISSIONERS
Brenda Calder
Nancy Klein
Robert Kays: Chairman
Mark Vital

DIRECTOR
Charles Thebado

PROGRAM MANAGER
Zachary Lambert

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

February 2, 2017

Dear Mayor Vigeant,

Per the attached transfer request form, I am requesting an internal transfer from the Events Coordinator account, the Equipment Youth Activities account and the Recreation Director's account to the Recreation Program Manager account to fund that account for the remainder of the fiscal year.

Please let me know if you have any questions.

Sincerely,

Charles Thebado
Recreation Director

Cc: D. Smith; B.Doheny



CITY OF MARLBOROUGH

BOARD OF HEALTH

140 Main Street, Lower Level
Marlborough, Massachusetts 01752
Facsimile (508) 460-3625 TDD (508) 460-3610

Robin Williams, Member
James Griffin, Vice Chairman
Joseph Tennyson, MD, Member
Tel (508) 460-3751

January 25, 2017

Dear Mr. Mayor,

I am requesting a transfer from nurse line item to the assistant sanitarian line item. The reason for the request is to fund the assistant sanitarian account through the end of the fiscal year due to a step increase.

In closing, the Health Department would appreciate the approval of the request of transfer.

Sincerely,

Cathleen Liberty
Director of Public Health



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

**Lisa M. Thomas
City Clerk**

January 30, 2017

Mayor Arthur Vigeant
Council President Edward Clancy
Comptroller Brian Doheny
140 Main St.
Marlborough, MA 01752

Dear Mayor Vigeant,

Please be advised that I have thoroughly reviewed the City Clerk and Election Budget line items. I will require more funding for my Advertising line item as City Council has been very busy during FY17. Additionally, the Traffic Commission is working towards recodification of the Traffic Rules and Regulations.

I respectfully request the following intradepartmental transfers totaling \$3,344.13 from the various accounts as noted below to the Advertising account.

FROM:

~~City Clerk's Budget~~

Prof & Technical Services - Account 11610004-53180 \$1,805.00

~~Election Budget~~

Printing - Account 11620004-53930 \$1,100.13

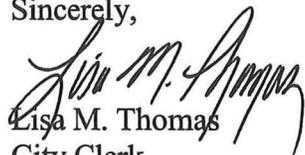
Election Programming - 11620004-53932 \$439.00

TO:

~~City Clerk's Budget~~

Advertising - Account 11610004-53150 \$3,344.13

Sincerely,



Lisa M. Thomas
City Clerk

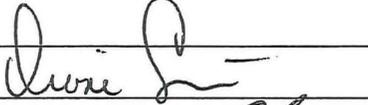
CITY OF MARLBOROUGH
BUDGET TRANSFERS --

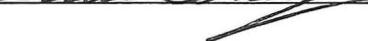
DEPT: Various		FROM ACCOUNT:				TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$34,904.22</u>	<u>\$20.00</u>	<u>11440001</u>	<u>50042</u>	<u>Collector</u>	<u>\$20.00</u>	<u>11440002</u>	<u>50770</u>	<u>Senior Clerk-Collector</u>	<u>\$35,997.36</u>
	Reason:	<u>Funds available</u>				<u>To fund line item through 6/30/17</u>			
<u>\$101,564.65</u>	<u>\$5,400.00</u>	<u>15430006</u>	<u>57710</u>	<u>Veterans Benefits</u>	<u>\$5,400.00</u>	<u>15430001</u>	<u>50080</u>	<u>Veterans Agent</u>	<u>\$15,092.50</u>
		<u>Benefits running slightly lower than budgeted</u>				<u>To fund shortage due to a retirement</u>			
<u>\$1,360.92</u>	<u>\$400.00</u>	<u>11110005</u>	<u>54220</u>	<u>Office Supplies-Council</u>	<u>\$400.00</u>	<u>11110002</u>	<u>50401</u>	<u>P.T. Senior Clerk-Council</u>	<u>\$9,062.34</u>
	Reason:	<u>Funds available</u>				<u>To fund line item through 6/30/17</u>			
<u>\$381.12</u>	<u>\$380.00</u>	<u>15410003</u>	<u>51920</u>	<u>Sick Leave Buy Back-COA</u>	<u>\$1,210.00</u>	<u>15410001</u>	<u>50312</u>	<u>Outreach Worker-COA</u>	<u>\$14,859.72</u>
	Reason:	<u>Funds available</u>				<u>To fund shortage due to a resignation</u>			
<u>\$13,240.30</u>	<u>\$1,280.00</u>	<u>15410006</u>	<u>57075</u>	<u>Transportation-COA</u>	<u>\$450.00</u>	<u>15410001</u>	<u>50996</u>	<u>Social Service Coordinator</u>	<u>\$6,195.00</u>
	Reason:	<u>Funds available.</u>				<u>To fund line item through 6/30/17</u>			
	<u>\$7,480.00</u>	Total			<u>\$7,480.00</u>	Total			

Department Head signature: _____

Auditor signature: _____

Comptroller signature: _____





2

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Various

FISCAL YEAR: 2017

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$1,805.00</u>	<u>\$1,805.00</u>	<u>11610004</u>	<u>53180</u>	<u>Professional & Tech-Clerk's</u>	<u>\$3,344.13</u>	<u>11610004</u>	<u>53150</u>	<u>Advertising-Clerk's</u>	<u>\$1,705.40</u>
	Reason:	<u>Funds available</u>				<u>To fund line item through 6/30/17</u>			
<u>\$1,738.88</u>	<u>\$1,100.13</u>	<u>11620004</u>	<u>53930</u>	<u>Printing-Elections</u>					
		<u>Funds available</u>							
<u>\$439.00</u>	<u>\$439.00</u>	<u>11620004</u>	<u>53932</u>	<u>Election Programming</u>					
	Reason:	<u>Funds available</u>							
<u>\$758.20</u>	<u>\$758.00</u>	<u>12410003</u>	<u>51920</u>	<u>Sick Leave Buy Back-Inspec</u>	<u>\$3,500.00</u>	<u>12410006</u>	<u>57100</u>	<u>Instate Travel-Inspections</u>	<u>\$81.84</u>
	Reason:	<u>Funds available</u>				<u>To cover inspections through 6/30/17</u>			
<u>\$29,779.55</u>	<u>\$2,742.00</u>	<u>12410001</u>	<u>50380</u>	<u>Electrical Inspector</u>					
	Reason:	<u>Funds available.</u>							
	<u>\$6,844.13</u>	Total			<u>\$6,844.13</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:




CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Various

FISCAL YEAR: 2017

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$9,253.78</u>	<u>\$1,000.00</u>	<u>14920003</u>	<u>50999</u>	<u>Events Coordinator-Recreatn</u>	<u>\$1,567.00</u>	<u>14920001</u>	<u>50166</u>	<u>Recreation Program Mgr</u>	<u>\$22,994.01</u>
	Reason:	<u>Funds available</u>				<u>To fund line item through 6/30/17</u>			
<u>\$17,582.85</u>	<u>\$193.00</u>	<u>14920007</u>	<u>53610</u>	<u>Equipment-Youth Activities</u>					
		<u>Funds available</u>							
<u>\$28,342.59</u>	<u>\$374.00</u>	<u>14920001</u>	<u>50110</u>	<u>Recreation Director</u>					
	Reason:	<u>Funds available</u>							
<u>\$53,692.87</u>	<u>\$1,035.00</u>	<u>15120001</u>	<u>50390</u>	<u>Nurse-Board of Health</u>	<u>\$1,035.00</u>	<u>15120001</u>	<u>50611</u>	<u>Assistant Sanitarian</u>	<u>\$42,951.50</u>
	Reason:	<u>Funds available</u>				<u>To fund line item through 6/30/17</u>			
<u>\$395,000.00</u>	<u>\$5,500.00</u>	<u>17520006</u>	<u>59254</u>	<u>Interest on BAN</u>	<u>\$5,500.00</u>	<u>11940006</u>	<u>51860</u>	<u>Widows Pensions</u>	<u>\$17,983.88</u>
	Reason:	<u>Funds available.</u>				<u>To fund line item through 6/30/17</u>			
	<u>\$8,102.00</u>	Total			<u>\$8,102.00</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:





CITY OF MARLBOROUGH
BUDGET TRANSFERS –

DEPT: Various

FISCAL YEAR: 2017

FROM ACCOUNT:

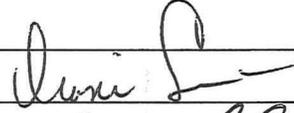
TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$53,692.87</u>	<u>\$24,965.00</u>	<u>15120001</u>	<u>50390</u>	<u>Nurse-Board of Health</u>	<u>\$2,641.00</u>	<u>11110003</u>	<u>51920</u>	<u>Sick Leave Buy Back-Council</u>	<u>\$0.00</u>
	Reason:	<u>Funds available</u>				<u>To fund FY17</u>			
<u>\$25,542.46</u>	<u>\$10,000.00</u>	<u>11510006</u>	<u>57600</u>	<u>Claims & Judgements</u>	<u>\$3,434.00</u>	<u>11110003</u>	<u>51430</u>	<u>Longevity-Council</u>	<u>\$0.00</u>
		<u>Funds available</u>				<u>To fund FY17</u>			
<u>\$669,388.72</u>	<u>\$78,110.00</u>	<u>60075106</u>	<u>58966</u>	<u>16 Multi Purpose Interest</u>	<u>\$13,000.00</u>	<u>11520004</u>	<u>53140</u>	<u>Contract Services-HR</u>	<u>\$7,000.00</u>
	Reason:	<u>Funds available</u>				<u>To fund assessment center for police chief search</u>			
					<u>\$94,000.00</u>	<u>11510004</u>	<u>53110</u>	<u>Legal Services</u>	<u>\$50,751.45</u>
	Reason:					<u>To fund line item through 6/30/17</u>			
	Reason:								
	<u>\$113,075.00</u>	<u>Total</u>			<u>\$113,075.00</u>	<u>Total</u>			

Department Head signature: _____

Auditor signature: _____

Comptroller signature: _____





CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Various

FISCAL YEAR: 2017

FROM ACCOUNT:

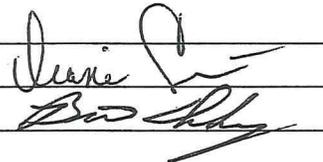
TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$127,019.57	\$127,019.57	11990006	57820	Reserve for Salaries	\$16,740.20	14001303	50740	Equipment Operators-Sts	\$322,572.98
	Reason:							Retirement	
\$885,000.00	\$124,336.28	60071106	59966	16 Multi Purpose Bond	\$19,115.65	14001303	51920	Sick Leave Buy Back-Sts	\$2,113.54
				Funds available				Retirement	
					\$38,000.00	12100001	50140	Police Chief	\$68,361.00
	Reason:							Retirement	
					\$80,000.00	12100003	51920	Sick Leave Buy Back-Police	\$7,630.41
	Reason:							Retirement	
					\$3,000.00	12100001	50500	Police Captains	\$67,314.08
	Reason:							Contractual agreement	
					\$9,000.00	12100001	50510	Police Lieutenants	\$138,740.88
	Reason:							Contractual agreement	
					\$12,000.00	12100001	50820	Police Sergeants	\$288,632.85
	Reason:							Contractual agreement	
					\$73,500.00	12100001	50420	Police Officers	\$1,345,137.88
	Reason:							Contractual agreement	
	\$251,355.85	Total			\$251,355.85	Total			

Department Head signature:

Auditor signature:

Comptroller signature:



CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Comptroller

FISCAL YEAR: 2017

FROM ACCOUNT:

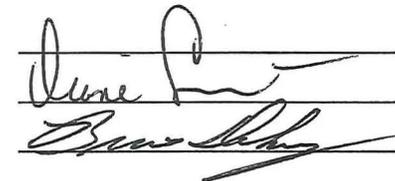
TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$75,000.00</u>	<u>\$5,000.00</u>	<u>61071106</u>	<u>59956</u>	<u>06 Multi Purpose Bond</u>	<u>\$5,000.00</u>	<u>61071106</u>	<u>59954</u>	<u>05 Multi Purpose Bond</u>	<u>\$0.00</u>
	Reason:	<u>Reclassify to correct account</u>			Reason:	<u>Reclassify to correct account</u>			
<u>\$1,620,000.00</u>	<u>\$28,000.00</u>	<u>17110006</u>	<u>59966</u>	<u>16 Multi Purpose Bond</u>	<u>\$28,000.00</u>	<u>13800006</u>	<u>59966</u>	<u>16 Multi Purpose Bond</u>	<u>\$161,000.00</u>
	Reason:	<u>Reclassify to correct account</u>			Reason:	<u>Reclassify to correct account</u>			
<u>\$28,000.00</u>	<u>\$700.00</u>	<u>61075106</u>	<u>59956</u>	<u>06 Multi Purpose Bond</u>	<u>\$700.00</u>	<u>17510006</u>	<u>59956</u>	<u>06 Multi Purpose Bond</u>	<u>\$52,000.00</u>
	Reason:	<u>Reclassify to correct account</u>			Reason:	<u>Reclassify to correct account</u>			
<u>\$669,388.72</u>	<u>\$205,000.00</u>	<u>60075106</u>	<u>58966</u>	<u>16 Multi Purpose Bond</u>	<u>\$205,000.00</u>	<u>17510006</u>	<u>58966</u>	<u>16 Multi Purpose Bond</u>	<u>\$485,000.00</u>
	Reason:	<u>Reclassify to correct account</u>			Reason:	<u>Reclassify to correct account</u>			
<u>\$885,000.00</u>	<u>\$230,000.00</u>	<u>60071106</u>	<u>59966</u>	<u>16 Multi Purpose Bond</u>	<u>\$50,000.00</u>	<u>11330006</u>	<u>57850</u>	<u>Bond Issue Expense</u>	<u>\$43,935.52</u>
	Reason:	<u>Reclassify to correct account</u>			Reason:	<u>Reclassify to correct account</u>			
					<u>\$100,000.00</u>	<u>60019906</u>	<u>58890</u>	<u>Bond Issue Expense</u>	<u>\$33,549.49</u>
	Reason:				Reason:	<u>Reclassify to correct account</u>			
					<u>\$80,000.00</u>	<u>60019906</u>	<u>58891</u>	<u>Loan Origination Fee</u>	<u>\$17,719.60</u>
	Reason:				Reason:	<u>Reclassify to correct account</u>			
	<u>\$468,700.00</u>	Total			<u>\$468,700.00</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:





IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 6, 2017

ORDERED:

That the MassWorks Infrastructure Program Grant Acceptance in the amount of \$2.7 million from the Executive Office of Housing and Economic Development (EOHED) earmarked for the East Main St. Revitalization Project, be and is herewith refer to **FINANCE COMMITTEE.**

ADOPTED

ORDER NO. 17-1006811



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

City of Marlborough
Office of the Mayor

2017 FEB -2 A 11:05

140 Main Street
Marlborough, Massachusetts 01752
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610

6
Arthur G. Vigeant
MAYOR

Nicholas J. Milano
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

February 2, 2017

City Council President Edward J. Clancy
Marlborough City Council
140 Main Street
Marlborough, MA 01752

Re: Grant Acceptance – Department of Public Works

Honorable President Clancy and Councilors:

Enclosed for your acceptance is a grant in the amount of \$2.7 million from the state MassWorks Infrastructure Program for the East Main Street Revitalization Project. As you know, this grant was awarded in Fall 2015.

Since the grant was announced, DPW Engineering and our engineering consultant has been working on the project plans and design. This portion of the project was not eligible for grant payments. Now that the City has finalized the planning portion of the project, the Department of Public Works is preparing to enter construction this spring and MassWorks grant funding will be used to fund the work associated with the East Main Street project.

This project will include the reconstruction of East Main Street, the replacement of water lines, the construction of a new retaining wall, new sidewalks and bike lanes. This is an exciting project to bring much needed infrastructure improvements along the length of East Main Street.

Thank you in advance for your consideration and please do not hesitate to contact me or City Engineer Thomas DiPersio with any questions.

Sincerely,


Arthur G. Vigeant
Mayor

Enclosures



Commonwealth of Massachusetts
**EXECUTIVE OFFICE OF
HOUSING & ECONOMIC DEVELOPMENT**
ONE ASHBURTON PLACE, ROOM 2101
BOSTON, MA 02108
www.mass.gov/eohed

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

JAY ASH
SECRETARY

TELEPHONE
(617) 788-3610

FACSIMILE
(617) 788-3605

November 12, 2015

Mayor Arthur Vigeant
Main Street, Suite 204
Marlborough, MA 01752

Dear Mayor Vigeant,

Thank you for submitting an application for consideration during the 2015 MassWorks Infrastructure Program funding round.

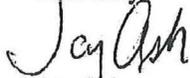
On behalf of the Baker Administration, I am pleased to inform you that the East Main Street Revitalization Project was approved for a \$2,700,000 MassWorks Infrastructure Program grant. The Executive Office of Housing and Economic Development (EOHED) received 101 applications requesting \$245 million in funding and the selection process was highly competitive. A member of the MassWorks staff will contact the City of Marlborough directly in the next month to set up a meeting to discuss specific requirements related to this award, as well as next steps.

Please be advised that this award letter does not act as a contract with EOHED for the grant award specified above. The City of Marlborough should not proceed with any work on this project that is expected to be reimbursed through the MassWorks Infrastructure Program until a contract has been fully executed between EOHED and the City of Marlborough. This letter of award is subject to the City of Marlborough completing all necessary steps to allow both the public and private elements of the project to proceed as outlined in the submitted MassWorks application. This letter of award shall not confer any rights onto the City of Marlborough.

If you have any questions about the award, please feel free to contact the MassWorks Infrastructure Program staff at 617-788-3631 or by email at MassWorks@state.ma.us.

Thank you for your participation in the MassWorks Infrastructure Program. We look forward to working with you to advance this important project.

Sincerely,


Jay Ash
Secretary

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at www.mass.gov/osc under Guidance For Vendors - Forms or www.mass.gov/osd under OSD Forms.

CONTRACTOR LEGAL NAME: City of Marlborough (and d/b/a):	COMMONWEALTH DEPARTMENT NAME: Executive Office of Housing and Economic Development MMARS Department Code: EED
Legal Address: (W-9, W-4,T&C): 135 Neil Street, Marlborough MA 01752	Business Mailing Address: One Ashburton Place, Room 2101, Boston, MA 02108
Contract Manager: Thomas DiPersio	Billing Address (if different):
E-Mail: TDipersio@marlborough-ma.gov	Contract Manager: Jacqueline Furtado
Phone: (508) 624-6910 Fax: (508) 229-1720	E-Mail: Jacqueline.Furtado@state.ma.us
Contractor Vendor Code: VC6000192112	Phone: (617) 788-3649 Fax: (617) 788-3605
Vendor Code Address ID (e.g. "AD001"): AD 001 (Note: The Address ID must be set up for EFT payments.)	MMARS Doc ID(s): 17MARLBOROEASTMAINST RFR/Procurement or Other ID Number: MWIP15
<p style="text-align: center;"><input checked="" type="checkbox"/> NEW CONTRACT</p> PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> Department Procurement (Includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input type="checkbox"/> Legislative/Legal or Other: (Attach authorizing language/justification, scope and budget)	<p style="text-align: center;"><input type="checkbox"/> CONTRACT AMENDMENT</p> Enter Current Contract End Date <i>Prior</i> to Amendment: __, 20 __ Enter Amendment Amount: \$ _____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> Amendment to Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Legislative/Legal or Other: (Attach authorizing language/justification and updated scope and budget)
The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services	
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or <i>new</i> Total if Contract is being amended). \$ <u>2,700,000.00</u>	
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days __% PPD; Payment issued within 15 days __% PPD; Payment issued within 20 days __% PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: __agree to standard 45 day cycle __ statutory/legal or Ready Payments (G.L. c. 29, § 23A); <input checked="" type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)	
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) MWIP grant funding for the East Main Street Revitalization Project in accordance with all information contained in Attachment A, Attachment B and Exhibits A - E.	
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date . <input type="checkbox"/> 2. may be incurred as of __, 20 __, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date . <input type="checkbox"/> 3. were incurred as of __, 20 __, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.	
CONTRACT END DATE: Contract performance shall terminate as of <u>June 30</u> , 20 <u>18</u> with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.	
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached Contractor Certifications (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions , this Standard Contract Form including the Instructions and Contractor Certifications , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07 incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.	
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: <u>Arthur Vigeant</u> Date: <u>2/1/17</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Arthur Vigeant</u> Print Title: <u>Mayor, City of Marlborough</u>	AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Jay Ash or Designee</u> Print Title: <u>Secretary of the Executive Office of Housing and Economic Development</u>

**CITY OF MARLBOROUGH
NOTICE OF GRANT AWARD**

DEPARTMENT: DPW DATE: 2/1/2017

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: John Ghiloni

NAME OF GRANT: MassWorks

GRANTOR: Commonwealth of Massachusetts

GRANT AMOUNT: \$2,700,000.00

GRANT PERIOD: FY2017-2018

SCOPE OF GRANT/
ITEMS FUNDED Fnd East Main Street reconstruction and infrastructure improvements

IS A POSITION BEING
CREATED: No

IF YES: CAN FRINGE BENEFITS BE PAID FROM GRANT? No

ARE MATCHING CITY
FUNDS REQUIRED? Yes

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

IF MATCHING IS MONETARY PLEASE GIVE ACCOUNT NUMBER AND DESCRIPTION OF CITY FUNDS
TO BE USED:
Approximately \$600,000 in Chapter 90 funds to be used in addition for
reconstruction of East Main Street

ANY OTHER EXPOSURE TO CITY?
No

IS THERE A DEADLINE FOR CITY COUNCIL APPROVAL: _____
No

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



IN CITY COUNCIL

Marlborough, Mass., JANUARY 23, 2017

ORDERED:

Be it ordained by the City Council of the City of Marlborough, acting upon a recommendation of the Mayor, that the Code of the City of Marlborough (hereinafter, the "City Code"), as amended, be further amended as follows:

- A. The City Code is hereby amended in its entirety by deleting the words "Chief Engineer" as said words appear throughout the City Code, , and inserting in place thereof, throughout the entirety of the City Code, the words "Fire Chief."
- B. Chapter 74 is hereby amended by deleting the words "Assistant Engineer" as said words appear throughout the City Code, and inserting in place thereof, , throughout the entirety of the City Code, the words "Assistant Chief."
- C. Section 125-17, entitled "Overtime Pay," is hereby amended in its entirety by deleting the words "First Assistant Engineer and Second Assistant Engineer in the Fire Department" and inserting in place thereof the following words: "Assistant Chiefs."
- D. Section 74-5, entitled "Permanent Department Force," is hereby amended as follows:

§ 74-5 Permanent Department Force

- A. The permanent force of the Fire Department shall consist of a Fire Chief; Assistant Chiefs; Battalion Chiefs; Captains; Lieutenants; and as many firefighters as the Mayor and City Council may from time to time order.

Be and is herewith refer to **FINANCE COMMITTEE**.

ADOPTED

ORDER NO. 17-1006795C



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

City of Marlborough

2017 JAN 19
Office of the Mayor

140 Main Street
Marlborough, Massachusetts 01752
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610
www.marlborough-ma.gov

Arthur G. Nigeant
MAYOR

Nicholas J. Milano
EXECUTIVE AIDE

Patrieta Bernard
EXECUTIVE SECRETARY

January 19, 2017

City Council President Edward J. Clancy
Marlborough City Council
140 Main Street
Marlborough, MA 01752

**Re: Transfer Request – Marlborough Fire Fighters Association, Local 1714, I.A.F.F.
Memorandum of Agreement**

Honorable President Clancy and Councilors:

I am pleased to inform you that the City of Marlborough and the Marlborough Fire Fighters Association, Local 1714, I.A.F.F. recently ratified a Memorandum of Agreement ("MOA") to cover the period between July 1, 2015 through June 30, 2018.

The MOA is extensive and contains several provisions that need City Council approval; thus, I have enclosed for your approval the following:

- A transfer request in the amount of \$615,629.11 from the Reserve for Salaries account and the internal Deputy Fire Chief account to various accounts in the Marlborough Fire Department budget to fund the MOA and reorganization.
- Salary ordinances and job descriptions for the two newly created positions of Assistant Chief and Battalion Chief
- An order to update the City Code which outlines the Fire Department's permanent force

I am very pleased that the MOA that both parties ratified also includes the revocation of civil service by the members of the Fire Department. I will request your approval of a home rule petition to exempt the Fire Department from Civil Service in a separate letter to the City Council.

Reorganization of the Marlborough Fire Department

Since Chief Kevin Breen joined the MFD, he has been working closely with MFD staff and union representatives to reorganize the Department to improve operations. The MOA contains the result of those discussions and hard work.

First, the City and union agreed to remove the two Deputy Chief positions which were within the union and create two Assistant Chief positions that are out of the union. Having high ranking fire officers and line fire personnel in the same union creates certain managerial challenges, but creating two Assistant Chief positions outside of the union and part of a senior management team will help improve the managerial system in the Marlborough Fire Department.

The fire departments in comparable cities and towns are generally both civil service and union departments making it difficult to create a salary ordinance based on a salary survey. The ordinance I have proposed for the Assistant Chief salary limits it to no more than \$140,000.00. This amount takes into consideration the overtime, hazard pay, and the various other payments union firefighters receive while also considering the union protections employees give up by moving into a nonunion, appointed position.

Second, the City and union agreed to create four new Battalion Chief positions. Battalion Chiefs oversee each working tour and these positions will be filled immediately from the existing officer corps.

This reorganization is beneficial because it ensures a command presence on each working tour in terms of fulfilling the need for an on-scene incident commander at all significant emergencies. Additionally, the reorganization creates a management team that will create and maintain a strong progressive vision to continue to deliver high-quality services to the citizens of Marlborough.

Update to the City Code

Section 74-5 of the Marlborough City Code outlines the permanent department force for the Marlborough Fire Department. I have enclosed an order to revise that section to reflect what the new MFD force will be comprised of moving forward. This proposed order also updates the City Code to reflect the position titles we now use, rather than the outdated terminology the City previously used.

While the negotiations may have taken longer than we hoped to complete, I am pleased at the final product and believe that the benefits, including the reorganization, the exemption of civil service, and the two nonunion leadership positions will help improve MFD operations for the long term.

I want to also thank two individuals whose years of experience and strong leadership was crucial to moving this MOA forward one step at a time. Local 1714 president Bill Taylor and Fire Chief Kevin Breen devoted numerous hours to negotiations and debate about the best way forward for the Department. This MOA is the product of their hard work and I thank them for their efforts.

Again, thank you for your consideration of the enclosed transfer request. Chief Breen and I will be available to discuss the MOA with you in detail. In the meantime, if you have any questions, please do not hesitate to contact me or Chief Breen.

Sincerely,



Arthur G. Vigeant
Mayor

Enclosures

ORDERED:

Be it ordained by the City Council of the City of Marlborough, acting upon a recommendation of the Mayor, that the Code of the City of Marlborough (hereinafter, the "City Code"), as amended, be further amended as follows:

- A. The City Code is hereby amended in its entirety by deleting the words "Chief Engineer" as said words appear throughout the City Code, , and inserting in place thereof, throughout the entirety of the City Code, the words "Fire Chief."
- B. Chapter 74 is hereby amended by deleting the words "Assistant Engineer" as said words appear throughout the City Code, and inserting in place thereof, , throughout the entirety of the City Code, the words "Assistant Chief."
- C. Section 125-17, entitled "Overtime Pay," is hereby amended in its entirety by deleting the words "First Assistant Engineer and Second Assistant Engineer in the Fire Department" and inserting in place thereof the following words: "Assistant Chiefs."
- D. Section 74-5, entitled "Permanent Department Force," is hereby amended as follows:

§ 74-5 Permanent Department Force

- A. The permanent force of the Fire Department shall consist of a Fire Chief; Assistant Chiefs; Battalion Chiefs; Captains; Lieutenants; and as many firefighters as the Mayor and City Council may from time to time order.

ADOPTED
In City Council
Order No. 17-

Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST: