

CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Personnel Committee

Date: December 7, 2016

Time: 5:00 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

2016 DEC -1 P 1:11

08-29-2016 – **Order No. 16-1006654**: The Reappointments of the following individuals to the Council on Aging with staggered terms: Leslie Biggar to a three-year term expiring in May 2019; and Rose Marie Elwood, Jeanne McGeough and Pat Gallier to two year terms expiring May 2018.

-REFER TO PERSONNEL

11-14-2016 – **Order No. 16-1006727**: The Cultural Council Appointments as follows: Stephan D'Alessandro and Jessica Bowen to the Cultural Council for a term of three years and Reappointments of Mark Bartlett and Melissa Vera for a term of three years which expired in August 2016.

-REFER TO PERSONNEL

11-14-2016 – **Order No. 16-1006728**: The Reappointment of Auditor, Diane Smith, for a term of three years to commence upon City Council approval.

-REFER TO PERSONNEL

11-14-2016 – **Order No. 16-1006729**: The Reappointment of Chief Procurement Officer, Beverly Sleeper, for a term of three years to commence upon City Council approval.

-REFER TO PERSONNEL

11-14-2016 – **Order No. 16-1006733**: The Reappointment of Lisa Thomas as City Clerk for a term of three years to expire on February 28, 2020.

-REFER TO PERSONNEL

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

AUGUST 29, 2016

Marlborough, Mass.,

ORDERED:

That the Reappointments of the following individuals to the Council on Aging with staggered terms; Jim Confrey and Richard Collins with four year terms expiring in May 2020, Brenda Costa and Leslie Biggar to three year terms expiring in May 2019, & Rose Marie Elwood and Jeanne McGeough and Pat Gallier to two year terms expiring May 2018, be and is herewith refer to **PERSONNEL COMMITTEE**.

ADOPTED

ORDER NO. 16-1006654



IN CITY COUNCIL

Marlborough, Mass., OCTOBER 3, 2016

ORDERED:

That the Reappointments of the following individuals to the Council on Aging with staggered terms; Jim Confrey and Richard Collins with four year terms expiring in May 2020 and Brenda Costa to a three-year term expiring in May 2019, be and is herewith **APPROVED.**

ADOPTED
In City Council
Order No. 16-1006654A

Approved by Mayor
Arthur G. Vigeant
Date: October 11, 2016

TRUE COPY
ATTEST:

Jan M. Hoyle
City Clerk



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2016 AUG 25 A 11:15

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

www.marlborough-ma.gov

Arthur G. Vigeant
MAYOR

Nicholas J. Milano
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

August 25, 2016

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

Re: Council on Aging Reappointments

Honorable President Clancy and Councilors:

Please find enclosed for your review and approval the reappointments of several members of the Council on Aging. The terms of five members of the Council on Aging all expired earlier this year in May. I am recommending that each of the members of the Council on Aging with an expired term be reappointed, but that we stagger the terms so that they do not all expire at the same time.

I recommend reappointing Jim Confrey and Richard Collins to four year terms to expire in May 2020.

I recommend reappointing Brenda Costa and Leslie Biggar to three year terms to expire in May 2019.

I recommend reappointing Rose Marie Elwood, Jeanne McGeough, and Pat Gallier to two year terms to expire May 2018.

With these reappointments, the Council on Aging members will have staggered terms to avoid simultaneous expirations.

I hope that you will approve these reappointments because I believe the Council on Aging has continued to work hard making Marlborough a great place for seniors and has kept the Senior Center buzzing with activity. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure



IN CITY COUNCIL

NOVEMBER 14, 2016

Marlborough, Mass., _____

ORDERED:

That the Cultural Council Appointments as follows: Stephan D'Alessandro and Jessica Bowen to the Cultural Council for a term of three years and Reappointments of Mark Bartlett and Melissa Vera for a term of three years which expired in August 2016, be and is herewith refer to **PERSONNEL COMMITTEE.**

ADOPTED

ORDER NO. 16-1006727



City of Marlborough

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

Office of the Mayor

NOV -9 A 11:52
Nicholas J. Milano
EXECUTIVE AIDE

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

Patricia Bernard
EXECUTIVE SECRETARY

November 9, 2016

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

Re: Cultural Council Appointments and Reappointments

Honorable President Clancy and Councilors:

I have submitted for your review and confirmation two new appointments to the City of Marlborough's Cultural Council and two reappointments of members whose terms had expired.

I am pleased to appoint Stephan D'Alessandro and Jessica Bowen to the Cultural Council for three year terms.

I want to thank J. David Elmore for continuing to chair the Cultural Council. He spends countless hours volunteering to promote the Marlborough arts community and was instrumental in recruiting new Cultural Council members. The Cultural Council is unique in that members are term limited to two three year terms; this makes it all the more important to have members actively recruiting potential volunteers and Mr. Elmore does this year round.

Stephan is a member of the River's Edge Chorale, a choral group which is part of the River's Edge Arts Alliance. He has been a Marlborough resident for 21 years and since moving here, has acted with the Rivers' Edge Players, sung with the Rivers' Edge Chorale and enjoyed photography with the Assabet Valley Camera Club. Stephan is interested in volunteering his time further with the Cultural Council to help promote the arts throughout Marlborough.

Jessica is a longtime Marlborough resident, Advanced Math and Science Academy (AMSA) teacher, and AMSA parent. She recently stepped down from serving as the teacher representative to the AMSA Board of Trustees and is excited to volunteer her time in other capacities in Marlborough. Jessica started the chorus program at AMSA and continues to teach chorus to students.

I have also reappointed Mark Bartlett and Melissa Vera for another three-year term each; their terms expired in August 2016.

The Cultural Council will be reviewing grant applications for Fiscal Year 2017 in the coming weeks. I appreciate the Cultural Council's hard work on strengthening Marlborough's cultural activities.

Sincerely,

A handwritten signature in black ink, appearing to read "Arthur Vigeant". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Arthur G. Vigeant
Mayor



IN CITY COUNCIL

Marlborough, Mass., NOVEMBER 14, 2016

ORDERED:

That the Reappointment of Auditor, Diane Smith, for a term of three years to commence upon City Council approval, be and is herewith refer to **PERSONNEL COMMITTEE.**

ADOPTED

ORDER NO. 16-1006728



City of Marlborough

Office of the Mayor

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

NOV -9 A 11:52
Nicholas J. Milano
EXECUTIVE AIDE

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

Patricia Bernard
EXECUTIVE SECRETARY

November 9, 2016

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

Re: Reappointment of Auditor Diane Smith

Honorable President Clancy and Councilors:

I am pleased to submit for your confirmation the reappointment of Auditor Diane Smith for a three-year term to commence upon City Council approval.

For almost the past ten years, Ms. Smith has proven to be an invaluable resource for the City and strong Department manager. As you well know, there is no City employee more familiar with every line item in our budget than Ms. Smith – she takes great pride in her work and Marlborough benefits from it every day.

Ms. Smith has worked closely with our outside auditors, Comptroller Brian Doheny, and I to develop crucial financial policies for the City. Each year, her hard work ensures that the Department of Revenue certifies our free cash amount in a timely manner.

Ms. Smith leads her team professionally and effectively. Our Auditor's office is responsible for recording all City revenues and maintaining accurate financial records. I'm proud of their hard work every day.

Thank you in advance for your consideration of this reappointment. If you have any questions or comments, please do not hesitate to contact me.

Sincerely,

Arthur G. Vigeant
Mayor



IN CITY COUNCIL

Marlborough, Mass., NOVEMBER 14, 2016

ORDERED:

That the Reappointment of Chief Procurement Officer, Beverly Sleeper, for a term of three years to commence upon City Council approval, be and is herewith refer to **PERSONNEL COMMITTEE**.

ADOPTED

ORDER NO. 16-1006729



City of Marlborough
Office of the Mayor

RECEIVED
 CITY CLERK'S OFFICE
 CITY OF MARLBOROUGH
 2016 NOV -9 A 11:59

Arthur G. Vigeant
 MAYOR

Nicholas J. Milano
 EXECUTIVE AIDE

140 Main Street

Marlborough, Massachusetts 01752

Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610

www.marlborough-ma.gov

Patricia Bernard
 EXECUTIVE SECRETARY

November 9, 2016

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

Pat

Re: Reappointment of Chief Procurement Officer Beverly Sleeper

Honorable President Clancy and Councilors:

I am pleased to submit for your confirmation the reappointment of Chief Procurement Officer Beverly Sleeper for a three-year term to commence upon City Council approval.

For municipal governments, the position of procurement officer is vital to ensuring that City departments correctly follow all procurement laws and regulations. Procuring services and supplies as a governmental entity is very dissimilar to how the process works in the private sector. Complicated laws and regulations must be followed exactly – missing a deadline or improperly running a bid process can result in everything from bid disqualification to court challenges (all of which cost time and taxpayer funds).

Ms. Sleeper is detail and process oriented – she oversees all procurement for the City and also provides advice to the school department as needed. She has played a crucial role in large scale procurements for the Senior Center and the Richer Elementary School project and in everyday tasks that require follow up.

As you may have noticed by reading Governor Baker's municipal modernization act, many of his proposals were tied to streamlining procurement processes for the state government and cities and towns. Ms. Sleeper has stayed up to date with all changes to procurement law and will continue to serve a vital role in helping our city departments complete projects on schedule.

In addition to her duties overseeing procurement, Ms. Sleeper also works closely with the Massachusetts Interlocal Insurance Association (MIIA), the City's insurer. In this role, she has worked with the Human Resources department to identify training programs and apply for credits from MIIA. As you may recall from a communication my office e-mailed to you and which I have attached, Marlborough has earned significant credits for our training programs. We owe this to Ms. Sleeper's diligence.

Thank you in advance for your consideration of this reappointment. If you have any questions or comments, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Arthur G. Vigeant". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Arthur G. Vigeant
Mayor

Enclosures

Nicholas Milano

From: Nicholas Milano
Sent: Thursday, July 21, 2016 3:43 PM
To: City Council
Subject: MIIA Rewards Credits
Attachments: marlboroughrewardsall.pdf

Good Afternoon Karen:

Can you please forward to Councilors?

Thanks to the hard work of Beverly Sleeper and our Department Heads, we earned \$42,478 in credits towards our insurance through MIIA for the Fiscal Year 2016.

I attached a file showing how we have done at making sure our trainings and continuing education for employees are recorded and earning credit from MIIA.

If you have any questions, please let me know.

Thanks,

Nick

Nicholas Milano
Executive Aide to the Mayor
City of Marlborough
140 Main Street
Marlborough, MA 01752
o: 508-460-3770
c: 774-245-8539



MIIA Customer Rewards by Fiscal Year

7/20/20
8:23:39 P

| | | | | | | Grand Total: | \$208,153.96 | \$0.00 | \$208,153.96 |
|--------------------|------------|-----|-------|------|----------|----------------|--------------|------------|---------------|
| Marlborough | | | | | | Total: | \$208,153.96 | \$0.00 | \$208,153.96 |
| Fiscal Year | Prof Lines | W/C | G/L | Auto | Property | Total % Credit | P&C Credits | WC Credits | Total Credits |
| 2016 | 18.0% | | 8.0% | 4.5% | 6.0% | 36.5% | \$42,478.00 | \$0.00 | \$42,478.00 |
| 2015 | 20.5% | | 5.5% | 1.5% | 5.0% | 32.5% | \$28,509.00 | \$0.00 | \$28,509.00 |
| 2014 | 20.5% | | 8.0% | 3.0% | 4.0% | 35.5% | \$29,228.75 | \$0.00 | \$29,228.75 |
| 2013 | 9.0% | | 9.0% | 5.0% | 4.0% | 27.0% | \$30,233.00 | \$0.00 | \$30,233.00 |
| 2012 | 11.5% | | 10.0% | 6.5% | 2.0% | 30.0% | \$25,875.24 | \$0.00 | \$25,875.24 |
| 2011 | | | | | | 16.5% | \$16,634.42 | \$0.00 | \$16,634.42 |
| 2010 | | | | | | | \$17,003.68 | \$0.00 | \$17,003.68 |
| 2009 | | | | | | | \$18,191.87 | | \$18,191.87 |



IN CITY COUNCIL

NOVEMBER 14, 2016
Marlborough, Mass.,

ORDERED:

That the Reappointment of Lisa Thomas as City Clerk for a term of three years to expire on February 28, 2020, be and is herewith refer to **PERSONNEL COMMITTEE.**

ADOPTED

ORDER NO. 16-1006733



City of Marlborough

Office of the City Council

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

Edward J. Clancy
PRESIDENT

Joseph F. Delano, Jr.
VICE-PRESIDENT

Karen A. Boule
CITY COUNCIL SECRETARY

November 9, 2016

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

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2016 NOV -9 A 11:29

Reference: Reappointment of Lisa Thomas as City Clerk

Dear Councilors,

I herewith submit for your approval the reappointment of Lisa Thomas as City Clerk for a three year term expiring on February 28, 2020.

Under the leadership of Ms. Thomas, the City Clerk's Office has realized a high level of electronic conversion of documents where the old ways of filing City Council records and serving the needs of the citizenry to obtain vital records have been replaced with new technology. Ms. Thomas and her staff have far exceeded the goals set for them, and today all types of records are truly just a click away. Employees of the City Clerk's Office have benefitted by her skills and experience as a former technology instructor at Clark University and the Worcester Vocational School. On the election side, Marlborough's poll workers now receive regular training and are kept abreast of all new election laws and initiatives. As a direct result of these extensive training requirements, the City Council voted this year to finally increase the stipend for many poll workers.

City Clerk Thomas is never content to be satisfied with the status quo and is always looking for ways to improve customer service in the office and better ways to conduct the business of the people. I hereby request referral of her reappointment to the Personnel Committee where Ms. Thomas will have the opportunity to explain initiatives undertaken over the last three years and her plans for continued advancement during her next term as our City Clerk.

Sincerely,

Edward J. Clancy
City Council President