



# IN CITY COUNCIL

MARCH 10, 2014

Marlborough, Mass., \_\_\_\_\_

**ORDERED:**

That the DPW transfer requests in the amount of \$63,000.00 which moves funds from Fringes to various accounts to fund costs associated with the retirement of a member of the Public Works Department, be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH BUDGET TRANSFERS --										
DEPT:		DPW - Administration				FISCAL YEAR:		2014		
Available Balance		FROM ACCOUNT:				TO ACCOUNT:				Available Balance
	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:		
\$283,339.04	\$63,600.00	11990006	51500	Fringes	\$22,500.00	14001001	60600	DPW Commissioner	\$37,550.22	
	Reason:							Retirement		
					\$40,000.00	14001003	51920	Sick Leave Buy Back	\$595.07	
	Reason:							Retirement		
					\$1,100.00	14001003	51430	Longevity	\$2.01	
	Reason:							Retirement		
	\$63,600.00	Total			\$63,600.00	Total				

**ADOPTED**

ORDER NO. 14-1005721



*City of Marlborough*  
*Office of the Mayor*

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

*Arthur G. Vigeant*  
MAYOR

*Michael C. Berry*  
EXECUTIVE AIDE

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

*Patricia Bernard*  
EXECUTIVE SECRETARY

March 6, 2014

City Council President Patricia Pope  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

**RE: Transfer Request – DPW**

Honorable President Pope and Councilors:

Enclosed for your approval is the transfer request:

- 1) Transfer in the amount of \$63,600.00 from 11990006-51500 (Fringes) to the following accounts:
  - a. \$22,500.00 to 14001001-50600 (DPW Commissioner)
  - b. \$40,000.00 to 14001003-51920 (Sick leave buy back)
  - c. \$1,100.00 to 14001003-51430 (Longevity)

This request will fund the retirement benefits owed to a member of the Department of Public Works.

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

Sincerely,

**Arthur G. Vigeant**  
Mayor





# IN CITY COUNCIL

MARCH 10, 2014

Marlborough, Mass.,

**ORDERED:**

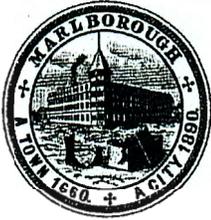
That the Comptroller's Office transfer request in the amount of \$21,500.00 which moves funds from Fringes to Postage and Office Supplies to supplement accounts for FY14, be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH BUDGET TRANSFERS -									
DEPT: Comptroller						FISCAL YEAR: 2014			
Available Balance		FROM ACCOUNT:				TO ACCOUNT:		Available Balance	
Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Amount	Available Balance
\$283,339.04	\$20,000.00	11990006	51500	Fringes	\$20,000.00	11330006	53460	Postage	\$303.30
	Reason:	Surplus in account				Additional funds for mailings			
\$283,339.04	\$1,500.00	11990006	51500	Fringes	\$1,500.00	11330005	54220	Office Supplies	\$512.78
	Reason:	Surplus in account				Additional funds for supplies			
	\$21,500.00	Total			\$21,500.00	Total			

**ADOPTED**

ORDER NO. 14-1005722

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# 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

*Michael C. Berry*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2014 MAR -6 A 11:40

March 6, 2014

City Council President Patricia Pope  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

*Fin*

**RE: Transfer Request – Comptroller’s Office**

Honorable President Pope and Councilors:

Enclosed for your approval is the transfer request:

- 1) Transfer in the amount of \$21,500.00 from 11990006-51500 (Fringes) to the following accounts:
  - a. \$20,000.00 to 11330006-53460 (Postage)
  - b. \$1,500.00 to 11330005-54220 (Office Supplies)

For your information, I have included correspondence from Comptroller Brian Doheny detailing this request.

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

Sincerely,

**Arthur G. Vigeant**  
Mayor

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Comptroller

FISCAL YEAR: 2014

Available Balance	FROM ACCOUNT:				TO ACCOUNT:				Available Balance
	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	
<u>\$283,339.04</u>	<u>\$20,000.00</u>	<u>11990006</u>	<u>51500</u>	<u>Fringes</u>	<u>\$20,000.00</u>	<u>11330006</u>	<u>53460</u>	<u>Postage</u>	<u>\$303.30</u>
	Reason:	<u>Surplus in account</u>				<u>Additional funds for mailings</u>			
<u>\$283,339.04</u>	<u>\$1,500.00</u>	<u>11990006</u>	<u>51500</u>	<u>Fringes</u>	<u>\$1,500.00</u>	<u>11330005</u>	<u>54220</u>	<u>Office Supplies</u>	<u>\$512.78</u>
	Reason:	<u>Surplus in account</u>				<u>Additional funds for supplies</u>			
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	Reason:	_____				_____			
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	Reason:	_____				_____			
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	Reason:	_____				_____			
	\$21,500.00	Total			\$21,500.00	Total			

Department Head signature:

Auditor signature:

Comptroller signature:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



*City of Marlborough*  
*Office of the Comptroller*

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

March 5, 2014

Dear Mayor Vigeant,

I am asking that you please recommend two transfers for my department.

The first transfer is regarding postage. The postage account for the city was originally budgeted at \$60,000. I am requesting an additional \$20,000 to bring the total budget for FY14 to be \$80,000. I calculated this amount by the need for each month the postage is around \$4,000 I then added \$30,000 for Real Estate and Motor Vehicle Excise bills which brings the total estimated for the year to be around \$80,000. Last year this account spent \$70,000 and this year there was a mid-year rate increase from the post office which has increased the cost.

The second transfer is for office supplies. The supplies account for the city was originally budgeted \$7,500. I am requesting an additional \$1,500 to bring the total budget for FY14 to be \$9,000. The additional amount need is for envelopes which appears to be replenished every other year along with replacing some small equipment (adding machines) which have a usefulness beyond this fiscal year.

The funds will be transferred from existing account.

If you have any questions please let me know.

Sincerely,

Brian Doheny  
Comptroller  
City of Marlborough



# IN CITY COUNCIL

Marlborough, Mass., \_\_\_\_\_ MARCH 10, 2014

## ORDERED:

That the Assessor's Office transfer request in the amount of \$7,000.00 which moves funds from Senior Clerk to Legal/Appeal/Tax to fund anticipated legal expenses associated with abatement filings and appraisals for the remainder of the fiscal year, be and is herewith refer to **FINANCE COMMITTEE.**

### FROM:

Acct. # 11410002-50770  
Senior Clerk

\$7,000.00

### TO:

Acct. # 11410006-53114  
Legal/Appeal/Tax

\$7,000.00

ADOPTED

ORDER NO. 14-1005723



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

5  
RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2014 MAR -6 A 11:40  
Arthur G. Vigeant  
MAYOR  
Michael C. Berry  
EXECUTIVE AIDE  
Patricia Bernard  
EXECUTIVE SECRETARY

March 6, 2014

City Council President Patricia Pope  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

**RE: Transfer Request – Assessor's Office**

Honorable President Pope and Councilors:

Enclosed for your approval is the transfer request:

- 1) Transfer in the amount of \$7,000.00 from 11410002-50770 (Senior Clerk) to 11410006-53114 (Legal/Appeal/Tax).

This request will ensure that the Assessor's Office will have enough funds for the remainder of the fiscal year to fund anticipated legal expenses associated with abatement filings and appraisals.

Additionally, I have enclosed for you a brief report from Brad Dunn of Regional Resource Group updating you on the progress they have made since coming to the Assessor's Office.

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

Sincerely,

Arthur G. Vigeant  
Mayor



Dear City Councilors:

Regional Resource Group has been performing your assessing function and acting as the City of Marlborough Assessor for just in excess of a year. It is appropriate for us to provide you with an update as to the work we have done and the changes we have effected.

When we arrived in Marlborough, we inherited some practices that needed to be updated and modernized. We also inherited some values which needed to be corrected. While much of that has been accomplished we hope to complete the task in the coming years. We believe there are both tangible and intangible results from our efforts. The most notably and quantifiably significant statistics follow:

- **43% reduction in tax appeals in a single year (FY 13 = 240 / FY 14 = 137)**
- **60% Reduction in appellate case volume in one year**
- **Potential of up to \$100,000 supplemental tax revenue each year**

One of the ways we measure our success and accuracy is abatement applications. There are always a certain number of tax payers who will file abatements regardless of the value, but most who believe they are fairly assessed will not. Such a substantial decline in a single year's total is testimony that our efforts and detailed analysis have revealed and corrected many underlying issues.

When we arrived in Marlborough, we found approximately 125 pending appellate tax cases. Through persistent and successful negotiation we have whittled that case load down to approximately 50, and expect to cut that in half again this year.

With your kind agreement to implementation of the "Hopkinton Provision" we were able to abate taxes owed by those affected by fire damage to their homes (such as the Lake Williams Condos), but also to capture additional revenue on new construction which is completed after the beginning of the fiscal year -rather than having to wait an entire year to capture the new revenue. Production of "supplemental bills" represents extra work for the assessor but we anticipate that the annual additional tax revenue from the effort to be very worthwhile and between perhaps \$50,000 and \$100,000 each year.

On the management side of the assessing office, things could not be better. The staff is busier than ever before, accomplishing more and satisfied in their work. The morale in the office is, according to them, at an all-time high. Customer service is prompt, pleasant, professional and resolution driven.

This past summer we implemented a new filing and record keeping system for all 13,000 parcels in Marlborough This has helped us with our data management but is also helping to keep our records current.

In successive years we plan to continue to attempt to perfect the accuracy of our records and to help work to integrate assessing records with the GIS system and building inspector's office.

We have embarked on a detailed city wide commercial vacancy study which we believe will serve the city in a multitude of ways. This vacancy rate is a critical part of the value calculation and will help us make compelling arguments for our values at appellate tax court. We expect that our study will further demonstrate the benefits of the diligent efforts of MEDC and Marlborough business friendly atmosphere.

We thank you for the opportunity to have served you this past year and look forward to continuing to do so in the future.

Sincerely,

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Bradford C. Dunn, Assessor  
Regional Resource Group