

# CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Finance Committee Meeting

Date: June 9, 2014

Time: 7:00 PM

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

Additional Agenda Items to be addressed June 9, 2014 by City Council Finance Committee:

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2014 JUN -3 A 11:47

9. **Order No. 14-1005839:** Communication from the Mayor re: Free Cash transfer requests in the amount of \$1,000,000.00 each which moves funds from Undesignated to Stabilization-OPEB and Undesignated Stabilization to strengthen the City's financial foundation through proactive investments to the OPEB and for an upcoming short term capital request.
10. **Order No. 14-1005840:** Communication from the Mayor re: Marlborough Economic Development Corporation (MEDC) transfer request in the amount of \$513,915.00 which moves funds from Economic Development to MEDC Funding to fully fund their FY2015 operations.
11. **Order No. 14-1005841:** Communication from the Mayor re: Comp Time Payouts as noted on the attached spreadsheets.
12. **Order No. 14-1005842:** Communication from the Mayor re: Renewal of Sligo Water Tank Revolving Fund.
13. **Order No. 14-1005843:** Communication from the Mayor re: Renewal of Parks and Recreation Revolving Fund.
14. **Order No. 14-1005845:** Communication from the Mayor re: FY15 Deficit Spending for Snow & Ice Account.

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., \_\_\_\_\_

JUNE 2, 2014

## ORDERED:

That the Free Cash transfer requests in the amount of \$1,000,000.00 each which moves funds from Undesignated to Stabilization-OPEB and Undesignated Stabilization to strengthen the City's financial foundation through proactive investments to the OPEB and for an upcoming short term capital request, be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH									
BUDGET TRANSFERS --									
DEPT:		Mayor				FISCAL YEAR:		2014	
FROM ACCOUNT:						TO ACCOUNT:			
Available									Available
Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Balance
\$3,034,441.00	\$1,000,000.00	10000	35900	Undesignated Fund	\$1,000,000.00	83600	32925	Undesignated Stabilization	\$7,240,668.34
Reason:		To increase undesignated stabilization funds							
\$1,000,000.00	Total					\$1,000,000.00	Total		

CITY OF MARLBOROUGH									
BUDGET TRANSFERS --									
DEPT:		Mayor				FISCAL YEAR:		2014	
FROM ACCOUNT:						TO ACCOUNT:			
Available									Available
Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Balance
\$3,034,441.00	\$1,000,000.00	10000	35900	Undesignated Fund	\$1,000,000.00	83600	32726	Stabilization-OPEB	\$4,000,000.00
Reason:		Partial funding of OPEB							
\$1,000,000.00	Total					\$1,000,000.00	Total		

ADOPTED

ORDER NO. 14-1005839



RECEIVED  
CITY CLERK'S OFFICE  
OF MARLBOROUGH

2014 MAY 29 A 11: 22

*City of Marlborough*  
*Office of the Mayor*

140 Main Street  
Marlborough, Massachusetts 01752  
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*Arthur G. Vigeant*  
MAYOR

*Michael C. Berry*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

3

May 29, 2014

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

**Re: Transfer Request from Free Cash**

Honorable President Pope and Councilors:

Respectfully submitted for your approval are the following two transfer requests:

- 1) Transfer in the amount of \$1,000,000.00 from 10000-35900 (Undesignated Fund) to 83600-32726 (Stabilization – OPEB)
- 2) Transfer in the amount of \$1,000,000.00 from 10000-35900 (Undesignated Fund) to 83600-32925 (Undesignated Stabilization)

The first transfer represents another significant step towards strengthening the city's financial foundation through proactive investments to our OPEB obligations, which helps ensure the long term financial security of the city.

With your support, I intend to utilize the second transfer for a short term capital request that will be presented to you at your next meeting.

In the meantime, please do not hesitate to contact my office with any questions or concerns.

Sincerely,

**Arthur G. Vigeant**  
Mayor







# IN CITY COUNCIL

Marlborough, Mass., JUNE 2, 2014

## ORDERED:

That the Marlborough Economic Development Corporation (MEDC) transfer request in the amount of \$513,915.00 which moves funds from Economic Development to MEDC Funding to fully fund their FY2015 operations, be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH											
BUDGET TRANSFERS --											
DEPT:		Mayor				FISCAL YEAR:		2014			
Available Balance		FROM ACCOUNT:				TO ACCOUNT:				Available Balance	
Amount	Org Code	Object	Account Description:			Amount	Org Code	Object	Account Description:		
\$687,196.72	\$513,915.00	27000099	42440	Economic Development			\$513,915.00	11740006	53950	MEDC Funding	\$0.00
Reason:		To allow the MEDC to continue it's work in promoting the economic development of the City for FY15									
\$513,915.00	Total				\$513,915.00	Total					

ADOPTED

ORDER NO. 14-1005840

4



RECEIVED  
CITY CLERK'S OFFICE  
OF MARLBOROUGH

MAY 29 A 11:22

# 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  
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*Arthur G. Vigeant*  
MAYOR

*Michael C. Berry*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

May 29, 2014

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

**Re: Transfer Request – Marlborough Economic Development Corp.**

Honorable President Pope and Councilors:

Respectfully submitted for your approval is a transfer request on behalf of the Marlborough Economic Development Corporation (MEDC) to fully fund their Fiscal Year 2015 operations:

- 1) Transfer in the amount of \$513,915.00 from 27000099-42440 (Economic Development) to 11740006-53950 (MEDC Funding).

Since coming to office in 2012 I have seen firsthand how hard the MEDC staff has worked to build a reputation as an effective, reliable organization that not only builds news relationships with potential commercial tenants but strengthens the ones we have with many of our long term businesses. From TJX to Quest Diagnostics, Ken's Foods to SanDisk, the MEDC has earned my trust and proven worthy of our investment.

From a revenue standpoint, the local option hotels tax is up twelve-thousand dollars this quarter alone and I am very confident we will continue to have a sustainable revenue stream to fund their continued operations.

I have enclosed for your benefit a summary prepared by City Auditor Diane Smith that details the revenues taken since 2011, the pertinent transfer sheet and the detailed budget submittal prepared by MEDC Director Tim Cummings.

Thank you in advance for your consideration.

Sincerely,

**Arthur G. Vigeant**  
Mayor

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Mayor

FISCAL YEAR: 2014

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
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<u>\$687,196.72</u>	<u>\$513,915.00</u>	<u>27000099</u>	<u>42440</u>	<u>Economic Development</u>	<u>\$513,915.00</u>	<u>11740006</u>	<u>53950</u>	<u>MEDC Funding</u>	<u>\$0.00</u>
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Reason: To allow the MEDC to continue it's work in promoting the economic development of the City for FY15

Reason: \_\_\_\_\_

Reason: \_\_\_\_\_

Reason: \_\_\_\_\_

Reason: \_\_\_\_\_

\$513,915.00 Total

\$513,915.00 Total

Department Head signature:



Auditor signature:



Comptroller signature:



## ECONOMIC DEVELOPMENT FUNDING

9/30/2011 State Aid	\$165,166.12
12/31/2011 State Aid	\$190,224.55
3/31/2012 State Aid	\$132,447.82
6/29/2012 State Aid	\$146,495.56
9/30/2012 State Aid	\$185,400.20
12/31/2012 State Aid	\$182,736.99
3/31/2013 State Aid	\$123,837.95
6/28/2013 State Aid	\$152,429.69
9/20/2013 State Aid	\$196,053.08
12/30/2013 State Aid	\$204,331.94
3/31/2014 State Aid	\$134,171.82
Total Funding	<u>\$1,813,295.72</u>

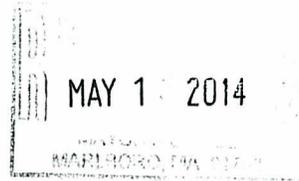
12/5/2011 CO# 11-1003048	-\$146,837.00
12/19/2011 CO# 11-1004004	-\$3,163.00
5/21/2012 CO# 12-1005008	-\$200,000.00
12/17/2012 CO# 12-1005205	-\$277,099.00
6/3/2013 CO# 13-1005418A	-\$499,000.00
Total Transfers	<u>-\$1,126,099.00</u>

Available for future transfers           \$687,196.72



May 13, 2014

Honorable Arthur G. Vigeant, Mayor  
City Hall, 4<sup>th</sup> Floor  
140 Main Street  
Marlborough, MA 01752



RE: FY'15 Transfer Request

Dear Mayor Vigeant:

I am writing seeking a transfer request.

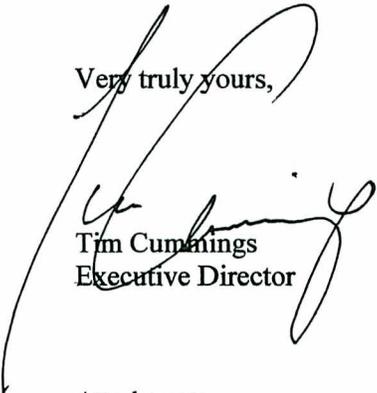
On behalf of the Marlborough Economic Development Corporation (MEDC), I am herewith submitting this letter requesting a transfer of funds to the Marlborough Economic Development Corporation in the amount of \$513,915.00 to fund operations and special projects for FY'15 as approved by the MEDC Board of Directors on March 12, 2014, which is a 2.99% increase over last year's budget.

Additionally, it would be our intention to come before the City Council in the next few months with a plan for a Revolving Loan Fund, which we could ask you to capitalize. We would be glad to present the program in further detail at your earliest convenience.

I would appreciate your approving this transfer request as soon as possible and allowing MEDC an opportunity to update the City Council on the progress made thus far in implementing the City's Economic Development Master Plan.

Thank you for your kind attention to this matter.

Very truly yours,



Tim Cummings  
Executive Director

Attachments

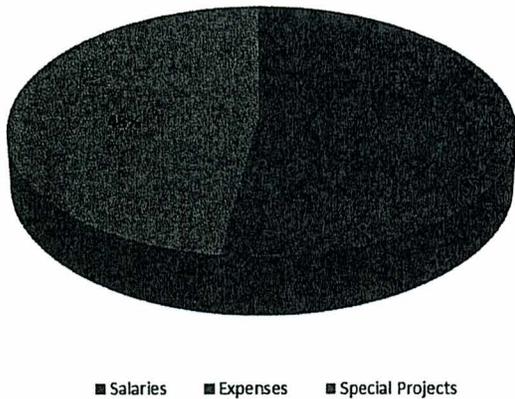
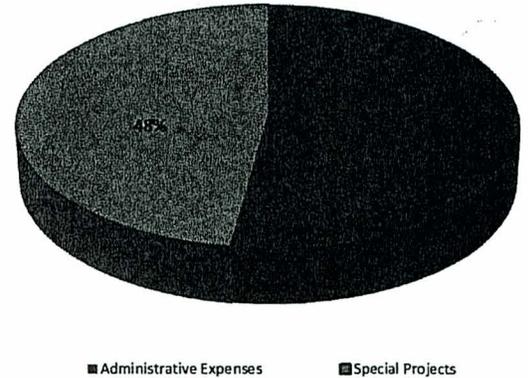
Cc: Diane Smith, Marlborough City Auditor  
Brian Doheny, Marlborough City Comptroller/Treasurer



**Mission:** The Marlborough Economic Development Corporation (MEDC) is the state-chartered economic development arm of the City of Marlborough. It is our mission to stabilize the residential tax base by increasing the commercial tax revenue, in order to secure the future stability of our city and allow for higher quality of life for all its residents. We do this by working with municipal leaders and private investors to foster economic development, job growth, and community revitalization and expansion.

**Overview:** The Marlborough Economic Development Corporation (MEDC) requests a total budget of \$513,915 to fund its' operations and special projects. Administrative Expenses are allocated \$268,415 which represents 52% of the total budget while Special Projects represents 48% at an allocation of \$245,500.

We are the sales and promotional arm for the City of Marlborough and this maintenance budget request will allow the MEDC to continue to advocate for infrastructure that supports economic development, promote and implement economic development policies and projects, to continue to promote and support hospitality and tourism and to maximize our efforts in business outreach, retention, expansion and attraction for the city.



**Summary:** The budget is divided into 3 categories which represent salaries, expenses and special projects. Salaries account for 38% of the budget and 14% accounts for the operations and administrative expenses of the office. Special projects represent 48% of the total budget with allocations spread over 4 specific areas. The following is a synopsis of budget line item allocations for the above listed categories.

**Salaries and Benefits**

\$194,300 in personnel, employer taxes and fringe benefits is allocated to 5 employees. The staffing schedule identifies 2 permanent full-time employees at \$130,300 including benefits, 2 permanent part-time employees at \$36,500 and 1 temporary summer part-time intern at \$2,500. Employer payroll taxes are allocated at \$25,000 based on the above staff schedule.

**Expenses**

\$74,115 is allocated to operating and administrative expenses. Materials and supplies covers collectively all operating supplies and services, which are defined as consumable commodities, necessary to conduct business: for example, office and custodial supplies, printing and reproducing marketing collateral, subscriptions, postage, repairs and office maintenance. Contracted services covers operating services obtained by contract with the outsourced vendor. For example, agreements with our accountant, marketing & communications manager and our payroll service provider. Occupancy covers office rent, insurance, utility expenses and capital outlay covers operating expenditures of significant amounts resulting in the acquisition or replacement for extending life of fixed assets such as computers, copiers, printers, etc.

The FY'15 expenditure breakdown is as follows:

- Materials & Supplies 18,215
- Contracted Services 27,200
- Occupancy 26,700
- Capital Outlay 2,000
- Total Expenses \$74,115

**Special Projects**

\$245,500 is allocated to special projects in order for MEDC to carry out the goals and objectives of the organization. The following goals were approved by the MEDC Board of Directors on March 12, 2014 (for a complete listing of the FY'15 Objectives please see *Attachment A*).

We believe these goals are important, achievable and reflect the values of our community and organization.

*Goals:*

- Renewed Commitment to the MEDC Mission Statement
- Continue to focus on the implementation of the Economic Development Master Plan
- Reduce Marlborough's vacancy rate

The FY'15 expenditure breakdown is as follows:

Business Retention & Expansion 101,000

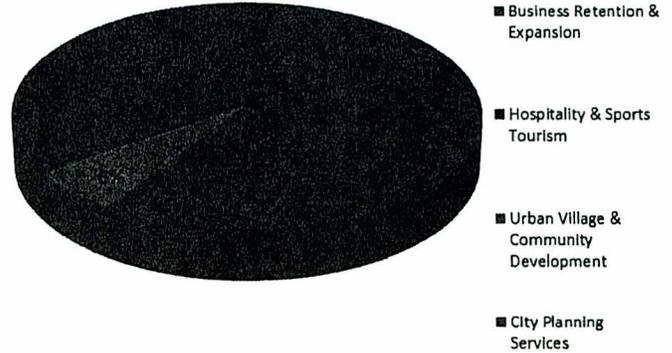
Hospitality & Sports Tourism 44,500

Urban Village & Community Development 15,000

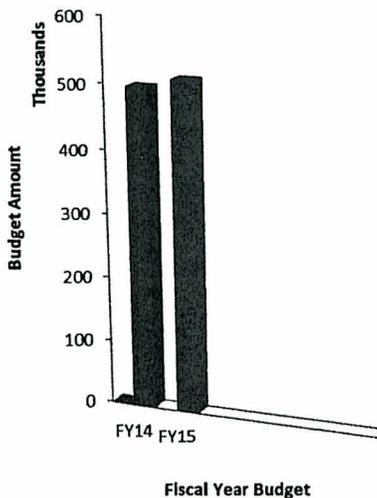
City Planning Services 85,000

Total Special Projects \$245,500

(For a complete listing of the FY'15 Special Projects, please see the *Special Accounts Attachment*)



**FY14 vs FY15 Total Budget:**  
**2.99% Overall Increase**



**Conclusion:** Overall, the budget increased \$14,915 or 2.99%, with minor changes from the FY'14 budget of \$499,000.

The FY'15 Budget Narrative was created with the main goal of making the budget process more transparent to all stakeholders – by outlining the detailed budget in the following pages.

## FY' 15 Budget Analysis

<b>Administration</b>		268,415		<b>52%</b>		
<b>Special Projects</b>		245,500		<b>48%</b>		
		<b>513,915</b>				
<b>Project Structure</b>	<b>Total</b>	<b>Project Manager Salary</b>	<b>Support Staff</b>	<b>Administration (nonpayroll)</b>	<b>Project Dollars (nonpayroll)</b>	<b>% of Total Budget</b>
BR&E	286,436	58,875	47,725	78,836	101,000	56%
Hospitality	81,417	19,500	6,905	10,512	44,500	16%
Urban Dev	48,117	15,700	6,905	10,512	15,000	9%
City Planning	97,946	3,925	3,765	5,256	85,000	19%
	<b>513,915</b>					<b>100%</b>

*\*The above data analysis outlines how FY' 15 will breakdown based on the % structure project dollars are allocated at*

## Budget Overview

July 2014 through June 2015

Jul '14 - Jun 15

## Ordinary Income/Expense

## Expense

## Insurance

5080 · Director's insurance 1,200.00

5085 · General Liability 600.00

Total Insurance 1,800.00

## Payroll Expenses

5150 · Dental Insurance 375.00

5160 · ER Taxes 25,000.00

5165 · Health Insurance 3,125.00

5170 · Salaries 163,300.00

Total Payroll Expenses 191,800.00

5005 · Advertising/Marketing 1,700.00

5030 · Computer Services &amp; Licenses 3,940.00

5035 · Conferences/Meetings 1,500.00

5060 · Dues and Subscriptions 9,600.00

5100 · Internet service 720.00

5105 · Maintenance &amp; Repair 600.00

5140 · Office Supplies 2,240.00

5180 · Payroll Fees 2,000.00

5185 · Phone 1,932.00

5190 · Postage and Delivery 400.00

5195 · Printing and Reproduction 400.00

5200 · Professional Development 2,500.00

5205 · Professional Fees 24,000.00

5235 · Rent 21,500.00

5240 · Service Charges 15.00

5250 · Special Projects/Consultant 245,500.00

5260 · Utilities 1,468.00

5265 · Web design and maintenance 300.00

Total Expense 513,915.00

Net Ordinary Income -513,915.00

Net Income -513,915.00

*\*FY' 15 Budget shown in QuickBooks Accountant 2013*



FY15		Expended & Encumbered	Expended & Encumbered as of 4/30/14	Original Appropriation	Expenditures	Request	Supervising Authority	Percent change	City Council Approval
Economic Development Corporation		FY13	FY14	FY14	FY15	FY15	FY15		
<b>Salaries</b>									
Fulltime (1)		\$153,472	\$132,116	\$195,000	<b>\$155,300</b>		<b>\$155,300</b>	-20.36%	
Executive Director						\$78,500			
Executive Administrative Assistant						\$45,800			
Employee Benefits (Health, Dental, Professional Dev)		\$7,191	\$5,898	\$9,600		\$6,000		-37.50%	
Bonus		\$3,066							
Employer Taxes		\$19,303	\$16,733			\$25,000			
Temporary Help		\$27,383	\$2,394						
Parttime (2)		\$0	\$0	\$0	<b>\$39,000</b>		<b>\$39,000</b>		
Hospitality Sports Tourism Coordinator						\$19,500			
Internship						\$2,500			
Business Outreach Coordinator						\$17,000			
<b>Salaries Total (Lines 1-2)</b>		<b>\$210,415</b>	<b>\$157,141</b>	<b>\$204,600</b>	<b>\$194,300</b>	<b>\$194,300</b>	<b>\$194,300</b>	-5.03%	\$0
<b>Expenses</b>									
Materials & Supplies (3)		\$0	\$0	\$0	<b>\$18,215</b>		<b>\$18,215</b>	#DIV/0!	
Advertising/Marketing		\$8,949	\$22,347	\$1,020		\$1,700		66.67%	
Annual Report		\$15	\$15			\$15			
Business Travel		\$2,302	\$1,627						
Conferences/Meetings		\$5,550	\$10,195	\$1,500		\$1,500		0.00%	
Contribution/Sponsorship		\$14,450	\$500	\$3,000					
Events		\$1,978	\$19,242	\$9,700					
Gifts & Promotions		\$1,779	\$975	\$1,500					
Grants Awarded		\$70,279							
Maintenance & Repair		\$9,048	\$4,519			\$600			
Media Contractor		\$7,235	\$15,816						
Membership Fees/Subscriptions		\$6,972	\$9,026	\$7,860		\$9,600		22.14%	
Office Supplies		\$5,405	\$6,795	\$2,500		\$2,500		0.00%	
Postage & Delivery		\$701	\$984	\$780		\$400		-48.72%	
Printing & Reproduction		\$5,229	\$5,913	\$840		\$400			
Reimbursable Expenses		\$4,828	\$2,979	\$4,200					
Service Charges		\$7	\$5						
Software		\$1,683	\$1,892						
Website/Internet/Email		\$4,895	\$1,064	\$1,748		\$1,500		-14.19%	
Contracted Services (4)		\$88,241	\$0	\$0	<b>\$27,200</b>		<b>\$27,200</b>	#DIV/0!	
Accounting/Book Keeping						\$2,000			
Professional/Consultant Fees		\$22,528	\$13,889	\$20,340		\$22,000		8.16%	
IT Maintenance Services				\$900		\$1,200		33.33%	
ADP Payroll Services		\$1,908	\$1,768			\$2,000			
Occupancy (5)					<b>\$26,700</b>		<b>\$26,700</b>	#DIV/0!	
Lease Agreement		\$22,790	\$19,603	\$19,932		\$21,500		7.87%	
Office Insurance		\$564	\$948	\$600		\$600		0.00%	
Directors/Officers Liability Insurance		\$1,079	\$956	\$1,020		\$1,200		17.65%	
Park Insurance - Main Street		\$743		\$720					
Utilities		\$3,314.00	\$3,042	\$3,240		\$3,400		4.94%	
Capital Outlay (6)		\$0		\$0	<b>\$2,000</b>		<b>\$2,000</b>	#DIV/0!	
Computer Equip & Licenses		\$1,835	\$2,702	\$3,000		\$2,000		-33.33%	
<b>Expenses Total (Lines 3-6)</b>		<b>\$294,308</b>	<b>\$146,801</b>	<b>\$84,400</b>	<b>\$74,115</b>	<b>\$74,115</b>	<b>\$74,115</b>	-12.19%	\$0
<b>Special Accounts</b>									
Special Projects (7)		\$3,908	\$4,095	\$210,000	<b>\$245,500</b>		<b>\$245,500</b>	16.90%	
Business Retention & Expansion						\$101,000			
Hospitality & Sports Tourism						\$44,500			
Urban Village & Community Development						\$15,000			
City Planning Services						\$85,000			
<b>Special Accts. Total (Line 7)</b>		<b>\$3,908</b>	<b>\$4,095</b>	<b>\$210,000</b>	<b>\$245,500</b>	<b>\$245,500</b>	<b>\$245,500</b>	16.90%	\$0
<b>THE GRAND TOTAL</b>									
<b>Total without Special Projects</b>		<b>\$508,631</b>	<b>\$308,037</b>	<b>\$499,000</b>	<b>\$513,915</b>	<b>\$513,915</b>	<b>\$513,915</b>	<b>2.99%</b>	<b>\$0</b>
Special Projects							\$268,415		
Administrative Expenses								-47.77%	
								-52.23%	

<b>Salaries Fulltime (1)</b>											
<b>PERMANENT FULL TIME</b>											
<b>CALCULATE 52 WEEKS OF PAY HERE - Annual Salary Increase of 3%</b>											
<b>FY 15 (July 2014 - June 2015)</b>											
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
NAME	TITLE	WEEKLY SALARY BEFORE ANNIV.	ANNIV. DATE (for salary increases)	WEEKS TO ANNIV. DATE	LONGE-VITY AT % OR FLAT RATE	TOTAL SALARY TO ANNIV. DATE	WEEKLY SALARY AFTER ANNIV.	WEEKS LEFT IN BUDGET YEAR	LONGE-VITY AT % OR FLAT RATE	SALARY FROM ANNIV. TO END	TOTAL SALARY FOR BUDGET YEAR
Tim Cummings	Executive Director	1485.67	1/1/15	26	37.14	38,627.47	1,530.24	26	38.26	39,786.30	78,413.77
Linda Martins	Executive Administrative Assistant	873.85	4/11/15	40	21.85	34,954.08	900.07	12	22.50	10,800.81	45,754.89
<b>Grand Total</b>											<b>124,168.66</b>
<b>Employee Benefits/Payroll Taxes</b>											
<b>ITEMIZE AND JUSTIFY:</b>											<b>AMOUNT</b>
Health Insurance		1 FT Employee @ 60%									\$ 375
Dental Insurance		1 FT Employee @ 60%									\$ 3,125
Professional Development		FT Employees									\$ 2,500
Employer Payroll Taxes		Based on 4 Perm Employees & 1 Temp Intern									\$ 25,000
<b>Total</b>											<b>\$ 31,000</b>
<b>Salaries Fulltime (1)</b>											<b>\$124,168.66</b>
<b>Grand Total</b>											<b>155,168.66</b>

Salaries Parttime (2)		PERMANENT PART TIME										
CALCULATE 52 WEEKS OF PAY HERE - Annual Rate Increase of 3%												
FY 15 (July 2014 - June 2015)												
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)
NAME	TITLE	Hours/ week	Hourly rate before anniv.	Anniv. Date	Weeks to Anniv. Date	Long- vity at % or flat rate	Total Salary to Anniv.Date	Hourly rate after Anniv.date	Weeks left in Budget yr.	Long- vity at % or flat rate	Salary from Anniv to End	Total Salary for Budget Yr
Deb Williams	Hospitality Sports Tourism Coordinator	20	18.56	3/20/2015	37	18.56	13,734.84	19.12	15	19.12	5,735.23	<b>19,470.07</b>
FY 15 (July 2014 - June 2015)												
(A)	(B)	Hours/ week	Hourly rate	Weeks	Long- vity at % or flat rate							Total Salary for Budget Yr
Michael McGuire	Business Outreach Coordinator	20	13.50	38	13.50							\$ 10,260
		40	13.50	12	13.50							\$ 6,480
												<b>\$ 16,740</b>
FY 15 (July 2014 - June 2015)												
(A)	(B)	Hours/ week	Hourly rate	Weeks	Long- vity at % or flat rate							Total Salary for Budget Yr
Intern	Summer Internship (Mayor's Program)	20	8.00	12	8.00							\$ 1,920
												<b>\$ 1,920</b>
Salaries Parttime (2)												
<b>Grand Total</b>												<b>\$ 38,130</b>

Expenses (3-6)		SUMMARY OF NON-SALARIED EXPENDITURES				
Line	Account	Expended FY13	Expended FY14 as of 4/30/14	Appropriated FY14	Supervising Authority Request FY15	City Council Approval
3	M&S	\$ 151,305	\$ 103,894	\$ 34,648	\$ 18,215	
4	Cont.Serv.	\$ 112,677	\$ 15,657	\$ 21,240	\$ 27,200	
5	Occup.	\$ 28,490	\$ 24,549	\$ 25,512	\$ 26,700	
6	Cap.Outlay	\$ 1,835	\$ 2,702	\$ 3,000	\$ 2,000	
<b>TOTALS</b>		<b>\$ 294,307</b>	<b>\$ 146,802</b>	<b>\$ 84,400</b>	<b>\$ 74,115</b>	
7	Spec.Accts	\$ 3,908	\$ 4,095	\$ 210,000	\$ 245,500	
<b>Expenses (3-7)</b>						
<b>GRAND TOTALS</b>		<b>\$ 298,215</b>	<b>\$ 150,897</b>	<b>\$ 294,400</b>	<b>\$ 319,615</b>	

Expenses (3)	MATERIALS AND SUPPLIES							
This category covers collectively all operating supplies and services, which are defined as consumable commodities, necessary to conduct business: for example, office and custodial supplies, printing and reproducing marketing collateral, subscriptions, postage, repairs and office maintenance, etc.								
Please list any non-consumable item costing over \$100 on the Capital Outlay page. This would include office equipment.								
<b>ITEMIZE AND JUSTIFY</b>							<b>Amount Requested</b>	
Advertising/Marketing Supplies & Services (Ex. E-Newsletter & E-Survey Services, Creation of Marketing Flyers such as Retail/Marlborough Case Studies, etc.)							\$	1,700
State of Massachusetts Mandatory - Annual Report Filing							\$	15
Conferences/Meetings (Ex. Registration Fees for business events, luncheons, receptions & misc. attendance & hosting expenditures)							\$	1,500
Maintenance & Repair (Ex. Regular Office Cleaning, Office Fixtures & Dry Cleaning/Carpet Cleaning)							\$	600
Membership Fees/Subscriptions (Ex. CoStar Realty Services, Yearly Newspaper Subscriptions & Membership Dues)							\$	9,600
Office Supplies (Ex. Paper, pens, notepads, binders, paper clips, staples, labels, coffee, water, etc... - Including small/light office equip <\$100)							\$	2,500
Postage & Delivery (Ex. USPS Stamps & FedEx Services, Basic Office Mailings - Operational & Outreach)							\$	400
Printing & Reproduction (Ex. Xerox Services, Re-print Marketing Collateral & Special Article Poster Prints)							\$	400
Website/Internet/Email Services (Ex. Monthly web-hosting fee, internet connection & MS Email Hosted Exchange Server fees)							\$	1,500
<b>TOTAL MATERIALS &amp; SUPPLIES</b>							<b>\$</b>	<b>18,215</b>

<b>Expenses (4)</b>	<b>CONTRACTED SERVICES</b>			
	Covers operating services obtained by contract with outsourced vendor. For example: accounting services, marketing & communications vendor, payroll services, etc.			
<b>ITEMIZE AND JUSTIFY:</b>			<b>AMOUNT</b>	
Accounting/Book Keeping			\$2,000.00	
- CPA on Retainer/Filings				
- Audit/QB Review				
- Fiscal End Process				
Professional/Consultant Fees			\$22,000.00	
- Communications/Media Vendor				
IT Maintenance Services			\$1,200.00	
- Tech on Retainer				
- Computer & Licensing Fees				
- Electronics: Maintenance & Repair				
ADP Payroll Services			\$2,000.00	
- Processing Charges				
- Tax Services				
- Year End Processing				
<b>TOTAL</b>			<b>\$27,200.00</b>	

Expenses (5)		OCCUPANCY			
Marlborough Economic Development Corporation (MEDC)				<b>Requested Amount</b>	
91 Main Street, Suite 203B / 204					
	Lease Agreement			\$	21,500
	Office Insurance			\$	600
	Directors & Officers Liability Insurance			\$	1,200
	Utilities			\$	3,400
	- Phone Service & Voicemail System				
	- Electricity Supply				
	<b>TOTAL</b>			<b>\$</b>	<b>26,700</b>

<b>Special Projects (7)</b>	<b>SPECIAL ACCOUNTS</b>				
<b>ITEMIZE AND JUSTIFY SPECIAL PROJECTS:</b>					<b>AMOUNT</b>
<b><u>Business Retention &amp; Expansion</u></b>					
Founders Reception	Annual Thank You event				\$ 3,000
Marketing Collateral	Redesign, Content Changes & Printing				\$ 2,000
Professional Mailing(s)	1-2 professional mailing(s)				\$ 2,500
Create Guidebook	City of Marlborough's Development Guidebook				\$ 1,000
Create Report w/ entity (i.e. PwC)	Business Climate Report				\$ 2,000
Workshops (Chamber driven)	2 Free workshops for the business community				\$ 8,000
Innovation Summit	Annual Retention event				\$ 6,000
Feasibility Planning Study	Real Estate Development/Promote Econ Dev.				\$ 5,000
Hosted Outreach Events (Attraction)	2 Outreach events/trips (i.e. w/ MassEcon & MassBio)				\$ 7,000
Job Fair / Resume Workshop	Annual Workforce event(s)				\$ 10,000
Trade Show Attendance & Participation	4 Trade Shows (1 a qtr.. Specific industries)				\$ 12,000
Focus Group/Event (Retention)	Targeted event (i.e. Commercial Brokers)				\$ 2,500
Media Buy ("Think Marlborough")	Targeted print/digital campaign				\$ 15,000
Property Redevelopment (Problem Sites for Reuse)	Assist 3 property owners w/ planning & soft costs				\$20,000
Identify surplus city property	To sell for additional revenue (work w/ DPW & Mayor)				\$ 5,000
				<b>Total</b>	<b>\$ 101,000</b>
<b><u>Hospitality &amp; Sports Tourism</u></b>					
Dining Guides	Updates & Printing				\$ 2,500
Visit-Marlborough Website	SEO / Updates				\$ 3,000
Concierge Desk	Hospitality Guide/Staff at NESO				\$ 4,000
Marlborough Restaurant Association	Training Initiative				\$ 5,000
Buy Local Campaign	Dine or Buy Local Initiative				\$ 5,000
Hospitality Business Association Plan	Match Grant Funding w/ MWTVB				\$ 25,000
				<b>Total</b>	<b>\$ 44,500</b>
<b><u>Urban Village Development</u></b>					
Downtown Beautification	Lighting, Landscaping, Signs, etc...				\$ 5,000
Pocket Park	Continue w/ lease expenses & maintenance				\$ 5,000
Downtown Events	Support other local organization(s) events				\$ 5,000
				<b>Total</b>	<b>\$ 15,000</b>
<b><u>City Services</u></b>					
City Planning Services - City of Marlborough	Analysis & Technical Assistance			<b>Total</b>	<b>\$ 85,000</b>
				<b>TOTAL SPECIAL ACCOUNTS</b>	<b>\$ 245,500</b>

## The Goals and Objectives of MEDC for FY'15

### Background

At our meeting of January 16, 2014, the Marlborough Economic Development Executive Committee recommends the following three (3) goals for FY'15. We believe these goals are important, achievable and reflect the values of our community & organization.

The Chair of the Board of Directors is looking for approval of the following goals and objectives for FY'15 at the March 12<sup>th</sup> Board of Directors Meeting.

### Goals

1. Renewed Commitment to the MEDC Mission Statement
2. Continue to focus on the implementation of the Economic Development Master Plan
3. Reduce Marlborough's vacancy rate

### Objectives

- The organization shall continue to strengthen relationships with strategic partners for concrete progress in areas that improve the community's quality of life by pursuing issues of mutual benefit to Marlborough and the strategic partners
- Study the feasibility of obtaining the "Gutierrez Billboard" off of Rt. 495 to promote economic development for the benefit of Marlborough
- Attract or absorb 100,000 net positive sq./ft. of commercial space in the City of Marlborough
- Expand the existing employment base by 200 net positive jobs in select areas of the city
- Create the City of Marlborough's Development Guidebook
- Food Truck Outreach effort to see if there is interest as an amenity for our industrial parks
- Identify and pursue recruitment of at least two foreign owned companies (as part of the overall attraction effort)
- Maintain the general awareness of Marlborough as a pro-business municipality in the Commonwealth of Massachusetts
- Continue to work toward assisting the City of Marlborough's Conservation & Department of Public Works to ensure Lake Williams Trail project is completed with a fountain (multi-year objective)
- Obtain approval to have Marlborough district courthouse lights turned back-on
- Be available to assist the owners of 3 properties with the planning and soft costs for the redevelopment of these problem sites and investigate possibilities of reuse, which meet our goals
- Identify surplus city property, such as land off of Rt. 85 to sell for additional revenue (Work w/ Mayor/DPW)
- Continue to investigate options for working with owners/brokers of commercial/industrial space to reduce the commercial vacancy rate. This may include but is not limited to keeping an inventory of vacant space and tracking lease agreements for upcoming terminations
- Partner with entity (i.e. PwC) to develop a "business climate report" showing-off Marlborough's superior attributes for commerce

- Collaborate with area hotels to improve the experience of company employees and visitors to Marlborough
- Develop a visionary plan and mixed-use zoning ordinance for the downtown creating a “unique life style place” to attract new residents and visitors building upon the current character and cultural assets
- Continue to develop a specialized marketing campaign to attract association business to Marlborough hotels
- Market the areas within the city identified for development or redevelopment (43D Expedited Permitting)
- Continue with outreach program to select businesses within the city
- Provide a single point of contact for economic development a business ombudsman with clear authority from the city to coordinate all departments in business permitting
- Focus on attracting residential developers looking to develop high-end housing for the 35-55 market segments (and/or mixed use projects)
- Host 2 retention events (Annual Founders Reception/Innovation Summit)
- Host 2 workshops for business community to help improve and expand their business (Chamber event)
- Sponsor 2 outreach events/trips (attraction of new development/tenants)
- Continue w/ Job Fair
- Attend 4 trade shows (1 qtr.) in select industries/clusters Marlborough wants to further develop
- Continue w/ concierge desk
- Pocket park
- Media Buy Campaign
- Buy Local Campaign
- Loan Program

**Metric to benchmark success**

The City of Marlborough’s:  
 -Vacancy Rate  
 -Local Option  
 -Meals Revenue  
 -Rooms Revenue  
 -Net New Revenue Certification



# IN CITY COUNCIL

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

JUNE 2, 2014

ORDERED:

PAGE 1

That t Comp Time Payouts as noted on the attached spreadsheets, be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH BUDGET TRANSFERS --									
DEPT:		Various				FISCAL YEAR:		2014	
FROM ACCOUNT:					TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$521,561.00	\$31,649.00	11990006	57820	Reserve for salaries	\$332.00	89000	17915	Retirement-Clerk	\$0.00
	Reason:	Comp Time Payoff			\$343.00	11520001	50532	Personnel Assistant	\$3,925.23
					\$101.00	11520002	50775	Personnel-Sr Clerk	\$3,286.99
					\$446.00	14001001	50630	DPW-Asst Commissioner	\$7,317.67
					\$1,983.00	14001101	50660	Asst City Engineer	\$6,590.87
					\$654.00	14001101	50700	Grade 2 Engineer	\$7,862.81
					\$513.00	14001101	50710	Jr Civil Engineer	\$15,731.08
					\$2,728.00	14001301	50660	Streets-Asst City Eng	\$6,590.85
					\$4,032.00	14001301	50690	Streets-Foreman	\$21,462.64
					\$18,582.00	14001303	50740	Streets-Equip Operators	\$100,593.85
					\$149.00	14001303	50790	Streets-Dispatcher	\$3,399.78
					\$1,302.00	14001403	50745	Fleet-Motor Repairmen	\$12,495.96
					\$14.00	14001403	50760	Fleet-Working Foreman	\$4,362.16
					\$470.00	14001501	50690	Parks-Foreman	\$43,270.71
	\$31,649.00	Total			\$31,649.00	Total			



# IN CITY COUNCIL

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

JUNE 2, 2014

PAGE 2

ORDERED:

CITY OF MARLBOROUGH BUDGET TRANSFERS --										
		DEPT: Various						FISCAL YEAR: 2014		
		FROM ACCOUNT:						TO ACCOUNT:		
Available										Available
Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:		Balance
\$521,561.00	\$56,214.00	11990006	57820	Reserve for salaries	\$11,752.00	14001503	50740	Parks-Equip Operators		\$143,828.56
	Reason:		Comp Time Payoff		\$6,072.00	15120001	50390	BOH-Nurse		\$4,838.10
					\$3,113.00	60080001	50570	Sewer-Chemist		\$5,837.98
					\$169.00	60081001	50750	ETP-Equip Operators		\$4,165.32
					\$11,628.00	60081001	50850	ETP-Tr Pit Operators		\$25,233.16
					\$567.00	60081001	50910	ETP-Head Operator		\$5,909.63
					\$26.00	60085001	50750	WTP-Equip Operators		\$5,186.07
					\$5,555.00	60085001	50850	WTP-Tr Pit Operators		\$23,150.18
					\$908.00	60085001	50910	WTP-Head Operator		\$5,916.89
					\$1,354.00	61090001	50460	Water Meter Reader		\$4,165.32
					\$6,471.00	61090001	50690	Water-Foreman		\$18,439.13
					\$5,849.00	61090001	50740	Water-Equip Operators		\$107,105.32
					\$2,750.00	61090001	50780	Chief Pumping Station		\$5,365.66
	\$56,214.00	Total			\$56,214.00	Total				



# IN CITY COUNCIL

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

JUNE 2, 2014

PAGE 3

**ORDERED:**

CITY OF MARLBOROUGH BUDGET TRANSFERS --										
	DEPT:	Various				FISCAL YEAR:	2014			
		FROM ACCOUNT:					TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$521,561.00	\$55,599.00	11990006	57820	Reserve for salaries	\$27,075.00	14920001	50166	Recreation-Prog Mgr	\$4,273.12	
	Reason:	MMEA - Comp Time Payoff			\$11,461.00	11330002	50062	Treasurer-Finance Asst	\$14,081.10	
					\$7,048.00	14001002	50520	DPW-Principal Clerk	\$3,719.16	
					\$3,484.00	61090002	50520	Water-Principal Clerk	\$3,719.16	
					\$3,333.00	12410002	50770	Bldg-Senior Clerk	\$13,230.14	
					\$2,209.00	12410001	50370	Bldg-Plumbing Inspec	\$4,983.03	
					\$493.00	14001002	50550	DPW-Head Clerk	\$4,184.55	
					\$232.00	16100003	50860	Library-F/T Clerk	\$2,319.94	
					\$146.00	15120002	50770	BOH-Senior Clerk	\$3,180.47	
					\$118.00	16100001	50471	Library-Yound Adult Libr	\$3,753.12	
	\$55,599.00	Total			\$55,599.00	Total				

**ADOPTED**

ORDER NO. 14-1005841



RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2014 MAY 29 AM

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

5  
*Arthur G. Vigeant*  
MAYOR

*Michael C. Berry*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

May 29, 2014

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

**Re: Transfer Request – Comp Time Payouts**

Honorable President Pope and Councilors:

Enclosed for your approval is a transfer request to fund the Comp-Time payouts to three different bargaining units throughout the city.

Last year, I was surprised by the vast accrual of amounts of comp-time throughout the city and felt that this situation warranted immediate action. Working with union leadership and Personnel Director David Brumby, we sought to rectify the situation and bring about some long term cost savings by paying out comp-time now rather than at a later date with a higher rate of reimbursement. This solution represents a win for both the city as well as our hard working employees.

Steps have now been put in place to ensure that moving forward comp-time is not left to accrue and carry over in to the next calendar year unless I sign off on it. I am more than happy to discuss this matter with you in greater detail at the next Finance Committee meeting.

Thank you in advance for your consideration.

Sincerely,

Arthur G. Vigeant  
Mayor

CITY OF MARLBOROUGH  
BUDGET TRANSFERS –

DEPT: Various

FISCAL YEAR: 2014

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$521,561.00</u>	<u>\$31,649.00</u>	11990006	57820	Reserve for salaries	<u>\$332.00</u>	89000	17915	Retirement-Clerk	<u>\$0.00</u>
	Reason:	<u>Comp Time Payoff</u>			<u>\$343.00</u>	11520001	50532	Personnel Assistant	<u>\$3,925.23</u>
					<u>\$101.00</u>	11520002	50775	Personnel-Sr Clerk	<u>\$3,286.99</u>
					<u>\$446.00</u>	14001001	50630	DPW-Asst Commissioner	<u>\$7,317.67</u>
					<u>\$1,983.00</u>	14001101	50660	Asst City Engineer	<u>\$6,590.87</u>
					<u>\$654.00</u>	14001101	50700	Grade 2 Engineer	<u>\$7,862.81</u>
					<u>\$513.00</u>	14001101	50710	Jr Civil Engineer	<u>\$15,731.08</u>
					<u>\$2,728.00</u>	14001301	50660	Streets-Asst City Eng	<u>\$6,590.85</u>
					<u>\$4,032.00</u>	14001301	50690	Streets-Foreman	<u>\$21,462.64</u>
					<u>\$18,582.00</u>	14001303	50740	Streets-Equip Operators	<u>\$100,593.85</u>
					<u>\$149.00</u>	14001303	50790	Streets-Dispatcher	<u>\$3,399.78</u>
					<u>\$1,302.00</u>	14001403	50745	Fleet-Motor Repairmen	<u>\$12,495.96</u>
					<u>\$14.00</u>	14001403	50760	Fleet-Working Foreman	<u>\$4,362.16</u>
					<u>\$470.00</u>	14001501	50690	Parks Foreman	<u>\$43,270.71</u>
	\$31,649.00	Total			\$31,649.00	Total			

Department Head signature:

Auditor signature:

Comptroller signature:

The image shows three handwritten signatures in black ink. The top signature is the largest and most prominent, followed by a smaller one, and then a third signature at the bottom. Each signature is written over a horizontal line.

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Various

FISCAL YEAR: 2014

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$521,561.00</u>	<u>\$56,214.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for salaries</u>	<u>\$11,752.00</u>	<u>14001503</u>	<u>50740</u>	<u>Parks-Equip Operators</u>	<u>\$143,828.56</u>
	Reason:	<u>Comp Time Payoff</u>			<u>\$6,072.00</u>	<u>15120001</u>	<u>50390</u>	<u>BOH-Nurse</u>	<u>\$4,838.10</u>
					<u>\$3,113.00</u>	<u>60080001</u>	<u>50570</u>	<u>Sewer-Chemist</u>	<u>\$5,837.98</u>
					<u>\$169.00</u>	<u>60081001</u>	<u>50750</u>	<u>ETP-Equip Operators</u>	<u>\$4,165.32</u>
					<u>\$11,628.00</u>	<u>60081001</u>	<u>50850</u>	<u>ETP-Tr Plt Operators</u>	<u>\$25,233.16</u>
					<u>\$567.00</u>	<u>60081001</u>	<u>50910</u>	<u>ETP-Head Operator</u>	<u>\$5,909.63</u>
					<u>\$26.00</u>	<u>60085001</u>	<u>50750</u>	<u>WTP-Equip Operators</u>	<u>\$5,186.07</u>
					<u>\$5,555.00</u>	<u>60085001</u>	<u>50850</u>	<u>WTP-Tr Plt Operators</u>	<u>\$23,150.18</u>
					<u>\$908.00</u>	<u>60085001</u>	<u>50910</u>	<u>WTP-Head Operator</u>	<u>\$5,916.89</u>
					<u>\$1,354.00</u>	<u>61090001</u>	<u>50460</u>	<u>Water Meter Reader</u>	<u>\$4,165.32</u>
					<u>\$6,471.00</u>	<u>61090001</u>	<u>50690</u>	<u>Water-Foreman</u>	<u>\$18,439.13</u>
					<u>\$5,849.00</u>	<u>61090001</u>	<u>50740</u>	<u>Water-Equip Operators</u>	<u>\$107,105.32</u>
					<u>\$2,750.00</u>	<u>61090001</u>	<u>50780</u>	<u>Chief Pumping Station</u>	<u>\$5,365.66</u>
	<u>\$56,214.00</u>	Total			<u>\$56,214.00</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:

The image shows three handwritten signatures in black ink. The top signature is the largest and most stylized, followed by a smaller one in the middle, and a third one at the bottom. Each signature is written over a horizontal line.

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Various FISCAL YEAR: 2014

FROM ACCOUNT: TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$521,561.00</u>	<u>\$55,599.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for salaries</u>	<u>\$27,075.00</u>	<u>14920001</u>	<u>50166</u>	<u>Recreation-Prog Mgr</u>	<u>\$4,273.12</u>
	Reason:	<u>MMEA - Comp Time Payoff</u>			<u>\$11,461.00</u>	<u>11330002</u>	<u>50062</u>	<u>Treasurer-Finance Asst</u>	<u>\$14,081.10</u>
					<u>\$7,048.00</u>	<u>14001002</u>	<u>50520</u>	<u>DPW-Principal Clerk</u>	<u>\$3,719.16</u>
					<u>\$3,484.00</u>	<u>61090002</u>	<u>50520</u>	<u>Water-Principal Clerk</u>	<u>\$3,719.16</u>
					<u>\$3,333.00</u>	<u>12410002</u>	<u>50770</u>	<u>Bldg-Senior Clerk</u>	<u>\$13,230.14</u>
					<u>\$2,209.00</u>	<u>12410001</u>	<u>50370</u>	<u>Bldg-Plumbing Inspec</u>	<u>\$4,983.03</u>
					<u>\$493.00</u>	<u>14001002</u>	<u>50550</u>	<u>DPW-Head Clerk</u>	<u>\$4,184.55</u>
					<u>\$232.00</u>	<u>16100003</u>	<u>50860</u>	<u>Library-F/T Clerk</u>	<u>\$2,319.94</u>
					<u>\$146.00</u>	<u>15120002</u>	<u>50770</u>	<u>BOH-Senior Clerk</u>	<u>\$3,180.47</u>
					<u>\$118.00</u>	<u>16100001</u>	<u>50471</u>	<u>Library-Yound Adult Libr</u>	<u>\$3,753.12</u>
	<u>\$55,599.00</u>	Total			<u>\$55,599.00</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:



# IN CITY COUNCIL

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

JUNE 2, 2014

## ORDERED:

That pursuant to the provisions of § 53E½ of Chapter 44 of the General Laws of the Commonwealth of Massachusetts, the City Council of the City of Marlborough, upon the recommendation of the Mayor, does, to be effective during fiscal year 2015, re-authorize the revolving fund utilized by the Public Facilities Department. It is further ordered that:

- (a) departmental receipts credited to the fund shall be limited to lease payments and fees due the City from owners of antennae and related telecommunications equipment on property that is maintained by, or assigned or transferred to be maintained by, the Public Facilities Department, unless otherwise directed by the General Laws; and
- (b) expenditures from said fund shall be limited to the maintenance and related expenses for Sligo Hill and Stevens Park; and
- (c) the Commissioner of Public Facilities shall be the only officer authorized to approve expenditures from the same; and
- (d) the Commissioner of Public Facilities shall prepare a year-end report identifying funds received, funds expended, description of expenditures and year-end balance; and
- (e) no provisions of this order shall be changed unless approved by the Mayor and City Council.

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

ADOPTED

ORDER NO. 14-1005842



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2014 MAY 29 A 11

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

*Arthur G. Vigeant*  
MAYOR

*Michael C. Berry*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

May 29, 2014

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

*FIN*

**RE: Renewal of the Sligo Water Tank Revolving Fund**

Honorable President Pope and Councilors:

Since 1996, the City Council has authorized revolving funds for the Public Facilities and Public Works departments, the purpose of which is to utilize income from telecommunications companies to maintain and improve neighborhood parks and property.

I am submitting for your approval the renewal of the revolving fund for the Sligo Water Tank site off Arnold Street. Revolving funds contain more controls and safeguards than those imposed on regular accounts, including annual reauthorization.

To be effective in Fiscal Year 2015, state law requires approval before the new fiscal year begins. The enclosed order, if approved, will accomplish that goal, and is submitted for your consideration.

As always, please feel free to contact me with any questions or concerns.

Sincerely,

  
Arthur G. Vigeant  
Mayor

Enclosure

## Sligo Water Tank Revolving Fund

### ORDERED:

That pursuant to the provisions of § 53E½ of Chapter 44 of the General Laws of the Commonwealth of Massachusetts, the City Council of the City of Marlborough, upon the recommendation of the Mayor, does, to be effective during fiscal year 2015, re-authorize the revolving fund utilized by the Public Facilities Department. It is further ordered that:

- (a) departmental receipts credited to the fund shall be limited to lease payments and fees due the City from owners of antennae and related telecommunications equipment on property that is maintained by, or assigned or transferred to be maintained by, the Public Facilities Department, unless otherwise directed by the General Laws; and
- (b) expenditures from said fund shall be limited to the maintenance and related expenses for Sligo Hill and Stevens Park; and
- (c) the Commissioner of Public Facilities shall be the only officer authorized to approve expenditures from the same; and
- (d) the Commissioner of Public Facilities shall prepare a year-end report identifying funds received, funds expended, description of expenditures and year-end balance; and
- (e) no provisions of this order shall be changed unless approved by the Mayor and City Council.

ADOPTED  
In City Council  
Order No.14-  
Adopted

Approved by Mayor  
Arthur G. Vigeant  
Date:

A TRUE COPY  
ATTEST:



CITY OF MARLBOROUGH  
*Department of Public Works*  
Office of the Commissioner  
135 Neil Street  
Marlborough, Massachusetts 01752  
(508) 624-6910 Ext. 7200  
Facsimile (508) 624-7699 TDD (508) 460-3610

**MEMORANDUM**

**TO: ARTHUR G. VIGEANT,  
MAYOR**

**FROM: JOHN L. GHILONI,  
COMMISSIONER OF PUBLIC WORKS**

**DATE: MAY 29, 2014**

**RE: SLIGO ANTENNA REVOLVING ACCOUNT #26219701-52415**

The Revenue and Expenditures for the Sligo Antenna Revolving Account #26219201-52415 is as follows:

Balance as of July 1, 2013:	\$	502,157.00
Funds received between July 1, 2013 and May 27, 2014:	\$	149,122.00
Funds expended between July 1, 2013 and May 27, 2014:	\$	(63,499.09)
Funds encumbered	\$	270,745.00
<b>Balance:</b>	<b>\$</b>	<b>317,034.91</b>

**EXPENDITURE SUMMARY**

Certified Connection	\$	125.40
Arrow Fence Co. Inc.	\$	3,454.00
Arrow Fence Co. Inc.	\$	2,896.00
Communication Supply Cameras	\$	6,546.32

Sligo Antenna Revolving Account  
Page 2

Barbrick Tower	\$	4,930.00
Communication Supply Cameras	\$	158.00
Communication Supply Cameras	\$	6,839.37
Amstar of Western NE Rehabilitation of Sligo Tower	\$	34,950.00
Shephard Engineering	\$	3,600.00
<b>Total:</b>	<b>\$</b>	<b>63,499.09</b>



# IN CITY COUNCIL

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

JUNE 2, 2014

## ORDERED:

That pursuant to the provisions of § 53E½ of Chapter 44 of the General Laws of the Commonwealth of Massachusetts, the City Council of the City of Marlborough, upon the recommendation of the Mayor, does hereby authorize a revolving fund during fiscal year 2015 for park and recreational facility maintenance and improvement purposes to be administered through the Department of Public Works. It is further ordered that:

(a) departmental receipts credited to the fund, unless otherwise directed by the General Laws, shall be limited to: 1) payments, fees and/or rental income due the City from owners of antennae and related telecommunications equipment located or co-located at the wireless communications facility situated on property under the care, custody, management and control of the Department of Public Works at the Easterly Wastewater Treatment Plant at 860 Boston Post Road in Marlborough or any land adjacent thereto; and 2) lease payments and fees due the City from owners of antennae and related telecommunications equipment located on Fairmount Hill; and

(b) that expenditures from said fund shall be limited to the maintenance and improvement of municipal parks and municipal recreational facilities; and

(c) that the Commissioner of Public Works shall be the only officer authorized to approve expenditures from the fund; and

(d) the Commissioner of Public Works shall prepare a year-end report identifying funds received, funds expended, description of expenditures and year-end balance; and

(e) no provisions of this order shall be changed unless approved by the Mayor and City Council.

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

ADOPTED

ORDER NO. 14-1005843



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

*Arthur G. Vigeant*  
MAYOR

*Michael C. Berry*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

May 29, 2014

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

**RE: Renewal of Parks and Recreation Revolving Fund**

Honorable President Pope and Councilors:

I am submitting for your approval the reauthorization of the Parks and Recreation revolving account. This account was created in FY2011 by the consolidation of the Fairmount and Easterly Treatment Plant revolving accounts.

As you are aware, state law requires that revolving accounts be reauthorized prior to the start of the new fiscal year. If the reauthorization does not occur, all funds within the revolving account will roll over into the general fund as of July 1, 2015.

I have included a year-end financial report submitted by Public Works Commissioner John Ghiloni, as well as a draft order for reauthorization.

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

Sincerely,

**Arthur G. Vigeant**  
Mayor

Enclosure

cc: Public Facilities Director, Solicitor

## **Parks and Recreation Revolving Fund**

ORDERED:

That pursuant to the provisions of § 53E½ of Chapter 44 of the General Laws of the Commonwealth of Massachusetts, the City Council of the City of Marlborough, upon the recommendation of the Mayor, does hereby authorize a revolving fund during fiscal year 2015 for park and recreational facility maintenance and improvement purposes to be administered through the Department of Public Works. It is further ordered that:

- (a) departmental receipts credited to the fund, unless otherwise directed by the General Laws, shall be limited to: 1) payments, fees and/or rental income due the City from owners of antennae and related telecommunications equipment located or co-located at the wireless communications facility situated on property under the care, custody, management and control of the Department of Public Works at the Easterly Wastewater Treatment Plant at 860 Boston Post Road in Marlborough or any land adjacent thereto; and 2) lease payments and fees due the City from owners of antennae and related telecommunications equipment located on Fairmount Hill; and
- (b) that expenditures from said fund shall be limited to the maintenance and improvement of municipal parks and municipal recreational facilities; and
- (c) that the Commissioner of Public Works shall be the only officer authorized to approve expenditures from the fund; and
- (d) the Commissioner of Public Works shall prepare a year-end report identifying funds received, funds expended, description of expenditures and year-end balance; and
- (e) no provisions of this order shall be changed unless approved by the Mayor and City Council.

ADOPTED

In City Council

Order No. 14 -

Adopted

Approved by Mayor

Arthur G. Vigeant

Date:

A TRUE COPY

ATTEST:



CITY OF MARLBOROUGH  
*Department of Public Works*  
Office of the Commissioner  
135 Neil Street  
Marlborough, Massachusetts 01752  
(508) 624-6910 Ext. 7200  
Facsimile (508) 624-7699 TDD (508) 460-3610

**MEMORANDUM**

**TO: ARTHUR G. VIGEANT,  
MAYOR**

**FROM: JOHN L. GHILONI, JLG  
COMMISSIONER OF PUBLIC WORKS**

**DATE: MAY 29, 2014**

**RE: PARKS AND RECREATION REVOLVING ACCOUNT; #26244401-52415**

Pursuant to the provisions of Council Order #10-1002613, the revolving account established by this order had income and expenditures as shown below:

Balance as of July 1, 2013:	\$	369,941.24
Funds received between July 1, 2013 and May 27, 2014:	\$	111,526.00
Funds expended between July 1, 2013 and May 27, 2014:	\$	(7,000.00)
Funds encumbered	\$	3,000.00
<b>Balance:</b>	<b>\$</b>	<b>477,467.00</b>

**EXPENDITURE SUMMARY**

CDM Smith	\$	7,000.00
<b>Total:</b>	<b>\$</b>	<b>7,000.00</b>



# IN CITY COUNCIL

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

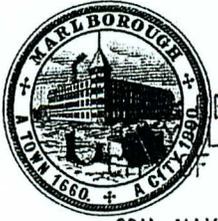
JUNE 2, 2014

## ORDERED:

That pursuant to Chapter 44, section 31D of the General Laws of the Commonwealth of Massachusetts, which authorizes the City to incur liability and make expenditures for any fiscal year in excess of appropriation for snow and ice removal, the City Council of the City of Marlborough, upon the recommendation of the Mayor, approves expenditures in excess of available appropriation for snow and ice removal for fiscal year 2015, be and is herewith refer to **FINANCE COMMITTEE.**

ADOPTED

ORDER NO. 14-1005845



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2014 MAY 29 A 11:22

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

*Arthur G. Vigeant*  
MAYOR

*Michael C. Berry*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

9

May 29, 2014

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

*fin*

**Re: FY15 Deficit Spending for Snow & Ice Account**

Honorable President Pope and Councilors:

I have attached an order authorizing the city to incur liability and make expenditures for FY15 in excess of the approved appropriation for the purposes of snow and ice removal. This is done annually as required by M.G.L. Chapter 44, section 31D.

I appreciate your attention on this matter. Please do not hesitate to contact me with any questions.

Sincerely,

**Arthur G. Vigeant**  
Mayor

Enclosure

ORDERED:

That pursuant to Chapter 44, section 31D of the General Laws of the Commonwealth of Massachusetts, which authorizes the City to incur liability and make expenditures for any fiscal year in excess of appropriation for snow and ice removal, the City Council of the City of Marlborough, upon the recommendation of the Mayor, approves expenditures in excess of available appropriation for snow and ice removal for fiscal year 2015.

ADOPTED  
In City Council  
Order No. 14-

Adopted

Approved by Mayor  
Arthur G. Vigeant  
Date:

A TRUE COPY  
ATTEST: