

CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Finance Committee

Date: March 2, 2015

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

2015 FEB 25 A 9:12

02-09-2015 – **Order No. 15-1006082:** Communication from the Mayor requesting transfer in the amount of \$30,000.00 from various accounts to contract with a search firm to assist in the hiring of a new Fire Chief.

- REFER TO FINANCE

02-09-2015 – **Order No. 15-1006083:** Communication from the Mayor requesting transfer in the amount of \$25,500.00 from and to various accounts to fund the final transition of the Health Department Reorganization.

- REFER TO FINANCE

02-09-2015 – **Order No. 15-1006084:** Communication from the Mayor requesting transfer in the amount of \$10,000.00 from Contract Services to Assistant Building Inspector for the hiring of a temporary, full-time Local Inspector in the Building Department.

- REFER TO FINANCE

02-23-2015 – **Order No. 15-1006109:** Communication from the Mayor regarding mid-year transfer requests from various Departments as noted in the attached documents.

- REFER TO FINANCE

02-23-2015 – **Order No. 15-1006110:** Communication from the Mayor requesting transfer in the amount of \$106,270.33 which moves funds from Firefighter to Overtime to fund overtime costs in the Fire Department.

- REFER TO FINANCE

02-23-2015 – **Order No. 15-1006111:** Communication from the Mayor regarding Employee Retirements transfer request in the amount of \$58,170.18 which moves funds from and to various accounts as noted in the attached spreadsheets to fund sick leave buyback and unused vacation payouts for retiring employees.

- REFER TO FINANCE

Page 1 of 2

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.

CITY OF MARLBOROUGH MEETING POSTING

02-23-2015 – **Order No. 15-1006112:** Communication from the Mayor re: Approval of Step Increase for Assistant Sanitarian.

- REFER TO FINANCE

02-09-2015 – **Order Nos. 15-1006089-1, 15-1006089-2, and 15-1006089-3:** Hudson Street Landfill Redevelopment.

Order No.15-1006089-1: Communication from the Mayor requesting a vote to permanently dedicate the land, which contains a portion (Lot 2) containing 11.31 acres of the Hudson Street Landfill property located at Hudson Street and shown on the Marlborough Assessors Maps as Map 30, Parcel 4, as taken by the City of Marlborough on October 5, 1959 for purposes of a public dump and other municipal purposes, to park and recreation purposes under the provisions of MGL c.45, s.3; and further that, as so dedicated, said property is hereby placed under the care, custody, management and control of the City of Marlborough Recreation Commission.

- REFER TO FINANCE (Elder recused)

Order No.15-1006089-2: Communication from the Mayor requesting BOND AUTHORIZATION in the amount of Three Million Ninety Five Thousand (\$3,095,000.00) Dollars for the construction of municipal outdoor recreational facilities, under the provisions of Chapter 44, section 7 (25) of the Massachusetts General Laws, each issue of bonds or notes shall be payable in not more than FIFTEEN (15) YEARS from the date of issue.

- REFER TO FINANCE (Elder recused)

Order No.15-1006089-3: Communication from the Mayor with “PROPOSED RESOLUTION TO APPLY FOR AND ACCEPT A GRANT FROM THE EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS, FOR THE HUDSON STREET LANDFILL RECREATION FACILITY.” It is resolved that the Mayor be, and hereby is, authorized to apply for and accept a PARC grant from the Executive Office of Energy and Environmental Affairs (EOEEA); and that the Mayor be, and hereby is, authorized to take such other actions as are necessary to carry out the terms, purposes and conditions of the PARC grant to be administered by the Recreation Commission of the City of Marlborough; and that the Resolution shall take effect upon its passage.

- REFER TO FINANCE (Elder recused)

Page 2 of 2

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.

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IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 9, 2015

ORDERED:

That the Fire Department transfer request in the amount of \$30,000.00 which moves funds from and to various accounts as noted in the attached spreadsheet to contract with a search firm to assist in the hiring of a new Fire Chief, be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH										
BUDGET TRANSFERS --										
DEPT:		Fire Department				FISCAL YEAR:		2015		
FROM ACCOUNT:		TO ACCOUNT:								
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$52,950.00	\$15,000.00	14001002	50062	DPW-Finance Assistant	\$30,000.00	12200003	53140	Fire-Contract Services	\$0.00	
	Reason:	Position vacant until recently				To fund a consultant for a Fire Chief search				
\$7,362.50	\$3,100.00	11520004	53150	Personnel-Advertising						
	Reason:	Advertising costs lower than anticipated								
\$1,900.00	\$1,900.00	15270004	53140	HS-Contract Services						
	Reason:	Funds available								
\$50,000.00	\$10,000.00	61075206	59080	Water-Interest Expense						
	Reason:	Interest expense will be lower than anticipated								
	\$30,000.00	Total			\$30,000.00	Total				

ADOPTED

ORDER NO. 15-1006082



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

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RECEIVED
CITY CLERK'S MAYOR
CITY OF MARLBOROUGH
Michael C. Berry
2015 FEB - EXECUTIVE ADE

Patricia Bernard
EXECUTIVE SECRETARY

February 5, 2015

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

Jim

Re: Transfer Request – Fire Chief Assessment Center

Honorable President Pope and Councilors:

Enclosed for your approval is a transfer request in the amount of \$30,000.00 to fund the hiring of a search firm and assessment center to assist us in the hiring of a new Fire Chief. The assistance of executive search firms is a routine practice in the private sector and one that is becoming more commonplace in the municipal sector. The Town of Natick for example utilized such assistance with their most recent Fire Chief appointment.

The assessment center will handle the advertising, recruitment and the initial screening and interviewing of all interested candidates. They will then present as many as eight top candidates to a Fire Chief Interview Panel of my choosing for further interviewing and evaluation.

The Personnel Department is currently working on a Request for Proposals (RFP) in anticipation of your approval. I respectfully seek your swift approval of this request so that we may move forward in this process. Thank you in advance for your consideration and please do not hesitate to let me know if you have any additional questions.

Sincerely,

Arthur G. Vigeant
Mayor

CITY OF MARLBOROUGH
BUDGET TRANSFERS –

DEPT: Fire Department

FISCAL YEAR: 2015

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$52,950.00</u>	<u>\$15,000.00</u>	<u>14001002</u>	<u>50062</u>	<u>DPW-Finance Assistant</u>	<u>\$30,000.00</u>	<u>12200003</u>	<u>53140</u>	<u>Fire-Contract Services</u>	<u>\$0.00</u>
	Reason:	<u>Position vacant until recently</u>				<u>To fund a consultant for a Fire Chief search</u>			
<u>\$7,362.50</u>	<u>\$3,100.00</u>	<u>11520004</u>	<u>53150</u>	<u>Personnel-Advertising</u>					
	Reason:	<u>Advertising costs lower than anticipated</u>							
<u>\$1,900.00</u>	<u>\$1,900.00</u>	<u>15270004</u>	<u>53140</u>	<u>HS-Contract Services</u>					
	Reason:	<u>Funds available</u>							
<u>\$50,000.00</u>	<u>\$10,000.00</u>	<u>61075206</u>	<u>59080</u>	<u>Water-Interet Expense</u>					
	Reason:	<u>Interest expense will be lower than anticipated</u>							
	Reason:	<u></u>							
	<u>\$30,000.00</u>	<u>Total</u>			<u>\$30,000.00</u>	<u>Total</u>			

Department Head signature:

Department Head signature:

Auditor signature:

Comptroller signature:

[Handwritten signatures]
 Department Head signature: *[Signature]*
 Department Head signature: *[Signature]*
 Auditor signature: *[Signature]*
 Comptroller signature: *[Signature]*



IN CITY COUNCIL

Marlborough, Mass.,

FEBRUARY 9, 2015

ORDERED:

That the Health Department transfer request in the amount of \$25,500.00 which moves funds from and to various accounts as noted in the attached spreadsheet to fund the final transition of the Health Department reorganization, be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH									
BUDGET TRANSFERS --									
DEPT:		Board of Health				FISCAL YEAR:		2015	
Available Balance		FROM ACCOUNT:				TO ACCOUNT:			
Amount	Org Code	Object	Account Description:		Amount	Org Code	Object	Account Description:	
\$13,891.65	\$5,000.00	15120001	50391	Part-Time Nurse	\$24,000.00	15120001	50605	Sanitarian/Admin	
		Funds available due to prior vacancy				To fund new director at proposed salary thru 6/30/15			
\$22,166.55	\$4,500.00	16100001	50470	Childrens Librarian	\$1,500.00	15120001	50611	Assistan Sanitarian	
		Funds available due to prior vacancy				To fund two Asst Sanitarrians thru 6/30/15			
\$26,115.75	\$2,000.00	16100003	51259	Reference Librarian Part-Time					
		Reason: Funds available due to prior vacancy							
\$72,704.69	\$4,000.00	16100003	51261	Part-Time Library Clerks					
		Reason: Funds available due to prior vacancy							
\$35,400.00	\$10,000.00	11330002	50770	Comptroller-Sr Clerk					
		Reason: Funds available due to prior vacancy							
	\$25,500.00	Total			\$25,500.00	Total			

ADOPTED

ORDER NO. 15-1006083



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2015 FEB -5 A 11:20

City of Marlborough
Office of the Mayor

140 Main Street
Marlborough, Massachusetts 01752
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www.marlborough-ma.gov

10
Arthur G. Vigeant
MAYOR

Michael C. Berry
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

February 5, 2015

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

fin

Re: Transfer Request – Health Department

Honorable President Pope and Councilors:

Enclosed for your approval is a transfer request in the amount of \$25,500.00 for the Health Department. If approved, this transfer will mark the final transition for our Health Department and establish a permanent organizational structure with the addition of one Assistant Sanitarian that will allow us to better serve the interests of our community. For your information, I have enclosed an organization chart of the department

On a previous City Council agenda, I submitted to you a proposal to update the salary and job title for the Department Head position in the Board of Health. Our longtime Sanitarian, Robert Landry, was recently welcomed back to work on a full-time basis and has offered to stay on as an Assistant Sanitarian and allow for new leadership to take the helm of the department. I want to thank Mr. Landry for assisting us in the transition and look forward to his continued service.

The City has also recently completed the hiring process to replace former Assistant Sanitarian Deirdre O'Connor. I am pleased to report that the Board of Health will be appointing this new Assistant Sanitarian at their next scheduled meeting.

Throughout the transition and vacancies in the Health Department over the past eight months, the city has benefited from the involvement of many experienced public health professionals who have shared their strategies for taking our services and capabilities to the next level. As our city continues to grow, I feel confident that our rebuilt department will meet and surpass our expectations and that of our residents.

Sincerely,

Arthur G. Vigeant
Mayor

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Board of Health

FISCAL YEAR: 2015

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$13,891.65</u>	<u>\$5,000.00</u>	<u>15120001</u>	<u>50391</u>	<u>Part-Time Nurse</u>	<u>\$24,000.00</u>	<u>15120001</u>	<u>50605</u>	<u>Sanitarian/Admin</u>	<u>\$16,503.83</u>
				<u>Funds availabe due to prior vacancy</u>				<u>To fund new director at proposed salary thru 6/30/15</u>	
<u>\$22,166.55</u>	<u>\$4,500.00</u>	<u>16100001</u>	<u>50470</u>	<u>Childrens Librarian</u>	<u>\$1,500.00</u>	<u>15120001</u>	<u>50611</u>	<u>Assistan Sanitarian</u>	<u>\$29,755.01</u>
				<u>Funds availabe due to prior vacancy</u>				<u>To fund two Asst Sanitarians thru 6/30/15</u>	
<u>\$26,115.75</u>	<u>\$2,000.00</u>	<u>16100003</u>	<u>51259</u>	<u>Reference Librarian Part-Time</u>					
Reason:				<u>Funds availabe due to prior vacancy</u>					
<u>\$72,704.69</u>	<u>\$4,000.00</u>	<u>16100003</u>	<u>51261</u>	<u>Part-Time Library Clerks</u>					
Reason:				<u>Funds availabe due to prior vacancy</u>					
<u>\$35,400.00</u>	<u>\$10,000.00</u>	<u>11330002</u>	<u>50770</u>	<u>Comptroller-Sr Clerk</u>					
Reason:				<u>Funds availabe due to prior vacancy</u>					
	<u>\$25,500.00</u>	Total			<u>\$25,500.00</u>	Total			

Department Head signature:

Margaret Cardello

Department Head signature:

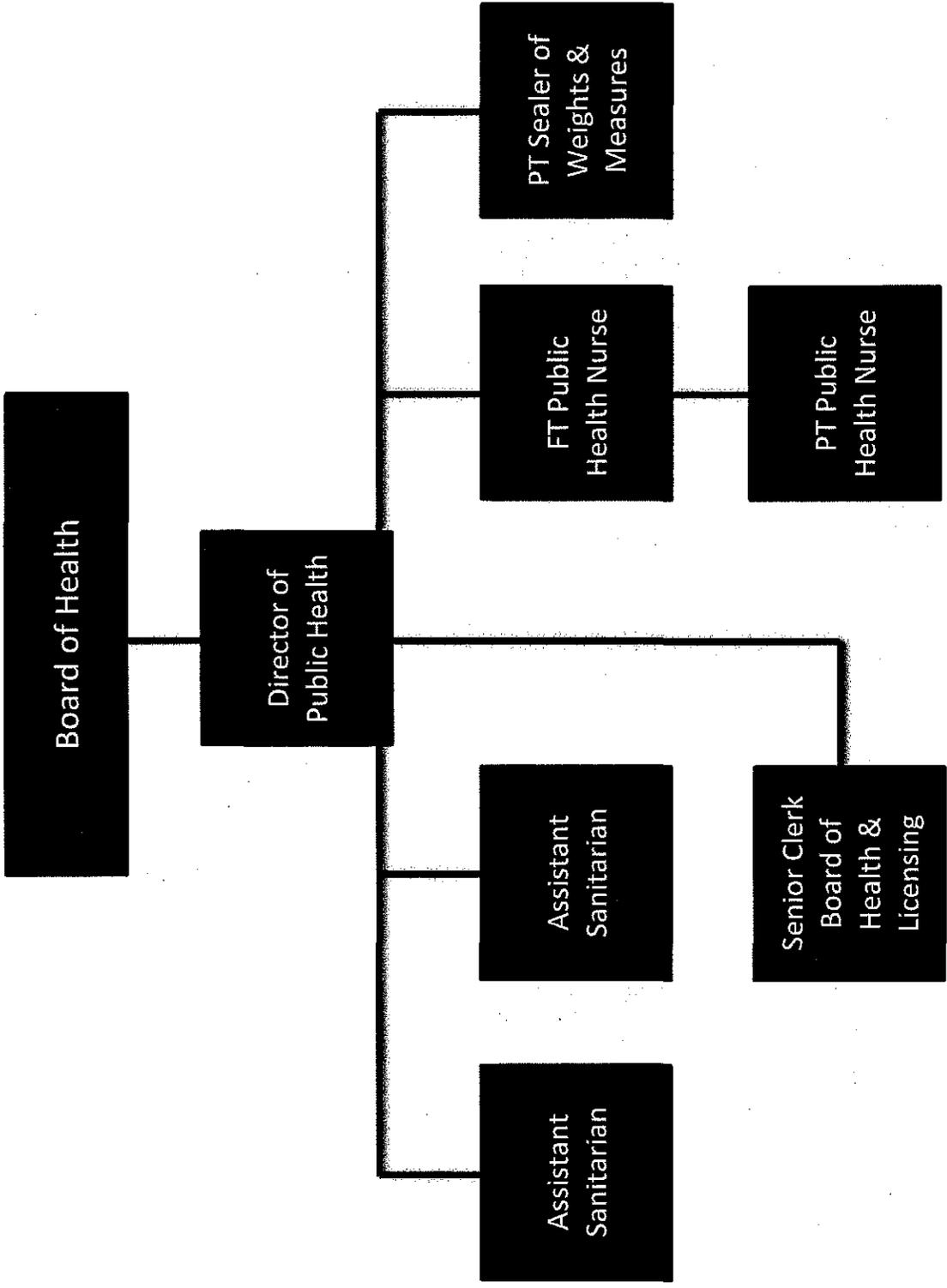
John P. Ryan

Auditor signature:

Gene

Comptroller signature:

Brian Lukens





IN CITY COUNCIL

FEBRUARY 9, 2015

Marlborough, Mass., _____

ORDERED:

That the Building Department transfer request in the amount of \$10,000.00 which moves funds from Contract Services to Assistant Building Inspector for the hiring of a temporary, full-time Local Inspector in the Building Department, be and is herewith refer to **FINANCE COMMITTEE**.

CITY OF MARLBOROUGH										
BUDGET TRANSFERS -										
	DEPT: Building Department					FISCAL YEAR: 2015				
	FROM ACCOUNT:					TO ACCOUNT:				
Available	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available	
Balance									Balance	
\$13,225.44	\$10,000.00	12410004	53140	Contract Services	\$10,000.00	12410001	50260	Asst Bldg Inspector	\$55,148.08	
	Reason:	Available funds					To fund a temporary asst building inspector thru 6/30/15			
	\$10,000.00	Total			\$10,000.00	Total				

ADOPTED

ORDER NO. 15-1006084



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2015 FEB -5 A 10 20

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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11
Arthur G. Vigeant
MAYOR

Michael C. Berry
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

February 5, 2015

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

Re: Transfer Request – Building Department

Honorable President Pope and Councilors:

Enclosed for your approval is a transfer request in the amount of \$10,000.00 for the hiring of a temporary, full-time Local Inspector in the Building Department.

As you know, the city has experienced an unprecedented amount of new construction and renovations over the past several years. Projects have ranged from multi-family residential complexes to commercial office space to laboratory facilities. Not unlike the situation in the Health Department, I believe the consistent demand for inspectional services warrants the addition of another inspector. Prior to this, my office thoroughly researched available contract service options to fulfill our inspectional service needs.

What makes this proposal different is that I intend to advertise this position as temporary and tie it to the fees, special permit mitigation payments and workload generated by the Building Department. This ensures the city retains the flexibility to reduce the position should circumstances show a decrease in building activity.

My office or that of Interim Building Commissioner Robert Camacho will furnish to the Finance Committee additional information regarding the existing workload of the department. In the meantime, please do not hesitate to let me know if you have any questions. Thank you in advance for your consideration.

Sincerely,

Arthur G. Vigeant
Mayor



IN CITY COUNCIL

FEBRUARY 23, 2015
 Marlborough, Mass., _____ PAGE 1

ORDERED:

That the following mid-year transfer requests from Comptroller's Office, Police Department, DPW, Public Facilities, Legal Department, & Fire Department and be and is herewith refer to **FINANCE COMMITTEE** with explanations noted within the following spreadsheets.

CITY OF MARLBOROUGH										
BUDGET TRANSFERS -										
	DEPT:	Comptroller					FISCAL YEAR:	2015		
		FROM ACCOUNT:					TO ACCOUNT:			
Available	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available	Balance
\$35,400.00	\$7,000.00	11330002	50770	Senior Clerk	\$520.00	11610002	50770	Senior Clerk	\$16,014.41	
	Reason:	Surplus					Treasurer Payroll Calculation Error			
\$32,667.86	\$16,000.00	11940006	51860	Widows Pensions	\$23,900.00	11410004	57038	Pers Prop Valuation Serv	\$33,000.00	
	Reason:	Surplus					Contractual Support on Personal Property Values			
\$350,783.13	\$56,900.00	60075206	59050	Interest Expense - Sewer	\$20,000.00	11930006	57410	Property Liability Insurance	\$20,833.25	
	Reason:	Surplus					Additional Coverage & Rate Increase			
					\$1,480.00	11550001	50213	Network Engineer	\$29,008.33	
	Reason:						Recalculate for step increase			
					\$33,000.00	11960006	51752	Medicare Insurance	\$74,244.29	
	Reason:						Recalculate for payroll costs			
	\$78,900.00	Total			\$78,900.00	Total				



IN CITY COUNCIL

Marlborough, Mass., **FEBRUARY 23, 2015**
PAGE 2

ORDERED:

CITY OF MARLBOROUGH BUDGET TRANSFERS -											
DEPT:	Police									FY:	2015
	FROM ACCOUNT:					TO ACCOUNT:					
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:		Available Balance	
\$1,127,393	\$85,000.00	12100001	50420	Police Officers	\$85,000.00	12100003	51310	OT - Regular		\$87,905	
	Reason:	Surplus due to vacancies and injuries				Deficit due to high number of injuries and other leave					
\$174,684	\$1,000.00	12100001	50510	Police Lieutenants	\$1,000	12100006	55882	Meals for Prisoners		\$1,364	
	Reason:	Surplus due to injury				Higher than expected number of long term prisoners					
\$174,684	\$12,000.00	12100001	50510	Police Lieutenants	\$12,000	12100003	51490	Holiday		\$74,418	
	Reason:	Surplus due to injury				Deficit due to pay increases and weekday holidays					
\$174,684	\$1,000.00	12100001	50510	Police Lieutenants	\$1,000.00	12100006	57340	Dues and Subscriptions		\$2,300	
	Reason:	Surplus due to injury				Increased dues rates					
\$174,684	\$1,000.00	12100001	50510	Police Lieutenants	\$1,000	12100006	52010	Translation Service		\$1,300	
	Reason:	surplus due to injury				High translator usage					
	\$100,000.00	Total			\$100,000.00	Total					

CITY OF MARLBOROUGH BUDGET TRANSFERS -											
DEPT:	Police									FY:	2015
	FROM ACCOUNT:					TO ACCOUNT:					
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:		Available Balance	
\$16,130	\$1,300.00	12100001	50435	Police Specialists	\$1,300.00	12100006	53816	ACO Callout		\$192	
	Reason:	Surplus due to unfilled positions				Deficit due to higher call out frequency					
\$16,130	\$1,000.00	12100001	50435	Police Specialists	\$1,000	12100004	53817	Kennel Services		\$1,188	
	Reason:	Surplus due to unfilled positions				Higher than expected kenneling services					
	\$2,300.00	Total			\$2,300.00	Total					



IN CITY COUNCIL

Marlborough, Mass.,

FEBRUARY 23, 2015

PAGE 3

ORDERED:

CITY OF MARLBOROUGH BUDGET TRANSFERS --										
		DEPT: Department of Public Works						FISCAL YEAR: 2015		
		FROM ACCOUNT:						TO ACCOUNT:		
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$25,000	\$25,000	14001106	59570	Chapter 90 Construction	\$1,895	14001103	51240	Temporary Part-time (Eng)	\$3,865	
		Reason: Anticipated surplus						Anticipated funds for season help program		
\$329,399	\$8,040	14001303	50740	Equipment Operators	\$500	14001103	51310	Overtime-regular (Eng)	\$729	
		Reason: Money available due to previous vacancy						Anticipated cost to cover remainder of FY15		
					\$22,605.00	51090006	54620	Maintenance-trenches	\$9,756	
								Anticipated cost to permanently repair water trenches		
					\$6,500	14001301	50690	Foreman (Sts)	\$97,042	
								Anticipated cost to cover remainder of FY15		
					\$1,040	14001303	51240	Temporary Part-time (Sts)	\$1,760	
								Anticipated funds for seasonal help program		
					\$500	14001303	51310	Overtime-regular (Sts)	\$814	
								Anticipated cost to cover remainder of FY15		
\$33,040		Total			\$33,040	Total				



IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 23, 2015
PAGE 4

ORDERED:

CITY OF MARLBOROUGH										
BUDGET TRANSFERS -										
DEPT:							FISCAL YEAR:			
		FROM ACCOUNT:					TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Amount	Available Balance
\$329,399	\$36,610	14001303	50740	Equipment Operators	\$8,000	14001304	53140	Contract Services		\$0
	Reason:	Money available due to previous vacancy				Anticipated cost to cover remainder of FY15				
\$29,492	\$4,700	14001401	50690	Foreman	\$10,000	14001305	55310	Highway Construction Mat.		\$21,343
	Reason:	Money available due to previous vacancy				Anticipated cost to cover remainder of FY15				
					\$1,650	14001306	55400	Sidewalk Maintenance		\$108
						Anticipated cost to cover remainder of FY15				
					\$16,960	61090006	54620	Maintenance-trenches		\$9,756
						Anticipated cost to permanently repair water trenches				
					\$1,450	14001403	51240	Summer Part-time (FI)		\$3,560
						Anticipated funds for season help program				
					\$900	14001403	51470	Interim Foreman (FI)		\$664
						Anticipated cost to cover remainder of FY15				
					\$2,350.00	61090006	54620	Maintenance-trenches		\$9,756
						Anticipated cost to permanently repair water trenches				
	\$41,310	Total			\$41,310	Total				



IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 23, 2015
PAGE 5

ORDERED:

CITY OF MARLBOROUGH BUDGET TRANSFERS --									
DEPT:					FISCAL YEAR:				
FROM ACCOUNT:					TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$138,599	\$25,000	14001501	50690	Foreman	\$15,000	14001503	51240	Temporary Part-time (FPC)	\$13,675
		Reason: Money Available due to W.C.				Anticipated funds for season help program			
\$310,185	\$7,900	14001503	50740	Equipment Operator	\$2,000	14001503	51310	Overtime-Regular (FPC)	\$5,005
		Reason: Money Available due to W.C.				Emergency response as well as weekend burials			
					\$2,000	14001503	51470	Interim Foreman (FPC)	\$2,281
						Anticipated cost to cover remainder of FY15			
					\$6,000	14001504	53140	Contract Services	\$17,616
						Anticipated cost to cover remainder of FY15			
					\$200	14001503	51990	Meal Allowance	\$108
						Anticipated cost to cover remainder of FY15			
					\$1,700	14001504	53810	Insect & Pest Control	\$72
						Anticipated cost to cover remainder of FY15			
					\$6,000	14001505	54610	General Material (FPC)	\$1,156
						Anticipated cost to cover remainder of FY15			
	\$32,900	Total			\$32,900	Total			



IN CITY COUNCIL

Marlborough, Mass.,

FEBRUARY 23, 2015

PAGE 6

ORDERED:

CITY OF MARLBOROUGH BUDGET TRANSFERS -									
DEPT:					FISCAL YEAR:				
FROM ACCOUNT:					TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$310,185	\$21,100	14001503	50740	Equipment Operator	\$8,000	14001506	58420	Guardrail & Fencing (FPC)	\$934
		Reason: Money Available due to W.C.				Anticipated cost to cover remainder of FY15			
\$6,160	\$6,000	60081004	52570	Service Contract	\$13,100.00	61090006	54620	Maintenance-trenches	\$9,756
		Reason: Anticipated surplus				Anticipated cost to permanently repair water trenches			
\$116,197	\$12,900	60081006	55950	East Waste Water Treat Pit.	\$6,000	60080003	51380	Overtime-Water/Sewer (SS)	\$1,804
		Reason: Anticipated surplus				Police			
						Higher than anticipated system repairs			
\$30,338	\$720	60085006	55980	West Wastes Water Treat. Pit.	\$2,000	60081003	51310	Overtime-Regular (EWTP)	\$8,234
		Reason: Anticipated surplus				Higher than anticipated system repairs			
					\$900	60081003	51470	Interim Foreman (EWTP)	\$41
						Anticipated cost to cover remainder of FY15			
					\$10,000.00	61090006	54620	Maintenance-trenches	\$9,756
						Anticipated cost to permanently repair water trenches			
					\$720	60085003	51470	Interim Foreman (WWTP)	\$33
						Anticipated cost to cover remainder of FY15			
	\$40,720	Total			\$40,720	Total			



IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 23, 2015
PAGE 7

ORDERED:

CITY OF MARLBOROUGH BUDGET TRANSFERS -										
DEPT:					FISCAL YEAR:					
FROM ACCOUNT:					TO ACCOUNT:					
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$56,293	\$50,000.00	60086006	52935	Solid Waste Disposai	\$20,000.00	60086006	53142	Protection Services	\$0	
	Reason:	Anticipated surplus				Anticipated cost to cover remainder of FY15				
\$109,621	\$105,600.00	61090006	52322	Water-Marlboro Plant	\$30,000.00	61090006	54620	Maintenance-trenches	\$9,756	
	Reason:	Anticipated surplus				Anticipated cost to permanently repair water trenches				
\$82,017	\$12,000.00	61090001	50690	Foreman	\$30,000.00	61090003	51310	Overtime-Regular	\$19,733	
	Reason:	Money available due to retirement				Higher than anticipated system repairs				
					\$5,600.00	61090006	54620	Maintenance-trenches	\$9,756	
						Anticipated cost to permanently repair water trenches				
					\$70,000.00	61090006	55740	Water Meters	\$5,001	
						Replacement for stopped residential meters.				
					\$5,000.00	61090003	51240	Summer Part-time	\$3,062	
						Adding additional temporary help for hydrant painting program				
					\$7,000.00	61090003	51380	Overtime-Water/Sewer	\$615	
								Police		
						Higher than anticipated system repairs				
	\$167,600	Total			\$167,600	Total				



IN CITY COUNCIL

Marlborough, Mass.,

FEBRUARY 23, 2015

PAGE 8

ORDERED:

CITY OF MARLBOROUGH BUDGET TRANSFERS --									
DEPT:					FISCAL YEAR:				
FROM ACCOUNT:					TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$82,017	\$9,000.00	61090001	50690	Foreman	\$4,000.00	61090003	51470	Interim Foreman	\$1,467
	Reason:	Money available due to retirement				Anticipated cost to cover remainder of FY15			
					\$5,000.00	61090003	51990	Meal Allowance	\$42
						Anticipated cost to cover remainder of FY15			
\$50,000	\$50,000	60080004	53110	Legal Service	\$50,000.00	61090006	54620	Maintenance-trenches	\$9,756
	Reason:	Anticipated surplus				Anticipated cost to permanently repair water trenches			
\$10,000	\$10,000.00	60086006	58654	Hazmat Collection Day	\$10,000.00	61090006	54620	Maintenance-trenches	\$9,756
	Reason:	Anticipated surplus				Anticipated cost to permanently repair water trenches			
\$12,000	\$6,000.00	60086006	52940	Transfer Station	\$6,000.00	61090006	54620	Maintenance-trenches	\$9,756
	Reason:	Anticipated surplus				Anticipated cost to permanently repair water trenches			
\$20,000	\$20,000.00	14001004	53140	Contract Services	\$20,000.00	61090006	54620	Maintenance-trenches	\$9,756
	Reason:	Anticipated surplus				Anticipated cost to permanently repair water trenches			
\$40,096	\$3,500.00	14001001	50600	DPW Commissioner	\$3,500.00	61090006	54620	Maintenance-trenches	\$9,756
	Reason:	Money available due to step increases				Anticipated cost to permanently repair water trenches			
	\$98,500	Total			\$98,500	Total			



IN CITY COUNCIL

Marlborough, Mass.,

FEBRUARY 23, 2015

PAGE 9

ORDERED:

CITY OF MARLBOROUGH BUDGET TRANSFERS --									
DEPT:					FISCAL YEAR:				
FROM ACCOUNT:					TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$39,525	\$6,000.00	14001101	50640	City Engineer	\$62,500.00	61090006	54620	Maintenance-trenches	\$9,756
	Reason:	Money available due to step increases				Anticipated cost to permanently repair water trenches			
\$21,835	\$3,300.00	60080001	50580	Assistant Chemist					
	Reason:	Money available due to previous vacancy							
\$34,475	\$600.00	60080001	50630	Assistant Commissioner					
	Reason:	Money available due to step increases							
\$125,027	\$8,700.00	60081001	50850	Sewer Tr. Pll. Operator					
	Reason:	Money available due to previous vacancy							
\$104,633	\$8,700.00	60085001	50850	Sewer Tr. Pll. Operator					
	Reason:	Money available due to previous vacancy							
\$151,411	\$35,000.00	14001406	54830	Fuel & Lubricant					
	Reason:	Anticipated surplus due to fluctuation in fuel cost							
	\$62,500	Total			\$62,500	Total			



IN CITY COUNCIL

Marlborough, Mass.,

FEBRUARY 23, 2015

PAGE 10

ORDERED:

BUDGET TRANSFERS --									
DEPT:					FISCAL YEAR:				
FROM ACCOUNT:					TO ACCOUNT:				
Available	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available
Balance									Balance
\$473	\$473.49	60081003	51430	Longevity	\$25,437.16	61090008	55740	Water Meters	\$5,001
		Reason: Money available due to previous vacancy				Replacement for stopped residential meters.			
\$2,500	\$2,500.00	60081003	51440	Education Incentive					
		Reason: Money available due to previous vacancy							
\$1,196	\$1,195.54	60085003	51920	Sick Leave Buy Back					
		Reason: Money available due to vacancy							
\$14,000	\$14,000.00	60081004	53174	Contract Services/Lab Testing					
		Reason: Anticipated surplus							
\$4,500	\$4,500.00	60081004	53180	Prof. & Tech Services					
		Reason: Anticipated surplus							
\$2,500	\$2,200.00	60081003	51440	Educational Incentives					
		Reason: Money available due to previous vacancy							
\$568	\$568.13	61090003	51430	Longevity					
		Reason: Money available due to previous vacancy							
	\$25,437	Total			\$25,437	Total			



IN CITY COUNCIL

Marlborough, Mass.,

FEBRUARY 23, 2015

PAGE 11

ORDERED:

CITY OF MARLBOROUGH BUDGET TRANSFERS -										
DEPT:								FISCAL YEAR:		
		FROM ACCOUNT:				TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$3,330	\$3,330.00	61090003	51440	Education Incentive	\$7,639.86	61090006	55740	Water Meters	\$5,001	
		Reason: Money available due to previous vacancy				Replacement for stopped residential meters.				
\$310	\$309.86	60080003	51920	Sick Leave Buy Back						
		Reason: Anticipated surplus								
\$4,226	\$4,000.00	61090006	54280	Water Billing						
		Reason: Anticipated surplus								
	\$7,640	Total			\$7,640	Total				

CITY OF MARLBOROUGH BUDGET TRANSFERS -										
DEPT:		PUBLIC FACILITES						FISCAL YEAR:		2015
		FROM ACCOUNT:				TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$44,148.00	\$2,000.00	11920001	50690	Foreman	\$500.00	11920002	50520	Principle Clerk	\$8,406.00	
		Reason: Surplus due to vacancy				Anticipated funds to cover remainder of fiscal year				
					\$1,500.00	11920001	50385	Electrician	\$19,648.00	
						Anticipated funds to cover remainder of fiscal year				
	\$2,000.00	Total			\$2,000.00	Total				



IN CITY COUNCIL

Marlborough, Mass., **FEBRUARY 23, 2015**
PAGE 12

ORDERED:

CITY OF MARLBOROUGH BUDGET TRANSFERS --										
	DEPT:		Legal				FISCAL YEAR:		2015	
Available			FROM ACCOUNT:				TO ACCOUNT:		Available	
Balance	Amount	Org Code	Object	Account Description:		Amount	Org Code	Object	Account Description:	Balance
\$350,783.13	\$156,000.00	60075206	59050	Interest Expense-Sewer		\$136,000.00	11510004	53110	Legal Services	\$15,481.55
	Reason:	Surplus					Anticipated costs to cover thru year end			
\$11,422.30	\$500.00	11510006	57600	Claims & Judgements		\$20,000.00	11510006	53880	Registry of Deeds	\$175.00
	Reason:	Anticipated surplus					Anticipated costs to cover thru year end			
						\$500.00	11510006	57100	Instate Travel	\$52.26
	Reason:						Anticipated costs to cover thru year end			
	\$156,500.00	Total				\$156,500.00	Total			

CITY OF MARLBOROUGH BUDGET TRANSFERS --										
	DEPT:		Fire Department				FISCAL YEAR:		2015	
Available			FROM ACCOUNT:				TO ACCOUNT:		Available	
Balance	Amount	Org Code	Object	Account Description:		Amount	Org Code	Object	Account Description:	Balance
\$1,339,078.66	\$44,380.99	12200001	50450	Firefighter		\$32,389.25	12200001	50130	Fire Chief	\$22,588.51
	Reason:	Funds available due to vacant new hire position					To fund Fire Chief thru 6/30/15			
						\$11,991.74	12200001	50335	Deputy Chiefs	\$123,113.56
	Reason:						To fund Deputy Chief thru 6/30/15			
	\$44,380.99	Total				\$44,380.99	Total			

ADOPTED

ORDER NO. 15-1006109-2



RECEIVED
CITY CLERK'S OFFICE
OF MARLBOROUGH
FEB 19 A 11:38

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

6
Arthur G. Vigeant
MAYOR

Michael C. Berry
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

February 19, 2015

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

*30K
App Veterans transfer
sent out to Finance*

RE: Mid-year Transfer Requests

Honorable President Pope and Councilors:

Enclosed for your approval are various mid-year transfer requests from the Legal Department, Department of Public Works (DPW), Public Facilities Office, Veterans Services Office, Fire Department and the Police Department.

The enclosed request for the Fire Department provides funding to the salary line items for the new Fire Chief and the new Deputy Chief which were depleted due to contractual retirement payouts. The remaining requests come with a cover letter from the respective department head providing you with further details.

As always, department heads 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



City of Marlborough
Office of the Comptroller

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

February 19, 2015

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

RE: TRANSFER REQUESTS

Dear Mayor Vigeant,

Enclosed herewith are the Comptroller's Department transfer requests for FY 2015. These requests are being funded by surpluses from accounts within the operating budget. Explanations for the transfers have been included with each line item.

Please contact me if you require any additional information.

Sincerely,

Brian Doheny
Comptroller



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 17, 2015

Dear Mayor Vigeant:

Per the attached transfer request forms, I am requesting seven internal transfers to allow for sufficient funds to be properly allocated to the appropriate line items within the police department budget. One request is to transfer funds to the Regular Overtime account, which will be in deficit without the transfer due to the large number of injuries and vacancies due to retirements we have experienced since July. There are also requests to transfer funds into the Meals for Prisoners, Holiday, Dues and Subscriptions, Translation Services, ACO Callout, and Kenneling accounts to allow for sufficient funds to fully cover these accounts for the remainder of the fiscal year.

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

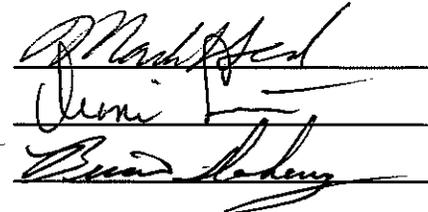
FY: 2015

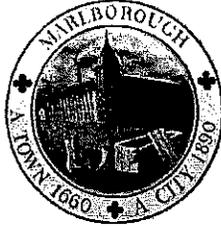
Available Balance	Amount	FROM ACCOUNT:			Amount	TO ACCOUNT:			Available Balance
		Org Code	Object	Account Description:		Org Code	Object	Account Description:	
<u>\$1,127,393</u>	<u>\$85,000.00</u>	<u>12100001</u>	<u>50420</u>	<u>Police Officers</u>	<u>\$85,000.00</u>	<u>12100003</u>	<u>51310</u>	<u>OT - Regular</u>	<u>\$87,905</u>
	Reason:	<u>Surplus due to vacancies and injuries</u>				<u>Deficit due to high number of injuries and other leave</u>			
<u>\$174,684</u>	<u>\$1,000.00</u>	<u>12100001</u>	<u>50510</u>	<u>Police Lieutenants</u>	<u>\$1,000</u>	<u>12100006</u>	<u>55882</u>	<u>Meals for Prisoners</u>	<u>\$1,364</u>
	Reason:	<u>Surplus due to injury</u>				<u>Higher than expected number of long term prisoners</u>			
<u>\$174,684</u>	<u>\$12,000.00</u>	<u>12100001</u>	<u>50510</u>	<u>Police Lieutenants</u>	<u>\$12,000</u>	<u>12100003</u>	<u>51490</u>	<u>Holiday</u>	<u>\$74,418</u>
	Reason:	<u>Surplus due to injury</u>				<u>Deficit due to pay increases and weekday holidays</u>			
<u>\$174,684</u>	<u>\$1,000.00</u>	<u>12100001</u>	<u>50510</u>	<u>Police Lieutenants</u>	<u>\$1,000.00</u>	<u>12100006</u>	<u>57340</u>	<u>Dues and Subscriptions</u>	<u>\$2,300</u>
	Reason:	<u>Surplus due to injury</u>				<u>Increased dues rates</u>			
<u>\$174,684</u>	<u>\$1,000.00</u>	<u>12100001</u>	<u>50510</u>	<u>Police Lieutenants</u>	<u>\$1,000</u>	<u>12100006</u>	<u>52010</u>	<u>Translation Service</u>	<u>\$1,300</u>
	Reason:	<u>surplus due to injury</u>				<u>High translator usage</u>			
	<u>\$100,000.00</u>	Total			<u>\$100,000.00</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:





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

February 18, 2015

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 inter-departmental transfer requests for FY 2015. These requests are being funded from surpluses within our operating budget. 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: 2015

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$25,000</u>	<u>\$25,000</u>	<u>14001106</u>	<u>59570</u>	<u>Chapter 90 Construction</u>	<u>\$1,895</u>	<u>14001103</u>	<u>51240</u>	<u>Temporary Part-time (Eng)</u>	<u>\$3,865</u>
				Reason: <u>Anticipated surplus</u>				<u>Anticipated funds for season help program</u>	
<u>\$329,399</u>	<u>\$8,040</u>	<u>14001303</u>	<u>50740</u>	<u>Equipment Operators</u>	<u>\$500</u>	<u>14001103</u>	<u>51310</u>	<u>Overtime-regular (Eng)</u>	<u>\$729</u>
				Reason: <u>Money available due to previous vacancy</u>				<u>Anticipated cost to cover remainder of FY15</u>	
					<u>\$22,605.00</u>	<u>61090006</u>	<u>54620</u>	<u>Maintenance-trenches</u>	<u>\$9,756</u>
								<u>Anticipated cost to permanently repair water trenches</u>	
					<u>\$6,500</u>	<u>14001301</u>	<u>50690</u>	<u>Foreman (Sts)</u>	<u>\$97,042</u>
								<u>Anticipated cost to cover remainder of FY15</u>	
					<u>\$1,040</u>	<u>14001303</u>	<u>51240</u>	<u>Temporary Part-time (Sts)</u>	<u>\$1,760</u>
								<u>Anticipated funds for seasonal help program</u>	
					<u>\$500</u>	<u>14001303</u>	<u>51310</u>	<u>Overtime-regular (Sts)</u>	<u>\$814</u>
								<u>Anticipated cost to cover remainder of FY15</u>	
	<u>\$33,040</u>		<u>Total</u>		<u>\$33,040</u>		<u>Total</u>		

Department Head signature:

Auditor signature:

Comptroller signature:

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CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT:

FISCAL YEAR:

Available Balance		FROM ACCOUNT:			TO ACCOUNT:			Available Balance
Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Amount
<u>\$329,399</u>	<u>14001303</u>	<u>50740</u>	<u>Equipment Operators</u>	<u>\$8,000</u>	<u>14001304</u>	<u>53140</u>	<u>Contract Services</u>	<u>\$0</u>
	Reason: <u>Money available due to previous vacancy</u>				Anticipated cost to cover remainder of FY15			
<u>\$29,492</u>	<u>14001401</u>	<u>50690</u>	<u>Foreman</u>	<u>\$10,000</u>	<u>14001305</u>	<u>55310</u>	<u>Highway Construction Mat.</u>	<u>\$21,343</u>
	Reason: <u>Money available due to previous vacancy</u>				Anticipated cost to cover remainder of FY15			
				<u>\$1,650</u>	<u>14001306</u>	<u>55400</u>	<u>Sidewalk Maintenance</u>	<u>\$108</u>
					Anticipated cost to cover remainder of FY15			
				<u>\$16,960</u>	<u>61090006</u>	<u>54620</u>	<u>Maintenance-trenches</u>	<u>\$9,756</u>
					Anticipated cost to permanently repair water trenches			
				<u>\$1,450</u>	<u>14001403</u>	<u>51240</u>	<u>Summer Part-time (FI)</u>	<u>\$3,560</u>
					Anticipated funds for season help program			
				<u>\$900</u>	<u>14001403</u>	<u>51470</u>	<u>Interim Foreman (FI)</u>	<u>\$664</u>
					Anticipated cost to cover remainder of FY15			
				<u>\$2,350.00</u>	<u>61090006</u>	<u>54620</u>	<u>Maintenance-trenches</u>	<u>\$9,756</u>
					Anticipated cost to permanently repair water trenches			
	<u>\$41,310</u>	<u>Total</u>		<u>\$41,310</u>	<u>Total</u>			

Department Head signature:

Auditor signature:

Comptroller signature:

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CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT:

FISCAL YEAR:

Available Balance		FROM ACCOUNT:			Amount		TO ACCOUNT:			Available Balance
Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Amount	Available Balance	
<u>\$138,599</u>	<u>\$25,000</u>	<u>14001501</u>	<u>50690</u>	<u>Foreman</u>	<u>\$15,000</u>	<u>14001503</u>	<u>51240</u>	<u>Temporary Part-time (FPC)</u>	<u>\$13,675</u>	
	Reason:	<u>Money Available due to W.C.</u>					<u>Anticipated funds for season help program</u>			
<u>\$310,185</u>	<u>\$7,900</u>	<u>14001503</u>	<u>50740</u>	<u>Equipment Operator</u>	<u>\$2,000</u>	<u>14001503</u>	<u>51310</u>	<u>Overtime-Regular (FPC)</u>	<u>\$5,005</u>	
	Reason:	<u>Money Available due to W.C.</u>					<u>Emergency response as well as weekend burials</u>			
					<u>\$2,000</u>	<u>14001503</u>	<u>51470</u>	<u>Interim Foreman (FPC)</u>	<u>\$2,281</u>	
							<u>Anticipated cost to cover remainder of FY15</u>			
					<u>\$6,000</u>	<u>14001504</u>	<u>53140</u>	<u>Contract Services</u>	<u>\$17,616</u>	
							<u>Anticipated cost to cover remainder of FY15</u>			
					<u>\$200</u>	<u>14001503</u>	<u>51990</u>	<u>Meal Allowance</u>	<u>\$108</u>	
							<u>Anticipated cost to cover remainder of FY15</u>			
					<u>\$1,700</u>	<u>14001504</u>	<u>53810</u>	<u>Insect & Pest Control</u>	<u>\$72</u>	
							<u>Anticipated cost to cover remainder of FY15</u>			
					<u>\$6,000</u>	<u>14001505</u>	<u>54610</u>	<u>General Material (FPC)</u>	<u>\$1,156</u>	
							<u>Anticipated cost to cover remainder of FY15</u>			
	<u>\$32,900</u>	<u>Total</u>			<u>\$32,900</u>	<u>Total</u>				

Department Head signature:

Auditor signature:

Comptroller signature:

[Handwritten signatures]

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT:

FISCAL YEAR:

Available Balance		FROM ACCOUNT:				TO ACCOUNT:				Available Balance
Amount	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Amount	
\$310,185	\$21,100	14001503	50740	Equipment Operator	\$8,000	14001506	58420	Guardrail & Fencing (FPC)	\$934	
	Reason:	Money Available due to W.C.				Anticipated cost to cover remainder of FY15				
\$6,160	\$6,000	60081004	52570	Service Contract	\$13,100.00	61090006	54620	Maintenance-trenches	\$9,756	
	Reason:	Anticipated surplus				Anticipated cost to permanently repair water trenches				
\$116,197	\$12,900	60081006	55950	East Waste Water Treat Plt.	\$6,000	60080003	51380	Overtime-Water/Sewer (SS) Police	\$1,804	
	Reason:	Anticipated surplus				Higher than anticipated system repairs				
\$30,338	\$720	60085006	55980	West Wastes Water Treat. Plt.	\$2,000	60081003	51310	Overtime-Regular (EWTP)	\$8,234	
	Reason:	Anticipated surplus				Higher than anticipated system repairs				
					\$900	60081003	51470	Interim Foreman (EWTP)	\$41	
					\$10,000.00	Anticipated cost to cover remainder of FY15				
						61090006	54620	Maintenance-trenches	\$9,756	
						Anticipated cost to permanently repair water trenches				
					\$720	60085003	51470	Interim Foreman (WWTP)	\$33	
						Anticipated cost to cover remainder of FY15				
	\$40,720	Total			\$40,720	Total				

Department Head signature:

Auditor signature:

Comptroller signature:

[Handwritten signatures]

CITY OF MARLBOROUGH
BUDGET TRANSFERS -

DEPT:

FISCAL YEAR:

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$56,293</u>	<u>\$50,000.00</u>	<u>60086006</u>	<u>52935</u>	<u>Solid Waste Disposal</u>	<u>\$20,000.00</u>	<u>60086006</u>	<u>53142</u>	<u>Protection Services</u>	<u>\$0</u>
	Reason:	<u>Anticipated surplus</u>				<u>Anticipated cost to cover remainder of FY15</u>			
<u>\$109,621</u>	<u>\$105,600.00</u>	<u>61090006</u>	<u>52322</u>	<u>Water-Marlboro Plant</u>	<u>\$30,000.00</u>	<u>61090006</u>	<u>54620</u>	<u>Maintenance-trenches</u>	<u>\$9,756</u>
	Reason:	<u>Anticipated surplus</u>				<u>Anticipated cost to permanently repair water trenches</u>			
<u>\$82,017</u>	<u>\$12,000.00</u>	<u>61090001</u>	<u>50690</u>	<u>Foreman</u>	<u>\$30,000.00</u>	<u>61090003</u>	<u>51310</u>	<u>Overtime-Regular</u>	<u>\$19,733</u>
	Reason:	<u>Money available due to retirement</u>				<u>Higher than anticipated system repairs</u>			
					<u>\$5,600.00</u>	<u>61090006</u>	<u>54620</u>	<u>Maintenance-trenches</u>	<u>\$9,756</u>
						<u>Anticipated cost to permanently repair water trenches</u>			
					<u>\$70,000.00</u>	<u>61090006</u>	<u>55740</u>	<u>Water Meters</u>	<u>\$5,001</u>
						<u>Replacement for stopped residential meters.</u>			
					<u>\$5,000.00</u>	<u>61090003</u>	<u>51240</u>	<u>Summer Part-time</u>	<u>\$3,062</u>
						<u>Adding additional temporary help for hydrant painting program</u>			
					<u>\$7,000.00</u>	<u>61090003</u>	<u>51380</u>	<u>Overtime-Water/Sewer Police</u>	<u>\$615</u>
						<u>Higher than anticipated system repairs</u>			
	<u>\$167,600</u>	Total			<u>\$167,600</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:

[Handwritten signatures]

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT:

FISCAL YEAR:

Available Balance		FROM ACCOUNT:				TO ACCOUNT:				Available Balance
Amount	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Amount	
<u>\$82,017</u>	<u>\$9,000.00</u>	<u>61090001</u>	<u>50690</u>	<u>Foreman</u>	<u>\$4,000.00</u>	<u>61090003</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$1,467</u>	
	Reason:	<u>Money available due to retirement</u>					<u>Anticipated cost to cover remainder of FY15</u>			
					<u>\$5,000.00</u>	<u>61090003</u>	<u>51990</u>	<u>Meal Allowance</u>	<u>\$42</u>	
		<u>Anticipated cost to cover remainder of FY15</u>					<u>Anticipated cost to cover remainder of FY15</u>			
<u>\$50,000</u>	<u>\$50,000</u>	<u>60080004</u>	<u>53110</u>	<u>Legal Service</u>	<u>\$50,000.00</u>	<u>61090006</u>	<u>54620</u>	<u>Maintenance-trenches</u>	<u>\$9,756</u>	
	Reason:	<u>Anticipated surplus</u>					<u>Anticipated cost to permanently repair water trenches</u>			
<u>\$10,000</u>	<u>\$10,000.00</u>	<u>60086006</u>	<u>58654</u>	<u>Hazmat Collection Day</u>	<u>\$10,000.00</u>	<u>61090006</u>	<u>54620</u>	<u>Maintenance-trenches</u>	<u>\$9,756</u>	
	Reason:	<u>Anticipated surplus</u>					<u>Anticipated cost to permanently repair water trenches</u>			
<u>\$12,000</u>	<u>\$6,000.00</u>	<u>60086006</u>	<u>52940</u>	<u>Transfer Station</u>	<u>\$6,000.00</u>	<u>61090006</u>	<u>54620</u>	<u>Maintenance-trenches</u>	<u>\$9,756</u>	
	Reason:	<u>Anticipated surplus</u>					<u>Anticipated cost to permanently repair water trenches</u>			
<u>\$20,000</u>	<u>\$20,000.00</u>	<u>14001004</u>	<u>53140</u>	<u>Contract Services</u>	<u>\$20,000.00</u>	<u>61090006</u>	<u>54620</u>	<u>Maintenance-trenches</u>	<u>\$9,756</u>	
	Reason:	<u>Anticipated surplus</u>					<u>Anticipated cost to permanently repair water trenches</u>			
<u>\$40,096</u>	<u>\$3,500.00</u>	<u>14001001</u>	<u>50600</u>	<u>DPW Commissioner</u>	<u>\$3,500.00</u>	<u>61090006</u>	<u>54620</u>	<u>Maintenance-trenches</u>	<u>\$9,756</u>	
	Reason:	<u>Money available due to step increases</u>					<u>Anticipated cost to permanently repair water trenches</u>			
	<u>\$98,500</u>	Total			<u>\$98,500</u>	Total				

Department Head signature:

Auditor signature:

Comptroller signature:

[Handwritten signatures]

CITY OF MARLBOROUGH
BUDGET TRANSFERS –

DEPT:

FISCAL YEAR:

FROM ACCOUNT:

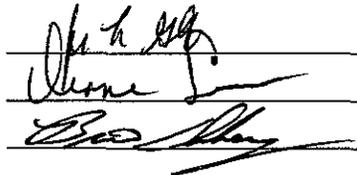
TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$39,525</u>	<u>\$6,000.00</u>	<u>14001101</u>	<u>50640</u>	<u>City Engineer</u>	<u>\$62,500.00</u>	<u>61090006</u>	<u>54620</u>	<u>Maintenance-trenches</u>	<u>\$9,756</u>
	Reason:	<u>Money available due to step increases</u>				<u>Anticipated cost to permanently repair water trenches</u>			
<u>\$21,835</u>	<u>\$3,300.00</u>	<u>60080001</u>	<u>50580</u>	<u>Assistant Chemist</u>					
	Reason:	<u>Money available due to previous vacancy</u>							
<u>\$34,475</u>	<u>\$800.00</u>	<u>60080001</u>	<u>50630</u>	<u>Assistant Commissioner</u>					
	Reason:	<u>Money available due to step increases</u>							
<u>\$125,027</u>	<u>\$8,700.00</u>	<u>60081001</u>	<u>50850</u>	<u>Sewer Tr. Pit. Operator</u>					
	Reason:	<u>Money available due to previous vacancy</u>							
<u>\$104,633</u>	<u>\$8,700.00</u>	<u>60085001</u>	<u>50850</u>	<u>Sewer Tr. Pit. Operator</u>					
	Reason:	<u>Money available due to previous vacancy</u>							
<u>\$151,411</u>	<u>\$35,000.00</u>	<u>14001406</u>	<u>54830</u>	<u>Fuel & Lubricant</u>					
	Reason:	<u>Anticipated surplus due to fluctuation in fuel cost</u>							
	<u>\$62,500</u>	Total			<u>\$62,500</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:



CITY OF MARLBOROUGH
BUDGET TRANSFERS –

DEPT:

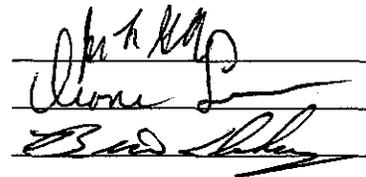
FISCAL YEAR:

Available Balance	Amount	FROM ACCOUNT:			Amount	TO ACCOUNT:			Available Balance
		Org Code	Object	Account Description:		Org Code	Object	Account Description:	
<u>\$473</u>	<u>\$473.49</u>	<u>60081003</u>	<u>51430</u>	<u>Longevity</u>	<u>\$25,437.16</u>	<u>61090006</u>	<u>55740</u>	<u>Water Meters</u>	<u>\$5,001</u>
	Reason:	<u>Money available due to previous vacancy</u>				<u>Replacement for stopped residential meters.</u>			
<u>\$2,500</u>	<u>\$2,500.00</u>	<u>60081003</u>	<u>51440</u>	<u>Education Incentive</u>					
	Reason:	<u>Money available due to previous vacancy</u>							
<u>\$1,196</u>	<u>\$1,195.54</u>	<u>60085003</u>	<u>51920</u>	<u>Sick Leave Buy Back</u>					
	Reason:	<u>Money available due to vacancy</u>							
<u>\$14,000</u>	<u>\$14,000.00</u>	<u>60081004</u>	<u>53174</u>	<u>Contract Services/Lab Testing</u>					
	Reason:	<u>Anticipated surplus</u>							
<u>\$4,500</u>	<u>\$4,500.00</u>	<u>60081004</u>	<u>53180</u>	<u>Prof. & Tech Services</u>					
	Reason:	<u>Anticipated surplus</u>							
<u>\$2,500</u>	<u>\$2,200.00</u>	<u>60081003</u>	<u>51440</u>	<u>Educational Incentives</u>					
	Reason:	<u>Money available due to previous vacancy</u>							
<u>\$568</u>	<u>\$568.13</u>	<u>61090003</u>	<u>51430</u>	<u>Longevity</u>					
	Reason:	<u>Money available due to previous vacancy</u>							
	<u>\$25,437</u>	Total			<u>\$25,437</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:



CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT:

FISCAL YEAR:

Available
Balance

FROM ACCOUNT:

TO ACCOUNT:

Available
Balance

Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:
<u>\$3,330</u>	<u>61090003</u>	<u>51440</u>	<u>Education Incentive</u>	<u>\$7,639.86</u>	<u>61090006</u>	<u>55740</u>	<u>Water Meters</u>
	Reason: <u>Money available due to previous vacancy</u>				Reason: <u>Replacement for stopped residential meters.</u>		
<u>\$310</u>	<u>60080003</u>	<u>51920</u>	<u>Sick Leave Buy Back</u>				
	Reason: <u>Anticipated surplus</u>						
<u>\$4,226</u>	<u>61090006</u>	<u>54280</u>	<u>Water Billing</u>				
	Reason: <u>Anticipated surplus</u>						
<u>\$7,640</u>	Total			<u>\$7,640</u>	Total		

Department Head signature:

Auditor signature:

Comptroller signature:

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[Signature]
[Signature]

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: PUBLIC FACILITES

FISCAL YEAR: 2015

FROM ACCOUNT:

TO ACCOUNT:

Available
Balance

Amount Org Code Object Account Description:

Amount Org Code Object Account Description:

Available
Balance

\$44,148.00

\$2,000.00 11920001 50690 Foreman

\$500.00

11920002 50520 Principle Clerk

\$8,406.00

Reason: Suprius due to vacancy

Anticipated funds to cover remainder of fiscal year

\$1,500.00

11920001 50385 Electrician

\$19,648.00

Anticiapted funds to cover remainder of fiscal year

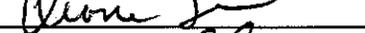
\$2,000.00 Total

\$2,000.00 Total

Department Head signature:



Auditor signature:



Comptroller signature:





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

MEMORANDUM

TO: Arthur Vigeant, Mayor
FROM: Don Rider, Solicitor *DR*
DATE: February 19, 2015
RE: Requested Transfers

This memo is provided in support of the Legal Department's request for several transfers:

- 1) It is anticipated that the Legal Services account (#115100004 53110) will be short of funds for the balance of this fiscal year, due to projected expenses for services being rendered by labor counsel and other outside counsel, as well deductibles for insurance defense litigation. A transfer of \$136,000 from Interest Expense-Sewer to Legal Services is requested.
- 2) It is anticipated that the Registry of Deeds account (#11510006 53880) will be short of funds for the balance of this fiscal year, due to projected expenses for a title search, recordings, and a land registration process. A transfer of \$20,000 from Interest Expense-Sewer to Registry of Deeds is requested.
- 3) It is anticipated that the In-State Travel account (#11510006 57100) will be short of funds for the balance of this fiscal year, due to projected expenses for travel to and from court-scheduled events and professional development events. A transfer of \$500.00 from Claims & Judgments to In-State Travel is requested.

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Fire Department

FISCAL YEAR: 2015

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$1,339,078.66	\$44,380.99	12200001	50450	Firefighter	\$32,389.25	12200001	50130	Fire Chief	\$22,588.51
	Reason:	Funds available due to vacant new hire position				To fund Fire Chief thru 6/30/15			
					\$11,991.74	12200001	50335	Deputy Chiefs	\$123,113.56
	Reason:					To fund Deputy Chief thru 6/30/15			
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	\$44,380.99	Total			\$44,380.99	Total			

Department Head signature:

Geoffrey Herald

Auditor signature:

Doni

Comptroller signature:

Ben [Signature]



IN CITY COUNCIL

FEBRUARY 23, 2015

Marlborough, Mass., _____

ORDERED:

That the Fire Department transfer request in the amount of \$106,270.33 which moves funds from Firefighter to Overtime to fund overtime costs in the Fire Department, be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH BUDGET TRANSFERS --										
	DEPT:	FIRE					FISCAL YEAR:	15		
			FROM ACCOUNT:				TO ACCOUNT:			
Available										Available
Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:		Balance
\$1,339,078.66	\$64,183.57	12200001	50450	FIREFIGHTER	\$64,183.57	12200003	51300	OVERTIME		\$12,065.41
	Reason:	Transfer is available due to 111F payments								
\$1,339,078.66	\$42,086.76	12200001	50450	FIREFIGHTER	\$42,086.76	12200003	51300	OVERTIME		\$12,065.41
	Reason:	Transfer is available due to a retirement								
	\$106,270.33	Total			\$106,270.33	Total				

ADOPTED

ORDER NO. 15-1006110



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 FEB 19 A 11:58

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

7
Arthur G. Vigeant
MAYOR

Michael C. Berry
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

February 19, 2015

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

RE: Transfer Request – Fire Department

Honorable President Pope and Councilors:

Enclosed for your approval is a transfer request in the amount of \$106,270.33 to fund overtime costs in the Marlborough Fire Department. I have attached with this request correspondence from Interim Fire Chief Geoff Herald.

The funds for this request are available due to 111F payments and a vacancy in the firefighter line item. Chief Herald will be available to attend your next Finance Committee meeting to further discuss this request. Thank you in advance for your consideration.

Sincerely,

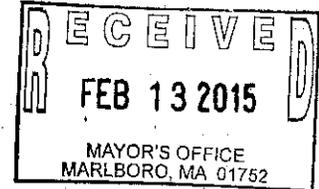
Arthur G. Vigeant
Mayor



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

February 13, 2015

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



Re: Transfer Request

Dear Mayor Vigeant,

I am submitting for your approval an overtime transfer request totaling \$106,270.33.

The first portion of this request is from 111F payments in the amount of \$64,183.57. The second portion of the request is \$42,086.76; this is available due to a Firefighter retirement which left a vacant position.

\$106,270.33 from 12200001-50450 (Firefighter) to 12200003-51300 (overtime)

This transfer is necessary due to the severe winter weather we have been experiencing combined with injuries, retirements, vacant positions and personal medical reasons.

Please feel free to contact me if you have any questions.

Sincerely,

Geoff Herald
Fire Chief



IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 23, 2015

ORDERED:

That the Employee Retirements transfer request in the amount of \$58,170.18 which moves funds from and to various accounts as noted in the attached spreadsheets to fund sick leave buyback and unused vacation payouts for retiring employees, be and is herewith refer to **FINANCE COMMITTEE**.

CITY OF MARLBOROUGH BUDGET TRANSFERS --										
DEPT:		Police				FISCAL YEAR:		2015		
FROM ACCOUNT:						TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$240,730.90	\$20,165.18	11990006	51500	Fringes	\$20,165.18	12100003	51920	Sick Leave Buy Back	\$8,886.30	
				Sick leave buy back				Retirement		
	\$20,165.18	Total			\$20,165.18	Total				

CITY OF MARLBOROUGH BUDGET TRANSFERS --										
DEPT:		Board of Health				FISCAL YEAR:		2015		
FROM ACCOUNT:						TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$240,730.90	\$13,375.00	11990006	51500	Fringes	\$12,375.00	15120001	50605	Sanitarian/Admin	\$12,954.08	
				Vacation and sick leave buy back				Retirement		
					\$1,000.00	15120003	51920	Sick Leave Buy Back	\$3.82	
								Retirement		
	\$13,375.00	Total			\$13,375.00	Total				

CITY OF MARLBOROUGH BUDGET TRANSFERS --										
DEPT:		DPW - Streets Division				FISCAL YEAR:		2015		
FROM ACCOUNT:						TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$240,730.90	\$24,630.00	11990006	51500	Fringes	\$24,630.00	14001303	51920	Sick Leave Buy Back	\$0.00	
		Reason:		Sick Leave Buy Back				Retirement		
	\$24,630.00	Total			\$24,630.00	Total				

ADOPTED

ORDER NO. 15-1006111



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 FEB 19 A 11:38

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

8

Arthur G. Vigeant
MAYOR

Michael C. Berry
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

February 19, 2015

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

Jim Cmle

RE: Transfer Request – Employee Retirements

Honorable President Pope and Councilors:

Enclosed for your approval are three transfer requests to fund the benefits due to retiring employees from the Police Department, Board of Health, and Department of Public Works (DPW). The requests total \$58,170.18 in sick leave buyback and unused vacation payouts.

The employees involved in these requests are both union and nonunion. Benefits afforded to these employees are either collectively bargained or are contained within the city's General Code.

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

Sincerely,

Arthur G. Vigeant
Mayor



IN CITY COUNCIL

Marlborough, Mass., FEBRAURY 23, 2015

ORDERED:

That the Assistant Sanitarian's starting step commence at Step 1, be and is herewith refer to **FINANCE COMMITTEE.**

ADOPTED

ORDER NO. 15-1006112



RECEIVED
CLERK'S OFFICE
OF MARLBOROUGH

FEB 19 A 11:39

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

February 19, 2015

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

fin

RE: Approval of Step Increase for Assistant Sanitarian

Honorable President Pope and Councilors:

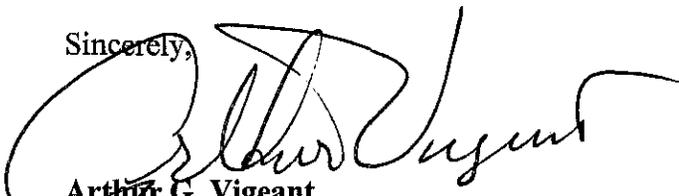
I am pleased to inform you that the Board of Health recently appointed Mr. John Garside as an Assistant Sanitarian. As you will see from Mr. Garside's resume, we are fortunate to have attracted such an experienced professional for this position.

Although Mr. Garside is returning to the public health field after pursuing a career in construction management, he carries nearly ten years of experience as a Health Agent and Health Director in several different communities. Furthermore, Mr. Garside is current on all of his necessary certifications to hit the ground running.

Due to his substantial experience and the value his experience will mean in the Board of Health Office, I respectfully seek your approval to start Mr. Garside at "Step 1" of the salary schedule for Assistant Sanitarian, which is \$47,096.59. Pending your final approval of the Board of Health transfer request previously submitted to you, there are sufficient funds for this adjustment.

Thank you in advance for your consideration. Please do not hesitate to contact my office with any questions or concerns.

Sincerely,


Arthur G. Vigeant
Mayor

John R. Garside
566 Old Dunstable Road
Groton, MA 01450

OBJECTIVE: A progressively challenging public health opportunity that utilizes my public and private sector experience, motivation, and management skills.

EDUCATION: UNIVERSITY OF MASSACHUSETTS at LOWELL.
Masters in Environmental Studies, 15/30 required credits completed
Masters of Management Science in Manufacturing Engineering
Bachelor of Science in Industrial Technology

EXPERIENCE:
7/03 - Present

Wescon Inc., Westford, MA.

Project Manager. Duties: manage all aspects of residential/commercial development and construction; estimating; budgeting; cost analysis; scheduling; procurement of materials and contractors; quality control; supervising staff and subcontractors; inspections for code compliance and architectural detail; and serving as liaison to clients and sales associates.

11/99 - 7/03

Westford Board of Health, Westford, MA

Director of Environmental Services. Duties: review and permitting of title 5 disposal systems; inspection of recreational camps, pools, beaches, wells, food establishments, housing; responding to nuisance complaints; processing beaver management applications; working with the mosquito control program regarding program implementation and public education; organizing and maintaining the permitting database; participating in Health Fair; reviewing subdivisions, site plans, and special permit requests; and overall health program development.

5/98 - 11/99

Ipswich Board of Health, Ipswich, MA.

Health Agent. Duties: review and approval of all conventional and innovative/alternative title 5 sewage disposal systems; inspection of recreational camps, bathing beaches, swimming pools, food establishments and housing; managing vaccine distribution to local providers; Tobacco Control Collaborative member; American with Disabilities Act Coordinator; administering contracts for community health nursing and counseling services, hazardous waste collection, and inspectional services; program and policy development.

5/96 - 5/98

Gardner Board of Health, Gardner, MA

Health Director. Duties and responsibilities: supervising all health department staff; preparing and managing \$1.7 million budget; administering all contracted solid waste and public health/school nursing contracts; enforcement of state sanitary and environmental codes; Tobacco Control Alliance Steering Committee member; Community Development Block Grant Steering Committee member; overall development and promotion of all public health programs.

9/94 - 5/96

Inspectional Services Department, Town of Lexington, MA

Health Agent for the Inspectional Services Department. Duties: investigate communicable disease and food-borne illness complaints; resolving miscellaneous public health complaints; management of vaccine distribution program; participate in flu clinics and hazardous waste collection events; title 5 enforcement and plan review; maintenance of permit and inspectional databases; member of Computer Network Administrators Group; inspection of camps, pools, beaches, tanning facilities, residential dwellings, asbestos removals, and food establishments.

REGISTRATIONS: Environmental Health Specialist, Mass. Registered Sanitarian, Mass. Certified Health Officer, Mass. Licensed Construction Supervisor, Mass. Licensed Lead Determinator, Mass. Licensed Soil Evaluator and Septic System Inspector, Grade 2B hoisting license, Certified Green Professional.

INTERESTS: Antique automobiles, biking and alpine skiing.



IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 9, 2015

ORDERED:

That a portion (Lot 2) containing 11.31 acres of the Hudson Street Landfill property located at Hudson Street and shown on the Marlborough Assessor's Maps as Map 30, Parcel 4, as taken by the City of Marlborough in October 5, 1959 for purposes of a public dump and other municipal purposes, is hereby permanently dedicated to park and recreation purposes under the provisions of M.G.L. c. 45, § 3; and further, that, as so dedicated, said property is hereby placed under the care, custody, management and control of the City of Marlborough Recreation Commission, be and is herewith refer to **FINANCE COMMITTEE.**

Councilor Elder recused.

ADOPTED

ORDER NO. 15-1006089-1



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2015 JAN 22 A 11:49

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

Michael C. Berry
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

16

John Bernard
JW

January 22, 2015

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

Re: Hudson Street Landfill Redevelopment

Honorable President Pope and Councilors:

As you know the City of Marlborough was informed last October of its successful pursuit of a "Parklands Acquisition and Renovation for Communities" (PARC) Grant through the Commonwealth of Massachusetts' Executive Office of Energy and Environmental Affairs (EOEEA) in the amount of \$400,000.00 to be utilized towards the redevelopment of the Hudson Street Landfill.

Although the city has been actively engaged in assessing our field needs over the past year, the landfill site never factored in to our plans. Over the past six months the city has been actively involved in discussions with a private party who is interested in making a significant private donation towards this project. With the PARC grant, this investment has the potential to cover as much as 50% of our remaining costs.

Therefore I am enclosing for your approval a bond request in the amount of \$3,095,000.00 along with other relevant documents to fund this project. I am also issuing a firm commitment to you that the city will only move forward with this project if our ongoing discussions on private investment prove successful.

Per the requirements set forth by the PARC grant regulations, the city must front the full amount of the projected costs regardless of any additional gifts or grants we receive. This is similar to how we handled the bond request for the reconstruction of Simarano Drive.

Thank you in advance for your consideration. I look forward to discussing this with you further.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures



City of Marlborough Conservation Commission

140 Main Street
Marlborough, Massachusetts 01752
Tel. (508) 460-3768 Facsimile (508) 460-3747

Edward Clancy – Chairman
Dennis Demers
Karin Paquin
Lawrence Roy
John Skarin
Allan White
David Williams
Priscilla Ryder Conservation Officer

January 22, 2015

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

RE: Votes needed for Hudson Landfill PARC Grant application

Dear Mayor Vigeant;

As part of the Parkland Acquisitions and Renovations for Communities ("PARC") grant requirements for the Hudson St. Landfill Project several votes need to be taken by City Council before the contract and project agreements can be signed and processed. These are as follows:

1. First, a vote is needed to authorize the funding for this project. It is a reimbursement grant so the entire \$3,095,000 must be appropriated up front through bond or other means.
2. Second, a vote is needed to permanently dedicate the land, which contains the portion of the landfill for the park, to recreation purposes under the provisions of M.G.L. c. 45, § 3; and further, to place said property under the care, custody, management and control of the City of Marlborough Recreation Commission.
3. Third, a vote is needed to allow you, as the Mayor, to accept the grant application and the grant award of \$400,000 towards this project.

The language for each of the above votes is attached for your review and submission to the City Council.

If you have any questions or need additional information please give me a call. I can also be available for a City Council meeting should that be necessary.

Sincerely,

Priscilla Ryder
Conservation Officer

E-mail: Dave Grasso; John Ghiloni; Don Rider

ORDERED:

That a portion (Lot 2) containing 11.31 acres of the Hudson Street Landfill property located at Hudson Street and shown on the Marlborough Assessor's Maps as Map 30, Parcel 4, as taken by the City of Marlborough in October 5, 1959 for purposes of a public dump and other municipal purposes, is hereby permanently dedicated to park and recreation purposes under the provisions of M.G.L. c. 45, § 3; and further, that, as so dedicated, said property is hereby placed under the care, custody, management and control of the City of Marlborough Recreation Commission.

In City Council
Order No. 15-
Adopted

Approved by Mayor
Arthur Vigeant
Date:

A TRUE COPY
ATTEST:



IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 9, 2015

ORDERED:

That the sum of \$3,095,000 (three million ninety-five thousand) dollars be and is hereby appropriated for the construction of municipal outdoor recreational facilities.

That to meet said appropriation, the Comptroller-Treasurer, with the approval of the Mayor, is hereby authorized to issue bonds or notes of the City of Marlborough in the amount of \$3,095,000.

Pursuant to the provisions of Chapter 44, section 7 (25) of the Massachusetts General Laws, as amended, each issue of such bonds or notes shall be payable in not more than fifteen (15) years from its date of issue, be and is herewith refer to **FINANCE COMMITTEE.**

Councilor Elder recused.

ADOPTED

ORDER NO. 15-1006089-2



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2015 JAN 22 A 11:49

City of Marlborough

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Arthur G. Vigeant
MAYOR

Michael C. Berry
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

16

Elaine ...

January 22, 2015

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

Re: Hudson Street Landfill Redevelopment

Honorable President Pope and Councilors:

As you know the City of Marlborough was informed last October of its successful pursuit of a "Parklands Acquisition and Renovation for Communities" (PARC) Grant through the Commonwealth of Massachusetts' Executive Office of Energy and Environmental Affairs (EOEEA) in the amount of \$400,000.00 to be utilized towards the redevelopment of the Hudson Street Landfill.

Although the city has been actively engaged in assessing our field needs over the past year, the landfill site never factored in to our plans. Over the past six months the city has been actively involved in discussions with a private party who is interested in making a significant private donation towards this project. With the PARC grant, this investment has the potential to cover as much as 50% of our remaining costs.

Therefore I am enclosing for your approval a bond request in the amount of \$3,095,000.00 along with other relevant documents to fund this project. I am also issuing a firm commitment to you that the city will only move forward with this project if our ongoing discussions on private investment prove successful.

Per the requirements set forth by the PARC grant regulations, the city must front the full amount of the projected costs regardless of any additional gifts or grants we receive. This is similar to how we handled the bond request for the reconstruction of Simarano Drive.

Thank you in advance for your consideration. I look forward to discussing this with you further.

Sincerely,

Arthur G. Vigeant
Arthur G. Vigeant
Mayor

Enclosures



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Allan White
David Williams
Priscilla Ryder Conservation Officer

January 22, 2015

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

RE: Votes needed for Hudson Landfill PARC Grant application

Dear Mayor Vigeant;

As part of the Parkland Acquisitions and Renovations for Communities ("PARC") grant requirements for the Hudson St. Landfill Project several votes need to be taken by City Council before the contract and project agreements can be signed and processed. These are as follows:

1. First, a vote is needed to authorize the funding for this project. It is a reimbursement grant so the entire \$3,095,000 must be appropriated up front through bond or other means.
2. Second, a vote is needed to permanently dedicate the land, which contains the portion of the landfill for the park, to recreation purposes under the provisions of M.G.L. c. 45, § 3; and further, to place said property under the care, custody, management and control of the City of Marlborough Recreation Commission.
3. Third, a vote is needed to allow you, as the Mayor, to accept the grant application and the grant award of \$400,000 towards this project.

The language for each of the above votes is attached for your review and submission to the City Council.

If you have any questions or need additional information please give me a call. I can also be available for a City Council meeting should that be necessary.

Sincerely,

Priscilla Ryder
Conservation Officer

E-mail: Dave Grasso; John Ghiloni; Don Rider

ORDERED:

That the sum of \$3,095,000 (three million ninety-five thousand) dollars be and is hereby appropriated for the construction of municipal outdoor recreational facilities.

That to meet said appropriation, the Comptroller-Treasurer, with the approval of the Mayor, is hereby authorized to issue bonds or notes of the City of Marlborough in the amount of \$3,095,000.

Pursuant to the provisions of Chapter 44, section 7 (25) of the Massachusetts General Laws, as amended, each issue of such bonds or notes shall be payable in not more than fifteen (15) years from its date of issue, be and is herewith ADOPTED.

ADOPTED

In City Council
Order No. 15-
Adopted

Approved by Mayor
Arthur Vigeant
Date:

A TRUE COPY
ATTEST:



IN CITY COUNCIL

Marlborough, Mass.,

FEBRUARY 9, 2015

PAGE 1

ORDERED:

**A RESOLUTION
TO APPLY FOR AND ACCEPT A GRANT FROM
THE COMMONWEALTH OF MASSACHUSETTS,
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS,
FOR THE HUDSON STREET LANDFILL RECREATION FACILITY**

WHEREAS, by vote of the City Council on _____, 2015, the care, custody, management and control of a portion (Lot 2) containing 11.31 acres of the Hudson Street Landfill property located at Hudson Street and shown on the Marlborough Assessor's Maps as Map 30, Parcel 4, as taken by the City of Marlborough in October 5, 1959 for purposes of a public dump and other municipal purposes, has been dedicated to park and recreation purposes under M.G.L. c. 45, § 3, and has been placed under the care, custody, management and control of the Recreation Commission of the City of Marlborough; and

WHEREAS, the Hudson Street landfill is an under-used parcel of land, and the development of this land into a large recreation center is a priority of the city of Marlborough, as evidenced by the most recent Open Space and Recreation Plan; and

WHEREAS, the main focus of a conceptual Master Plan prepared for the Hudson Street landfill's reuse is to build a new multi-purpose recreation center for the City; and

WHEREAS, the Hudson Street landfill's reuse is to be guided by the said Master Plan and will include a softball/baseball field, two multi-use fields, playground area, parking lot for 100+ parking spaces, a concession stand with restroom facilities, a water bubbler, bike racks, exercise center, picnic tables, and landscaping with the addition of 60+ trees and shrubs. In addition, a 0.25 mile walking path loop is to be developed for this project and lights will be added to extend play time on the fields; and

WHEREAS, the Commonwealth of Massachusetts' Executive Office of Energy and Environmental Affairs ("EOEEA") is offering reimbursable grants to cities and towns to support the preservation and restoration of urban parks through the Parkland Acquisitions and Renovations for Communities ("PARC") grant program (301 CMR 5.00); and



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Patricia Bernard
EXECUTIVE SECRETARY

16

Elaine ...

January 22, 2015

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

Re: Hudson Street Landfill Redevelopment

Honorable President Pope and Councilors:

As you know the City of Marlborough was informed last October of its successful pursuit of a "Parklands Acquisition and Renovation for Communities" (PARC) Grant through the Commonwealth of Massachusetts' Executive Office of Energy and Environmental Affairs (EOEEA) in the amount of \$400,000.00 to be utilized towards the redevelopment of the Hudson Street Landfill.

Although the city has been actively engaged in assessing our field needs over the past year, the landfill site never factored in to our plans. Over the past six months the city has been actively involved in discussions with a private party who is interested in making a significant private donation towards this project. With the PARC grant, this investment has the potential to cover as much as 50% of our remaining costs.

Therefore I am enclosing for your approval a bond request in the amount of \$3,095,000.00 along with other relevant documents to fund this project. I am also issuing a firm commitment to you that the city will only move forward with this project if our ongoing discussions on private investment prove successful.

Per the requirements set forth by the PARC grant regulations, the city must front the full amount of the projected costs regardless of any additional gifts or grants we receive. This is similar to how we handled the bond request for the reconstruction of Simarano Drive.

Thank you in advance for your consideration. I look forward to discussing this with you further.

Sincerely,

Arthur G. Vigeant
Arthur G. Vigeant
Mayor

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January 22, 2015

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

RE: Votes needed for Hudson Landfill PARC Grant application

Dear Mayor Vigeant;

As part of the Parkland Acquisitions and Renovations for Communities ("PARC") grant requirements for the Hudson St. Landfill Project several votes need to be taken by City Council before the contract and project agreements can be signed and processed. These are as follows:

1. First, a vote is needed to authorize the funding for this project. It is a reimbursement grant so the entire \$3,095,000 must be appropriated up front through bond or other means.
2. Second, a vote is needed to permanently dedicate the land, which contains the portion of the landfill for the park, to recreation purposes under the provisions of M.G.L. c. 45, § 3; and further, to place said property under the care, custody, management and control of the City of Marlborough Recreation Commission.
3. Third, a vote is needed to allow you, as the Mayor, to accept the grant application and the grant award of \$400,000 towards this project.

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Sincerely,

Priscilla Ryder
Conservation Officer

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**A RESOLUTION
TO APPLY FOR AND ACCEPT A GRANT FROM
THE COMMONWEALTH OF MASSACHUSETTS,
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS,
FOR THE HUDSON STREET LANDFILL RECREATION FACILITY**

WHEREAS, by vote of the City Council on _____, 2015, the care, custody, management and control of a portion (Lot 2) containing 11.31 acres of the Hudson Street Landfill property located at Hudson Street and shown on the Marlborough Assessor's Maps as Map 30, Parcel 4, as taken by the City of Marlborough in October 5, 1959 for purposes of a public dump and other municipal purposes, has been dedicated to park and recreation purposes under M.G.L. c. 45, § 3, and has been placed under the care, custody, management and control of the Recreation Commission of the City of Marlborough; and

WHEREAS, the Hudson Street landfill is an under-used parcel of land, and the development of this land into a large recreation center is a priority of the city of Marlborough, as evidenced by the most recent Open Space and Recreation Plan; and

WHEREAS, the main focus of a conceptual Master Plan prepared for the Hudson Street landfill's reuse is to build a new multi-purpose recreation center for the City; and

WHEREAS, the Hudson Street landfill's reuse is to be guided by the said Master Plan and will include a softball/baseball field, two multi-use fields, playground area, parking lot for 100+ parking spaces, a concession stand with restroom facilities, a water bubbler, bike racks, exercise center, picnic tables, and landscaping with the addition of 60+ trees and shrubs. In addition, a 0.25 mile walking path loop is to be developed for this project and lights will be added to extend play time on the fields; and

WHEREAS, the Commonwealth of Massachusetts' Executive Office of Energy and Environmental Affairs ("EOEEA") is offering reimbursable grants to cities and towns to support the preservation and restoration of urban parks through the Parkland Acquisitions and Renovations for Communities ("PARC") grant program (301 CMR 5.00); and

WHEREAS, the project cost as outlined in the Master Plan totals \$3,095,000 (three million ninety-five thousand), and the City Council has voted on _____, 2015 to authorize the bond funding in the amount of \$3,095,000 (three million ninety-five thousand);

NOW, THEREFORE, be it resolved, as follows:

1. That the Mayor be, and hereby is, authorized to apply for and accept a PARC grant from EOEEA; and
2. That the Mayor be, and hereby is, authorized to take such other actions as are necessary to carry out the terms, purposes, and conditions of the PARC grant to be administered by the Recreation Commission of the City of Marlborough; and

3. That this Resolution shall take effect upon its passage.

ADOPTED

In City Council
Order No. 15-
Adopted

Approved by Mayor
Arthur Vigeant
Date:

A TRUE COPY
ATTEST: