

# CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Finance Committee

Date: March 14, 2016

Time: 7:00 PM

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

Agenda Items to be addressed:

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2016 FEB 29 P 12: 23

1. **Order No. 16-1006466:** Communication from the Mayor regarding Assistant Building Commissioner position; Chapter 125, §6 – Ordinance pertinent to Compensation Schedule.

Be it ordained by the City Council of the City of Marlborough, acting upon a recommendation of the Mayor, that the Code of the City of Marlborough (hereinafter, the "City Code"), as amended, be further amended by amending in Chapter 125, entitled "Personnel," Section 6, entitled "Compensation Schedule" (attached.)

2. **Order No. 16-1006456:** Be it ordained by the City Council of the City of Marlborough that the minimum exemption value of \$5,000 for personal property subject to taxation set forth in Order No. 05-100784A, dated April 11, 2005, by which Order the City accepted the provisions of M.G.L. chapter 59, § 5, clause 54th, be and is hereby modified under authority of said statute to a minimum exemption value of \$10,000 or less. (Submitted by Councilors Ossing & Robey)
3. **Order No. 16-1006462:** Communication from the Mayor regarding Various Mid-Year Transfer requests as noted in the attached communication and on the assorted spreadsheets (attached.)
4. **Order No. 16-1006467:** Communication from Council President Clancy regarding Proposed Salary Ordinance: Election Stipend for Pollworkers (attached.)

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

FEBRUARY 22, 2016

Marlborough, Mass.,

## ORDERED:

That the Communication from the Mayor re: Assistant Building Commissioner position be and is herewith refer as follows:

Chapter 7, §76-Ordinance pertinent to Building Department, be and is herewith refer to **LEGISLATIVE AND LEGAL AFFAIRS COMMITTEE**.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH THAT THE CITY CODE OF THE CITY OF MARLBOROUGH, AS AMENDED, BE FURTHER AMENDED BY AMENDING CHAPTER 7, ENTITLED "BUILDING DEPARTMENT," OF ARTICLE XIV, AS FOLLOWS:

A. Chapter 7 is hereby amended by deleting section 7-76 in its entirety and replacing it with the following:

§ 7-76 Assistant Building Commissioner; Appointment of Local Inspectors.

A. The Mayor may employ an Assistant Building Commissioner who shall assist in the performance of the duties of the Building Commissioner. The Assistant Building Commissioner shall be certified as a Building Commissioner or a Local Inspector, and shall meet the requirements and qualifications established by the Massachusetts Board of Building Regulations and Standards as defined by Section 3 of Chapter 143 of the Massachusetts General Laws.

B. The Mayor shall employ local inspectors, as necessary, to support the mission and duties of the Building Department. Local inspectors shall be under the direction of the Building Commissioner and the Assistant Building Commissioner. Local inspectors shall meet the requirements and qualifications established by the Massachusetts Board of Building Regulations and Standards as defined by Section 3 of Chapter 143 of the Massachusetts General Laws.

Chapter 125, §6-Ordinance pertinent to Compensation Schedule, be and is herewith refer to **FINANCE COMMITTEE**.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH, ACTING UPON A RECOMMENDATION OF THE MAYOR, THAT THE CODE OF THE CITY OF MARLBOROUGH (HEREINAFTER, THE "CITY CODE"), AS AMENDED, BE FURTHER AMENDED BY AMENDING IN CHAPTER 125, ENTITLED "PERSONNEL," SECTION 6, ENTITLED "COMPENSATION SCHEDULE," AS FOLLOWS:

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7 / Max
	<i>Start</i>	<i>6 months of service</i>	<i>1 year of service</i>	<i>2 yrs. of service</i>	<i>3 yrs. of service</i>	<i>4 yrs. of service</i>	<i>5 yrs. of service</i>
Assistant Building Commissioner	\$70,000.00	\$71,400.00	\$72,828.00	\$74,284.56	\$75,770.25	\$77,285.66	\$78,831.37

ADOPTED

ORDER NO. 16-1006466



RECEIVED  
CITY CLERK'S OFFICE  
OF MARLBOROUGH

FEB 18 A 11:42

# 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

*Nicholas J. Milano*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

February 18, 2016

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

*LH* 7,576  
*Fin* 125,576

**Re: Building Department – Assistant Building Commissioner**

Honorable President Clancy and Councilors:

Please find enclosed for your review and approval an order to create an Assistant Building Commissioner position to replace one of the two Local Inspector positions within the Marlborough Building Department. I have also enclosed a letter from Building Commissioner Bob Camacho, a job description for the position, and a salary ordinance.

Commissioner Camacho and his predecessor both recommended restructuring the Department to include an Assistant Building Commissioner position. As Commissioner Camacho notes in the attached letter, the position would mean there is a second qualified individual who can make critical decisions when the Building Commissioner is unavailable and who can assist with the day-to-day operations of the Department.

The Building Department will continue to have three full-time inspectors comprised of the Building Commissioner, Assistant Building Commissioner, and the Local Inspector, but the management structure of the Department will be improved.

The City has experienced enormous economic growth and investment into properties across the City in recent years. As a result, the volume of building permits and required inspections has remained high. This reorganization will help the Building Department function at a high level.

In addition to creating a tiered management structure, this change will create a natural succession plan for future years: each position will have a growth opportunity and will enable us to retain experienced Local Inspectors.

With your approval of this change, my FY2017 Budget Recommendation will include funding for the Building Commissioner, Assistant Building Commissioner, and a Local Inspector beginning July 1, 2016.

I look forward to discussing this reorganization with you, but if you have any questions in the meantime, please do not hesitate to contact me or Commissioner Camacho.

Sincerely,

A handwritten signature in black ink, appearing to read "Arthur Vigeant", with a long horizontal flourish extending to the right.

**Arthur G. Vigeant**  
Mayor

Enclosures



*City of Marlborough*  
**BUILDING DEPARTMENT**

140 Main Street  
Marlborough, Massachusetts 01752  
Tel. (508) 460-3776 Facsimile (508) 460-3736  
building\_dept@marlborough-ma.gov

ROBERT F. CAMACHO- C.B.O.  
BUILDING COMMISSIONER

PATRICK DAHLGREN  
BUILDING INSPECTOR

DOUGLAS SCOTT  
BUILDING INSPECTOR

RICHARD DESIMONE  
PLUMBING & GAS INSPECTOR

JOHN CAIN WIRING  
INSPECTOR

February 12, 2016

Mayor Vigeant

Re: New Position Proposal

I would like to submit a request/proposal to create a new position in the Building Department, that of "Assistant Building Commissioner". This position is critical in the day to day operations and enforcement of the Massachusetts State Building Code and maintaining continuity within the department.

The Building Department continues to be a very busy office and creating this position would enable us to continue improving operations with a new staff structure.

Having a second qualified individual in command who can make critical decisions when the Building Commissioner is unavailable and assist with the day to day operations of the Building Department is extremely important. This individual would report directly to the Building Commissioner.

*Sincerely*

Robert F. Camacho- C.B.O.  
Building Commissioner  
Marlborough .MA 01752  
508-460-3776  
rcamacho@marlborough-ma.gov

Cc: File

ORDERED:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH THAT THE CITY CODE OF THE CITY OF MARLBOROUGH, AS AMENDED, BE FURTHER AMENDED BY AMENDING CHAPTER 7, ENTITLED "BUILDING DEPARTMENT," OF ARTICLE XIV, AS FOLLOWS:

- A. Chapter 7 is hereby amended by deleting section 7-76 in its entirety and replacing it with the following:

§ 7-76 Assistant Building Commissioner; Appointment of Local Inspectors.

A. The Mayor may employ an Assistant Building Commissioner who shall assist in the performance of the duties of the Building Commissioner. The Assistant Building Commissioner shall be certified as a Building Commissioner or a Local Inspector, and shall meet the requirements and qualifications established by the Massachusetts Board of Building Regulations and Standards as defined by Section 3 of Chapter 143 of the Massachusetts General Laws.

B. The Mayor shall employ local inspectors, as necessary, to support the mission and duties of the Building Department. Local inspectors shall be under the direction of the Building Commissioner and the Assistant Building Commissioner. Local inspectors shall meet the requirements and qualifications established by the Massachusetts Board of Building Regulations and Standards as defined by Section 3 of Chapter 143 of the Massachusetts General Laws.

ADOPTED  
In City Council  
Order No. 16-

Adopted:

Approved by Mayor  
Arthur G. Vigeant  
Date:

ORDERED:

Be it ordained by the City Council of the City of Marlborough, acting upon a recommendation of the Mayor, that the Code of the City of Marlborough (hereinafter, the "City Code"), as amended, be further amended by amending in Chapter 125, entitled "Personnel," Section 6, entitled "Compensation Schedule," as follows:

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7 / Max
	<i>Start</i>	<i>6 months of service</i>	<i>1 year of service</i>	<i>2 yrs. of service</i>	<i>3 yrs. of service</i>	<i>4 yrs. of service</i>	<i>5 yrs. of service</i>
Assistant Building Commissioner	\$70,000.00	\$71,400.00	\$72,828.00	\$74,284.56	\$75,770.25	\$77,285.66	\$78,831.37

ADOPTED  
In City Council  
Order No. 16-

Adopted

Approved by Mayor  
Arthur G. Vigeant  
Date:

A TRUE COPY  
ATTEST:

# **City of Marlborough**

## **Assistant Building Commissioner Job Description**

**DEPARTMENT:** Building Department/Inspectional Services

**JOB TITLE:** Assistant Building Commissioner

**SALARY:** TBD

**SUPERVISION RECEIVED:** Reports directly to the Building Commissioner

**DESCRIPTION DATE:** February 3, 2016

**SUMMARY OF POSITION:** Under the Direction of the Building Commissioner this position assumes all the responsibilities of a "Local Inspector" enforcing the provisions of the Massachusetts State Building Code (780 CMR), the Massachusetts Architectural Access Board (521CMR), the Massachusetts State Sanitary Code, 105 CMR 410, other applicable codes adopted by the State, Chapter 40A as well as the City of Marlborough's Zoning Regulations and Ordinances for the safety and protection of the general public. Works under the administrative direction of the Building Commissioner to assist with the day to day activities of the department.

**SUPERVISORY DUTIES:** This position reports all activities directly to the Building Commissioner in accordance with applicable provisions of the Massachusetts State Building Code, General Laws and Local Ordinances. Professionally coordinates enforcement with the Building Department staff and other appropriate Municipal Departments in the extended absence or unavailability of the Building Commissioner following established Departmental Policy & Procedures. Performs highly responsible functions of a technical nature requiring considerable judgment in the application, interpretations and enforcement of the Massachusetts State Building and related codes, zoning ordinances and other applicable regulations. This is a confidential, managerial position.

**MAJOR RESPONSIBILITIES:** The Assistant Commissioner shall: enforce all of the provisions of 780 CMR, 521 and any other state and or local statutes, rules, regulations, ordinances or bylaws which empower a building official; act on any question relative to the mode or manner of construction and materials to be used in the construction, reconstruction, alterations, repair, demolition, removal, installation of equipment and the location, use, occupancy and maintenance of all building and structures, except as otherwise specifically, provided for by statutory requirements or as provided for in 780 CMR; receive and process applications, issue permits for the construction, reconstruction, alteration, repair, demolition, removal or change in use or occupancy of buildings and structures and inspect the premises for which such permits have been issued and enforce compliance with the provisions of 780 CMR & 105 CMR 410 as applicable; issue all necessary notices or orders to ensure compliance with 780 CMR, 105 CMR 410 and ordinances, bylaws and regulations that empower a Building Official; shall coordinate enforcement & compliance with office staff, outside agencies and all municipal departments; permit Granting Authorities or Boards and conduct such inspections as deemed necessary to ensure compliance with said regulations; inspect and investigate and or appropriately assign in the absence or unavailability of the Building Commissioner all zoning issues and locally adopted codes or ordinances as dictated by office policy and procedures as established by the Building Commissioner and Department Staff.

**SPECIFIC DUTIES: As assigned by the Building Commissioner**

1. Whenever, by reason of absence, illness, unavailability etc. of the Building Commissioner, the Assistant Commissioner shall continue to perform such duties and in doing so shall exercise all powers and assume all responsibilities of the Building Commissioner, including reporting to the Mayor. The

Assistant Commissioner shall not deviate from office Policy & Procedures but maintain said Procedures as dictated and pre-determined by the Building Commissioner and staff; provide responsible administrative supervision over all functions of the Building Department involving the planning, organizing, staffing coordination and management of the Building Department.

2. May attend meetings of the City Council or other city committees and departments as directed by the Building Commissioner concerning the operation of the Building Department and enforcement of all codes and regulations under his/her authority as Assistant Building Commissioner.
3. Meets with staff and other municipal departments as needed to provide advice, assistance and direction on administrative issues, Processing Building Permit applications and construction projects.
4. Confers as needed with the Mayor, City Council, Board of Health, Community Development, Fire & Law Departments, Planning Board or any other municipal department within the City.
5. Confers as needed with regional and/or state agencies and various organizations to advance public safety and the departments' mission of addressing Public Safety by way of enforcement of all related codes.
6. Respond to after-hour calls and inspections requests from Police Department, Fire Department and Building Commissioner.
7. At all times must wear proper attire and carry identification that immediately identifies him/her as a Building Official.

**MINIMUM QUALIFICATIONS FOR THE POSITION:** Prior to appointment, Applicants shall be certified as a Local Inspector in accordance with the provisions of M.G.L. c.143: Section 3, and working in the capacity as a "Local Inspector" for at least two years prior to the appointment. Assistant Building Commissioner shall also become certified as a Building Commissioner by the Board of Building Regulations and Standards under the provisions of 780 CMR R7: Rules and Regulations for the Certification of Building Commissioners, within eighteen (18) months of being appointed.

**RELATED EXPERIENCE & QUALIFICATIONS:** Working knowledge of personal computers and Microsoft Office, basic filing skills, blueprint reading, customer service skills, appropriate math and writing skills. Must also have a reliable vehicle and valid Massachusetts Drivers' License. Have the ability to effectively present information and respond to questions, write violation notices, reports and business correspondence. Be prepared to follow through with all complaints and violations until resolved. Shall possess management and conflict resolution skills while assisting staff and Inspectors as needed on a daily basis.

**PHYSICAL REQUIREMENTS:** Inspecting construction projects that require close visual attention and concentration. The job may also require climbing ladders and accessing areas in limited spaces.



## IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 8, 2015

### ORDERED:

Be it ordained by the City Council of the City of Marlborough that the minimum exemption value of \$5,000 for personal property subject to taxation set forth in Order No. 05-100784A, dated April 11, 2005, by which Order the City accepted the provisions of M.G.L. chapter 59, § 5, clause 54th, be and is hereby modified under authority of said statute to a minimum exemption value of \$10,000 or less, be and is herewith refer to **FINANCE COMMITTEE.**

ADOPTED

ORDER NO. 16-1006456

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2016 FEB -1 A 8:35

**ORDERED:**

Be it ordained by the City Council of the City of Marlborough that the minimum exemption value of \$5,000 for personal property subject to taxation set forth in Order No. 05-100784A, dated April 11, 2005, by which Order the City accepted the provisions of M.G.L. chapter 59, § 5, clause 54th, be and is hereby modified under authority of said statute to a minimum exemption value of \$10,000 or less.

**ADOPTED**  
In City Council  
Order No. 16 -  
Adopted

Approved by Mayor  
Arthur G. Vigeant  
Date:

**A TRUE COPY**  
**ATTEST:**



## IN CITY COUNCIL

Marlborough, Mass., APRIL 11, 2005 19

### ORDERED:

That the City Council of the City of Marlborough hereby accepts the provisions of MGL C.59 §5, clause 54<sup>th</sup>, Exemption of Personal Property subject to taxation with a minimum value of \$5,000 (five thousand) or less, be and is herewith APPROVED as recommended by the Finance Committee.

### ADOPTED

In City Council

Order No. 05-100784A

Adopted April 11, 2005

Approved by Mayor

Dennis C. Hunt

Date: April 14, 2005

A TRUE COPY

ATTEST:

City Clerk

M c.s.

13/200784A

ORDER

Receipt MCL 54-5-54

Exempt personal property  
taxation (195,000)

*[Signature]*

In City Council

APR 11 2005

*[Signature]*

*[Signature]*  
Attest: Clerk.

Approved 4/14/05

*[Signature]* Mayor.

MAYOR'S OFFICE  
KECEVELL  
DARR 4/13/04



# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 22, 2016  
PAGE 1

**ORDERED:**

That the Various Mid-Year Transfer requests as noted in the attached communication and on the assorted spreadsheets, be and is herewith refer to **FINANCE COMMITTEE.**

## CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Police		FROM ACCOUNT:				TO ACCOUNT:				FY: 2016	
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance		
\$1,376,994	\$40,000.00	12100001	50420	Police Officers	\$40,000.00	12100003	51310	Regular Overtime	\$11,034		
	Reason:	Surplus due to vacancies and long term injuries				Deficit due to vacancies and injuries					
\$16,243	\$6,000.00	12100003	51120	Crossing Guards	\$6,000	12100003	51195	Detention Attendant	\$924		
	Reason:	Surplus due to vacancy				Higher than anticipated use of police matrons					
\$18,922	\$8,000.00	12100003	51920	Sick Leave Buy Back	\$8,000	12100003	51319	Cell Watch Overtime	\$0		
	Reason:	Fewer officers buying back annual sick time				Large number of at risk detainees					
\$18,922	\$5,000.00	12100003	51920	Sick Leave Buy Back	\$5,000.00	12100006	52560	Vehicle Repair	\$9,282		
	Reason:	Fewer officers buying back annual sick time				Higher than expected repairs to a few cruisers					
\$96,160	\$4,000.00	12100003	51490	Holiday	\$4,000	12100006	51975	Initial Equipment Issue	\$2,889		
	Reason:	Fewer officers working on some holidays				New dispatcher and new police officer					
	\$63,000.00	Total			\$63,000.00	Total					

## CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Police		FROM ACCOUNT:				TO ACCOUNT:				FY: 2016	
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance		
\$96,160	\$2,000.00	12100003	51490	Holiday	\$2,000.00	12100006	55882	Prisoner Meals	\$1,631		
	\$2,000.00	Total			\$2,000.00	Total					



# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 22, 2016  
 PAGE 2

**ORDERED:**

CITY OF MARLBOROUGH BUDGET TRANSFERS --										
DEPT:		FIRE				FISCAL YEAR:		2016		
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$1,586,135.62	\$16,380.63	12200001	50450	FIREFIGHTER	\$16,380.63	12200003	51300	OVERTIME	\$70,697.20	
	Reason:	Transfer is available due to 111F payments								
\$126,424.91	\$6,156.42	12200001	50800	FIRE CAPTAIN	\$6,156.42	12200003	51300	OVERTIME	\$70,697.20	
	Reason:	Transfer is available due to 111F payments								
\$222,943.37	\$780.24	12200001	50810	FIRE LIEUTENANT	\$780.24	12200003	51300	OVERTIME	\$70,697.20	
	Reason:	Transfer is available due to 111F payments								
\$1,586,135.62	\$100,000.00	12200001	50450	FIREFIGHTER	\$100,000.00	12200003	51300	OVERTIME	\$70,697.20	
	Reason:	Transfer is available due to Retirements and vacant positions								
	\$123,317.29	Total			\$123,317.29	Total				



# IN CITY COUNCIL

FEBRUARY 22, 2016  
 Marlborough, Mass., PAGE 3

**ORDERED:**

### CITY OF MARLBOROUGH BUDGET TRANSFERS –

DEPT: Department of Public Works				FISCAL YEAR: 2016				
FROM ACCOUNT:				TO ACCOUNT:				
Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$89,555	14001503	50740	Equipment Operators	\$10,000	14001306	55400	Sidewalk Maintenance	\$0
Reason: Money available due to vacancy					Anticipated cost to cover remaining FY 16			
				\$10,000	14001306	55440	Drain Maintenance	\$8,740
					Anticipated cost to cover remaining FY 16			
				\$8,255	14001501	50690	Foreman	\$112,142
					Anticipated cost to cover remaining FY 16			
				\$22,000	14001503	51240	Temporary Part-Time	\$10,325
					Anticipated cost to cover remaining FY 16			
				\$20,000	14001503	51310	Overtime-Regular	\$800
					Anticipated cost to cover remaining FY 16			
				\$300	14001503	51990	Meal Allowances	\$0
					Anticipated cost to cover remaining FY 16			
				\$15,000	14001504	53140	Contract Services	\$2,399
					Anticipated cost to cover remaining FY 16			
				\$3,000	14001504	53810	Insect & Pest Control	\$0
					Anticipated cost to cover remaining FY 16			
				\$1,000	14001506	52500	Rep/Maint Equipment	\$225
					Anticipated cost to cover remaining FY 16			
\$89,555	Total			\$89,555	Total			



# IN CITY COUNCIL

FEBRUARY 22, 2016  
 Marlborough, Mass., PAGE 4

**ORDERED:**

CITY OF MARLBOROUGH BUDGET TRANSFERS --									
DEPT: Department of Public Works					FISCAL YEAR: 2016				
Available Balance	FROM ACCOUNT:				Amount	TO ACCOUNT:			Available Balance
	Amount	Org Code	Object	Account Description:		Org Code	Object	Account Description:	
\$343,541	\$14,860	14001303	50740	Equipment Operators	\$860	14001303	50790	Dispatch	\$19,950
	Reason:	Money available due to vacancy				Anticipated cost to cover remaining FY 16			
					\$6,000	14001303	51240	Temporary Part-time	\$0
						Anticipated cost to cover remaining FY 16			
					\$8,000	14001303	51310	Overtime-Regular	\$2,594
						Anticipated cost to cover remaining FY 16			
\$137,297	\$60,000	14001406	54830	Fuel & Luricants	\$60,000	14001406	54810	Rep/Maint. Supplies	\$37,769
	Reason:	Money available due to drop in fuel prices				Anticipated cost to cover remaining FY 16			
\$405,150	\$41,700	14001503	50740	Equipment Operators	\$1,700	14001303	51990	Meal Allowances	\$0
	Reason:	Money available due to vacancy				Anticipated cost to cover remaining FY 16			
					\$10,000	14001304	53108	Catch Basin Cleaning	\$0
						Anticipated cost to cover remaining FY 16			
					\$20,000	14001304	53140	Contract Services	\$16,243
						Anticipated cost to cover remaining FY 16			
					\$10,000	14001305	55310	Highway Constr. Materials	\$20,492
						Anticipated cost to cover remaining FY 16			
	\$116,560	Total			\$116,560	Total			



# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 22, 2016  
PAGE 5

**ORDERED:**

CITY OF MARLBOROUGH BUDGET TRANSFERS --										
DEPT:		Department of Public Works				FISCAL YEAR:		2016		
Available Balance	Amount	FROM ACCOUNT:			Amount	TO ACCOUNT:			Available Balance	
		Org Code	Object	Account Description:		Org Code	Object	Account Description:		
\$405,149	\$7,000	14001503	50740	Equipment Operators	\$7,000	14001506	54640	Park Maintenance	\$32,470	
		Reason: Money available due to vacancy				Anticipated cost to cover remaining FY 16				
\$924	\$924	60081003	51920	Sick Leave Buy Back	\$924	60081003	51470	Interim Foreman	\$179	
		Reason: Money available				Anticipated cost to cover remaining FY 16				
\$132,817	\$30,000	61090001	50690	Foreman	\$6,000	61090003	51240	Temporary Part-Time	\$3,610	
		Reason: Money available due to vacancy				Anticipated cost to cover remaining FY 16				
					\$8,000	61090003	51470	Interim Foreman	\$0	
						Anticipated cost to cover remaining FY 16				
					\$16,000	61090006	55750	Water Service Const	\$1,841	
						Anticipated cost to cover remaining FY 16				
\$296,506	\$20,000	61090001	50740	Equipment Operators	\$20,000	61090006	55710	Water Maintenance	\$4,974	
		Reason: Money available due to vacancy				Anticipated cost to cover remaining FY 16				
\$2,382	\$2,382	61090003	51920	Sick Leave Buy Back	\$2,382	61090006	55710	Water Maintenance	\$4,974	
		Reason: Money available due to vacancy				Anticipated cost to cover remaining FY 16				
\$5,520	\$1,000	60085005	55014	Lab/Testing Supplies	\$1,000	60085003	51470	Interim Foreman	\$198	
		Reason: Money available				Anticipated cost to cover remaining FY 16				
	\$61,306	Total			\$61,306	Total				



# IN CITY COUNCIL

FEBRUARY 22, 2016  
 Marlborough, Mass., PAGE 6

**ORDERED:**

CITY OF MARLBOROUGH BUDGET TRANSFERS -									
	DEPT: Department of Public Works					FISCAL YEAR: 2016			
	FROM ACCOUNT:					TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$48,179	\$1,691	14001101	50700	Grade 2 Engineering	\$1,691	14001103	51240	Temporary Part-time	\$4,075
	Reason:	Unpaid leave				Anticipated cost to cover remaining FY 16			
\$4,400	\$4,400	14001103	51440	Educational Incentive	\$954	14001103	51240	Temporary Part-time	\$4,075
	Reason:	Tuition benefit is unused				Anticipated cost to cover remaining FY 16			
					\$3,446	14001104	53180	Prof & Tech Service	\$15,513
						Anticipated cost to cover remaining FY 16			
\$19,092	\$19,092	61090007	58770	Equipment/Tool Replacement	\$19,092	61090006	52320	Water-MWRA	\$1,000
	Reason:	Milham WTP under construction				Anticipated cost to cover remaining FY 16			
\$187,603	\$187,603	61090006	55700	Water Treatment Plant	\$187,603	61090006	52320	Water-MWRA	\$1,000
	Reason:	Milham WTP under construction				Anticipated cost to cover remaining FY 16			



# IN CITY COUNCIL

FEBRUARY 22, 2016  
 Marlborough, Mass., PAGE 7

**ORDERED:**

CITY OF MARLBOROUGH BUDGET TRANSFERS --										
DEPT:		Legal				FISCAL YEAR:		2016		
Available Balance		FROM ACCOUNT:				TO ACCOUNT:				
Amount	Org Code	Object	Account Description:		Amount	Org Code	Object	Account Description:		
\$23,175.14	\$5,000.00	11510006	57600	Claims & Judgements	\$2,500.00	11510005	54220	Office Supplies/Expense		
	Reason:	Expenses running lower than anticipated					To cover anticipated costs through year end			
					\$2,500.00	11510006	53880	Registry of Deeds		
							To cover anticipated costs through year end			
	\$5,000.00	Total			\$5,000.00	Total				

CITY OF MARLBOROUGH BUDGET TRANSFERS --										
DEPT:		Various				FISCAL YEAR:		2016		
Available Balance		FROM ACCOUNT:				TO ACCOUNT:				
Amount	Org Code	Object	Account Description:		Amount	Org Code	Object	Account Description:		
\$2,092,330.17	\$215,891.00	13900006	53280	Assabet Regional Voc School	\$12,000.00	12410001	50970	Asst Wiring Inspector		
	Reason:	Assessment lowered due to Local Aid increase					To cover upcoming inspections due to large projects			
\$105,697.00	\$99,697.00	11940006	51770	Retirement	\$5,000.00	12410001	50960	Asst Plumbing Inspector		
	Reason:	Funds available due to one 7/1/2015 payment					To cover upcoming inspections due to large projects			
\$43,683.00	\$43,683.00	13100003	51770	Retirement	\$275,000.00	60080004	53110	Legal Services - Sewer		
	Reason:	Funds available due to one 7/1/2015 payment					To cover various legal services thru year end			
\$417,530.00	\$82,729.00	60075206	59050	Interest Expense - Sewer	\$250,000.00	11920006	52120	Electricity		
	Reason:	Funds available					To restore cut funds needed for remaining FY16			
\$4,896,252.00	\$100,000.00	10000	35900	Undesignated Fund						
	Reason:									
	\$542,000.00	Total			\$542,000.00	Total				

**ADOPTED**

**ORDER NO. 16-1006462**



RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2016 FEB 18 A 11:47

*City of Marlborough*  
*Office of the Mayor*

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

*Arthur G. Vigeant*  
MAYOR

*Nicholas J. Milano*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

4

February 18, 2016

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

**Re: Mid-year Transfer Requests**

Honorable President Clancy and Councilors:

Enclosed for your approval are various mid-year transfer requests from the Police Department, Fire Department, Department of Public Works, Building Department, and Legal Department.

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

Enclosures



# City of Marlborough POLICE DEPARTMENT

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

MARK F. LEONARD  
Chief of Police

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

January 27, 2016

Dear Mayor Vigeant:

Per the attached transfer request forms, I am requesting six 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 we have experienced since July. We are in the process of filling the existing vacancies, but that process will not be complete for several more months. There are also requests to transfer funds into the Detention Attendant, Cell Watch Overtime, Vehicle Repair, Initial Equipment Issue, and Prisoner Meals accounts to allow for sufficient funds to fully cover these accounts for the remainder of the fiscal year. The attached request forms contain a brief reason for each transfer request. All transfer requests are from within the existing police department budget, and I do not anticipate any other significant surpluses or deficits.

Please let me know if you have any questions.

Sincerely,

Mark F. Leonard  
Chief of Police

Cc: D. Smith; B. Doheny

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Police

FY: 2016

Available Balance		FROM ACCOUNT:			TO ACCOUNT:			Available Balance	
	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	
<u>\$1,376,994</u>	<u>\$40,000.00</u>	<u>12100001</u>	<u>50420</u>	<u>Police Officers</u>	<u>\$40,000.00</u>	<u>12100003</u>	<u>51310</u>	<u>Regular Overtime</u>	<u>\$11,034</u>
	Reason:	<u>Surplus due to vacancies and long term injuries</u>				<u>Deficit due to vacancies and injuries</u>			
<u>\$16,243</u>	<u>\$6,000.00</u>	<u>12100003</u>	<u>51120</u>	<u>Crossing Guards</u>	<u>\$6,000</u>	<u>12100003</u>	<u>51195</u>	<u>Detention Attendant</u>	<u>\$924</u>
	Reason:	<u>Surplus due to vacancy</u>				<u>Higher than anticipated use of police matrons</u>			
<u>\$18,922</u>	<u>\$8,000.00</u>	<u>12100003</u>	<u>51920</u>	<u>Sick Leave Buy Back</u>	<u>\$8,000</u>	<u>12100003</u>	<u>51319</u>	<u>Cell Watch Overtime</u>	<u>\$0</u>
	Reason:	<u>Fewer officers buying back annual sick time</u>				<u>Large number of at risk detainees</u>			
<u>\$18,922</u>	<u>\$5,000.00</u>	<u>12100003</u>	<u>51920</u>	<u>Sick Leave Buy Back</u>	<u>\$5,000.00</u>	<u>12100006</u>	<u>52560</u>	<u>Vehicle Repair</u>	<u>\$9,282</u>
	Reason:	<u>Fewer officers buying back annual sick time</u>				<u>Higher than expected repairs to a few cruisers</u>			
<u>\$96,160</u>	<u>\$4,000.00</u>	<u>12100003</u>	<u>51490</u>	<u>Holiday</u>	<u>\$4,000</u>	<u>12100006</u>	<u>51975</u>	<u>Initial Equipment Issue</u>	<u>\$2,889</u>
	Reason:	<u>Fewer officers working on some holidays</u>				<u>New dispatcher and new police officer</u>			
	<u>\$63,000.00</u>	Total			<u>\$63,000.00</u>	Total			

Department Head signature:

*[Signature]*

Auditor signature:

*[Signature]*

Comptroller signature:

*[Signature]*

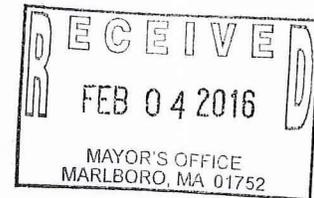




**City of Marlborough  
FIRE DEPARTMENT  
215 MAPLE STREET  
MARLBOROUGH, MASSACHUSETTS 01752**

February 2, 2016

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



Re: Transfer request

Dear Mayor Vigeant,

I am submitting for your approval a transfer request totaling \$123,317.29 into our overtime account. As of this date, we have expended 74% of our overtime account due to injuries, retirements and several vacant positions.

Attached is a transfer spreadsheet outlining the various accounts; I am requesting a total of \$23,317.29 from 111F payments and \$100,000.00 from the Firefighter account.

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

Sincerely,

Kevin J. Breen  
Fire Chief

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: FIRE		FROM ACCOUNT:			FISCAL YEAR: 2016			TO ACCOUNT:		
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
<u>\$1,586,135.62</u>	<u>\$16,380.63</u>	<u>12200001</u>	<u>50450</u>	<u>FIREFIGHTER</u>	<u>\$16,380.63</u>	<u>12200003</u>	<u>51300</u>	<u>OVERTIME</u>	<u>\$70,697.20</u>	
	Reason:	<u>Transfer is available due to 111F payments</u>								
<u>\$126,424.91</u>	<u>\$6,156.42</u>	<u>12200001</u>	<u>50800</u>	<u>FIRE CAPTAIN</u>	<u>\$6,156.42</u>	<u>12200003</u>	<u>51300</u>	<u>OVERTIME</u>	<u>\$70,697.20</u>	
	Reason:	<u>Transfer is available due to 111F payments</u>								
<u>\$222,943.37</u>	<u>\$780.24</u>	<u>12200001</u>	<u>50810</u>	<u>FIRE LIEUTENANT</u>	<u>\$780.24</u>	<u>12200003</u>	<u>51300</u>	<u>OVERTIME</u>	<u>\$70,697.20</u>	
	Reason:	<u>Transfer is available due to 111F payments</u>								
<u>\$1,586,135.62</u>	<u>\$100,000.00</u>	<u>12200001</u>	<u>50450</u>	<u>FIREFIGHTER</u>	<u>\$100,000.00</u>	<u>12200003</u>	<u>51300</u>	<u>OVERTIME</u>	<u>\$70,697.20</u>	
	Reason:	<u>Transfer is available due to Retirements and vacant positions</u>								
	Reason:									
	<u>\$123,317.29</u>	<u>Total</u>			<u>\$123,317.29</u>	<u>Total</u>				

Department Head signature:

Kevin Green

Auditor signature:

Diane [Signature]

Comptroller signature:

Brian [Signature]



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

January 27, 2016

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 inter-departmental transfer requests for FY 2016. These requests are being funded from surpluses within our operating budget.

I have also requested a transfer in the Public Facilities Department for electricity. This transfer is an intra-departmental transfer.

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: 2016

Available Balance	Amount	FROM ACCOUNT:	Amount	TO ACCOUNT:	Available Balance
		Org Code Object Account Description:		Org Code Object Account Description:	
\$405,149	\$89,555	14001503 50740 Equipment Operators	\$10,000	14001306 55400 Sidewalk Maintenance	\$0
	Reason: Money available due to vacancy			Anticipated cost to cover remaining FY 16	
			\$10,000	14001306 55440 Drain Maintenance	\$8,740
				Anticipated cost to cover remaining FY 16	
			\$8,255	14001501 50690 Foreman	\$112,142
				Anticipated cost to cover remaining FY 16	
			\$22,000	14001503 51240 Temporary Part-Time	\$10,325
				Anticipated cost to cover remaining FY 16	
			\$20,000	14001503 51310 Overtime-Regular	\$800
				Anticipated cost to cover remaining FY 16	
			\$300	14001503 51990 Meal Allowances	\$0
				Anticipated cost to cover remaining FY 16	
			\$15,000	14001504 53140 Contract Services	\$2,399
				Anticipated cost to cover remaining FY 16	
			\$3,000	14001504 53810 Insect & Pest Control	\$0
				Anticipated cost to cover remaining FY 16	
			\$1,000	14001506 52500 Rep/Maint Equipment	\$225
				Anticipated cost to cover remaining FY 16	

\$89,555 Total

\$89,555 Total

Department Head signature:

Auditor signature:

Comptroller signature:

*[Handwritten signatures]*

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Department of Public Works

FISCAL YEAR: 2016

Available Balance	Amount	FROM ACCOUNT:	Amount	TO ACCOUNT:	Available Balance
		Org Code Object Account Description:		Org Code Object Account Description:	
<u>\$343,541</u>	<u>\$14,860</u>	<u>14001303 50740 Equipment Operators</u>	<u>\$860</u>	<u>14001303 50790 Dispatch</u>	<u>\$19,950</u>
	Reason:	<u>Money available due to vacancy</u>		<u>Anticipated cost to cover remaining FY 16</u>	
			<u>\$6,000</u>	<u>14001303 51240 Temporary Part-time</u>	<u>\$0</u>
				<u>Anticipated cost to cover remaining FY 16</u>	
			<u>\$8,000</u>	<u>14001303 51310 Overtime-Regular</u>	<u>\$2,594</u>
				<u>Anticipated cost to cover remaining FY 16</u>	
<u>\$137,297</u>	<u>\$60,000</u>	<u>14001406 54830 Fuel &amp; Luricants</u>	<u>\$60,000</u>	<u>14001406 54810 Rep/Maint. Supplies</u>	<u>\$37,769</u>
	Reason:	<u>Money available due to drop in fuel prices</u>		<u>Anticipated cost to cover remaining FY 16</u>	
<u>\$405,150</u>	<u>\$41,700</u>	<u>14001503 50740 Equipment Operators</u>	<u>\$1,700</u>	<u>14001303 51990 Meal Allowances</u>	<u>\$0</u>
	Reason:	<u>Money available due to vacancy</u>		<u>Anticipated cost to cover remaining FY 16</u>	
			<u>\$10,000</u>	<u>14001304 53108 Catch Basin Cleaning</u>	<u>\$0</u>
				<u>Anticipated cost to cover remaining FY 16</u>	
			<u>\$20,000</u>	<u>14001304 53140 Contract Services</u>	<u>\$16,243</u>
				<u>Anticipated cost to cover remaining FY 16</u>	
			<u>\$10,000</u>	<u>14001305 55310 Highway Constr. Materials</u>	<u>\$20,492</u>
				<u>Anticipated cost to cover remaining FY 16</u>	
	<b>\$116,560</b>	<b>Total</b>	<b>\$116,560</b>	<b>Total</b>	

Department Head signature:

Auditor signature:

Comptroller signature:

*[Handwritten signatures]*

**CITY OF MARLBOROUGH  
BUDGET TRANSFERS --**

DEPT: Department of Public Works

FISCAL YEAR: 2016

Available Balance	Amount	FROM ACCOUNT:			Amount	TO ACCOUNT:			Available Balance
		Org Code	Object	Account Description:		Org Code	Object	Account Description:	
<u>\$405,149</u>	<u>\$7,000</u>	<u>14001503</u>	<u>50740</u>	<u>Equipment Operators</u>	<u>\$7,000</u>	<u>14001506</u>	<u>54640</u>	<u>Park Maintenance</u>	<u>\$32,470</u>
	Reason:	<u>Money available due to vacancy</u>				<u>Anticipated cost to cover remaining FY 16</u>			
<u>\$924</u>	<u>\$924</u>	<u>60081003</u>	<u>51920</u>	<u>Sick Leave Buy Back</u>	<u>\$924</u>	<u>60081003</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$179</u>
	Reason:	<u>Money available</u>				<u>Anticipated cost to cover remaining FY 16</u>			
<u>\$132,817</u>	<u>\$30,000</u>	<u>61090001</u>	<u>50690</u>	<u>Foreman</u>	<u>\$6,000</u>	<u>61090003</u>	<u>51240</u>	<u>Temporary Part-Time</u>	<u>\$3,610</u>
	Reason:	<u>Money available due to vacancy</u>				<u>Anticipated cost to cover remaining FY 16</u>			
					<u>\$8,000</u>	<u>61090003</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$0</u>
						<u>Anticipated cost to cover remaining FY 16</u>			
					<u>\$16,000</u>	<u>61090006</u>	<u>55750</u>	<u>Water Service Const</u>	<u>\$1,841</u>
						<u>Anticipated cost to cover remaining FY 16</u>			
<u>\$296,506</u>	<u>\$20,000</u>	<u>61090001</u>	<u>50740</u>	<u>Equipment Operators</u>	<u>\$20,000</u>	<u>61090006</u>	<u>55710</u>	<u>Water Maintenance</u>	<u>\$4,974</u>
	Reason:	<u>Money available due to vacancy</u>				<u>Anticipated cost to cover remaining FY 16</u>			
<u>\$2,382</u>	<u>\$2,382</u>	<u>61090003</u>	<u>51920</u>	<u>Sick Leave Buy Back</u>	<u>\$2,382</u>	<u>61090006</u>	<u>55710</u>	<u>Water Maintenance</u>	<u>\$4,974</u>
	Reason:	<u>Money available due to vacancy</u>				<u>Anticipated cost to cover remaining FY 16</u>			
<u>\$5,520</u>	<u>\$1,000</u>	<u>60085005</u>	<u>55014</u>	<u>Lab/Testing Supplies</u>	<u>\$1,000</u>	<u>60085003</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$198</u>
	Reason:	<u>Money available</u>				<u>Anticipated cost to cover remaining FY 16</u>			
	<u>\$61,306</u>	<u>Total</u>			<u>\$61,306</u>	<u>Total</u>			

Department Head signature:

Auditor signature:

Comptroller signature:

*[Handwritten signatures]*

**CITY OF MARLBOROUGH  
BUDGET TRANSFERS --**

DEPT: Department of Public Works

FISCAL YEAR: 2016

Available Balance	Amount	FROM ACCOUNT:	Amount	TO ACCOUNT:	Available Balance
		Org Code Object Account Description:		Org Code Object Account Description:	
<u>\$48,179</u>	<u>\$1,691</u>	14001101 50700 <u>Grade 2 Engineering</u>	<u>\$1,691</u>	14001103 51240 <u>Temporary Part-time</u>	<u>\$4,075</u>
	Reason:	<u>Unpaid leave</u>		<u>Anticipated cost to cover remaining FY 16</u>	
<u>\$4,400</u>	<u>\$4,400</u>	14001103 51440 <u>Educational Incentive</u>	<u>\$954</u>	14001103 51240 <u>Temporary Part-time</u>	<u>\$4,075</u>
	Reason:	<u>Tuition benefit is unused</u>		<u>Anticipated cost to cover remaining FY 16</u>	
			<u>\$3,446</u>	14001104 53180 <u>Prof &amp; Tech Service</u>	<u>\$15,513</u>
				<u>Anticipated cost to cover remaining FY 16</u>	
<u>\$19,092</u>	<u>\$19,092</u>	61090007 58770 <u>Equipment/Tool Replacement</u>	<u>\$19,092</u>	61090006 52320 <u>Water-MWRA</u>	<u>\$1,000</u>
	Reason:	<u>Milham WTP under construction</u>		<u>Anticipated cost to cover remaining FY 16</u>	
<u>\$187,603</u>	<u>\$187,603</u>	61090006 55700 <u>Water Treatment Plant</u>	<u>\$187,603</u>	61090006 52320 <u>Water-MWRA</u>	<u>\$1,000</u>
	Reason:	<u>Milham WTP under construction</u>		<u>Anticipated cost to cover remaining FY 16</u>	
	<b>\$212,786 Total</b>		<b>\$212,786 Total</b>		

Department Head signature:

Auditor signature:

Comptroller signature:

*John G. White*  
*Debra J. [Signature]*  
*Brian [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](mailto:LEGAL@MARLBOROUGH-MA.GOV)

**DONALD V. RIDER, JR.**  
CITY SOLICITOR

**CYNTHIA M. PANAGORE GRIFFIN**  
ASSISTANT CITY SOLICITOR

**ELLEN M. STAVROPOULOS**  
PARALEGAL

February 18, 2016

Arthur G. Vigeant  
Mayor  
City of Marlborough

RE: Legal Department's Intra-Departmental Transfer Request

Dear Mayor:

For the balance of this fiscal year, the Legal Department anticipates the need for additional traveling to litigation-related events, as well as an increased number of documents needing to be recorded. Accordingly, enclosed please find a request to transfer:

- \$2,500.00 into Legal's Office Supply/Expenses line item (account #11510005 54220), which includes in-state travel; and
- \$2,500.00 into Legal's Registry of Deeds line item (account #11510006 53880).

The transfers would be funded using Legal's Claims & Judgments line item (account #11510006 57600).

Thank you for your attention to this matter.

Very truly yours,

Donald V. Rider, Jr.  
City Solicitor

Enclosure

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Legal

FISCAL YEAR: 2016

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$23,175.14</u>	<u>\$5,000.00</u>	<u>11510006</u>	<u>57600</u>	<u>Claims &amp; Judgements</u>	<u>\$2,500.00</u>	<u>11510005</u>	<u>54220</u>	<u>Office Supplies/Expense</u>	<u>\$1,509.25</u>
	Reason:	<u>Expenses running lower than anticipated</u>				<u>To cover anticipated costs through year end</u>			
					<u>\$2,500.00</u>	<u>11510006</u>	<u>53880</u>	<u>Registry of Deeds</u>	<u>\$50.00</u>
						<u>To cover anticipated costs through year end</u>			
	Reason:	_____				_____			
	Reason:	_____				_____			
	Reason:	_____				_____			
	Reason:	_____				_____			
	<u>\$5,000.00</u>	Total			<u>\$5,000.00</u>	Total			

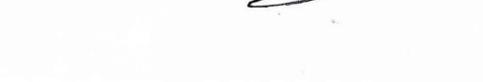
Department Head signature:

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](mailto:LEGAL@MARLBOROUGH-MA.GOV)

**DONALD V. RIDER, JR.**  
CITY SOLICITOR

**CYNTHIA M. PANAGORE GRIFFIN**  
ASSISTANT CITY SOLICITOR

**ELLEN M. STAVROPOULOS**  
PARALEGAL

February 18, 2016

Arthur G. Vigeant  
Mayor  
City of Marlborough

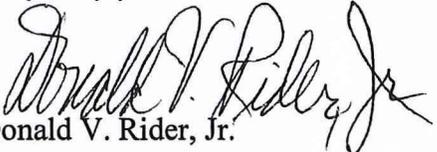
RE: Legal Services Transfer Request

Dear Mayor:

For the balance of this fiscal year, the Legal Department anticipates the increased need for use of outside counsel currently engaged in representing the City in pending disputes involving the Easterly and Westerly Wastewater Treatment Plants. Accordingly, enclosed please find a request to transfer, from various funding sources, a total of \$275,000.00 into the DPW's Legal Services-Sewer line item (account #60080004-53110).

Thank you for your attention to this matter.

Very truly yours,

  
Donald V. Rider, Jr.  
City Solicitor

Enclosure



*City of Marlborough*  
**BUILDING DEPARTMENT**

140 Main Street  
Marlborough, Massachusetts 01752  
Tel. (508) 460-3776 Facsimile (508) 460-3736  
building\_dept@marlborough-ma.gov

ROBERT F. CAMACHO - C.B.O.  
BUILDING COMMISSIONER

PATRICK DAHLGREN  
BUILDING INSPECTOR

DOUGLAS SCOTT  
BUILDING INSPECTOR

RICHARD DESIMONE  
PLUMBING & GAS INSPECTOR

JOHN CAIN  
WIRING INSPECTOR

**February 18, 2016**

**Mayor Vigeant**

**Re: Transfer of funds**

As a result of the large demand for both Electrical & Plumbing/Gas Inspections since the beginning of the fiscal year along with multiple large projects yet to have their first inspection, a midyear review has shown the need for me to request a transfer of funds into the following line items.

1. Electrical Inspector - line item 50970 Assistant electrical/wiring inspector \$12,000.00
2. Plumbing & Gas Inspector – line item 50960 Assistant Plumbing/Gas Inspector \$5,000.00

Please let me know if you have any questions

Sincerely

**Robert F. Camacho – C.B.O.**

**Building Commissioner**

**Marlborough MA 01752**

**508-460-3776**

**Rcamacho@marlborough-ma.gov**

Cc: File

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Various

FISCAL YEAR: 2016

FROM ACCOUNT:

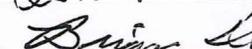
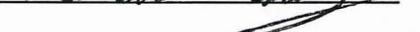
TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$2,092,330.17</u>	<u>\$215,891.00</u>	<u>13900006</u>	<u>53280</u>	<u>Assabet Regional Voc School</u>	<u>\$12,000.00</u>	<u>12410001</u>	<u>50970</u>	<u>Asst Wiring Inspector</u>	<u>\$1,575.00</u>
	Reason:	<u>Assessment lowered due to Local Aid increase</u>				<u>To cover upcoming inspections due to large projects</u>			
<u>\$105,697.00</u>	<u>\$99,697.00</u>	<u>11940006</u>	<u>51770</u>	<u>Retirement</u>	<u>\$5,000.00</u>	<u>12410001</u>	<u>50960</u>	<u>Asst Plumbing Inspector</u>	<u>\$480.00</u>
	Reason:	<u>Funds available due to one 7/1/2015 payment</u>				<u>To cover upcoming inspections due to large projects</u>			
<u>\$43,683.00</u>	<u>\$43,683.00</u>	<u>13100003</u>	<u>51770</u>	<u>Retirement</u>	<u>\$275,000.00</u>	<u>60080004</u>	<u>53110</u>	<u>Legal Services - Sewer</u>	<u>\$1,000.00</u>
	Reason:	<u>Funds available due to one 7/1/2015 payment</u>				<u>To cover various legal services thru year end</u>			
<u>\$417,530.00</u>	<u>\$82,729.00</u>	<u>60075206</u>	<u>59050</u>	<u>Interest Expense - Sewer</u>	<u>\$250,000.00</u>	<u>11920006</u>	<u>52120</u>	<u>Electricity</u>	<u>\$541,099.00</u>
	Reason:	<u>Funds available</u>				<u>To restore cut funds needed for remaining FY16</u>			
<u>\$4,896,252.00</u>	<u>\$100,000.00</u>	<u>10000</u>	<u>35900</u>	<u>Undesignated Fund</u>					
	Reason:								
	<u>\$542,000.00</u>	Total			<u>\$542,000.00</u>	Total			

Department Head signature: \_\_\_\_\_

Auditor signature: \_\_\_\_\_

Comptroller signature: \_\_\_\_\_



# IN CITY COUNCIL

FEBRUARY 22, 2016

Marlborough, Mass.,

## ORDERED:

That the Communication from Council President Clancy re: Proposed Salary Ordinance: Election Stipend for Pollworkers as follows, be and herewith refer to **FINANCE COMMITTEE.**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH THAT THE CITY CODE OF THE CITY OF MARLBOROUGH, AS AMENDED, BE FURTHER AMENDED BY AMENDING SECTION 125-6 OF CHAPTER 125, ENTITLED "COMPENSATION SCHEDULE," SAID AMENDMENT TO BE EFFECTIVE AS OF JULY 1, 2017, AS FOLLOWS:

<u>Stipend Position</u>	<u>Stipend Per Election</u>
Election Wardens	\$250.00
Election Clerks	\$200.00
Election Inspectors/Checkers (per approximate 6-hour shift)	\$ 60.00
Constables at Polls	\$18.75 per hour

ADOPTED

ORDER NO. 16-1006467



*City of Marlborough*  
*Office of the City Council*

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

RECEIVED  
CITY CLERK'S OFFICE  
MARLBOROUGH

2016 FEB 18 A 10:28

*Edward J. Clancy*  
PRESIDENT  
*Joseph F. Delano, Jr.*  
VICE-PRESIDENT  
*Karen A. Boule*  
CITY COUNCIL SECRETARY

February 16, 2016

Marlborough City Council  
140 Main Street, City Hall  
Marlborough, Massachusetts 01752

Reference: Proposed Salary Ordinance: Election Stipend for Poll Workers

Dear Honorable Members:

I recently met with City Clerk, Lisa Thomas to discuss a proposed increase to the election stipend for wardens and clerks. In turn, she has submitted a detailed explanation, including the monetary implications for FY2017, which I have attached hereto.

Wardens are now paid \$125.00 per Election Day. The Clerk's proposal would increase the stipend to \$250.00. Clerks are now paid \$90.00 per Election Day. The Clerk's proposal would increase the stipend to \$200.00. The positions of inspector and constable are included in the proposal although an increase is not requested at this time.

As some of you may recall, increases to the election stipend for wardens and clerks have been discussed in the past and failed to garner sufficient support. However, given the increasing difficulty to entice new poll workers and mandated training sessions, I feel compelled to place the question before the body once again. The City Clerk puts forth a compelling argument in her attached report, and I hope to gain your support for her most recent proposal. I have also attached the 1997 schedule of payments for Election Poll Workers which has remained in effect to this date. The rate of pay for constables is not included in the 1997 Order although records indicate the rate of pay has remained unchanged since 2002. The proposed ordinance is included for your action, including advertising as required.

The City Clerk and I look forward to discussing this matter with the Finance Committee and other members of the City Council.

Sincerely,

Edward J. Clancy, President  
Marlborough City Council

EC/kb  
Enclosures



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

**Lisa M. Thomas  
City Clerk**

February 15, 2016

Council President Clancy  
City Council Office  
140 Main St.  
Marlborough, MA 01752

Dear President Clancy,

I respectfully request a review of Pollworker pay for just the Wardens and Clerks to incorporate in the FY17 Budget. Additionally, I propose a new Salary Ordinance to incorporate stipend adjustments for the Wardens and Clerks, replicate the current stipend for the Inspectors and reflect the currently hourly pay for the Constables.

I will be reducing the total number of Constables at the polling locations effective next election which is March 1, 2016. The head constable position will remain intact.

The Wardens currently receive a \$125.00 stipend and the Clerks receive a \$90.00 stipend per Election Day. They both must arrive at the polling locations at 5:30 AM Election morning and work until after polls close (8:00 PM) and they have reconciled their numbers. After reconciliation, the Wardens and Clerks report to my office so that we can record the data on our Election spreadsheet and obtain any pertinent election information they need to impart. Their arrival at City Hall could vary anywhere from 9:00 PM to 11:00 PM.

The Inspectors (Checkers) currently receive \$60.00 per approximate 6 hour shift per Election and are not required to attend Election training. I believe that pay is equitable.

Please note that the Wardens and Clerks also must attend mandated training. This year, I will be conducting two mandated training sessions; one before the Presidential Primary and one later in the year.

If I were to add the estimated total hours for the three elections (16 hours per election) this year, plus their attendance for the two Election Trainings (4 total hours) it would be 52 hours. The current Stipend pay for Warden's equates \$7.21 per hour and the Clerk's pay equates to \$5.19 per hour.

It is very difficult to entice new pollworkers. Folks who are interested, in the end, request to be an Inspector. Some of my Elections workers retired after the Municipal Election took place in November 2015. We desperately need to make these positions more palatable to potential interested parties.

My proposal would be to increase the Warden pay to \$250.00 and Clerks \$200.00 stipend per Election Day. If I were to use the same algorithm as above, then the Stipend pay for the Wardens would be \$14.42 per hour, and the Clerks stipend pay would be \$11.53 per hour, which reflects a more reasonable pay given their immense duties.

If approved, the monetary implications for FY17 would be as follows:

- 1) Line item 11620006-53871 (Pollworkers) from Election budget would **increase** from FY16 allocated amount of \$12,000 to \$18,580 based upon 2 elections for the fiscal year. The other variable which could decrease this amount further are grant funds which when received, are always exhausted first, prior to expending from this line item.
- 2) Line item-11620003-51460 (Constable at Poll)) would **decrease** from FY16 allocated amount of \$15,000 to \$10,400 based upon 2 elections for the fiscal year. Again, the other variable which could decrease this amount further are the grant funds which when received, are always exhausted first, prior to expending from this line item.

My office staff and I strive to uphold the integrity of each and every election and as elections laws change, we impart this information to our Wardens and Clerks through extensive training. It has become increasingly more difficult to replace our Wardens and Clerks as they opt to retire. Your attention to this matter is greatly appreciated and as always, I am available to answer any questions and/or concerns that you may have.

Sincerely,



Lisa M. Thomas  
City Clerk

ORDERED:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH THAT THE CITY CODE OF THE CITY OF MARLBOROUGH, AS AMENDED, BE FURTHER AMENDED BY AMENDING SECTION 125-6 OF CHAPTER 125, ENTITLED "COMPENSATION SCHEDULE," SAID AMENDMENT TO BE EFFECTIVE AS OF JULY 1, 2017, AS FOLLOWS:

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Election Inspectors/Checkers (per approximate 6-hour shift)	\$ 60.00
Constables at Polls	\$18.75 per hour

ADOPTED  
In City Council  
Order No. 16 -  
Adopted

Approved by Mayor  
Arthur G. Vigeant  
Date:

A TRUE COPY  
ATTEST:



# IN CITY COUNCIL

NOVEMBER 24, 1997

Marlborough, Mass., \_\_\_\_\_ 19

**ORDERED:**

That the salary schedule for Election poll workers be revised as follows:

**CURRENT SALARY**

Wardens:	\$85.00
Deputy Wardens:	55.00
Clerks:	55.00
Inspectors and Deputy Inspectors	45.00

**PROPOSED SALARY**

Wardens:	\$125.00
Deputy Wardens:	75.00
Clerks:	90.00
Inspectors and Deputy Inspectors	60.00

**FURTHER ORDERED:**

Matter referred to the **FINANCE COMMITTEE.**

(The current salary schedule was adopted by the City Council in November, 1986. Wardens hours are 5:30 a.m. to time returned to City Hall and are responsible for scheduling workers and all activities at polls for entire day; Deputy Wardens work at least one full shift of approx. 6/7 hours as well as back-up for Wardens; Clerks generally work at least one full shift and are responsible for all tally-work after polls close and return to City Hall; Inspectors work at least one full shift of approx. 6/7 hours.)

(submitted by Councilors Lashmit and Peltekis.)

**ADOPTED**

12-22-97: Removed from committee by chairman; survey provided by City Clerk.  
**ORDER NO. 97-7323** (Removal requested by Councilor Peltekis)