

CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Finance Committee

Date: June 1, 2016

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

2016 MAY 25 P 12:30

1. **5/23/16 – Order No. 16-1006567:** Communication from the Mayor re: Year-end transfer requests which moves funds from and to various accounts as noted on the attached spreadsheets which will cover expenses and balance accounts for FY16.
2. **5/23/16 – Order No. 16-1006568:** Communication from the Mayor re: transfer request in the amount of \$675,745.00 which moves funds from Undesignated to Overtime Snow & Ice, Snow Removal & Operating Expenses to fund the FY2016 Snow and Ice Deficit.
3. **5/23/16 – Order No. 16-1006569:** Communication from the Mayor re: Economic Development Corporation transfer request in the amount of \$647,580.00 which moves funds from Economic Development to MEDC Funding accounts to fully fund the FY17 operations and Walker Building Feasibility Study, X15/16-1006380.
4. **5/23/16 – Order No. 16-1006570:** Communication from the Mayor re: transfer request in the amount of \$62,400.00 which moves funds from Parks and Fields Capital to Interest on BAN to fund the City's interest payment obligations related to parks and recreation projects.
5. **5/23/16 – Order No. 16-1006574:** Communication from the Mayor re: Reauthorization of the Public Safety Revolving Fund.
6. **5/23/16 – Order No. 16-1006575:** Communication from the Mayor re: Reauthorization of the Council on Aging Revolving Fund.
7. **5/23/16 – Order No. 16-1006576:** Communication from the Mayor re: Reauthorization of the Parks and Recreation Revolving Fund.

THE LISTING OF TOPICS THAT THE CHAIR REASONABLY ANTICIPATES WILL BE DISCUSSED AT THE MEETING IS NOT INTENDED AS A GUARANTEE OF THE TOPICS THAT WILL HAVE BEEN DISCUSSED. NOT ALL TOPICS LISTED MAY IN FACT BE DISCUSSED, AND OTHER TOPICS NOT LISTED MAY ALSO BE BROUGHT UP FOR DISCUSSION TO THE EXTENT PERMITTED BY LAW.

The public should take due notice that the Marlborough City Council may have a quorum in attendance due to Standing Committees of the City Council consisting of both voting and non-voting members. However, members attending this duly posted meeting are participating and deliberating only in conjunction with the business of the Standing Committee.

Electronic devices, including laptops, cell phones, pagers, and PDAs must be turned off or put in silent mode upon entering the City Council Chamber, and any person violating this rule shall be asked to leave the chamber. Express authorization to utilize such devices may be granted by the President for recordkeeping purposes.



IN CITY COUNCIL

Marlborough, Mass.,

MAY 23, 2016

PAGE 1

ORDERED:

That the Year-end transfer requests which moves funds from and to various accounts as noted on the attached spreadsheets which will cover expenses and balance accounts for FY16, be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Health and Licensing		FROM ACCOUNT:				FISCAL YEAR: 2016		TO ACCOUNT:		Available
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$4,136.96	\$1,050.00	15120004	53140	Contract Services	\$1,000.00	15120005	54220	Office Supplies/Expense	\$823.42	
	Reason:	Funds available.					Additional funds needed for mileage reimbursements and supplies			
					\$50.00	11650002	51050	License Board Secretary	\$52.27	
						Funds needed for remaining meetings				
	\$1,050.00	Total			\$1,050.00	Total				

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Department of Public Works		FROM ACCOUNT:				FISCAL YEAR: 2016		TO ACCOUNT:		Available
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$12,397	\$5,970	60080001	50580	Assistant Chemist	\$9,180	60080006	55650	Sewer Maintenance	\$0	
	Reason:	Position vacant for a period of time.					Anticipated cost to cover remaining FY16.			
\$2,825	\$2,325	60080003	51440	Educational Incentives						
	Reason:	Position vacant for a period of time.								
\$1,085	\$885	60081003	51440	Educational Incentives						
	Reason:	Not used.								
\$60,073	\$40,918	61090001	50690	Foreman	\$40,918	61090006	55710	Water Maintenance	\$18,257	
	Reason:	Position Vacant.					Anticipated cost to cover remaining FY16.			
\$115,346	\$39,648	61090001	50740	Equipment Operators	\$39,648	61090003	51310	Overtime - Regular	\$147	
	Reason:	Vacant positions					Anticipated cost to cover remaining FY16.			
	\$89,746	Total			\$89,746	Total				



IN CITY COUNCIL

Marlborough, Mass.,

MAY 23, 2016

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ORDERED:

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Department of Public Works						FISCAL YEAR: ##				
Available Balance	Amount	FROM ACCOUNT:		Account Description:	Amount	TO ACCOUNT:		Account Description:	Available Balance	
		Org Code	Object			Org Code	Object			
\$7,334.44	\$4,530	61090003	51470	Interim Foreman	\$4,530	61090006	55710	Water Maintenance	\$18,257	
	Reason:				Anticipated cost to cover remaining FY16.					
\$27,424.54	\$27,424	14001001	50630	Assistant Commissioner	\$27,424	11920006	52469	Repairs/Maintenance	\$149	
	Reason:	Vacant position			Anticipated cost to cover remaining FY 16					
\$22,499.34	\$22,499	14001002	50062	Finance Assistant	\$22,499	14001305	55310	Highway Construction	\$4,170	
	Reason:	Vacant position			Anticipated cost to cover remaining FY 16					
\$8,245.59	\$8,246	14001503	51430	Longevity	\$8,246	14001506	54640	Parks Maintenance	\$0	
	Reason:				Anticipated cost to cover remaining FY 16					
\$2,075.60	\$2,076	14001503	51440	Educational Incentive	\$2,076	14001506	54640	Parks Maintenance	\$0	
	Reason:				Anticipated cost to cover remaining FY 16					
	\$64,775	Total			\$64,775	Total				



IN CITY COUNCIL

Marlborough, Mass., _____

MAY 23, 2016

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ORDERED:

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Department of Public Works		FROM ACCOUNT:				FISCAL YEAR:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	TO ACCOUNT:	Org Code	Object	Account Description:	Available Balance
\$10,025.91	\$10,026	14001503	51920	Sick Leave BB	\$10,026	14001504	53140	Contract services		\$0
	Reason:					Anticipated cost to cover remaining FY 16				
\$98,618.19	\$7,000	14001503	50740	Equipment Operators	\$7,000	14001504	53140	Contract Services		\$0
	Reason:	Vacant positions				Anticipated cost to cover remaining FY 16				
\$3,073.39	\$3,073	14001503	51940	Clothing Allowance	\$3,073	14001504	53140	Contract Services		\$0
	Reason:	Vacant positions								
\$2,739.54	\$2,740	14001403	51920	Sick Leave BB	\$1,000	14001104	53150	Advertising		\$30
	Reason:					Anticipated cost to cover remaining FY 16				
					\$1,740	14001104	53180	Prof/Tech services		\$3,446
	Reason:					Anticipated cost to cover remaining FY 16				
	\$22,839	Total			\$22,839	Total				

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Department of Public Works		FROM ACCOUNT:				FISCAL YEAR:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	TO ACCOUNT:	Org Code	Object	Account Description:	Available Balance
\$72,012.35	\$72,000	14001406	54830	Fuel and lubricants	\$60,000	11920006	52120	Electricity		\$249,951
	Reason:	Decrease in fuel costs				Anticipated cost to cover remaining FY 16				
					\$1,000	14001403	51470	Interim Foreman		\$0
	Reason:					Anticipated cost to cover remaining FY 16				
					\$11,000	14001504	53140	Contract Services		\$0
	Reason:					Anticipated cost to cover remaining FY 16				
	\$72,000	Total			\$72,000	Total				



IN CITY COUNCIL

Marlborough, Mass.,

MAY 23, 2016

PAGE 4

ORDERED:

CITY OF MARLBOROUGH BUDGET TRANSFERS --

		DEPT: FIRE						FISCAL YEAR: 2016			
		FROM ACCOUNT:						TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance		
\$89,894.76	\$30,000.00	12200001	50335	Deputy Fire Chief	\$30,000.00	12200003	51300	Overtime	\$76,700.68		
		Reason: Funds available due to unfilled positions						Reason: Balance may not be sufficient to complete FY16			
		\$30,000.00	Total		\$30,000.00	Total					

CITY OF MARLBOROUGH BUDGET TRANSFERS --

		DEPT: Comptroller						FISCAL YEAR: 2016				
		FROM ACCOUNT:						TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance			
\$629,780.00	\$115,000.00	17520006	59254	Interest on BAN	\$5,000.00	11940006	51860	Widows Pension	\$12,439.30			
		Reason: Excess due to lower than expected interest rate.						Reason: Notification from Commonwealth of MA				
						\$25,000.00	11330006	53460	Postage	\$21,933.70		
		Reason:						Reason: Voter Confirmation Mailing				
						\$60,000.00	11960006	51710	Workers Comp	\$0.00		
		Reason:						Reason: Proposed settlements				
						\$25,000.00	11410006	53114	Appeal Tax Case	\$4,775.00		
		Reason:						Reason: Appraisal for tax abatement issue				
		\$115,000.00	Total		\$115,000.00	Total						

ADOPTED
ORDER NO. 16-1006567



RECEIVED
CLERK'S OFFICE
OF MARLBOROUGH

2016 MAY 19 A 11: 21

City of Marlborough
Office of the Mayor

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

Arthur G. Vigeant
MAYOR

Nicholas J. Milano
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

3

May 19, 2016

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

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Re: Year-end Transfer Requests

Honorable President Clancy and Councilors:

I have enclosed for your review and approval several intra-department transfer requests that are needed to cover remaining expenses and balance our accounts for FY16. Our department heads look forward to the opportunity to meet with the Finance Committee to discuss these requests in greater detail.

Thank you in advance for your consideration and please let me know if you have any questions.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures



CITY OF MARLBOROUGH

BOARD OF HEALTH

140 Main Street, Lower Level
Marlborough, Massachusetts 01752
Facsimile (508) 460-3625 TDD (508) 460-3610

James Griffin, Chairman
John Curran, MD, Vice Chairman
Robin Williams, Member
Tel (508) 460-3751

May 17, 2016

Dear Mr. Mayor,

I am requesting an intra departmental transfer in the amount of \$1,050.00 to be moved from contract services into the office supplies and expenses account and the License Board Secretary account. The additional funds are needed for office supplies and expenses including but not limited to staff mileage reimbursement and food establishment inspection reports. Since the Fall, the Board of Health has been sharing a vehicle with Information Technology to reduce our reliance on staff vehicles and mileage reimbursements.

An additional \$50 is needed to fund the license board secretary for remaining meetings.

In closing, the Health Department would appreciate the approval of the request of transfer.

Sincerely,

Cathleen Liberty



CITY OF MARLBOROUGH
Department of Public Works
Office of the Commissioner
135 Neil Street
Marlborough, Massachusetts 01752
(508) 624-6910 Ext. 33200
Facsimile (508) 624-7699 * TDD (508) 460-3610

May 17, 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 and Public Facilities Department transfers for the remainder of Fiscal Year 2016. These request are being funded from surpluses within the operating budgets.

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: Org Code	Object	Account Description:	Amount	TO ACCOUNT: Org Code	Object	Account Description:	Available Balance
\$12,397	\$5,970	60080001	50580	Assistant Chemist	\$9,180	60080006	55650	Sewer Maintenance	\$0
	Reason:	<u>Position vacant for a period of time.</u>				<u>Anticipated cost to cover remaining FY16.</u>			
\$2,825	\$2,325	60080003	51440	Educational Incentives					
	Reason:	<u>Position vacant for a period of time.</u>							
\$1,085	\$885	60081003	51440	Educational Incentives					
	Reason:	<u>Not used.</u>							
\$60,073	\$40,918	61090001	50690	Foreman	\$40,918	61090006	55710	Water Maintenance	\$18,257
	Reason:	<u>Position Vacant.</u>				<u>Anticipated cost to cover remaining FY16.</u>			
\$115,346	\$39,648	61090001	50740	Equipment Operators	\$39,648	61090003	51310	Overtime - Regular	\$147
	Reason:	<u>Vacant positions</u>				<u>Anticipated cost to cover remaining FY16.</u>			
	\$89,746	Total			\$89,746	Total			

Department Head signature: _____

Auditor signature: _____

Comptroller signature: _____

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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
<u>\$7,334.44</u>	<u>\$4,530</u>	<u>61090003</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$4,530</u>	<u>61090006</u>	<u>55710</u>	<u>Water Maintenance</u>	<u>\$18,257</u>
	Reason:	_____				Anticipated cost to cover remaining FY16.			
<u>\$27,424.54</u>	<u>\$27,424</u>	<u>14001001</u>	<u>50630</u>	<u>Assistant Commissioner</u>	<u>\$27,424</u>	<u>11920006</u>	<u>52469</u>	<u>Repairs/Maintenance</u>	<u>\$149</u>
	Reason:	<u>Vacant position</u>				Anticipated cost to cover remaining FY 16			
<u>\$22,499.34</u>	<u>\$22,499</u>	<u>14001002</u>	<u>50062</u>	<u>Finance Assistant</u>	<u>\$22,499</u>	<u>14001305</u>	<u>55310</u>	<u>Highway Construction</u>	<u>\$4,170</u>
	Reason:	<u>Vacant position</u>				Anticipated cost to cover remaining FY 16			
<u>\$8,245.59</u>	<u>\$8,246</u>	<u>14001503</u>	<u>51430</u>	<u>Longevity</u>	<u>\$8,246</u>	<u>14001506</u>	<u>54640</u>	<u>Parks Maintenance</u>	<u>\$0</u>
	Reason:	_____				Anticipated c cost to cover remaining FY 16			
<u>\$2,075.60</u>	<u>\$2,076</u>	<u>14001503</u>	<u>51440</u>	<u>Educational Incentive</u>	<u>\$2,076</u>	<u>14001506</u>	<u>54640</u>	<u>Parks Maintenance</u>	<u>\$0</u>
	Reason:	_____				Anticipated c cost to cover remaining FY 16			
	<u>\$64,775</u>	<u>Total</u>			<u>\$64,775</u>	<u>Total</u>			

Department Head signature: _____

Auditor signature: _____

Comptroller signature: _____

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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
<u>\$10,025.91</u>	<u>\$10,026</u>	<u>14001503</u>	<u>51920</u>	<u>Sick Leave BB</u>	<u>\$10,026</u>	<u>14001504</u>	<u>53140</u>	<u>Contract services</u>	<u>\$0</u>
	Reason:	_____				Anticipated cost to cover remaining FY 16			
<u>\$98,618.19</u>	<u>\$7,000</u>	<u>14001503</u>	<u>50740</u>	<u>Equipment Operators</u>	<u>\$7,000</u>	<u>14001504</u>	<u>53140</u>	<u>Contract Services</u>	<u>\$0</u>
	Reason:	Vacant positions				Anticipated cost to cover remaining FY 16			
<u>\$3,073.39</u>	<u>\$3,073</u>	<u>14001503</u>	<u>51940</u>	<u>Clothing Allowance</u>	<u>\$3,073</u>	<u>14001504</u>	<u>53140</u>	<u>Contract Services</u>	<u>\$0</u>
	Reason:	Vacant positions				_____			
<u>\$2,739.54</u>	<u>\$2,740</u>	<u>14001403</u>	<u>51920</u>	<u>Sick Leave BB</u>	<u>\$1,000</u>	<u>14001104</u>	<u>53150</u>	<u>Advertising</u>	<u>\$30</u>
	Reason:	_____				Anticipated cost to cover remaining FY 16			
					<u>\$1,740</u>	<u>14001104</u>	<u>53180</u>	<u>Prof/Tech services</u>	<u>\$3,446</u>
	Reason:	_____				Anticipated cost to cover remaining FY 16			
	<u>\$22,839</u>	Total			<u>\$22,839</u>	Total			

Department Head signature: _____

Auditor signature: _____

Comptroller signature: _____

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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
<u>\$72,012.35</u>	<u>\$72,000</u>	<u>14001406</u>	<u>54830</u>	<u>Fuel and lubricants</u>	<u>\$60,000</u>	<u>11920006</u>	<u>52120</u>	<u>Electricity</u>	<u>\$249,951</u>
	Reason:			<u>Decrease in fuel costs</u>				<u>Anticipated cost to cover remaining FY 16</u>	
					<u>\$1,000</u>	<u>14001403</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$0</u>
	Reason:							<u>Anticipated cost to cover remaining FY 16</u>	
					<u>\$11,000</u>	<u>14001504</u>	<u>53140</u>	<u>Contract Services</u>	<u>\$0</u>
	Reason:							<u>Anticipated cost to cover remaining FY 16</u>	
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	<u>\$72,000</u>	Total			<u>\$72,000</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:

[Handwritten signatures]



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

May 16, 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 \$30,000.00 into our overtime account; this transfer may be necessary to complete FY16 due to retirements, vacant position and personal medical reasons.

Attached is a transfer request spreadsheet outlining my request. Please feel free to contact me if you have any questions.

Sincerely,

Kevin J. Breen
Fire Chief

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: FIRE

FISCAL YEAR: 2016

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$89,894.76</u>	<u>\$30,000.00</u>	<u>12200001</u>	<u>50335</u>	<u>Deputy Fire Chief</u>	<u>\$30,000.00</u>	<u>12200003</u>	<u>51300</u>	<u>Overtime</u>	<u>\$76,700.68</u>
	Reason:	<u>Funds available due to unfilled positions</u>				Reason: <u>Balance may not be sufficient to complete FY16</u>			
<hr/>		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	Reason:	<hr/>				<hr/>			
<hr/>		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	Reason:	<hr/>				<hr/>			
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	Reason:	<hr/>				<hr/>			
<hr/>		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	Reason:	<hr/>				<hr/>			
	\$30,000.00	Total			\$30,000.00	Total			

Department Head signature:

Kevin Breen

Auditor signature:

[Signature]

Comptroller signature:

[Signature]



City of Marlborough
Office of the Comptroller

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

May 10, 2016

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

RE: TRANSFER REQUEST

Dear Mayor Vigeant,

Enclosed herewith is a transfer request for several areas under the Comptroller's Department. The first request is for the widow's pension account. The Commonwealth of Massachusetts has notified the City of a payment which is due in the amount of \$10,914.80 which is higher than anticipated. The second request is for postage and it is due to the fact that the City Clerk's office has notified me of a mailer for voter confirmation notices which requires two envelopes with an estimated cost of \$17,000. The third request is for the worker's compensation account. It has been suggested to me that it would be in the City's best interest to offer a settlement on two claims which in the long run would reduce the City's expense for this account. The fourth request is from the City's Assessors office. They have a large abatement request which might end up in land court and they feel it would be in the City's best interest if they had an independent appraisal of the property. There are funds available in the City's short term interest account due to a favorable interest rate of 1.5% instead of the anticipated 2% on the \$39 million borrowing in June of 2015.

Please contact me if you have any questions or require any additional information.

Sincerely,

Brian Doheny
Comptroller



IN CITY COUNCIL

MAY 23, 2016

Marlborough, Mass.,

ORDERED:

That the transfer request in the amount of \$675,745.00 which moves funds from Undesignated to Overtime Snow & Ice, Snow Removal & Operating Expenses to fund the FY2016 Snow and Ice Deficit, be and is herewith refer to **FINANCE COMMITTEE.**

BUDGET TRANSFERS --

DEPT:		DPW					FISCAL YEAR:		2016	
Available Balance	Amount	FROM ACCOUNT:			Amount	TO ACCOUNT:			Available Balance	
		Org Code	Object	Account Description:		Org Code	Object	Account Description:		
\$3,896,252.00	\$675,745.00	10000	35900	Undesignated Fund	\$98,745.00	14001203	51390	Overtime-Snow & Ice	-\$98,744.90	
	Reason:	To fund the snow & ice deficit for FY16								
					\$122,000.00	14001206	52960	Snow Removal	-\$119,837.47	
	Reason:									
					\$455,000.00	14001206	57040	Operating Expenses	-\$452,800.29	
	\$675,745.00	Total			\$675,745.00	Total				

ADOPTED

ORDER NO. 16-1006568



City of Marlborough
Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
OF MARLBOROUGH

2016 MAY 19 A 11:40 AM
140 Main Street, Marlborough, Massachusetts 01752
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610
www.marlborough-ma.gov

Arthur G. Vigeant
MAYOR

Nicholas J. Milano
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

May 19, 2016

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

Re: Transfer Request – Snow and Ice to Fund FY2016 Deficit

Honorable President Clancy and Councilors:

I have enclosed for your review and approval a transfer request to fund the FY2016 Snow and Ice Deficit. Upon your approval, a total of \$675,745.00 will be transferred from the Undesignated Fund to the following snow and ice accounts:

\$98,745.00	Overtime Snow & Ice	14001203-51390
\$122,000.00	Snow Removal	14001206-52960
\$455,000.00	Operating Expenses	14001206-57040

This past winter was significantly less severe than the previous year. As you may recall, the transfer to fund the FY2015 deficit was \$1,760,000.00.

This will allow us to fund the deficit from this past winter. In another communication, I will ask for your authorization to set up our snow and ice account for Fiscal Year 2017.

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

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure

BUDGET REPORT
AS OF 5/18/16

FOR 2016 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
100 GENERAL FUND							
4000 DEPARTMENT OF PUBLIC WORKS							
0120 STREETS-SNOW & ICE							
14001203 51390 OVERTIME-SNOW & ICE	125,000	.00	125,000.00	223,744.90	.00	-98,744.90	179.0%*
14001206 52960 SNOW REMOVAL	275,000	.00	275,000.00	391,813.34	3,024.13	-119,837.47	143.6%*
14001206 57040 OPERATING EXPENSES	100,000	.00	100,000.00	549,663.79	3,136.50	-452,800.29	552.8%*
TOTAL STREETS-SNOW & ICE	500,000	.00	500,000.00	1,165,222.03	6,160.63	-671,382.66	234.3%
TOTAL DEPARTMENT OF PUBLIC WOR	500,000	.00	500,000.00	1,165,222.03	6,160.63	-671,382.66	234.3%
TOTAL GENERAL FUND	500,000	.00	500,000.00	1,165,222.03	6,160.63	-671,382.66	234.3%
TOTAL EXPENSES	500,000	.00	500,000.00	1,165,222.03	6,160.63	-671,382.66	
GRAND TOTAL	500,000	.00	500,000.00	1,165,222.03	6,160.63	-671,382.66	234.3%

** END OF REPORT - Generated by Diane Smith **



IN CITY COUNCIL

Marlborough, Mass., _____

MAY 23, 2016

ORDERED:

That the Economic Development Corporation transfer request in the amount of \$722,580.00 which moves funds from Economic Development to MEDC Funding accounts to fully fund the FY17 operations and Walker Building Feasibility Study, X15/16-1006380, be and is herewith refer to **FINANCE COMMITTEE**.

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT:		Mayor				FISCAL YEAR:		2016	
Available Balance		FROM ACCOUNT:				TO ACCOUNT:			
Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$1,006,920.08	27000099	42440	Economic Development	\$647,580.00	11740006	53950	MEDC Funding	\$0.00	
	Reason: To allow the MEDC to continue it's work in promoting the economic development of the City for FY17								
\$1,006,920.08	27000099	42440	Economic Development	\$75,000.00	11740006	53950	MEDC Funding	\$0.00	
	Reason: Walker Building feasibility study								
\$722,580.00	Total			\$722,580.00	Total				

ADOPTED

ORDER NO. 16-1006569



City of Marlborough

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Office of the Mayor

2016 MAY 19 AM 10:50
140 Main Street, Marlborough, Massachusetts 01752
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610
www.marlborough-ma.gov

5
Arthur G. Vigeant
MAYOR

Nicholas J. Milano
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

May 19, 2016

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

Re: Transfer Request – Marlborough Economic Development Corporation

Honorable President Clancy and Councilors:

Enclosed for your review please find a transfer request in the amount of \$647,580.00 to fully fund the Marlborough Economic Development Corporation (the "MEDC") for their Fiscal Year 2017 operations. I have included an additional \$75,000.00 on this transfer sheet to fund the Walker Building Feasibility Study. Upon your approval, these funds will be moved from the Economic Development Account to the MEDC Funding Account.

Since its creation, the MEDC's goal has been to successfully advance economic development in the City to reduce the residential tax burden. We have continued to make great progress towards that goal and our residential tax rate has stayed low in recent years, with an average increase of only \$29 last year.

The City's economic resurgence has led to thousands of new jobs, new tax revenue for the City, and great opportunities for City residents. Marlborough is fast becoming the destination for life sciences and advanced manufacturing in MetroWest.

This progress was recently honored by the *Boston Globe* which named Marlborough one of their 2016 Game Changers. The *Boston Globe* recognized innovators who "had the vision, leadership, and determination to make a difference in lives around the world and around the corner." Marlborough is the only city or town to be awarded this distinction since the *Globe* first started awarding this recognition in 2014.

In the past year, GE Healthcare Life Sciences has opened its Marlborough offices, innovative marketing company Wakefly moved here, and companies like Hologic, CeQur, and ReWalk have expanded their operations in Marlborough.

Revenues from the hotels tax remain high; as of March 31, 2016 they are outpacing the previous year's receipts. I remain confident that we will continue to have a sustainable revenue stream to fund ongoing operations for the long term. As we have seen with the Apex proposal, hotels believe Marlborough is a great market to invest in and it is important that we continue to capture their business and tax revenue.

I have also enclosed a transfer for \$75,000 to fund the Walker Building Feasibility Study. The City Council recently requested that I submit a transfer in this amount for a study to be conducted with the MEDC's participation.

As in previous years, I have also enclosed a summary prepared by City Auditor Diane Smith that details revenues since 2011, the transfer sheets, and additional budget information prepared by MEDC staff.

It is important that we discuss the merits of the MEDC each year that we transfer this significant amount of revenue from the special revenue fund to MEDC's budget. At a cost of \$288,800, MEDC is able to employ 4 full-time employees and one temporary/summer part-time intern. If these same employees were on the City's payroll, the real cost to the taxpayer would be many times over that amount due to retirement expenses and other post-employment benefits.

\$280,000 is also allocated to special projects which MEDC will utilize in FY17 on:

- \$160,000 for Business Retention and Expansion
- \$75,000 for City Planning Services
- \$30,000 for Hospitality and Sports Tourism
- \$15,000 for Urban Village and Community Development

The city planning services that MEDC contracts through the Metropolitan Area Planning Council ("MAPC") are an effective use of taxpayer funds because MAPC is able to provide experts in any requested focus areas. Rather than having one city planner with broad knowledge across many fields, we are able to benefit from experts in every field. This team approach improves projects and provides the City with the information needed to move forward on various proposals.

Lastly, MEDC Executive Director Tim Cummings has accepted a new position with Nashua, New Hampshire. Tim was an effective leader and did a great job at MEDC. This new position is a step forward in his career and I hope you join me in wishing him the best of luck.

MEDC has employed a consultant to facilitate a thorough search for a new executive director, but will not miss a beat during this time period thanks to the ongoing hard work of Meredith Harris, Linda Martins, and the newest member of the MEDC team, Rhnissa Decker.

Thank you in advance for your consideration.

Sincerely,



Arthur G. Vigeant
Mayor

Enclosures

ECONOMIC DEVELOPMENT FUNDING

9/30/2011 State Aid	\$165,166.12
12/31/2011 State Aid	\$190,224.55
3/31/2012 State Aid	\$132,447.82
6/29/2012 State Aid	\$146,495.56
9/30/2012 State Aid	\$185,400.20
12/31/2012 State Aid	\$182,736.99
3/31/2013 State Aid	\$123,837.95
6/28/2013 State Aid	\$152,429.69
9/20/2013 State Aid	\$196,053.08
12/30/2013 State Aid	\$204,331.94
3/31/2014 State Aid	\$134,171.82
6/30/2014 State Aid	\$165,392.81
9/30/2014 State Aid	\$225,891.57
12/31/2014 State Aid	\$215,368.61
3/31/2015 State Aid	\$139,754.81
6/30/2015 State Aid	\$181,957.00
9/30/2015 State Aid	\$246,477.46
12/31/2015 State Aid	\$243,518.11
3/31/2016 State Aid	\$147,152.99

Total Funding	<hr/> \$3,378,809.08
---------------	----------------------

12/5/2011 CO# 11-1003048	-\$146,837.00
12/19/2011 CO# 11-1004004	-\$3,163.00
5/21/2012 CO# 12-1005008	-\$200,000.00
12/17/2012 CO# 12-1005205	-\$277,099.00
6/3/2013 CO# 13-1005418A	-\$499,000.00
6/30/2014 CO# 14-1005840	-\$513,915.00
6/1/2015 CO# 15-1006198A	-\$731,875.00

Total Transfers	<hr/> -\$2,371,889.00
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Available for future transfers	\$1,006,920.08
--------------------------------	----------------

The Marlborough Economic Development Corporation (MEDC) requests a total budget of \$647,580 to fund its operations and special projects which equates to a 2.49% increase year over year.

The budget is divided into 3 categories which represent salaries, expenses and special projects. The following snapshot is of budget line item allocations for the above listed categories.

➤ Salaries and Benefits

\$288,800 in personnel, employer taxes and fringe benefits are allocated to salaries and benefits.

Personnel & Benefits	\$263,800
Employer Payroll Taxes	\$ 25,000

➤ Operating and Administrative Expenses

\$78,780 is allocated to operating and administrative expenses in order to conduct business.

Materials & Supplies	\$20,230
Contracted Services	\$27,950
Occupancy	\$29,600
Capital Outlay	\$ 1,000

➤ Special Projects

\$280,000 is allocated to special projects in order for MEDC to carry out its goals & objectives

Business Retention & Expansion	\$160,000
City Planning Services	\$ 75,000
Hospitality & Sports Tourism	\$ 30,000
Urban Village & Community Development	\$ 15,000



April 26, 2016

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

RE: FY'17 Operating Budget Transfer Request & Transfer Request for the Walker Building Feasibility Study

Dear Mayor Vigeant:

I am writing seeking a transfer request for MEDC's operations and to follow up on the City Council's previous endorsement of a transfer request for a feasibility study/RFP of the Walker Building.

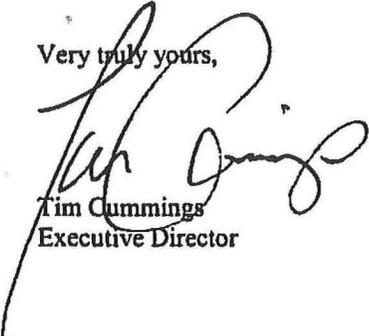
On behalf of the Marlborough Economic Development Corporation (MEDC), I am herewith submitting this letter requesting a transfer of funds to the Marlborough Economic Development Corporation in the amount of \$647,580.00 to fund operations and special projects for FY'17 as approved by the MEDC Executive Committee on April 20, 2016. This request reflects a 2.49% increase year over year.

Additionally, the MEDC is requesting a separate appropriation from the City in the amount of \$75,000.00 for the Walker Building Feasibility Study. It is our goal to enter into the first phase of the Walker Building project to better understand the "highest and best use" to maximize the asset's value then to transition into more of a technical review before ultimately crafting an RFP that we hope to issue by mid-fall. Therefore, the transfer of funding is crucial to moving the project forward.

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

Thank you for your kind attention to this matter and should you have any questions please do not hesitate to contact me at your earliest convenience.

Very truly yours,



Tim Cummings
Executive Director

Attachments

- A: FY'17 Operational Budget
- B: Walker Building Feasibility Study Backup

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

Attachment A

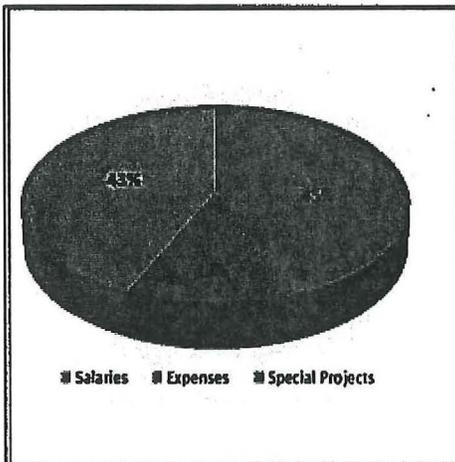
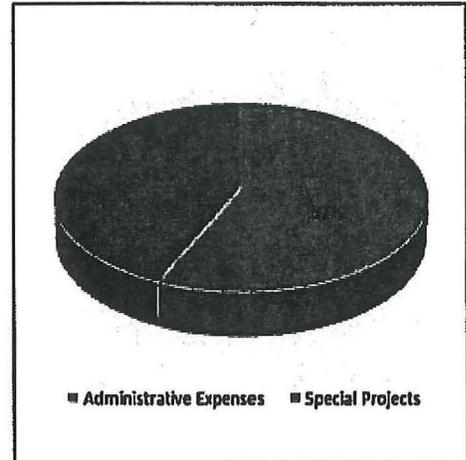
FY'17 Operational Budget



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

Overview: The Marlborough Economic Development Corporation (MEDC) requests a total budget of \$647,580 to fund its' operations and special projects which equates to a 2.49% increase year over year. Administrative Expenses are allocated \$367,580 which represents 57% of the total budget while Special Projects represents 43% at an allocation of \$280,000.

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



Summary: The budget is divided into 3 categories which represent salaries, expenses and special projects. Salaries account for 45% of the budget and 12% accounts for the operations and administrative expenses of the office. Special projects represent 43% of the total budget with allocations spread over 4 specific areas. The following is a synopsis of budget line item allocations for the above listed categories.

Salaries and Benefits

\$288,800 in personnel, employer taxes and fringe benefits is allocated to 5 employees. The staffing schedule identifies 4 permanent full-time employees at \$260,600 including benefits and 1 temporary/summer part-time intern at \$3,200. Employer payroll taxes are allocated at \$25,000 based on the above staff schedule.

Expenses

\$78,780 is allocated to operating and administrative expenses. Materials and supplies covers collectively all operating supplies and services, which are defined as consumable commodities, necessary to conduct business: for example, office and custodial supplies, printing and reproducing general marketing collateral, subscriptions, postage, repairs and office maintenance. Contracted services covers operating services obtained by contract with the outsourced vendor. For example, agreements with our accountant, marketing & communications manager and our payroll service provider. Occupancy covers office rent, insurance, utility expenses and capital outlay covers operating expenditures of significant amounts resulting in the acquisition or replacement for extending life of fixed assets such as computers, copiers, etc.

The FY'17 expenditure breakdown is as follows:

- Materials & Supplies 20,230
- Contracted Services 27,950
- Occupancy 29,600
- Capital Outlay 1,000
- Total Expenses \$78,780**



Special Projects

\$280,000 is allocated to special projects in order for MEDC to carry out the goals and objectives of the organization. The following goals were approved by the MEDC Board of Directors on January 27, 2016 (for a complete listing of the objectives please see *The Goals & Objectives of MEDC for FY'17 Attachment*).

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

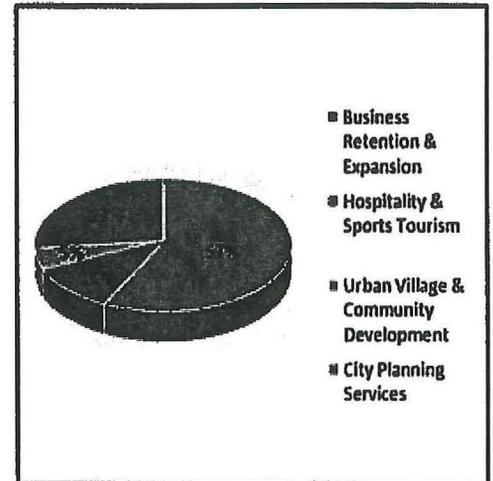
Goals:

- Renewed Commitment to the MEDC Mission Statement
- Continue to focus on the implementation of the Economic Development Master Plan
- Reduce Marlborough's vacancy rate
- Increase commercial property values (assessments) & create new jobs

The FY'17 expenditure breakdown is as follows:

- Business Retention & Expansion 160,000
- Hospitality & Sports Tourism 30,000
- Urban Village & Community Development 15,000
- City Planning Services 75,000
- Total Special Projects \$280,000

(For a complete listing of the FY'17 Special Projects, please see the *Special Accounts Attachment*)



Conclusion: The FY'17 Budget Narrative was created with the main goal of making the budget process more transparent to all stakeholders – by outlining the detailed budget in the following pages.

FY'17 Budget Overview

July 2016 through June 2017

Jul '16 - Jun 17

Ordinary Income/Expense

Expense

Insurance

5080 · Director's Insurance	1,300.00
5085 · General Liability	600.00
5090 · Pocket Park Ins. - Main Street	0.00
5095 · Workers' Comp	600.00
5096 · Short Term Disability	400.00

Total Insurance	2,900.00
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Payroll Expenses

5150 · Dental Insurance	800.00
5160 · ER Taxes	25,000.00
5165 · Health Insurance	5,700.00
5170 · Salaries	244,100.00
5253 · Temporary Help	3,200.00
5270 · Retirement Plan	7,500.00

Total Payroll Expenses	286,300.00
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5005 · Advertising/Marketing	1,500.00
5010 · Annual Report	20.00
5015 · Business Travel	500.00
5030 · Computer Services & Licenses	2,000.00
5035 · Conferences/Meetings	1,500.00
5060 · Dues and Subscriptions	9,200.00
5065 · Events	400.00
5070 · Gifts and Promotions	600.00
5100 · Internet service	720.00
5105 · Maintenance & Repair	600.00
5135 · Media Contractor	20,000.00
5140 · Office Supplies	2,500.00
5180 · Payroll Fees	2,000.00
5185 · Phone	2,900.00
5190 · Postage and Delivery	500.00
5195 · Printing and Reproduction	1,300.00
5200 · Professional Development	2,500.00
5205 · Professional Fees	4,950.00
5235 · Rent	22,200.00
5240 · Service Charges	10.00
5245 · Software	400.00
5250 · Special Projects/Consultant	280,000.00
5260 · Utilities	1,600.00
5265 · Web design and maintenance	480.00

Total Expense	647,580.00
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Net Ordinary Income	-647,580.00
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Net Income	-647,580.00
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*FY' 17 Budget shown in QuicKBooks Accountant 2013



FY17

Marlborough Economic Development Corporation	Expended & Encumbered as of 6/30/15	Expended & Encumbered as of 3/31/16	Original Appropriation FY16	Expenditures FY17	Request FY17	Supervising Authority FY17	City Council Approval
Salaries							
Fulltime (1)							
Executive Director	\$180,669	\$151,732	\$87,700	\$285,600	\$89,400	\$285,600	
Executive Administrative Assistant			\$47,200		\$49,300		
Business Outreach Coordinator					\$88,200		
Hospitality Sports Tourism Coordinator					\$40,200		
Benefits: (Health, Dental, Retirement, Pro Dev)	\$4,737	\$5,039	\$39,450		\$26,500		
Employer Taxes	\$18,379	\$16,289			\$25,000		
Parttime (2)							
Hospitality Sports Tourism Coordinator			\$19,800	\$3,200		\$3,200	
Temporary Help/Internship	\$1,157	\$886	\$3,200				
Business Outreach Coordinator			\$22,300				
Salaries Total (Lines 1-2)	\$204,941	\$173,946	\$219,650	\$288,800	\$288,800	\$288,800	
Expenses							
Materials & Supplies (3)							
Advertising/Marketing	\$30,411	\$984	\$1,500	\$20,230	\$1,800	\$20,230	
Annual Report	\$15	\$19	\$15		\$20		
Business Travel	\$7,206		\$500		\$500		
Conferences/Meetings	\$25,105	\$2,146	\$800		\$1,500		
Contribution/Sponsorship							
Events	\$20,592	\$203	\$400		\$400		
Gifts & Promotions	\$3,063	\$466	\$600		\$600		
Grants Awarded	\$18,058						
Maintenance & Repair	\$12,156	\$50	\$600		\$600		
Media Contractor	\$26,963	\$16,103					
Membership Fees/Subscriptions	\$18,394	\$13,552	\$9,200		\$9,200		
Office Supplies	\$3,239	\$2,027	\$2,000		\$2,500		
Postage & Delivery	\$1,761	\$482	\$400		\$500		
Printing & Reproduction	\$2,295	\$3,942	\$500		\$1,300		
Reimbursable Expenses	\$7,304	\$4,041					
Service Charges	\$22	\$4	\$10		\$10		
Software	\$64	\$336			\$400		
Website/Internet	\$1,399	\$804	\$1,200		\$1,200		
Contracted Services (4)							
Accounting/Book Keeping			\$1,500	\$27,950	\$4,950	\$27,950	
Professional/Consultant Fees	\$51,820	\$3,272	\$20,000		\$20,000		
IT Maintenance Services	\$4,000	\$1,053	\$900		\$1,000		
ADP Payroll Services	\$2,015	\$1,656	\$2,000		\$2,000		
Occupancy (5)							
Lease Agreement	\$21,439	\$17,735	\$21,500	\$29,600	\$22,200	\$29,600	
Office Insurance	\$555	\$417	\$600		\$600		
Directors/Officers Liability Insurance	\$1,376	\$1,042	\$1,300		\$1,300		
Park Insurance - Main Street	\$1,262						
Workers' Comp	\$615	\$587	\$600		\$600		
Short Term Disability	\$240	\$368	\$400		\$400		
Utilities	\$3,532	\$2,848	\$4,500		\$4,500		
Capital Outlay (6)							
Computer Equip & Licenses			\$500	\$1,000	\$1,000	\$1,000	
Expenses Total (Lines 3-6)	\$262,900	\$74,116	\$71,325	\$78,780	\$78,780	\$78,780	
Special Accounts							
Special Projects (7)							
Business Retention & Expansion		\$44,662	\$94,000	\$280,000	\$160,000	\$280,000	
Hospitality & Sports Tourism		\$29,290	\$42,500		\$30,000		
Urban Village & Community Development		\$15,522	\$119,400		\$15,000		
City Planning Services		\$45,150	\$85,000		\$75,000		
Special Accts. Total (Line 7)	\$0	\$134,624	\$340,900	\$280,000	\$280,000	\$280,000	
THE GRAND TOTAL	\$467,841	\$382,686	\$631,875	\$647,580	\$647,580	\$647,580	

Salaries Fulltime (1)		PERMANENT FULL TIME									
CALCULATE 52 WEEKS OF PAY HERE - Annual Salary Increase of 3% FY 17 (July 2016 - June 2017)											
(A) NAME	(B) TITLE	(C) WEEKLY SALARY BEFORE ANNIV.	(D) ANNIV. DATE (for salary increases)	(E) WEEKS TO ANNIV DATE	(F) LONGE- VITY AT % OR FLAT RATE	(G) TOTAL SALARY TO ANNIV DATE	(H) WEEKLY SALARY AFTER ANNIV.	(I) WEEKS LEFT IN BUDGET YEAR	(J) LONGE- VITY AT % OR FLAT RATE	(K) SALARY FROM ANNIV TO END	(L) TOTAL SALARY FOR BUDGET YEAR
Tim Cummings	Executive Director	1693.61	1/1/17	26	42.34	44,033.86	1,744.42	26	43.61	45,354.88	89,388.74
Linda Martins	Executive Administrative Assistant	940.73	4/11/17	40	23.52	37,629.20	968.95	12	24.22	11,627.42	49,256.62
Meredith Harris	Business Outreach Manager	1030.20	7/20/16	2	25.76	2,060.40	1,061.11	50	26.53	53,055.30	55,115.70
	Hospitality Sports Tourism Coordinator	769.23	5/1/17	44	19.23	33,846.12	792.31	8	19.81	6,338.46	40,184.58
Grand Total											233,945.63
Employee Benefits/Payroll Taxes											
	ITEMIZE AND JUSTIFY:										AMOUNT
	Health, Dental, Retirement, Pro Dev	2 FT Employee @ 60% (single plans) SIMPLE IRA Retirement Plan									\$ 26,500
	Employer Payroll Taxes	Based on 4 Perm FT Employees & 1 PT Temp/Intern									\$ 25,000
											Total
Salaries Fulltime (1)											\$ 51,500
Grand Total											\$233,945.63
											285,445.63

Salaries Parttime (2)		Temp Part Time									
FY 17 (July 2016 - June 2017)											
(A)	(B)										
NAME	TITLE	Hours/ week	Hourly rate	Weeks							Total Salary for Budget Yr
Temporary Help/Internship	Summer 2016	32	12.50	8							\$ 3,200
Salaries Parttime (2)											\$ 3,200
Salaries Parttime (2)											
Grand Total FY17											\$ 3,200

Expenses (3-6)		SUMMARY OF NON-SALARIED EXPENDITURES				
Line	Account	Expended FY15	Expended FY16 as of 3/31/16	Appropriated FY16	Supervising Authority Request FY17	City Council Approval
3	M&S	\$ 176,047	\$ 45,139	\$ 17,525	\$ 20,230	
4	Cont.Serv.	\$ 57,835	\$ 5,981	\$ 24,400	\$ 27,950	
5	Occup.	\$ 29,019	\$ 22,997	\$ 28,900	\$ 29,600	
6	Cap.Outlay	\$ -	\$ -	\$ 500	\$ 1,000	
TOTALS		\$ 262,901	\$ 74,117	\$ 71,325	\$ 78,780	
7	Spec.Accts		\$ 134,624	\$ 340,900	\$ 280,000	
Expenses (3-7)						
GRAND TOTALS		\$ 262,901	\$ 208,741	\$ 412,225	\$ 358,780	

Expenses (3)		MATERIALS AND SUPPLIES						
This category covers collectively all operating supplies and services, which are defined as consumable commodities, necessary to conduct business: for example, office and custodial supplies, printing and reproducing marketing collateral, subscriptions, postage, repairs and office maintenance, etc.								
Please list any non-consumable item costing over \$100 on the Capital Outlay page. This would include office equipment.								
ITEMIZE AND JUSTIFY								Amount
								Requested
Advertising/Marketing Supplies & Services (Ex. E-Newsletter & E-Survey Services, Creation of Marketing Flyers such as Retail/Case Studies/Incentives Tool Box, etc.)								\$ 1,500
State of Massachusetts Mandatory - Annual Report Filing								\$ 20
Business Travel - (Ex. Mileage to standard events/mtgs, parking, tolls)								\$ 500
Conferences/Meetings (Ex. Registration Fees for business events, luncheons, receptions & misc. attendance & hosting expenditures)								\$ 1,500
Events (Ex. Office Mtgs, office luncheons/breakfasts considered an MEDC operating "event")								\$ 400
Gifts & Promotions (Ex. Periodic staff luncheons, holidays, small tokens to clients/constituents)								\$ 600
Maintenance & Repair (Ex. Regular Office Cleaning, Office Fixtures & Dry Cleaning/Carpet Cleaning)								\$ 600
Membership Fees/Subscriptions (Ex. CoStar Realty Services, Yearly Newspaper Subscriptions & Membership Dues)								\$ 9,200
Office Supplies (Ex. Paper, pens, notepads, binders, paper clips, staples, labels, coffee, water, etc... - Including small/light office equip <\$100)								\$ 2,500
Postage & Delivery (Ex. USPS Stamps & FedEx Services, Basic Office Mailings - Operational & Outreach)								\$ 500
Printing & Reproduction (Ex. Xerox Services, Re-print Marketing Collateral & Special Article Poster Prints)								\$ 1,300
Service Charges (Ex. Bank monthly fees)								\$ 10
Software (Ex. Microsoft Office monthly fees)								\$ 400
Website/Internet/Email Services (Ex. Monthly web-hosting fee, internet connection & MS Email Hosted Exchange Server fees)								\$ 1,200
TOTAL MATERIALS & SUPPLIES								\$ 20,230

Expenses (4)	CONTRACTED SERVICES			
	Covers operating services obtained by contract with outsourced vendor. For example: accounting services, marketing & communications vendor, payroll services, etc.			
ITEMIZE AND JUSTIFY:				AMOUNT
Accounting/Book Keeping				\$4,950.00
- CPA on Retainer/Yearly Filings/FY'16 Audit				
- A/P & Payroll Services				
- Fiscal End Process				
Professional/Consultant Fees				\$20,000.00
- Communications/Media Vendor				
IT Maintenance Services				\$1,000.00
- Tech on Retainer				
- Computer & Licensing Fees				
- Electronics: Maintenance & Repair				
ADP Payroll Services				\$2,000.00
- Processing Charges				
- Tax Services				
- Year End Processing				
TOTAL				\$27,950.00

Expenses (5)	OCCUPANCY	
Marlborough Economic Development Corporation (MEDC)		Requested Amount
91 Main Street, Suite 203B / 204		
Lease Agreement		\$ 22,200
Office Insurance		\$ 600
Directors & Officers Liability Insurance		\$ 1,300
Workers' Comp Insurance		\$ 600
Short Term Disability Insurance (FT Employees)		\$ 400
Utilities		\$ 4,500
- Phone Services & Voicemail System		
- Electricity Supply		
TOTAL		\$ 29,600

FY' 17 Special Projects

Special Projects (7)	SPECIAL ACCOUNTS				AMOUNT
SPECIAL PROJECTS:					
Business Retention & Expansion					
Founders Reception	Annual Thank You event				\$ 3,000
Marketing Collateral	General MEDC Advertising/Marketing Collateral (i.e. RLF Program, Booklets, I				\$ 2,000
Professional Mailing	Annual Letter - City Mass Mailing				\$ 1,000
Hosted Outreach Events (Attraction)	4 Outreach events/trips (i.e. w/ MassEcon & MassBio)				\$ 15,000
Job Fair / Workshops	Annual Workforce events				\$ 10,000
Trade Show Attendance & Participation	4 Trade Shows (1 a qtr.. Specific industries)				\$ 10,000
Focus Group/Event (Retention)	Targeted event (i.e. Commercial Brokers)				\$ 4,000
Media Buy Branding Campaign ("Think Marlborough")	Targeted print/digital campaign - Branding Marlborough				\$ 15,000
ED "Tool Box"	Economic Development Incentive Programs				\$ 100,000
			Total		\$ 160,000
Hospitality & Sports Tourism					
Visit-Marlborough Website	Maintenance & Development				\$ 500
Marlborough Restaurant Association - Training	Training Initiative				\$ 10,000
Dine Local Campaign	Dine Local Initiative / Promotion				\$ 1,500
Hospitality Business Development	Hotel/Restaurant & Sports Tourism				\$ 18,000
			Total		\$ 30,000
Urban Village Development					
Downtown Beautification	Lighting, Landscaping, Signs, etc...				\$ 10,000
Downtown Marketing Collateral	Market the Downtown Overlay District				\$ 5,000
			Total		\$ 15,000
City Services					
City Planning Services - City of Marlborough	Analysis & Technical Assistance		Total		\$ 75,000
TOTAL SPECIAL ACCOUNTS					\$ 280,000



The Goals and Objectives of MEDC for FY'17

Background

At our annual meeting of January 27, 2016, the Marlborough Economic Development Corporation (MEDC) Board of Directors approved the following four (4) goals and the following objectives for FY'17.

This document along with the FY'17 Budget will be presented to the City Council for their approval in mid-April.

MEDC Goals

1. Renewed Commitment to the MEDC Mission Statement
2. Continue to focus on the implementation of the Economic Development Master Plan
3. Reduce Marlborough's vacancy rate
4. Increase commercial property values (assessments) & create new jobs

Objectives

(Prioritized by highest to lowest)

- o The organization shall continue to strengthen relationships with strategic partners for concrete progress in areas that improve the community's quality of life by pursuing issues of mutual benefit to Marlborough and the strategic partners
- o Develop a plan for Route 20E to enhance the assessments of the corridor and develop a Roadway Plan to include complete streets and sidewalks to make the area more pedestrian friendly (long-range multi-year objective)
- o Work with a planner (i.e. MAPC) to develop a conceptual plan for the City's South West Quadrant to add value
- o Maintain the general awareness of Marlborough as a pro-business municipality in the Commonwealth of Massachusetts
- o Continue to investigate options for working with owners/brokers of commercial/industrial space to reduce the commercial vacancy rate. This may include but is not limited to keeping an inventory of vacant space and tracking lease agreements for upcoming terminations
- o Attract or absorb 100,000 net positive sq./ft. of commercial space in the City of Marlborough
- o Expand the existing employment base by 300 net positive jobs in select areas of the city
- o Market the newly re-zoned downtown to attract developers and prospective businesses
- o Market the areas within the city identified for development or redevelopment (43D Expedited Permitting)
- o Bring forward a discussion on the Walker Building
- o Bring forward a discussion on the CDA land and whether development should occur on some key parcels
- o Bring forward a discussion on Transportation

- Bring forward a discussion on the Post Office site
- Identify and pursue attraction of at least one (1) new restaurant to the city (as part of the overall attraction effort)
- Collaborate with area hotels to improve the experience of company employees and visitors to Marlborough
- Increase hotel room nights by 500 net positive room stays

Tasks to Achieve Objectives

- Continue with outreach program to businesses within the city
- Provide a single point of contact for economic development a business ombudsman with clear authority from the city to coordinate all departments in business permitting
- Host 2 retention/targeted events (Annual Founders Reception, Commercial Brokers, etc.)
- Sponsor 2-3 outreach events/trips (attraction of new development/tenants)
- Continue to develop a specialized marketing campaign to attract business associations and sports tourism to Marlborough hotels
- Continue with job fair and/or workforce development workshops for the community
- Attend 4 trade shows (1 qtr.) in select industries/clusters Marlborough wants to further develop
- Continue with Media Buy Branding Campaign – “Think Marlborough”
- Continue with the Restaurant Training Initiative
- Continue with Economic Development “Toolbox”
 - Continue improving the Revolving Loan Fund Program for small businesses
 - Continue with the Small Business Jobs Incentive Program
 - Continue with downtown beautification (i.e. lighting, landscaping, signage)
 - Continue with rental assistance program for downtown

Metrics to benchmark success

The City of Marlborough’s:

-Vacancy Rate

-Local Option Tax:

-Meals Revenue

-Rooms Revenue

-Net New Revenue Certification

-Number of Building Permits Pulled

-Number of Permanent Jobs and/or Job Postings

-Number of Meetings with Local Businesses and Consultants

Attachment B

Walker Building Feasibility Study Backup



By Jeff Malachowski

Print Page

March 22, 2016 8:01PM

Marlborough: Committee OKs Walker Building study

MARLBOROUGH – With about half of the space inside the Walker Building unused, the Operations and Oversight Committee is recommending a \$75,000 study to examine future uses for the property.

A fixture on Main Street for decades, the Walker Building only houses a handful of offices and city departments, including Veterans Services and the Retirement Board. In December, the Community Development Authority moved its offices from the Walker Building to the former senior center.

The Marlborough Economic Development Corporation's executive committee last year discussed redeveloping the building to stimulate economic activity in the new "Marlborough Village" zoning district.

In late 2014, the City Council approved new downtown rezoning aimed at spurring redevelopment to bring hotels, brewpubs, bed and breakfasts, music recording studios and a performing arts center.

Tim Cummings, MEDC executive director, said the feasibility study would determine the building's best use. A review of parking would also be part of the study. Cummings would report the results to full council. The city could then submit a request for proposals to developers.

On Tuesday, councilors suggested new functions, including a community center, housing, a new library, a performing arts center and office space.

"Nothing would be off the table," said Cummings.

The process, which will include public comment, is expected to take several months.

The money for the study would come from the economic development fund.

Cummings and Mayor Arthur Vigeant stressed that any future use will be predicated upon the building's exterior not being altered.

"What we're looking to do is all internal," said Cummings.

City Council President Ed Clancy suggested councilors tour the building with Cummings and Public Works officials in the coming weeks.

"A walkthrough would be great," said Operations and Oversight Committee member Donald Landers.

Committee members and councilors in attendance Tuesday agreed the building is a gem, but described it as an underperforming asset. Councilors stressed they do not want to sell the building.

"It's an asset to the city," said Landers. "It's a beautiful building. This building has so much potential."

The City Council is expected to vote on the committee's recommendation to appropriate funding for the study at an upcoming meeting.

Jeff Malachowski can be reached at 508-490-7466 or jmalachowski@wickedlocal.com. Follow him on Twitter @JmalachowskiMW.

<http://marlborough.wickedlocal.com/article/20160322/NEWS/160328408>

Print Page



Memorandum

TO: City Council
FROM: T. Cummings
DATE: March 22, 2016
SUBJECT: Addendum to December 2nd 2015 Letter to Mayor Vigeant

PART 1: General Discussion

The following memo outlines a program/process the City of Marlborough could pursue to adapt the Walker Building and put it into productive use.

Essentially, I am looking for general consensus and direction based off of this discussion that Marlborough Economic Development (“MEDC”) should move forward with actively repurposing the Walker Building as an adaptive reuse possibility.

- Would the City Council commit to putting the Walker Building out for an RFP?

I believe it is prudent to have this conversation prior to moving forward with other potential development opportunities in other areas of the downtown, because of the usual prioritization within urban planning to focus on adaptive reuse first. Additionally, I know this community wholeheartedly embraces this technique seen through such projects as: 91 Main / Design-Pak Lofts / Howe Condominiums or Renaissance Lofts.

To be clear nothing is off the table we just need to make the space productive.

PART 2: The Program/Process

Highest & Best Use Analysis – 1 - 1.5 months

Technical Assistance/Rendering(s)/Building code evaluation – 1 – 1.5 months

RFP preparation – 1 - 1.5 months

Say proposals due – 3 months after issuance

Proposal evaluation, approval of designation – 2 months

Negotiation of term sheet and documentation of lease/sale/development agreement – 2 - 4 months

Overall Timeline: 9 -12 months.

PART 3: Understanding the Process

The RFP can be written in such a way to ensure the priorities of all the stakeholders are taken into consideration.

- As we move through the process we will tailor the request for proposal appropriately to ensure the city obtains control.
 - THE EXTERIOR OF THE BUILDING WILL NOT BE DISTURBED
 - THE GRAVEYARD WILL NOT BE DISTURBED

- We know there are limitations, i.e. lack of sufficient parking.
- These issues will all be worked through the entire process and we will set up a “go” “no go” phased approach where if we see that there is a significant obstacle we will conclude the project and make a report based on the findings to the city.

➤ We will not know what the issues are until we start the process.

PART 4: The Vision or Mission Statement

To put the Walker Building and its 60,000 sq/ft into productive use that benefits the revitalization of the downtown.

PART 5: Request

- IF There is interest a \$75K appropriation would be necessary to execute
 - I want to request that the City Council President appoint a City Councilor to assist?



December 2, 2015

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

RE: Placing an Order with City Council to Discuss Walker Building Feasibility

Dear Mr. Mayor:

The Marlborough Economic Development's Executive Committee asked that I submit a letter to you requesting guidance from the Marlborough City Council relative to the Walker Building.

At a recent executive committee meeting the topic of redeveloping the Walker Building for the purpose of stimulating economic activity in the downtown village was discussed. The Walker Building is an iconic building totaling 60,000 square feet of which more than half remains vacant. It is an underperforming asset that has been very well maintained despite not having a clear purpose.

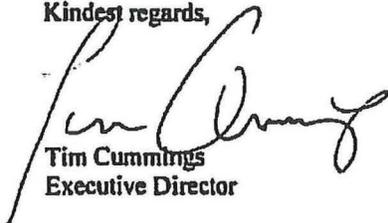
There are very limited opportunities in the downtown village area where such a large footprint exists that can act as an economic engine. Over the course of the summer my office obtained a few quotes ranging from \$75,000 - \$100,000 for a feasibility study to be conducted by an architecture firm predicated off of trying to develop an understanding of what the "highest and best use" may be for the asset. This technical review would provide the city with the information necessary to decide how best to maximize the asset's value as there will be many issues to be dealt with should this analysis occur.

My office wanted to have a discussion with the City Council and take direction as to whether there is an appetite to redevelop the Walker Building for another purpose. Should such an appetite exist my office would either need to seek a separate appropriation by the City or be instructed to include it in our operational budget for FY'17.

In closing, I want to be clear that this feasibility study of the building would be predicated on the current site as it is and there would be no intention of substantially altering the exterior of the building.

Thank you for your kind attention to this matter and should you have any questions please do not hesitate to contact me at your earliest convenience.

Kindest regards,



Tim Cummings
Executive Director



IN CITY COUNCIL

Marlborough, Mass.,

MAY 23, 2016

ORDERED:

That the transfer request in the amount of \$62,400.00 which moves funds from Parks and Fields Capital to Interest on BAN to fund the City's interest payment obligations related to parks and recreation projects, be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT:		Comptroller				FISCAL YEAR:		2016	
FROM ACCOUNT:						TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$1,485,405.84</u>	<u>\$62,400.00</u>	<u>27000099</u>	<u>42445</u>	<u>Parks & Fields Capital</u>	<u>\$62,400.00</u>	<u>17520006</u>	<u>59254</u>	<u>Interest on BAN</u>	<u>\$629,780.00</u>
Reason:		<u>Local options meals tax to be used for FY16 BAN payments associated with parks & fields.</u>							
	\$62,400.00	Total			\$62,400.00	Total			

ADOPTED

ORDER NO. 16-1006570



RECEIVED
CLERK'S OFFICE
OF MARLBOROUGH

2016 MAY 19 A 11: 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
www.marlborough-ma.gov

Arthur G. Vigeant
MAYOR

Nicholas J. Milano
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

May 19, 2016

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

Re: Transfer Request – Interest on BAN

Honorable President Clancy and Councilors:

I have enclosed for your review and approval a transfer request in the amount of \$62,400 to fund the City's interest payment obligations related to parks and recreation projects.

The City's local option meals tax which created a dedicated revenue stream for parks and recreation projects across Marlborough has available funds and I believe it would be beneficial to utilize these funds to cover FY16's short term borrowing costs. The interest payments that would be funded by this transfer are related to projects at Ward Park, Baldelli Field, the high school tennis courts, and Memorial Beach.

Comptroller Brian Doheny will be available to answer any further questions about this transfer. In the meantime, if you have any questions, please do not hesitate me.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure



IN CITY COUNCIL

Marlborough, Mass., MAY 23, 2016

ORDERED:

Public Safety Revolving Fund

That pursuant to the provisions of § 53E½ of Chapter 44 of the General Laws of the Commonwealth of Massachusetts, the City Council of the City of Marlborough, upon the recommendation of the Mayor, does, to be effective during fiscal year 2017, re-authorize a revolving fund to be utilized by the Mayor. It is further ordered that:

- (a) receipts credited to the fund shall be limited to an emergency dispatch fee due the City pursuant to its contract with Patriot Ambulance, unless otherwise directed by the General Laws; and
- (b) expenditures from said fund shall be limited to public safety training; and
- (c) the Mayor shall be the only officer authorized to approve expenditures from the same; and
- (d) no more than seventy-five thousand dollars shall be expended during fiscal year 2017, unless otherwise authorized by City Council and Mayor; and
- (e) the Mayor shall prepare a year-end report identifying funds received, funds expended, description of expenditures and year-end balance; and
- (f) no provisions of this order shall be changed unless approved by the Mayor and City Council.

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

ADOPTED

ORDER NO. 16-1006574



City of Marlborough

RECEIVED
CLERK'S OFFICE
OF MARLBOROUGH

Office of the Mayor

2016 MAY 19 AM 11:20
140 Main Street, Marlborough, Massachusetts 01752
Tel (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610
www.marlborough-ma.gov

10
Arthur G. Vigeant
MAYOR

Nicholas J. Milano
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

May 19, 2016

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

Re: Reauthorization of the Public Safety Revolving Fund

Honorable President Clancy and Councilors:

I have enclosed for your approval an order to reauthorize the Public Safety Revolving Fund for emergency dispatch fees resulting from the City of Marlborough's contract with Patriot Ambulance. The fund is used for public safety training initiatives by the Marlborough Fire and Police Departments.

State law requires that revolving accounts be reauthorized prior to the start of the new fiscal year. If the reauthorization does not occur, all funds within the revolving account will roll over into the general fund as of July 1, 2016.

For your review, I have included a year-end financial report compiled by Auditor Diane Smith.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure

Public Safety Revolving Fund

ORDERED:

That pursuant to the provisions of § 53E½ of Chapter 44 of the General Laws of the Commonwealth of Massachusetts, the City Council of the City of Marlborough, upon the recommendation of the Mayor, does, to be effective during fiscal year 2017, re-authorize a revolving fund to be utilized by the Mayor. It is further ordered that:

- (a) receipts credited to the fund shall be limited to an emergency dispatch fee due the City pursuant to its contract with Patriot Ambulance, unless otherwise directed by the General Laws; and
- (b) expenditures from said fund shall be limited to public safety training; and
- (c) the Mayor shall be the only officer authorized to approve expenditures from the same; and
- (d) no more than seventy-five thousand dollars shall be expended during fiscal year 2017, unless otherwise authorized by City Council and Mayor; and
- (e) the Mayor shall prepare a year-end report identifying funds received, funds expended, description of expenditures and year-end balance; and
- (f) no provisions of this order shall be changed unless approved by the Mayor and City Council.

ADOPTED
In City Council
Order No. 16 -
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:



CITY OF MARLBOROUGH

Office of the City Auditor

140 Main St.

Marlborough, MA 01752

May 17, 2016

MEMORANDUM

TO: Mayor Arthur G. Vigeant
FROM: Diane Smith, City Auditor
RE: Public Safety Training Revolving Account

The income and expenditures of the Public Safety Training Revolving account are as follows:

Beginning balance as of July 1, 2015	\$35,823.27
Funds received to date	40,810.00
Expenditures to date-	
Trench Rescue Training	(5,206.87)
Fire Instructor Training	(524.80)
New England School Safety	(209.00)
Student Officer Academy	(6,000.00)
National Fire Alarm Signaling	(1,566.00)
Public Risk Management	(871.76)
Fire Arson Origin & Cause	(300.48)
Breath Test Operator Course	(640.00)
Justice System Training & Rescue	(810.00)
CPR Training	(209.94)
Taser Training	(7,507.81)
Subtotal	(23,846.66)
Encumbrances	(2,300.00)
Balance as of May 17, 2016	<u>\$50,486.61</u>



IN CITY COUNCIL

Marlborough, Mass., MAY 23, 2016

ORDERED:

Council on Aging Revolving Fund

That pursuant to the provisions of § 53E½ of Chapter 44 of the General Laws of the Commonwealth of Massachusetts, the City Council of the City of Marlborough, upon the recommendation of the Mayor, does, to be effective during fiscal year 2017, authorize a revolving fund to be utilized by the Council on Aging. It is further ordered that:

- (a) receipts credited to the fund shall be limited to donations to the Council on Aging/Senior Center; and
- (b) expenditures from said fund shall be limited to Council on Aging/Senior Center programming; and
- (c) the Executive Director of the Council on Aging shall be the only officer authorized to approve expenditures from the same; and
- (d) no more than forty thousand dollars (\$40,000.00) shall be expended during Fiscal Year 2017, unless otherwise authorized by the City Council and Mayor; and
- (e) the Executive Director of the Council on Aging shall prepare a year-end report identifying funds received, funds expended, description of expenditures, and year-end balance; and
- (f) the provisions of this order shall not be changed unless approved by the Mayor and City Council.

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

ADOPTED

ORDER NO. 16-1006575



City of Marlborough

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Office of the Mayor

2016 MAY 19 A 11: 21

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

Arthur G. Vigeant
MAYOR

Nicholas J. Milano
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

May 19, 2016

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

Re: Reauthorization of the Council on Aging Revolving Fund

Honorable President Clancy and Councilors:

Last fall, I submitted for your approval the creation of a Council on Aging Revolving Fund to collect donations to the Council on Aging, streamlining the process for utilization of funds by the Council on Aging.

I have enclosed for your approval, an order to reauthorize this revolving fund for Fiscal Year 2017. For your review, I have included a year-end financial report compiled by Council on Aging Executive Director Trish Pope.

State law requires that revolving accounts be reauthorized prior to the start of the new fiscal year. If the reauthorization does not occur, all funds within the revolving account will roll over into the general fund as of July 1, 2016.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure

ORDERED:

Council on Aging Revolving Fund

That pursuant to the provisions of § 53E½ of Chapter 44 of the General Laws of the Commonwealth of Massachusetts, the City Council of the City of Marlborough, upon the recommendation of the Mayor, does, to be effective during fiscal year 2017, authorize a revolving fund to be utilized by the Council on Aging. It is further ordered that:

(a) receipts credited to the fund shall be limited to donations to the Council on Aging/Senior Center; and

(b) expenditures from said fund shall be limited to Council on Aging/Senior Center programming; and

(c) the Executive Director of the Council on Aging shall be the only officer authorized to approve expenditures from the same; and

(d) no more than forty thousand dollars (\$40,000.00) shall be expended during Fiscal Year 2017, unless otherwise authorized by the City Council and Mayor; and

(e) the Executive Director of the Council on Aging shall prepare a year-end report identifying funds received, funds expended, description of expenditures, and year-end balance; and

(f) the provisions of this order shall not be changed unless approved by the Mayor and City Council.

ADOPTED
In City Council
Order No. 16-
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:

Memo

To: Mayor Arthur Vigeant
From: Trish Pope
Date: May 18, 2016
Re: Council on Aging Revolving Account

Pursuant to the provisions of Council Order #15-1006306, the revolving account established by this order had income and expenditures as shown below:

Balance when established	\$	0
Total revenue generated 10/15-5/18/16	\$	22,646.24
Funds expended 10/15-5/18/16	\$	3,618.32
Funds to be encumbered	\$	(0)
Current Balance:	\$	19,027.92

EXPENDITURE SUMMARY

Silver Fox Coaches	\$	543.00
Computer Teacher	\$	824.00
Assabet Valley (catering-Thanksgiving)	\$	900.00
Center Grille (catering- Holiday Party)	\$	1215.00
Multi-Cultural Computer Class	\$	100.00
Best of Times Travel	\$	36.32



IN CITY COUNCIL

MAY 23, 2016

Marlborough, Mass., _____

ORDERED:

Parks and Recreation Revolving Fund

That pursuant to the provisions of § 53E½ of Chapter 44 of the General Laws of the Commonwealth of Massachusetts, the City Council of the City of Marlborough, upon the recommendation of the Mayor, does hereby authorize a revolving fund during fiscal year 2017 for park and recreational facility maintenance and improvement purposes to be administered through the Department of Public Works. It is further ordered that:

- (a) departmental receipts credited to the fund, unless otherwise directed by the General Laws, shall be limited to: 1) payments, fees and/or rental income due the City from owners of antennae and related telecommunications equipment located or co-located at the wireless communications facility situated on property under the care, custody, management and control of the Department of Public Works at the Easterly Wastewater Treatment Plant at 860 Boston Post Road in Marlborough or any land adjacent thereto; and 2) lease payments and fees due the City from owners of antennae and related telecommunications equipment located on Fairmount Hill; Sligo Hill and
- (b) that expenditures from said fund shall be limited to the maintenance and improvement of municipal parks and municipal recreational facilities; and
- (c) that the Commissioner of Public Works shall be the only officer authorized to approve expenditures from the fund; and
- (d) no more than one hundred thousand dollars (\$100,000) shall be expended during Fiscal Year 2017, unless otherwise authorized by the City Council and Mayor; and
- (e) the Commissioner of Public Works shall prepare a year-end report identifying funds received, funds expended, description of expenditures and year-end balance; and
- (f) no provisions of this order shall be changed unless approved by the Mayor and City Council.

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

ADOPTED

ORDER NO. 16-1006576



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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Arthur G. Vigeant
MAYOR

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CITY OF MARLBOROUGH

Nicholas J. Milano
EXECUTIVE AIDE

2016 MAY 19 A 11:47

Patricia Bernard
EXECUTIVE SECRETARY

May 19, 2016

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

Re: Reauthorization of the Parks and Recreation Revolving Fund

Honorable President Clancy and Councilors:

I have enclosed for your approval an order to reauthorize the Parks and Recreation revolving account. This account was created in FY2011 by the consolidation of the Fairmount and Easterly Treatment Plant revolving accounts.

As you may recall, last year, upon my recommendation, the City Council consolidated the Sligo Hill Revolving account into the Parks and Recreation Revolving account.

State law requires that revolving accounts be reauthorized prior to the start of the new fiscal year. If the reauthorization does not occur, all funds within the revolving account will roll over into the general fund as of July 1, 2016.

For your review, I have included a year-end financial report submitted by Public Works Commissioner John Ghiloni.

If you have any questions or concerns, please do not hesitate to contact me or John Ghiloni.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures

Parks and Recreation Revolving Fund

ORDERED:

That pursuant to the provisions of § 53E½ of Chapter 44 of the General Laws of the Commonwealth of Massachusetts, the City Council of the City of Marlborough, upon the recommendation of the Mayor, does hereby authorize a revolving fund during fiscal year 2017 for park and recreational facility maintenance and improvement purposes to be administered through the Department of Public Works. It is further ordered that:

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

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

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

(d) no more than one hundred thousand dollars (\$100,000) shall be expended during Fiscal Year 2017, unless otherwise authorized by the City Council and Mayor; and

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

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

ADOPTED

In City Council

Order No. 16 -

Adopted

Approved by Mayor

Arthur G. Vigeant

Date:

A TRUE COPY

ATTEST: