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**CITY OF MARLBOROUGH**  
**SPECIAL**  
**City Council Meeting**  
**Monday, June 12, 2023**  
**7:00 PM**

Notice is hereby given that the City Council of the City of Marlborough will hold a **SPECIAL MEETING** on Monday, June 12, 2023, at 7:00 PM, in City Council Chambers, City Hall, 140 Main Street, Marlborough, MA.

**Per order of City Council President Ossing**

1. **Communication from Council President Ossing, re: Appropriation to fund positions in the City Clerk's Office.**

From Finance Committee

2. **Order No. 23-1008880: Communication from Mayor Vigeant with Transfer Request in the amount of \$9,102.00 from Undesignated Fund to Substance Abuse Coordinator to fund the position for the remainder of the year.**

**Recommendation of the Finance Committee is to APPROVE.**

On a motion by Councilor Oram, seconded by Chair, the committee voted to recommend approval of the transfer. Vote 5-0.

3. **Order No. 23-1008879: Communication from Mayor Vigeant with Transfer Request in the amount of \$94,037.90 from Undesignated Fund to Fringes to cover the shortfall in the 1% non-pensionable stipend paid to all city employees.**

**Recommendation of the Finance Committee is to APPROVE.**

On a motion by Councilor Perlman, seconded by Chair, the committee voted to recommend approval of the transfer. Vote 5-0.

4. **Order No. 23-1008882: Communication from Mayor Vigeant requesting Council authorization to set spending limits for the following accounts: Parks and Recreation Revolving Account: \$1,275,000.00; Council on Aging Revolving Account: \$150,000.00; Public Safety Revolving Account: \$203,000.00; Water and Sewer Revolving Account: \$500,000.00**

**Recommendation of the Finance Committee is to APPROVE.**

On a motion by Councilor Oram, seconded by Chair, the committee voted to recommend approval of the spending limits for the revolving funds. Vote 5-0.

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.

From City Council

5. **Order No. 23-1008881A: Proposed Fiscal Year 2024 Operating Budget as submitted by Mayor Vigeant in the amount of \$188,751,024.00 which represents a 4.57% increase over the Fiscal Year 2023 appropriation.**

**Recommendation of the Finance Committee is to APPROVE as amended.**

On a motion by Councilor Perlman, seconded by Councilor Oram, the Finance Committee voted 5-0 to refer to the City Council Mayor Vigeant's FY 2024 Operating Budget with proposed reductions in the amount of \$940,100.00 as discussed at the committee meeting resulting in an amended FY 2024 Municipal Operating Budget in the amount of \$187,810,924; and further recommends that the Mayor be requested to submit budget amendments as recommended by the Finance Committee. The list of Finance Committee approved reductions and recommended additions are listed in the attached Finance Committee report.



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*Office of the City Council*

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RECEIVED  
 CITY CLERK'S OFFICE  
 CITY OF MARLBOROUGH  
*Michael H. Ossing*  
 PRESIDENT  
 2023 JUN -8 PM 1:35  
*Kathleen D. Robey*  
 VICE-PRESIDENT

*Karen A. Boule*  
 CITY COUNCIL SECRETARY

June 8, 2023

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

**Reference: Appropriation to fund positions in the City Clerk's Office**

Dear Councilors:

On May 16, 2023, the Finance Committee voted unanimously to fund the Assistant City Clerk salary adjustment (\$4,590) to align with adopted salary ordinance and to restore the Elections Department Part Time Clerk position (\$17,600).

On May 22, 2023, the City Council voted unanimously to respectfully request the Mayor fund the Assistant City Clerk salary adjustment and fund the Elections Department Part Time Clerk position (Order #23-1008897).

On June 5, 2023, the Mayor returned Order #23-1008897 "Unsigned" which means the Order to fund both positions is adopted and in full force and effect.

I respectfully request the City Council vote to approve the following Order to further reinforce the Mayor's action on Order #23-1008897 to add funding to the FY24 budget for the Assistant City Clerk and Elections Department Part Time Clerk positions:

ORDERED: That the Mayor and Finance team revise the FY24 budget and add the funding amounts itemized below:

- Add \$4,590.00 to the City Clerk Department Assistant City Clerk line item 1610-50290
- Add \$17,600.00 to the Elections Department to fund the Part Time Clerk line item 1620-50141.

Thank you for your continued support in this matter.

Sincerely,

*Michael H. Ossing*  
 Michael H. Ossing  
 City Council President



ORDERED: That the Mayor and Finance team revise the FY24 budget and add the funding amounts itemized below:

- Add \$4,590.00 to the City Clerk Department Assistant City Clerk line item 1610-50290
- Add \$17,600.00 to the Elections Department to fund the Part Time Clerk line item 1620-50141.



**City Council Finance Committee  
May 15, 2023, and May 16, 2023  
Municipal FY2024 Budget Hearings  
Minutes and Report**

These meetings convened at 6:00 PM and were held in the City Council Chamber and open to the public. The meetings were televised on WMCT-TV (Comcast Channel 8 or Verizon/Fios Channel 34) and were available for viewing using the link under the Meeting Videos tab on the city's website, home page ([www.marlborough-ma.gov](http://www.marlborough-ma.gov)). The May 15<sup>th</sup> meeting adjourned at 11:20 PM. The May 16<sup>th</sup> meeting adjourned at 9:01 PM.

May 15, 2023: Voting members present: Chair Irish, Councilors Dumais, Perlman, Oram, and Brown.

Non-Voting members present: Councilors Ossing, Landers, Navin, Robey, Doucette, and Wagner.

May 16, 2023: Voting members present: Voting: Chair Irish, Councilors Dumais, Perlman, Oram, and Brown.

Non-Voting members present: Councilors Ossing, Landers, Navin, Robey, Doucette, and Wagner.

**Order No. 23-1008881: Mayor Vigeant's Proposed FY2024 Operating Budget in the amount of \$188,751,024.00.**

Chair Irish read the Mayor's May 4, 2023, letter submitting the budget for review and approval in the amount of \$188,751,024.00 representing a 4.57% increase over this year, primarily due to a continued increase in utility costs, Assabet Valley Regional School, contract services and added staffing.

The Finance Committee reviewed each of the items listed in the Budget Summary over the course of the two meetings together with the Mayor and municipal department heads and proposed the following adjustments to the Mayor's budget.

**On a motion by Councilor Perlman, seconded by Councilor Oram, the Finance Committee voted 5-0 to refer to the City Council Mayor Vigeant's FY 2024 Operating Budget with proposed reductions in the amount of \$940,100.00 as listed in the below table and resulting in an amended FY 2024 Municipal Operating Budget in the amount of \$187,810,924; and further recommends that the Mayor be requested to submit budget amendments listed in the table on page 3.**

**FINCOM FY24 Budget Adjustments – Reductions**

Department	Account # Description	Adjustment	FINCOM Vote	Comments
1920 Property & Building Maintenance	50291 Asst. Commish	-\$2,050	Approved 5-0	Fund the position at the correct step.

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May 15, 2023, and May 16, 2023  
Municipal FY2024 Budget Hearings  
Minutes and Report**

<b>Department</b>	<b>Account # Description</b>	<b>Adjustment</b>	<b>FINCOM Vote</b>	<b>Comments</b>
<b>3032 Maintenance Schools</b>	<b>50291 Asst. Commish</b>	<b>-\$2,050</b>	<b>Approved 5-0</b>	<b>Fund the position at the correct step.</b>
<b>1920 Property &amp; Building Maintenance</b>	<b>52120 Electricity</b>	<b>-\$100,000</b>	<b>Approved 5-0</b>	<b>Implement energy conservation measures</b>
<b>3032 Maintenance Schools</b>	<b>52200 Natural Gas</b>	<b>-\$100,000</b>	<b>Approved 3-2 (Opposed Irish/Brown)</b>	<b>Implement energy conservation measures</b>
<b>1990 Other Government</b>	<b>57820 Reserve for Salaries</b>	<b>-\$300,000</b>	<b>Approved 5-0</b>	<b>All contracts settled.</b>
<b>2200 Fire Department</b>	<b>51300 Gross OT</b>	<b>-\$50,000</b>	<b>Approved 3-2 (Opposed Irish/Oram)</b>	<b>20% increase is excessive. Have not spent FY23 funds. FY23 Run rate is \$40,000 per month</b>
<b>9300 Capital Projects</b>	<b>58595 City Hall Equipment</b>	<b>-\$300,000</b>	<b>Approved 5-0</b>	<b>Using Free cash enables the council to have oversight on how funds are used.</b>
<b>8600 Solid Waste</b>	<b>52935 Solid Waste Disposal</b>	<b>-\$86,000</b>	<b>Approved 5-0</b>	<b>Transferred out \$475,000 in FY23. Indicated there is contingency built in at the March 6, 2023 FINCOM meeting. Level fund line item.</b>
<b>TOTAL</b>		<b>-\$940,100</b>		

**Impact of the FINCOM FY24 Budget Adjustments**

- The Mayor's proposed FY24 budget of \$188,751,024 less the above adjustments of \$940,100 equals a new FY24 budget of \$187,810,924. This represents an increase of \$7,307,825 from FY23 or an increase of 4.04%.
- The Mayor's projected tax impact provided in the budget package was an increase of \$262 for the average single-family house. This was based on a residential/CIP shift value of 1.40 which resulted in a corresponding residential tax rate of \$10.96. A reduction of \$940,100 from the Mayor's submitted budget will reduce the projected tax on the average single-family house to \$235.



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- The Mayor emphasized that these are estimates and the actual tax implications will be determined in November.

**FINCOM FY24 Budget Adjustments – Motions Approved to Increase the Budget  
Requires a Budget Amendment from the Mayor**

<b>Department</b>	<b>Account # Description</b>	<b>Adjustment</b>	<b>FINCOM Vote</b>	<b>Comments</b>
<b>1610 City Clerk</b>	<b>50290 Asst. Clerk</b>	<b>+\$4590</b>	<b>Approved 5-0</b>	<b>Funding to support new salary ordinance.</b>
<b>1620 Elections</b>	<b>50141 Clerk</b>	<b>+\$17,600</b>	<b>Approved 5-0</b>	<b>Add back position that was deleted by the Mayor</b>
<b>TOTAL</b>		<b>+\$22,190</b>		
<b>6100 Library</b>	<b>50475 Head Adult Services</b>	<b>\$61,580</b>	<b>Approved 5-0 For Mayor to submit salary ordinance</b>	<b>Unable to fund position without salary ordinance. Request Mayor submit salary ordinance.</b>
<b>6100 Library</b>	<b>50478 Program Outreach Coordinator</b>	<b>\$54,410</b>	<b>Approved 5-0 For Mayor to submit salary ordinance</b>	<b>Unable to fund position without salary ordinance. Request Mayor submit salary ordinance.</b>

**The FINCOM voted 5-0 to request the Mayor submit a budget amendment that contains the following:**

- Add \$4,590 to the City Clerk Assistant City Clerk line item 1610-50290
- Add \$17,600 to the Elections Department part time Clerk line item 1620-50141
- Submit the salary ordinance for the Head Adult Services position in the Library Department
- Submit the salary ordinance for the Program Outreach Coordinator position in the Library Department



**City Council Finance Committee  
May 15, 2023, and May 16, 2023  
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**FINCOM FY24 Budget – Motions Made and NOT Approved**

<b>Department</b>	<b>Account # Description</b>	<b>Adjustment</b>	<b>FINCOM Vote</b>	<b>Comments</b>
<b>1990 Other Government</b>	<b>57820 Reserve for Salaries</b>	<b>-\$100,000</b>	<b>Does not Carry 1 in favor (Oram) and 4 Opposed</b>	
<b>2100 Police Department</b>	<b>51320 Court OT</b>	<b>-\$46,900</b>	<b>Does not carry 1 in favor (Perlman) and 4 opposed</b>	
<b>5120 Health Department</b>	<b>50607 Substance Abuse Coordinator</b>		<b>Motion was withdrawn due to not having details on step 2 salary</b>	<b>Reduction to align with Step 2</b>
<b>9000 Water Fund</b>	<b>52320 Water MWRA</b>	<b>-\$90,545</b>	<b>Does not carry 2 in favor (Dumais/Perlman) and 3 opposed</b>	

Submitted by,  
Chair John J. Irish  
For Agenda: May 22, 2023