

CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Finance Committee

Date: January 29, 2018

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

2018 JAN 24 A 8:28

01-22-2018 – **Order No. 18-1007152**: Communication from the Mayor regarding a transfer request in the amount of \$32,960.00 which moves funds from Local Inspector to Assistant Building Commissioner to fund the position of Assistant Building Commissioner.

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., _____ JANUARY 22, 2018

ORDERED:

That the transfer request in the amount of \$32,960.00 which moves funds from Local Inspector to Assistant Building Commissioner to fund the position of Assistant Building Commissioner, be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH BUDGET TRANSFERS -

DEPT:		Inspections		FISCAL YEAR:		2018			
FROM ACCOUNT:		TO ACCOUNT:							
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$83,662.63	\$32,960.00	12410001	50260	Local Inspector	\$32,960.00	12410001	50095	Asst Bldg Commissioner	\$0.00
Reason:		Funds available due to creation of new position and vacancy of Building Commissioner				To fund through June 30, 2018			
	\$32,960.00	Total			\$32,960.00	Total			

ADOPTED

ORDER NO. 18-1007152



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

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2018 JAN 18 A 11:38

Arthur G. Vigeant
MAYOR

Nicholas J. Milano
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

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January 18, 2018

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

Re: Transfer Request – Building Department

Honorable President Clancy and Councilors:

Please find enclosed for your review a transfer request in the amount of \$32,960 which will be transferred within the Building Department to fund the Assistant Building Commissioner position, effective the week of January 8, 2018.

As I discussed with you when creating this position, I believe it is necessary for our Building Department to be able to retain an experienced local inspector who will also assist with the management of the Department.

Pending approval of this transfer, the Building Department will be comprised of one local inspector, one assistant building commissioner, and a building commissioner, in addition to 2.5 clerks, a part time code enforcement officer, and full time electrical and plumbing/gas inspectors.

I am requesting funding of this position because Patrick Dahlgren has the experience and management abilities to fulfill the job's roles and responsibilities. He has been a local inspector in Marlborough since August 2015. As you are aware, when the office was without a building commissioner, he stepped up and served in that role on an interim basis. Patrick also recently passed the legal section of the Building Commissioner's exam and will be moving onto the other two sections. I expect that he will be certified as a Building Commissioner this year.

We have a busy Building Department and I have long stressed a need for timely permit approvals, inspections, and excellent customer service. Providing a clear succession plan and adding another employee with managerial responsibilities will help us improve our delivery of services to residents and businesses.

Sincerely,

Arthur G. Vigeant
Mayor



City of Marlborough
BUILDING DEPARTMENT

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

JEFFREY COOKE
BUILDING COMMISSIONER

PATRICK DAHLGREN
BUILDING INSPECTOR

RICHARD DESIMONE
PLUMBING & GAS INSPECTOR

JOHN CAIN
WIRING INSPECTOR

WILLIAM PAYTON
BUILDING INSPECTOR

January 18, 2018

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

Re: Position change – Building Department

Honorable President Clancy and Councilors:

I am writing in support of Mayor Vigeant's proposal for reorganization of personnel within the Building Department. The Mayor's proposal will enhance the leadership and retention of inspectors. Retention of personnel is key to the smooth operation of the department. The keeping of long term experienced employees reduces the liability to the municipality and increases the City's ISO rating, thus having the effect of reducing homeowner and business owner's insurance premiums.

Having only recently hired as the Marlborough Building Commissioner, I am finding that the building department is very busy. The Building Department provides a service to the community that needs to have timely plan reviews, issuance of permits and on-site inspections. The retention of experienced staff is key to providing the best possible customer service.

My understanding is prior to my employment with the City, Patrick Dahlgren filled in as acting Building Commissioner, he did what was necessary to maintain order within the building department. In the short time of my presence here, I find Patrick to be a very capable building inspector.

The position of Assistant Building Commissioner will enhance the operation of the department. An example of this, 780 CMR, the State Building code only allows a Building Commissioner to sign a Certificate of Occupancy (CO). Having this new position will increase the flexibility within the department of allowing the Assistant Building Commissioner the ability to issue Certificate of Occupancies during my absence.

Please support this proposal, thank you.

Sincerely,

Jeffrey Cooke, C.B.O.
Building Commissioner

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Inspections

FISCAL YEAR: 2018

FROM ACCOUNT:

TO ACCOUNT:

Available
Balance

Available
Balance

Amount

Org Code Object

Account Description:

Amount

Org Code Object

Account Description:

\$83,662.63

\$32,960.00

12410001 50260

Local Inspector

\$32,960.00

12410001 50095

Asst Bldg Commissioner

\$0.00

Reason:

Funds available due to creation of new position
and vacancy of Building Commissioner

To fund through June 30, 2018

Reason:

Reason:

Reason:

\$32,960.00

Total

\$32,960.00

Total

Department Head signature:

Auditor signature:

Comptroller signature:

[Handwritten signatures and lines for Department Head, Auditor, and Comptroller]