

CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Finance Committee

Date: February 12, 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 FEB -6 P 12:51

02-05-2018 – **Order No. 18-1007164**: Communication from the Mayor regarding various mid-year transfer requests which moves funds from and to various accounts as noted within the agenda packet.

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., FEBRUARY 5, 2018
PAGE 1

ORDERED:

That the Mid-Year Transfer Requests as outlined in the spreadsheets below, be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT:		Department of Public Works/Public Facilities				FISCAL YEAR:		2018	
FROM ACCOUNT:						TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$344,704.28	\$75,000.00	61090001	50740	Equipment Operator	\$75,000.00	14001304	53140	Contract Services	\$275,639.06
	Reason:	Vacant Position				Anticipated cost to cover remainder of FY18			
\$93,541.10	\$25,000.00	11920001	50292	Building Maint. Craftsman	\$25,000.00	11920006	52469	Repair & Maint. Bldgs.	\$99,531.71
	Reason:	Vacant Position				Anticipated cost to cover remainder of FY18			
\$84,370.56	\$60,000.00	14001406	54830	Fuel & Lubricants	\$60,000.00	11920006	53420	Telephone Services	\$26,828.65
	Reason:	Decrease cost of fuel				Anticipated cost to cover remainder of FY18			
\$160,000.00		Total			\$160,000.00	Total			

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT:		Department of Public Works/Public Facilities				FISCAL YEAR:		2018	
FROM ACCOUNT:						TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$34,140.35	\$10,000.00	14001002	50062	Finance Asst.	\$88,000.00	14001505	54610	General Materials	\$42.21
	Reason:	Vacant Position				Anticipated cost to cover remainder of FY18			
\$35,837.09	\$18,000.00	14001002	50770	Senior Clerk					
	Reason:	Vacant Position							
\$178,022.19	\$60,000.00	14001101	50710	Jr. Civil Engineer					
	Reason:	Vacant Position							
\$401,441.82	\$60,000.00	14001503	50740	Equipment Operators	\$79,000.00	14001506	54640	Park Maintance	\$13.07
	Reason:	Vacant Position				Anticipated cost to cover remainder of FY18			
\$131,784.22	\$19,000.00	60085001	50850	Sewage Tr Plt Operators					
	Reason:	Vacant Position							
\$167,000.00		Total			\$167,000.00	Total			



IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 5, 2018

PAGE 2

ORDERED:

CITY OF MARLBOROUGH BUDGET TRANSFERS -

DEPT: Police Department

FY: 2018

FROM ACCOUNT:					TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$372,563	\$15,000.00	12100003	51440	Educational Incentive	\$10,000.00	12100006	52560	Vehicle Maintenance & Repa	\$17,399
	Reason:	<u>Surplus due to vacant positions</u>						<u>2 additional cruisers in fleet, repairs to older cruisers</u>	
					\$5,000	12100005	54220	Office Supplies/Expenses	\$9,589
	Reason:	<u></u>						<u>Ammo, accreditation, additional class trainings</u>	
	\$15,000.00	Total			\$15,000.00	Total			

CITY OF MARLBOROUGH BUDGET TRANSFERS -

DEPT: Various

FISCAL YEAR: 2018

FROM ACCOUNT:					TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$15,000.00	\$15,000.00	15410006	57075	COA Transportation	\$9,900.00	11520006	57380	Conference & Training	\$3,289.70
	Reason:	<u>Received grant funding that has been used instead</u>						<u>To fund an opportunity expense not budgeted</u>	
\$14,240.00	\$12,000.00	11620006	53871	Pollworkers	\$25,000.00	115430006	57710	Veterans Benefits	\$59,995.48
				<u>City wide preliminary municipal election not needed</u>				<u>More veterans seeking services than budgeted</u>	
\$3,206.55	\$2,000.00	11620003	51460	Constables at Polls					
	Reason:	<u>City wide preliminary municipal election not needed</u>							
\$29,729.12	\$4,000.00	16100003	50860	Full Time Library Clerk					
	Reason:	<u>Available due to vacancies</u>							
\$19,709.38	\$1,900.00	16100003	51262	Library Pages					
	Reason:	<u>Available due to vacancies</u>							
	\$34,900.00	Total			\$34,900.00	Total			



IN CITY COUNCIL

Marlborough, Mass.,

FEBRUARY 5, 2018

PAGE 3

ORDERED:

CITY OF MARLBOROUGH
BUDGET TRANSFERS -

DEPT: Various		FROM ACCOUNT:				TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$26,705.00	\$2,400.00	12410004	53140	Bldg-Contract Services	\$2,400.00	12410001	50090	Building Commissioner	\$30,937.17
	Reason: Outside services not needed thus far							To fund position thru June 30th	
\$851.42	\$700.00	14920003	51920	Recreation Sick Leave Buy	\$700.00	15430001	50080	Veterans Director	\$21,206.52
	Reason: Less sick leave bought than budgeted							To fund position thru June 30th	
\$500,000.00	\$92,860.00	11990006	57820	Reserve for Salaries	\$8,600.00	11350002	50550	Auditor Head Clerk	\$24,522.20
	Reason:				\$3,000.00	11350003	51920	Auditor Sick Leave Buy	\$6.48
	Reason:				\$1,880.00	11350003	51430	Auditor Longevity	\$2.93
	Reason:				\$2,550.00	11330002	50062	Treasurer Finance Asst	\$53,765.96
					\$22,100.00	11330003	51920	Treasurer Sick Leave Buy	\$2.72
					\$110.00	11330003	51430	Treasurer Longevity	\$1,268.27
					\$15,270.00	12100001	50420	Police Officers	\$1,564,674.91
					\$34,350.00	12100003	51920	Police Sick Leave Buy	\$0.00
					\$5,000.00	12100001	50140	Police Chief	\$69,691.70
								Accreditation stipend per contract	
\$95,960.00	Total				\$95,960.00	Total			

ADOPTED

ORDER NO. 18-1007164



City of Marlborough
Office of the Mayor

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

Arthur G. Vigeant
MAYOR

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Wesley J. Milano
EXECUTIVE AIDE

2018 FEB -1 A 10:24

Patricia Bernard
EXECUTIVE SECRETARY

3

February 1, 2018

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

JIN

Re: Mid-year Transfer Requests

Honorable President Clancy and Councilors:

Enclosed for your approval are mid-year transfer requests from several City Departments.

As always, Department Heads who have requested transfers will be in attendance at a future Finance Committee meeting to discuss these requests with you in greater detail.

Thank you in advance for your consideration and please do not hesitate to let me know if you have any questions.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures



City of Marlborough
Office of the Comptroller

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

January 30, 2018

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

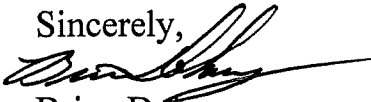
RE: TRANSFER REQUEST

Dear Mayor Vigeant,

Enclosed herewith is a transfer request for various City Accounts. This transfer is to cover contractual payroll obligations for various employees. Some of the adjustments are due to contracts, anticipated retirements, employee positions filled during the year along with small calculation error's in the payroll budget accounts. The funds are provided by the reserve for salaries line item which was budgeted to cover these items.

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

Sincerely,



Brian Doheny
Comptroller



City of Marlborough
Human Resources Department

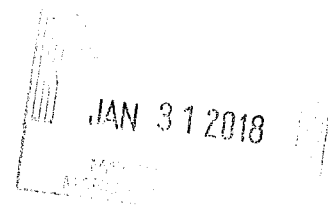
140 MAIN STREET
MARLBOROUGH, MA 01752
TELEPHONE (508) 460-3705, FACSIMILE (508) 481-6354

DAVID BRUMBY
HR DIRECTOR

MARY WARD
HR ASSISTANT

DIANE REGO
HR ADMIN. ASSISTANT

January 30, 2018



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

Re: Transfer Request

Dear Mayor Vigeant:

Enclosed, please find a transfer request for the Human Resources Department. I respectfully request that the Human Resources Conference and Training Account (11520006-57380) be credited the \$9,900 that was spent on the Davis Companies' Interview Skills Training sessions for Department Heads and City managers that was held this past September. That training was not in my original budget. We will be unable to cover budgeted training expenses for the remainder of the year if that money is not replaced.

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

Sincerely,

David Brumby
Human Resources Director



CITY OF MARLBOROUGH
Department of Veterans' Services
40 New Street
Marlborough, MA 01752
508.485-6492/508-573-0107

30, January 2018

To: Mayor Vigeant
From: Nick Charbonneau, Veterans' Agent
Subject: Chapter 115 Budget increase

Mayor Vigeant,

At this time, I am requesting additional funding for my "Veterans' Benefits" line item as this benefit has fluctuated through the months, showing positive growth over all.

I am proud to say I continue to identify needy veterans within the City of Marlborough, and leave no stone unturned in my pursuit to provide them with the services they deserve. 80% of our current chapter 115 recipients are retired and living off social security. Finances for these veterans become tight and, in some cases, they must choose between groceries or rent. This benefit provides them with the little extra, so their water bill is paid, medical expenses are covered, or food is in the pantry.

As long as I am continuing to effectively screen veterans for all of their benefits, Chapter 115 will continue to grow. In addition to my retirement population, I have seen needier veterans than I did in my first few months. This may be from usual fluctuations in traffic, however, more and more people are being referred to me than ever before. This has prompted me to begin tracking referral sources, starting next month.

Our non-retired recipients range from veterans in transition out of the service, as well as some who have stumbled on road blocks later in life. With my extensive background in employment services, I have provided direction, job search assistance, and interview preparation to these veterans, resulting in multiple back to work successes. Not all veterans return to work, as some require adequate housing, or substance abuse counseling before moving forward on an occupation. Referrals to partner agencies have placed these veterans into the hands of housing and/or rehabilitation specialists, granting them the care they need. With that being said, as each veteran is removed from the program, another is added. The revolving door of chapter 115 is growing for the good of the veterans of the community. Thank you very much for your time and consideration of this matter!

Nick Charbonneau
Veterans' Agent
City of Marlborough



Nick,
I want to
Thank you & Beth
from the bottom
of my heart.
Please tell her
for me.

It was a
wonderful feeling
to bring money
to Water Dept.
I slept very
good that night



Thank you again

Beverly Stearns

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Various

FISCAL YEAR: 2018

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$15,000.00</u>	<u>\$15,000.00</u>	<u>15410006</u>	<u>57075</u>	<u>COA Transportation</u>	<u>\$9,900.00</u>	<u>11520006</u>	<u>57380</u>	<u>Conference & Training</u>	<u>\$3,289.70</u>
	Reason:	<u>Received grant funding that has been used instead</u>				<u>To fund an opportunity expense not budgeted</u>			
<u>\$14,240.00</u>	<u>\$12,000.00</u>	<u>11620006</u>	<u>53871</u>	<u>Polworkers</u>	<u>\$25,000.00</u>	<u>15430006</u>	<u>57710</u>	<u>Veterans Benefits</u>	<u>\$59,995.48</u>
		<u>City wide preliminary municipal election not needed</u>				<u>More veterans seeking services than budgeted</u>			
<u>\$3,206.55</u>	<u>\$2,000.00</u>	<u>11620003</u>	<u>51460</u>	<u>Constables at Polls</u>					
	Reason:	<u>City wide preliminary municipal election not needed</u>							
<u>\$29,729.12</u>	<u>\$4,000.00</u>	<u>16100003</u>	<u>50860</u>	<u>Full Time Library Clerk</u>					
	Reason:	<u>Available due to vacancies</u>							
<u>\$19,709.38</u>	<u>\$1,900.00</u>	<u>16100003</u>	<u>51262</u>	<u>Library Pages</u>					
	Reason:	<u>Available due to vacancies</u>							
	<u>\$34,900.00</u>	Total			<u>\$34,900.00</u>	Total			

Department Head signature:

Department Head signature:

Department Head signature:

Auditor signature:

Comptroller signature:

[Handwritten Signature]
[Handwritten Signature]
[Handwritten Signature]
[Handwritten Signature]
[Handwritten Signature]

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT:		Various				FISCAL YEAR:		2018	
FROM ACCOUNT:		TO ACCOUNT:							
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$26,705.00</u>	<u>\$2,400.00</u>	<u>12410004</u>	<u>53140</u>	<u>Bldg-Contract Services</u>	<u>\$2,400.00</u>	<u>12410001</u>	<u>50090</u>	<u>Building Commissioner</u>	<u>\$30,937.17</u>
	Reason:	<u>Outside services not needed thus far</u>				<u>To fund position thru June 30th</u>			
<u>\$851.42</u>	<u>\$700.00</u>	<u>14920003</u>	<u>51920</u>	<u>Recreation Sick Leave Buy</u>	<u>\$700.00</u>	<u>15430001</u>	<u>50080</u>	<u>Veterans Director</u>	<u>\$21,206.52</u>
		<u>Less sick leave bought than budgeted</u>				<u>To fund position thru June 30th</u>			
<u>\$500,000.00</u>	<u>\$92,860.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$8,600.00</u>	<u>11350002</u>	<u>50550</u>	<u>Auditor Head Clerk</u>	<u>\$24,522.20</u>
	Reason:					<u>Retirement payout</u>			
					<u>\$3,000.00</u>	<u>11350003</u>	<u>51920</u>	<u>Auditor Sick Leave Buy</u>	<u>\$6.48</u>
	Reason:					<u>Retirement payout</u>			
					<u>\$1,880.00</u>	<u>11350003</u>	<u>51430</u>	<u>Auditor Longevity</u>	<u>\$2.93</u>
	Reason:					<u>Retirement payout</u>			
					<u>\$2,550.00</u>	<u>11330002</u>	<u>50062</u>	<u>Treasurer Finance Asst</u>	<u>\$53,765.96</u>
						<u>Retirement payout</u>			
					<u>\$22,100.00</u>	<u>11330003</u>	<u>51920</u>	<u>Treasurer Sick Leave Buy</u>	<u>\$2.72</u>
						<u>Retirement payout</u>			
					<u>\$110.00</u>	<u>11330003</u>	<u>51430</u>	<u>Treasurer Longevity</u>	<u>\$1,268.27</u>
						<u>Retirement payout</u>			
					<u>\$15,270.00</u>	<u>12100001</u>	<u>50420</u>	<u>Police Officers</u>	<u>\$1,564,674.91</u>
						<u>Retirement payout</u>			
					<u>\$34,350.00</u>	<u>12100003</u>	<u>51920</u>	<u>Police Sick Leave Buy</u>	<u>\$0.00</u>
						<u>Retirement payout</u>			
					<u>\$5,000.00</u>	<u>12100001</u>	<u>50140</u>	<u>Police Chief</u>	<u>\$69,691.70</u>
						<u>Accreditation stipend per contract</u>			
	<u>\$95,960.00</u>	Total			<u>\$95,960.00</u>	Total			

Department Head signature:

Department Head signature:

Auditor signature:

Comptroller signature:



**City of Marlborough
POLICE DEPARTMENT**

355 Bolton St
Marlborough, Ma. 01752
Phone: 508-485-1212 Fax: 508-624-6949



DAVID A. GIORGI
Chief of Police

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

January 26, 2018

Dear Mayor Vigeant:

Per the attached transfer request form, I am requesting two internal transfers to allow sufficient funds to be properly allocated to the appropriate line items within the police department budget. There are requests to transfer funds into the Vehicle Repair and Maintenance, and Office Supplies accounts to allow for sufficient funds to fully cover these accounts for the remainder of the fiscal year. The attached request form contains a brief reason for each transfer request. All transfer requests are from within the existing police department budget, and I do not anticipate any other significant surpluses or deficits.

Please let me know if you have any questions.

Sincerely,

David A. Giorgi
Chief of Police

Cc: D. Smith; B. Doheny

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Police Department

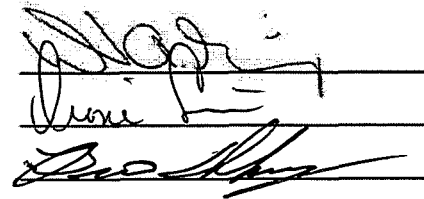
FY: 2018

Available Balance	Amount	FROM ACCOUNT:			Amount	TO ACCOUNT:			Available Balance
		Org Code	Object	Account Description:		Org Code	Object	Account Description:	
<u>\$372,563</u>	<u>\$15,000.00</u>	<u>12100003</u>	<u>51440</u>	<u>Educational Incentive</u>	<u>\$10,000.00</u>	<u>12100006</u>	<u>52560</u>	<u>Vehicle Maintenance & Repai</u>	<u>\$17,399</u>
	Reason:	<u>Surplus due to vacant positions</u>				<u>2 additional cruisers in fleet, repairs to older cruisers</u>			
					<u>\$5,000</u>	<u>12100005</u>	<u>54220</u>	<u>Office Supplies/Expenses</u>	<u>\$9,589</u>
	Reason:					<u>Ammo, accreditation, additional class trainings</u>			
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
		<u>\$15,000.00</u>	Total		<u>\$15,000.00</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:





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

January 30, 2018

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 Fiscal Year 2018. These requests 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/Public Facilities

FISCAL YEAR: 2018

Available Balance	Amount	FROM ACCOUNT: Org Code	Object	Account Description:	Amount	TO ACCOUNT: Org Code	Object	Account Description:	Available Balance
\$344,704.28	\$75,000.00	61090001	50740	Equipment Operator	\$75,000.00	14001304	53140	Contract Services	\$275,639.06
	Reason:	Vacant Position				Anticipated cost to cover remainder of FY18			
\$93,541.10	\$25,000.00	11920001	50292	Building Maint. Craftsman	\$25,000.00	11920006	52469	Repair & Maint. Bldgs.	\$99,531.71
	Reason:	Vacant Position				Anticipated cost to cover remainder of FY18			
\$84,370.56	\$60,000.00	14001406	54830	Fuel & Lubricants	\$60,000.00	11920006	53420	Telephone Services	\$26,828.65
	Reason:	Decrease cost of fuel				Anticipated cost to cover remainder of FY18			
	Reason:								
	Reason:								
\$160,000.00	Total				\$160,000.00	Total			

Department Head signature: _____

Auditor signature: _____

Comptroller signature: _____

[Handwritten signatures]

**CITY OF MARLBOROUGH
BUDGET TRANSFERS --**

DEPT:		Department of Public Works/Public Facilities				FISCAL YEAR:		2018	
FROM ACCOUNT:						TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$34,140.35</u>	<u>\$10,000.00</u>	<u>14001002</u>	<u>50062</u>	<u>Finance Asst.</u>	<u>\$88,000.00</u>	<u>14001505</u>	<u>54610</u>	<u>General Materials</u>	<u>\$42.21</u>
	Reason:	<u>Vacant Position</u>					<u>Anticipated cost to cover remainder of FY18</u>		
<u>\$35,837.09</u>	<u>\$18,000.00</u>	<u>14001002</u>	<u>50770</u>	<u>Senior Clerk</u>					
	Reason:	<u>Vacant Position</u>							
<u>\$178,022.19</u>	<u>\$60,000.00</u>	<u>14001101</u>	<u>50710</u>	<u>Jr. Civil Engineer</u>					
	Reason:	<u>Vacant Position</u>							
<u>\$401,441.82</u>	<u>\$60,000.00</u>	<u>14001503</u>	<u>50740</u>	<u>Equipment Operators</u>	<u>\$79,000.00</u>	<u>14001506</u>	<u>54640</u>	<u>Park Maintance</u>	<u>\$13.07</u>
	Reason:	<u>Vacant Position</u>					<u>Anticipated cost to cover remainder of FY18</u>		
<u>\$131,784.22</u>	<u>\$19,000.00</u>	<u>60085001</u>	<u>50850</u>	<u>Sewage Tr Plt Operators</u>					
	Reason:	<u>Vacant Position</u>							
	<u>\$167,000.00</u>	<u>Total</u>			<u>\$167,000.00</u>	<u>Total</u>			

Department Head signature:

Auditor signature:

Comptroller signature:

[Handwritten Signature]
[Handwritten Signature]
[Handwritten Signature]