

CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Finance Committee

Date: May 14, 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 MAY -9 P 1:26

1. 05-07-2018 – **Order No. 18-1007262:** Communication from the Mayor regarding Capital Projects request, comprised of bond requests totaling \$5,450,000 and transfers from free cash in the amount of \$3,957,138 (detailed narratives attached.)
-Refer to Finance Committee
 - a. **Order No. 18-1007262-1:** That the sum of \$3,500,000 (three million five hundred thousand dollars) be and is hereby appropriated for street construction.
 - b. **Order No. 18-1007262-2:** That the sum of \$1,800,000 (one million eight hundred dollars) be and is hereby appropriated for sewer construction.
 - c. **Order No. 18-1007262-3:** That the sum of \$150,000 (one hundred fifty thousand dollars) be and is hereby appropriated for water main construction.
 - d. **Order No. 18-1007262-4:** A transfer request in the amount of \$3,957,138.00 from Undesignated Fund for Capital Equipment.
2. 05-07-2018 – **Order No. 18-1007263:** Communication from the Mayor regarding WMCT transfer request in the amount of \$355,519.00 which moves funds from PEG Fees to Marlborough Cable Trust to fund the remainder of WMCT's FY19 Budget.
-Refer to the Finance Committee
3. 05-07-2018 – **Order No. 18-1007266:** Communication from the Mayor regarding Grant Acceptance & Resolution, which in part, accepts a Land & Water Conservation Fund grant for \$300,000 from the MA Executive Office of Energy & Environmental Affairs for Ghiloni Park Improvements.
-Refer to the Finance Committee

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 7, 2018

ORDERED:

That the following FY18 Capital Bond request, be and is herewith refer to **FINANCE COMMITTEE**.

STREET CONSTRUCTION BOND

That the sum of \$3,500,000 (three million five hundred thousand dollars) be and is hereby appropriated for street construction.

That to meet said appropriations, the Comptroller/Treasurer, with the approval of the Mayor, is hereby authorized to borrow the sum of \$3,500,000 under and pursuant to the provisions of Chapter 44, Section 7 (1) of the Massachusetts General Laws, as amended and supplemented, or any other enabling authority, and to issue bonds or notes of the City of Marlborough therefor. Any premium received by the City upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ADOPTED

ORDER NO. 18-1007262-1



IN CITY COUNCIL

Marlborough, Mass., MAY 7, 2018

ORDERED:

That the following FY18 Capital Bond request, be and is herewith refer to
FINANCE COMMITTEE.

SEWER CONSTRUCTION BOND

That the sum of \$1,800,000 (one million eight hundred dollars) be and is hereby appropriated for sewer construction.

That to meet said appropriations, the Comptroller/Treasurer, with the approval of the Mayor, is hereby authorized to borrow the sum of \$1,800,000 under and pursuant to the provisions of Chapter 44, Section 8 (14) of the Massachusetts General Laws, as amended and supplemented, or any other enabling authority, and to issue bonds or notes of the City of Marlborough therefor. Any premium received by the City upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ADOPTED

ORDER NO. 18-1007262-2



IN CITY COUNCIL

Marlborough, Mass., MAY 7, 2018

ORDERED:

That the following FY18 Capital Bond request, be and is herewith refer to **FINANCE COMMITTEE.**

WATER MAIN CONSTRUCTION BOND

That the sum of \$150,000 (one hundred fifty thousand dollars) be and is hereby appropriated for water main construction.

That to meet said appropriations, the Comptroller/Treasurer, with the approval of the Mayor, is hereby authorized to borrow the sum of \$150,000 under and pursuant to the provisions of Chapter 44, Section 8 (5) of the Massachusetts General Laws, as amended and supplemented, or any other enabling authority, and to issue bonds or notes of the City of Marlborough therefor. Any premium received by the City upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ADOPTED

ORDER NO. 18-1007262-3



IN CITY COUNCIL

Marlborough, Mass., MAY 7, 2018

ORDERED:

That the following Transfer Request which moves money from Undesignated Funds to various Capital Outlay accounts as outlined in the spreadsheet below, be and is herewith refer to **FINANCE COMMITTEE.**

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>\$8,284,083.16</u>	<u>\$3,957,138.00</u>	<u>10000</u>	<u>35900</u>	<u>Undesignated Fund</u>	<u>\$1,239,000.00</u>	<u>19300006</u>	<u>58512</u>	<u>Capital Outlay-Fire</u>	<u>\$2,604.75</u>
	Reason:	<u>To fund equipment requests</u>							
					<u>\$2,491,508.00</u>	<u>19300006</u>	<u>58731</u>	<u>Capital Outlay-DPW</u>	<u>\$9,622.19</u>
					<u>\$206,500.00</u>	<u>19300006</u>	<u>58593</u>	<u>Capital Outlay-Police</u>	<u>\$19,291.32</u>
	Reason:								
					<u>\$5,130.00</u>	<u>19300006</u>	<u>56300</u>	<u>Capital Outlay-Voting Equipme</u>	<u>\$0.00</u>
	Reason:								
					<u>\$15,000.00</u>	<u>19300006</u>	<u>52451</u>	<u>Capital Outlay-COA</u>	<u>\$0.00</u>
	Reason:								
	<u>\$3,957,138.00</u>	<u>Total</u>			<u>\$3,957,138.00</u>	<u>Total</u>			

ADOPTED

ORDER NO. 18-1007262-4



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

City of Marlborough

Office of the Mayor

2018 MAY -3 A 11:44

140 Main Street

Marlborough, Massachusetts 01752

Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610

www.marlbrough-ma.gov

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Arthur G. Vigeant
MAYOR

Nicholas J. Milano
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

May 3, 2018

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

Re: Capital Projects Request

Honorable President Clancy and Councilors:

Please find enclosed for your review capital project requests for the City of Marlborough. This package, comprised of bond requests as well as transfers from free cash, continues our investments into our infrastructure and assets. An updated capital plan will be provided to Councilors in the coming days.

We are investing in Marlborough's roads with a \$3.5 million bond to fund the milling and overlaying of 15 streets. This \$3.5 million bond will include \$125,000 for our annual crack sealing treatment, crucial maintenance work that helps extend the life of our roads.

In addition to our annual mills and overlays, we are funding projects with state and federal resources. We are utilizing Chapter 90 funds to reconstruct Glen Street for \$1.2 million as well as State Street, Fowler Street, and Akroyd Street for a combined \$1.5 million. As you are well aware, the \$4.6 million redesign and reconstruction of Maple Street will commence this June, funded by federal funds through the state transportation improvement program.

The proposed sewer bond for \$1,800,000 will fund the reconstruction of three sewer pump stations and ongoing work on the Sudbury Street sewer project.

The proposed water bond for \$150,000 will fund water gate valve replacements, an annual project to improve the reliability of our water gate valves.

I have also submitted for your review a transfer request in the amount of \$3,957,138 to fund various projects, vehicles replacements, and new equipment.

A large portion of this transfer from free cash will fund vehicle replacements and upgrades at the Department of Public Works, Marlborough Police, and Marlborough Fire, including the replacement of Marlborough Fire's Rescue 1, which is a 2004 vehicle with more than 110,000 miles.

As with last year's request, I have identified funds for the Fire Department's breathing apparatus. Chief Breen is still hopeful of a successful grant application, but I believe it necessary to fund the

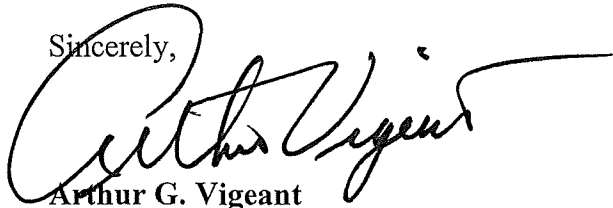
purchase now to ensure the equipment is replaced before the units expire. I am requesting \$364,000 in funds, which are supplemented by \$223,750 currently available in the FY2018 City Hall Capital Outlay Account.

We are investing in our facilities with energy efficiency upgrades, HVAC controls upgrades (primarily at Marlborough High School), and fire alarm upgrades at schools and City Hall. I have also requested funds to improve air ventilation and replace the overhead doors at the Central Fire Station. The Council on Aging will utilize approximately \$40,000 in grant funds and \$15,000 from this proposed transfer to construct a greenhouse at the Senior Center.

I will be available along with City department heads to discuss these requests in further detail. In the meantime, please do not hesitate to contact me with any questions.

Thank you in advance for your consideration.

Sincerely,

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

Arthur G. Vigeant
Mayor

Enclosures

**CITY OF MARLBOROUGH
CAPITAL PROJECTS REQUEST - MAY 2018**

Location	Description	Project Amount
STREETS		
Various Streets	Crack Sealing	\$125,000
Street repair and maintenance, including mill and overlay, for the following:		\$3,375,000
East:	West:	
Clarke Drive	Beaudry Street	
Priscilla Drive	Bracken Drive	
Helen Drive	Chase Road	
Ruth Drive	Diana Drive	
Bolton Street (Hudson Street to Hudson line)	Flagg Road	
	Fuller Drive	
	Gunnar Drive	
	Leoleis Drive	
	Nashoba Drive	
	Thompson Drive	
	Total Streets	\$3,500,000
SEWER		
Sudbury Street	Sewer Line	\$1,000,000
Sewer Pumping Stations	Reconstruction of three sewer pump stations	\$800,000
	Total Sewer	\$1,800,000
WATER		
Water Gate Valve Replacements		\$150,000
	Total Water	\$150,000
EQUIPMENT		
Public Works and Public Facilities		
Various City Fleet Replacements and Upgrades		\$1,341,508
Updgrade HVAC Controls Upgrades		\$150,000
Energy Efficiency Upgrade		\$200,000
Security and Fire Alarm Upgrades at schools and City Hall		\$200,000
Generator Replacement at Central Fire Station		\$150,000
Air ventilation improvements and new overhead doors at Central Fire Station		\$200,000
DPW Wash Bay		\$250,000
	Public Works and Facilities subtotal	\$2,491,508
Marlborough Fire Department		
Protective Clothing		\$100,000
Purchase new Car 3		\$50,000
Replace Support 2, an 2000 Ford F350		\$50,000
SCBA		\$364,000
Replace Rescue 1, a 2004 vehicle with 125,000 miles		\$675,000
	MFD subtotal	\$1,239,000
Marlborough Police Department		
Replace 4 marked cruisers and 1 unmarked administrative vehicle		\$189,000
New evidence lockers		\$17,500
	MPD subtotal	\$206,500

	City Clerk		
Poll Pads for Early Voting			\$5,130
		City Clerk subtotal	\$5,130
	Council on Aging		
New Greenhouse for the Senior Center			\$15,000
		COA subtotal	\$15,000
		Total debt service	\$5,450,000
		Total Free Cash	<u>\$3,957,138</u>
		TOTAL PROJECTS	<u>\$9,407,138</u>

ORDERED:

That the sum of \$3,500,000 (three million five hundred thousand dollars) be and is hereby appropriated for street construction.

That to meet said appropriations, the Comptroller/Treasurer, with the approval of the Mayor, is hereby authorized to borrow the sum of \$3,500,000 under and pursuant to the provisions of Chapter 44, Section 7 (1) of the Massachusetts General Laws, as amended and supplemented, or any other enabling authority, and to issue bonds or notes of the City of Marlborough therefor. Any premium received by the City upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ADOPTED
In City Council
Order No. 18 -
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:

ORDERED:

That the sum of \$1,800,000 (one million eight hundred dollars) be and is hereby appropriated for sewer construction.

That to meet said appropriations, the Comptroller/Treasurer, with the approval of the Mayor, is hereby authorized to borrow the sum of \$1,800,000 under and pursuant to the provisions of Chapter 44, Section 8 (14) of the Massachusetts General Laws, as amended and supplemented, or any other enabling authority, and to issue bonds or notes of the City of Marlborough therefor. Any premium received by the City upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ADOPTED
In City Council
Order No. 18 -
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:

ORDERED:

That the sum of \$150,000 (one hundred fifty thousand dollars) be and is hereby appropriated for water main construction.

That to meet said appropriations, the Comptroller/Treasurer, with the approval of the Mayor, is hereby authorized to borrow the sum of \$150,000 under and pursuant to the provisions of Chapter 44, Section 8 (5) of the Massachusetts General Laws, as amended and supplemented, or any other enabling authority, and to issue bonds or notes of the City of Marlborough therefor. Any premium received by the City upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ADOPTED
In City Council
Order No. 18 -
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:

CITY FLEET REPLACEMENTS AND UPGRADES

DPW Truck #1		\$40,000
Pelican Street Sweeper		\$210,000
Roadside Cutter		\$124,004
6 Wheel Swap Loader		
Dump/Sander with plow and wing		\$250,000
6 Wheel Dump/Sander with plow and wing		\$220,000
410L Back Hoe/Loader with plow		\$150,000
F350 SRW 4x4 Utility with plow		\$50,000
F350 SRW 4x4 Utility with plow		\$50,000
F550 Dump/Sander with plow		\$84,894
Multi Purpose Tractor with sander, plow, and mower		\$162,610
	Total	\$1,341,508

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>\$8,284,083.16</u>	<u>\$3,957,138.00</u>	<u>10000</u>	<u>35900</u>	<u>Undesignated Fund</u>	<u>\$1,239,000.00</u>	<u>19300006</u>	<u>58512</u>	<u>Capital Outlay-Fire</u>	<u>\$2,604.75</u>
	Reason:	<u>To fund equipment requests</u>							
					<u>\$2,491,508.00</u>	<u>19300006</u>	<u>58731</u>	<u>Capital Outlay-DPW</u>	<u>\$9,622.19</u>
					<u>\$206,500.00</u>	<u>19300006</u>	<u>58593</u>	<u>Capital Outlay-Police</u>	<u>\$19,291.32</u>
	Reason:								
					<u>\$5,130.00</u>	<u>19300006</u>	<u>56300</u>	<u>Capital Outlay-Voting Equipmer</u>	<u>\$0.00</u>
	Reason:								
					<u>\$15,000.00</u>	<u>19300006</u>	<u>52451</u>	<u>Capital Outlay-COA</u>	<u>\$0.00</u>
	Reason:								
	<u>\$3,957,138.00</u>	<u>Total</u>			<u>\$3,957,138.00</u>	<u>Total</u>			

Department Head signature:

Auditor signature:

Comptroller signature:

Done
Bud



IN CITY COUNCIL

Marlborough, Mass., MAY 7, 2018

ORDERED:

That the WMCT transfer request in the amount of \$355,519.00 which moves funds from PEG Fees to Marlborough Cable Trust to fund the remainder of WMCT'S FY19 Budget, be and is herewith refer to **FINANCE COMMITTEE**.

CITY OF MARLBOROUGH BUDGET TRANSFERS --									
DEPT:		Mayor				FISCAL YEAR:		2018	
FROM ACCOUNT:						TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$362,461.56</u>	<u>\$355,519.00</u>	<u>27000099</u>	<u>47750</u>	<u>PEG fees</u>	<u>\$355,519.00</u>	<u>89000</u>	<u>25581</u>	<u>Marlboro Cable Trust</u>	<u>\$0.00</u>
Reason:		<u>To fund WMCT for FY19 operations</u>							
\$355,519.00		Total		\$355,519.00		Total			

Councilor Ossing filed a disclosure statement in conjunction with this order.

ADOPTED

ORDER NO. 18-1007263



City of Marlborough

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Office of the Mayor

2018 MAY -3 A 11:43

140 Main Street

Marlborough, Massachusetts 01752

Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610

www.marlbrough-ma.gov

Arthur G. Vigeant
MAYOR

Nicholas J. Milano
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

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May 3, 2018

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

fin

Re: Transfer Request - WMCT

Honorable President Clancy and Councilors:

Please find enclosed for your review a transfer request in the amount of \$355,519.00 to fund the remainder of the FY2019 budget for WMCT in Marlborough. This is nearly the total amount available in the PEG fund, but we expect to receive approximately \$200,000.00 at the end of May.

As you may recall, we revised how PEG funds are collected by the City. Previously, funds were provided directly from cable companies to WMCT to fund their budget and capital expenses. Since July 1, 2017, all PEG fees collected by the cable companies are now distributed directly to the City.

Each year moving forward, WMCT will submit a transfer request to my office for the City Council's review to fund their annual budget. In future years, this request will function similar to the annual transfer for the Marlborough Economic Development Corporation.

This year, WMCT had funds remaining in their accounts and they were directed to draw those funds down first before requesting a transfer. I have enclosed a copy of their FY2019 budget; please note that the WMCT fiscal year runs from April 1 to March 31.

Since this is the first time the City Council is being asked to transfer funds to WMCT, I expect a number of questions and I will be available with Executive Director Dan Guindon to meet with you at your convenience. In the meantime, I have asked WMCT to provide additional back-up information to Councilors.

Thank you in advance for your consideration.

Sincerely,

Arthur G. Vigeant
Arthur G. Vigeant
Mayor

WMCT Projected Operating Budget Fiscal Year 2019

Line Item	2019 Budget Request
Payroll:	
Freelance Labor	\$1,500.00
Payroll Services	\$3,000.00
Payroll Tax	\$23,000.00
Salaries	\$299,073.74
Salary Increases	\$3,266.13
Trustee Stipends	\$8,100.00
Office:	
Accounting	\$4,000.00
Cable/Internet/Telephone	\$3,900.00
Dues & Subscriptions	\$500.00
Legal Expense	\$500.00
Office Supplies	\$2,200.00
Postage	\$100.00
Promotional Items	\$1,000.00
Rent	\$47,260.00
Security System	\$300.00
State Tax	125.00
Utilities	\$5,000.00
Insurance:	
Dental	\$5,179.96
Directors & Officers	\$1,200.00
General Liability	\$5,647.00
Medical	\$71,020.92
Worker's Comp	\$1,000.00
Auto Expenses:	
Gas	\$2,200.00
Production:	
Equipment: NON-CAPITAL	\$1,000.00
Hard Drives/SD Cards/Thumb Drives	\$1,000.00
Meals	\$1,000.00
Small Equipment & Supplies	\$3,000.00
Technical Support	\$3,000.00
Web Development	\$2,000.00
Operating Expenses	\$500,072.75
Capitol Expenses	\$0.00+

+ = No Capital Budget This Year

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Mayor

FISCAL YEAR: 2018

FROM ACCOUNT:

TO ACCOUNT:

Available
Balance

Amount

Org Code

Object

Account Description:

Amount

Org Code

Object

Account Description:

Available
Balance

\$362,461.56

\$355,519.00

27000099

47750

PEG fees

\$355,519.00

89000

25581

Marlboro Cable Trust

\$0.00

Reason:

To fund WMCT for FY19 operations

Reason:

Reason:

Reason:

Reason:

\$355,519.00

Total

\$355,519.00

Total

Department Head signature:

Auditor signature:

Comptroller signature:

June 2 -
Bridging

PEG FEES

8/29/2017 Verizon	\$111,192.81
8/29/2017 Comcast	\$105,212.77
11/7/2017 Comcast	\$104,451.39
11/29/2017 Verizon	\$108,894.94
2/27/2018 Verizon	\$105,934.98
2/27/2018 Comcast	\$102,247.17
2/27/2018 Comcast-franchise	\$3,332.00
4/2/2018 Verizon-franchise	\$3,295.50

Total Funding	<hr/> \$644,561.56
---------------	--------------------

12/18/2017 co#17-1007095A	-\$282,100.00
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Total Transfers	<hr/> -\$282,100.00
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Available for future transfers	\$362,461.56
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To: The Marlborough Cable Trust
From: Dan Guindon
Re: FY19 Proposed Operating Budget
Date: December 7th, 2017

Proposal

For the FY19 Operating Budget that begins on April 1, 2018 and ends on March 31, 2019 I am proposing a budget of \$500,072.75. This is a 1.8% decrease from the FY18 Operating Budget.

Changes/Additions

- HDs, CARDS & DVDs- This is simply moving along with the times. Our system set up no longer has use for DVDs. Everything has become video files. Therefore, we are including SD cards for our cameras, thumb drives and hard drives.
- SECURITY SYSTEM- I have broken this off from the telephone and internet line item. I don't think it ever went with that grouping so I finally moved it.
- INSURANCE & VEHICLE UPKEEP- these items are coming off the budget since we will not be purchasing a vehicle, as originally planned, in the FY18 Capital Budget.

Line Item Groups*(please refer to the attached materials for line-by-line breakdowns):*

- ☐ **Payroll:** \$337,939.87
- ☐ **Insurance:** \$84,047.88
- ☐ **The Office:** \$65,081.91
- ☐ **Productions:** \$11,000.00
- ☐ **Automobile Expenses:** \$2,200.00

Projected OP Budget 2019

Line Item	2019 Budget Request
Payroll:	
Freelance Labor	\$1,500.00
Payroll Services	\$3,000.00
Payroll Tax	\$23,000.00
Salaries	\$299,073.74
Salary Increases	\$3,266.13
Trustee Stipends	\$8,100.00
Office:	
Accounting	\$4,000.00
Cable/Internet/Telephone	\$3,900.00
Dues & Subscriptions	\$500.00
Legal Expense	\$500.00
Office Supplies	\$2,200.00
Postage	\$100.00
Promotional Items	\$1,000.00
Rent	\$47,260.00
Security System	\$300.00
State Tax	125.00
Utilities	\$5,000.00
Insurance:	
Dental	\$5,179.96
Directors & Officers	\$1,200.00
General Liability	\$5,647.00
Medical	\$71,020.92
Worker's Comp	\$1,000.00
Auto Expenses:	
Gas	\$2,200.00
Production:	
Equipment: NON-CAPITAL	\$1,000.00
Hard Drives/SD Cards/Thumb Drives	\$1,000.00
Meals	\$1,000.00
Small Equipment & Supplies	\$3,000.00
Technical Support	\$3,000.00
Web Development	\$2,000.00
Operating Expenses	\$500,072.75
Capitol Expenses	\$0.00+
Operating Income	\$0.00*

+ = No Capital Budget This Year

* = Projected

To: The Marlborough Cable Trust
From: Dan Guindon
Re: FY19 Budget Breakdowns
Date: December 7th, 2017

Payroll

The group of line items here are very important. We can have the finest equipment money can buy, but without the people to create the programming and run the equipment, it wouldn't matter. We are lucky enough to have the finest employees we could ask for.

♦ **Freelance Labor-** \$1,500.00

This line goes to pay for freelancers who we use to shoot specials and as talent on a couple of WMCT-TV productions. I have cut from this line item in past budgets. While we are likely to come in under budget here again, I would like to keep this line item funded as it is for FY19. Then I can look at it again next year.

♦ **Payroll Services-** \$3,000.00

ConnectPay is our payroll services provider. Their processing fees increased slightly this budget year, so I increased funding here by \$200.00 for FY19.

♦ **Payroll Tax-** \$23,000.00

The line name is self-explanatory. We are doing well here so I am confident that we can move forward with the same funding as previously approved.

♦ **Salaries-** \$299,073.74

Another self-explanatory line item. Due to salary increases based off of performance evaluations and cost-of-living increase, this line went up by \$14,832.90.

♦ **Salary Increases-** \$3,266.13

Again, a self-explanatory line item. With the talk of increase percentages at several Trustee meetings, I am cutting the highest salary increase number down from 5%, as it has been for years, to 3%. We are saving \$2,108.23.

♦ **Trustee Stipends-** \$8,100.00

This line is for the stipends paid to the Marlborough Cable Trustees for attending monthly meetings. The funding here remains the same as FY18.

Total: \$337,939.87

To: The Marlborough Cable Trust
From: Dan Guindon
Re: FY19 Budget Breakdowns
Date: December 7th, 2017

Insurance

For FY18 I looked at alternative plans within the boundaries of Blue Cross and Blue Shield. As you all know, I found a cheaper plan, which has worked out for the station. I intend to stick with that plan again this year.

While there has been talk about paying 100% of this insurance for our staff being excessive please know that there are other access stations which do the same. There are others that pay 80%, but they also offer 401K plans and disability. We do not.

I would be willing to do more research on this as an alternative for FY20 if the Trust would like me to do so.

♦ **Dental-** \$5,179.96

This line covers two family plans and three individual plans. The funding went down \$1,477.16 due to an over-estimation in projected increase for FY18.

♦ **Directors & Officers -** \$1,200.00

Our liability insurance for the Trustees as indemnification for losses in defense of costs brought on by legal action. Due to a switch to another carrier we are saving \$822.00 for FY19.

♦ **General Liability-** \$5,647.00

This line of insurance covers our belongings (equipment, furniture, etc.) in case of loss. It is the same amount as FY18.

♦ **Medical-** \$71,020.92

As stated above, our medical plan was changed to a less expensive plan last year. The adjustment rates were much less than I expected. While the new renewal rates won't come in for a few months, I am still anticipating the highest federal increase allowed. Even then, we are still well under what was approved for FY18.

♦ **Workmans Comp-** \$1,000.00

This line is self-explanatory. It is also the same as it was for FY18.

♦ **Car Insurance-** \$0.00

We expected to purchase a vehicle for the station as part of the FY18 Capital Budget. Some unexpected purchases have come up at City Hall, which has required us to re-evaluate what is left for funding in the FY18 Capital Budget. With no longer having plans to purchase a vehicle in FY18 and no Capital Budget for FY19, we no longer need this line item.

Total: \$84,047.88

To: The Marlborough Cable Trust
From: Dan Guindon
Re: FY19 Budget Breakdowns
Date: December 7th, 2017

Office

Rent and utilities continue to be the biggest numbers here. Accounting, phone and internet services are in there as well. The rest covers day-to-day operations of our office.

◆ **Accounting:** \$4,000.00

The firm of Turner & Costa handles our end-of-year financial reports and tax preparation. JMax Small Business Services handles our month to reconciling. We look to be on track with our funding for this year so I am going to leave this line item the same for FY19.

◆ **Cable/Internet/Telephone-** \$3,900.00

This line is broken up into two monthly bills. We have the usual with Comcast for phone, cable and internet. Added now is Verizon internet, which provides us with the speed that Comcast is not capable of. We need this for our On Demand and streaming on the WMCT-TV website. With the addition of Verizon this line increased by \$1,440.00.

◆ **Dues & Subscriptions-** \$500.00

This line is for our Marlborough Regional Chamber of Commerce membership. The staff dental insurance comes out of this membership, so in order to maintain the fair costs we incur for this, we need to keep this membership.

◆ **Legal Expense-** \$500.00

While we have not had to account for legal expenses, I have made it a point to have funding in this line item, just in case. It is the same amount as FY18.

◆ **Office Supplies-** \$2,200.00

Funds from this line item are used for the usual office purchases; printer ink and paper, kitchenette supplies, water cooler and more. While we are on pace to exceed this line in FY18, I am confident we will be back on track for FY19.

◆ **Postage-** \$100.00

Rolls of stamps and postage for sending out DVDs and equipment that needs fixing is all that has accounted for the funding here. I'm cutting it down by \$150.00 because for the last two budget years, we have only purchased stamps. I don't see that changing at least for this year.

◆ **Promotional Items-** \$1,000.00

We regularly sponsor the Historical Society calendar and are now doing the same with The Relay For Life. Staff business cards and occasional "swag" items are purchased using this line item. I am keeping the funding here the same as it was for FY18.

◆ **Rent-** \$47,260.00

The first year on our new 5 year lease is the same as the current year.

♦ **Security System-** \$300.00

As mentioned on the cover page of this budget packet, this is a newer line item. While it was pulled from an existing line item, the cost remains the same. Besides the alarm system at our location for the entire building, we have two motion sensors covering our studio and office space.

♦ **State Tax-** \$125.00

This line accounts for our state tax filing fee. It is the same as FY18.

♦ **Utilities-** \$5,000.00

This self-explanatory line item is staying the same as FY18.

Total: \$65,081.91

To: The Marlborough Cable Trust
From: Dan Guindon
Re: FY19 Budget Breakdowns
Date: December 7th, 2017

Productions

All the lines in this group are related to in-studio and location productions. It also has to do with our web site and equipment maintenance.

♦ **Equipment: NON-CAPITAL-** \$1,000.00

This line has been added due to the occasional need for an equipment purchase too expensive for the Small Equipment & Supplies line item, yet not expensive enough for a Capital Budget.

♦ **Hard Drives/SD Cards/Thumb Drives-** \$1,000.00

This line covers our recording, transferring and storage needs for programming. It is the same as it was in FY18.

♦ **Meals-** \$1,000.00

Funding here is the same as it was in FY18. It is for the staff when we are out on location shoots, staff meetings and a holiday lunch.

♦ **Small Equipment & Supplies-** \$3,000.00

The funding on this line item will remain the same. This is used for production supplies that don't fall into the lines of Capital and are less than \$500.00 purchases.

♦ **Technical Support-** \$3,000.00

This line is for paying professionals to fix whatever breaks down. The funding here is the same as it was for FY18.

♦ **Web Development-** \$2,000.00

The funding here is for our subscriptions and additions to our two websites for Marlborough Access and WMCT-TV. The line is the same as FY18.

Total: \$11,000.00

To: The Marlborough Cable Trust
From: Dan Guindon
Re: FY19 Budget Breakdowns
Date: December 7th, 2017

Automobile Expenses

We expected to purchase a vehicle for the station as part of the FY18 Capital Budget. Some unexpected purchases have come up at City Hall, which has required us to re-evaluate what is left for funding in the FY18 Capital Budget. With no longer having plans to purchase a vehicle in FY18 and no Capital Budget for FY19, we no longer need two of the three line items.

♦ **Gas-** \$2,200.00

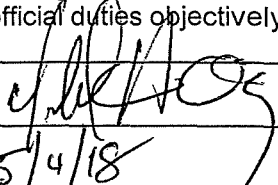
We do still need this one. We have already gone over the approved amount for FY18. With a full quarter to go, we expect to be well over for this year. Therefore, I am asking for the increase of \$1,000.00 here.

Total: \$2,200.00

**DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST
AS REQUIRED BY G. L. c. 268A, § 23(b)(3)**

PUBLIC EMPLOYEE INFORMATION	
Name of public employee:	Michael Ossing
Title or Position:	City Councilor
Agency/Department:	Marlborough City Council
Agency address:	City Hall, 2 nd Floor 140 Main Street Marlborough, MA 01752
Office Phone:	(508) 460-3711
Office E-mail:	citycouncil@marlborough-ma.gov
<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>	
APPEARANCE OF FAVORITISM OR INFLUENCE	
Describe the issue that is coming before you for action or decision.	I am a member of the Marlborough City Council and currently serve as Chairman of its Finance Committee. A request has been submitted by the Mayor to the City Council requesting that the Council approve a transfer of \$355,519.00 from the PEG fee account to the Marlborough Cable Trust account in order to fund the remainder of the FY2019 operations of WMCT-TV, Marlborough's local access cable station.
What responsibility do you have for taking action or making a decision?	The above transfer request will likely be referred to the Finance Committee, of which I currently serve as the Chairman, and the Committee will study the matter and make a recommendation to the full Council. In addition, as a member of the full Council, I would be voting on whether to approve the transfer request.
Explain your relationship or affiliation to the person or organization.	My wife, Linda Ossing, currently serves on the Marlborough Cable Trust Committee, which oversees expenditures on behalf of the Trust to support cable PEG access services and programming for Marlborough residents, which are provided by WMCT-TV.
How do your official actions or decision matter to the person or organization?	The PEG fee account was established as a special revenue fund when the City Council voted to accept G.L. c. 44, § 53F¾ in January 2017; see Council Order No. 16/17-1006761A (attached hereto). This account reserves certain cable-related fees and revenues for appropriation to, among other things, support cable PEG access services and programming for Marlborough residents. The pending transfer request, if approved by the Council, would appropriate a total of \$355,519.00 of those fees and revenues in order to support the cable services and programming being provided by WMCT-TV.

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2018 MAY -4 P 1:00

Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee signature:	
Date:	5/4/18

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member – file with the clerk or secretary of the committee.



IN CITY COUNCIL

Marlborough, Mass., JANUARY 9, 2017

ORDERED:

That the City of Marlborough accepts Section 53F ¼ of Chapter 44 of the Massachusetts General Laws, as amended, as follows:

Notwithstanding section 53 or any other general or special law to the contrary, a municipality that accepts this section may establish in the treasury a separate revenue account to be known as the PEG Access and Cable Related Fund, into which may be deposited funds received in connection with a franchise agreement between a cable operator and the municipality. Monies in the fund shall only be appropriated for cable-related purposes consistent with the franchise agreement, including, but not limited to: (i) support of public, educational or governmental access cable television services; (ii) monitor compliance of the cable operator with the franchise agreement; or (iii) prepare for renewal of the franchise license.

And further, that said PEG Access and Cable Related Fund shall begin operation in the fiscal year which begins on July 1, 2017.

Councilor Ossing filed a disclosure statement.

Be and is herewith **APPROVED**.

ADOPTED

In City Council

Order No. 16/17-1006761A

Approved by Mayor

Arthur G. Vigeant

Date: January 18, 2017

A TRUE COPY

ATTEST:

A handwritten signature in cursive script, appearing to read "Lisa M. Moore", is written over the attestation line.

City Clerk



IN CITY COUNCIL

Marlborough, Mass., MAY 7, 2018

ORDERED:

**A RESOLUTION
TO APPLY FOR AND ACCEPT GRANT FROM THE COMMONWEALTH OF
MASSACHUSETTS, EXECUTIVE OFFICE OF ENERGY AND
ENVIRONMENTAL AFFAIRS FOR THE GHILONI PARK RENOVATION
PROJECT**

WHEREAS, Ghiloni Park is a much-used recreational facility in the city and is in need of upgrades to continue to better serve the residence of Marlborough and

WHEREAS, 66 acres of the Ghiloni Park is dedicated to recreation purposes under M.G.L. c. 45, § 14 and is under the care, custody, management and control of the Recreation Commission of the city of Marlborough; and

WHEREAS, Ghiloni park includes a softball field, several soccer fields, basketball courts, a beach volleyball court, playgrounds, a skate park, a jogging track, a fitness station, walking paths, and a nature trail; and

WHEREAS, the main focus of the Master Plan is to renovate the park and in the first phase of renovation add and improve parking and improve the walking trail to make it more accessible; and

WHEREAS, the Commonwealth of Massachusetts' Executive Office of Energy and Environmental Affairs ("EOEEA") is offering reimbursable grants to cities and towns to support the preservation and restoration of urban parks through the Land and Water Conservation Fund grant program; and

WHEREAS, the project cost as outlined in the Master Plan totals \$1,146,915 (One million one hundred forty-six thousand, nine hundred fifteen dollars), and the City Council has voted on April 6, 2015 to authorize the bond funding in the amount of up to \$ 3,095,000 (three million ninety-five thousand) for municipal outdoor recreational facilities.

NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:

1. That the Mayor be, and hereby is, authorized to accept a LWCF grant from EOEEA; and
2. That the Mayor be, and hereby is, authorized to take such other actions as are necessary to carry out the terms, purposes, and conditions of the LWCF grant to be administered by the Recreation Commission; and
3. That this Resolution shall take effect upon its passage.

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

ADOPTED

ORDER NO. 17-1007266



City of Marlborough
RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
Office of the Mayor

2018 MAY - 3 4 04 PM '18
140 Main Street, Marlborough, Massachusetts 01752
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610
www.marlbrough-ma.gov

Arthur J. Vigeant
MAYOR

Nicholas J. Milano
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

8

May 3, 2018

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

Re: Grant Acceptance and Resolution - Ghiloni Park Improvements

fin

Honorable President Clancy and Councilors:

Please find enclosed for your review a resolution accepting a grant from the Land and Water Conservation Fund through the Massachusetts Executive Office of Energy and Environmental Affairs. The resolution also includes a confirmatory vote of the April 2015 bond funding \$3,095,000 for municipal outdoor recreational facilities and must be acted upon prior to June 1, 2018.

When the City applied for this federal grant, it was with the understanding that grant program provided 50 percent reimbursement up to \$300,000. Since then, the program was revised and now requires that the municipality pay 74 percent of the costs to access the full \$300,000.

The original grant proposal was filed in 2016 and included new parking at Ghiloni Park. Since then, we have revised the scope of the project to renovate the existing parking areas and improve the walking trails.

I am asking for City Council approval of the attached resolution although I do not intend to move forward with the project as currently designed. The grant provides us some flexibility in both the timeline that the funds must be expended – three years – and the way that the funds can be used.

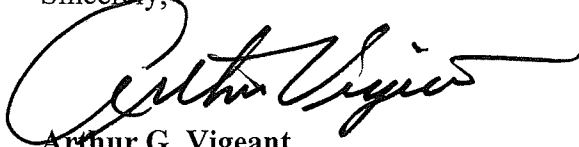
Prior to any final designs, I will come back to the City Council with a request to endorse our plans for the project.

Rather than decline the grant and lose any chance of utilizing the funds, I am requesting City Council approval prior to the June 1, 2018 deadline to further evaluate the project and work with the state to develop a plan that retains grant eligibility, while also providing us a chance to complete a more comprehensive project at Ghiloni Park.

I will be available to discuss this in greater detail with the City Council, but I ask for action no later than the May 21, 2018 City Council meeting.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Arthur G. Vigeant". The signature is fluid and cursive, with a large initial "A" and a long, sweeping underline.

Arthur G. Vigeant
Mayor

Enclosures

ORDERED:

**A RESOLUTION
TO APPLY FOR AND ACCEPT GRANT FROM THE COMMONWEALTH OF
MASSACHUSETTS, EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL
AFFAIRS FOR THE GHILONI PARK RENOVATION PROJECT**

WHEREAS, Ghiloni Park is a much-used recreational facility in the city and is in need of upgrades to continue to better serve the residence of Marlborough and

WHEREAS, 66 acres of the Ghiloni Park is dedicated to recreation purposes under M.G.L. c. 45, § 14 and is under the care, custody, management and control of the Recreation Commission of the city of Marlborough; and

WHEREAS, Ghiloni park includes a softball field, several soccer fields, basketball courts, a beach volleyball court, playgrounds, a skate park, a jogging track, a fitness station, walking paths, and a nature trail; and

WHEREAS, the main focus of the Master Plan is to renovate the park and in the first phase of renovation add and improve parking and improve the walking trail to make it more accessible; and

WHEREAS, the Commonwealth of Massachusetts' Executive Office of Energy and Environmental Affairs ("EOEEA") is offering reimbursable grants to cities and towns to support the preservation and restoration of urban parks through the Land and Water Conservation Fund grant program; and

WHEREAS, the project cost as outlined in the Master Plan totals \$1,146,915 (One million one hundred forty-six thousand, nine hundred fifteen dollars), and the City Council has voted on April 6, 2015 to authorize the bond funding in the amount of up to \$ 3,095,000 (three million ninety-five thousand) for municipal outdoor recreational facilities.

NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:

1. That the Mayor be, and hereby is, authorized to accept a LWCF grant from EOEEA; and
2. That the Mayor be, and hereby is, authorized to take such other actions as are necessary to carry out the terms, purposes, and conditions of the LWCF grant to be administered by the Recreation Commission; and
3. That this Resolution shall take effect upon its passage.

ADOPTED

In City Council
Order No. 18-
Adopted

Approved by Mayor

Arthur Vigeant

Date:

A TRUE COPY

ATTEST: