

CITY OF MARLBOROUGH MEETING POSTING

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Meeting Name: City Council Finance Committee

Date: May 29, 2018

2018 MAY 22 P 4: 15

Time: 7:00 PM (or Immediately following Conclusion of the Urban Affairs Committee Meeting)

Location: City Council Chamber, 2nd Floor, City Hall, 140 Main Street

Agenda Items to be addressed:

1. 05-21-2018 – **Order No. 18-1007278:** Communication from the Mayor regarding year-end transfer requests in the amount of \$1,274,225.00 for the Marlborough Police Department, Department of Public Works, Comptroller, and Collector.
-Refer to Finance Committee
2. 05-21-2018 – **Order No. 18-1007279:** Communication from the Mayor regarding Department of Public Works transfer request in the amount of \$1,588,000.00 which moves funds from Undesignated to Overtime Snow & Ice, Snow Removal, & Operating Expenses in the amounts of \$281,300.00, \$538,800.00 & \$767,900.00 respectively to fund Fiscal Year 2018 deficit.
-Refer to Finance Committee
3. 05-21-2018 – **Order No. 18-1007280:** Communication from the Mayor regarding Marlborough Economic Development Corporation transfer request in the amount of \$679,841.00 to fully fund their Fiscal Year 2019 operations.
-Refer to Finance Committee
4. 05-21-2018 – **Order No. 18-1007281:** Communication from the Mayor regarding transfer request in the amount of \$18,000.00 which moves funds from Undesignated to Open Space Stabilization Account to move revenues from wireless antenna receipts from Fiscal Year 2017.
-Refer to Finance Committee
5. 05-21-2018 – **Order No. 18-1007282:** Communication from the Mayor regarding an increase to the spending limit for the Council on Aging Revolving Fund for the remainder of Fiscal Year 2018 to \$70,000.00.
-Refer to Finance Committee
6. 05-21-2018 – **Order No. 18-1007283:** Communication from the Mayor regarding Fiscal Year 2019 Revolving Funds Spending Limit.
-Refer to Finance Committee
7. 05-21-2018 – **Order No. 18-1007284:** Communication from the Mayor regarding a grant acceptance in the amount of \$100,000.00 for Park Improvements.
-Refer to 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 21, 2018

PAGE 1

ORDERED:

That the Year-end transfer requests with detailed narratives outlined below, be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Collector		FISCAL YEAR: 2018							
FROM ACCOUNT:		TO ACCOUNT:							
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$14,148.76</u>	<u>\$2,000.00</u>	<u>11440001</u>	<u>50042</u>	<u>City Collector - Payroll</u>	<u>\$2,000.00</u>	<u>11440004</u>	<u>53999</u>	<u>Other Services</u>	<u>\$5,888.55</u>
Reason: <u>Surplus in Collectors payroll budget</u>		Reason: <u>Funds needed to cover cost estimates</u>							
\$2,000.00		Total		\$2,000.00		Total			

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Comptroller		FISCAL YEAR: 2018							
FROM ACCOUNT:		TO ACCOUNT:							
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$480,000.00</u>	<u>\$42,000.00</u>	<u>17110006</u>	<u>59967</u>	<u>2017 Multi Purpose</u>	<u>\$42,000.00</u>	<u>13800006</u>	<u>59967</u>	<u>2017 Multi Purpose</u>	<u>\$160,000.00</u>
Reason: <u>Reclassify Bond Payments after sale in June 2017</u>		Reason: <u>Reclassify Bond Payments after sale in June 2017</u>							
<u>\$155,000.00</u>	<u>\$2,000.00</u>	<u>60071106</u>	<u>59967</u>	<u>2017 Multi Purpose</u>	<u>\$2,000.00</u>	<u>60075106</u>	<u>58967</u>	<u>2017 Multi Purpose</u>	<u>\$47,495.00</u>
Reason: <u>Reclassify Bond Payments after sale in June 2017</u>		Reason: <u>Reclassify Bond Payments after sale in June 2017</u>							
<u>\$395,000.00</u>	<u>\$23,100.00</u>	<u>17520006</u>	<u>59254</u>	<u>Short Term Int - City</u>	<u>\$20,000.00</u>	<u>13860006</u>	<u>59254</u>	<u>Short Term Int - School</u>	<u>\$82,500.00</u>
Reason: <u>Reclassify short term interest</u>		Reason: <u>Reclassify short term interest</u>							
				<u>\$3,100.00</u>	<u>13850006</u>		<u>59952</u>	<u>2004 Multi Purpose Int</u>	<u>\$0.00</u>
				Reason: <u>Correct calculation error in FY 18 budget</u>					
\$67,100.00		Total		\$67,100.00		Total			



IN CITY COUNCIL

Marlborough, Mass., MAY 21, 2018

PAGE 2

ORDERED:

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT:		Comptroller				FISCAL YEAR:		2018	
FROM ACCOUNT:						TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$2,588,165.81</u>	<u>\$250,000.00</u>	<u>11980006</u>	<u>51750</u>	<u>Health Insurance - City</u>	<u>\$200,000.00</u>	<u>13100003</u>	<u>51751</u>	<u>Health Ins. - School</u>	<u>\$1,500,754.28</u>
	Reason:	<u>Surplus in City Health Insurance</u>			Reason:	<u>Funds needed to cover cost estimates</u>			
					<u>\$50,000.00</u>	<u>13100003</u>	<u>51753</u>	<u>Medicare Ins. - School</u>	<u>\$97,874.26</u>
	Reason:				Reason:	<u>Funds needed to cover cost estimates</u>			
	<u>\$250,000.00</u>	Total			<u>\$250,000.00</u>	Total			

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT:		POLICE				FY:			
FROM ACCOUNT:						TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$192,761.52</u>	<u>\$16,500.00</u>	<u>12100003</u>	<u>51440</u>	<u>Educational Incentive</u>	<u>\$6,000.00</u>	<u>12100005</u>	<u>54220</u>	<u>Office Supplies/Expenses</u>	<u>\$4,287.18</u>
	Reason:	<u>Vacant positions</u>				<u>Software upgrade and maintenance contract</u>			
					<u>\$8,000.00</u>	<u>12100006</u>	<u>51975</u>	<u>Initial Equipment</u>	<u>\$333.35</u>
	Reason:					<u>Initial equipment for new officer & 5 body armor vests</u>			
					<u>\$2,500.00</u>	<u>12100006</u>	<u>52010</u>	<u>Translation Services</u>	<u>\$220.00</u>
	Reason:					<u>Translation services needed in more arrests & investigations</u>			
	<u>\$16,500.00</u>	Total			<u>\$16,500.00</u>	Total			



IN CITY COUNCIL

Marlborough, Mass., MAY 21, 2018

PAGE 3

ORDERED:

CITY OF MARLBOROUGH BUDGET TRANSFERS -

DEPT: Comptroller FISCAL YEAR: 2018

FROM ACCOUNT: TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$3,245,924.59</u>	<u>\$398,500.00</u>	<u>27000</u>	<u>33086</u>	<u>Fund Bal-Parks & Fields Capital</u>	<u>\$398,500.00</u>	<u>19910009</u>	<u>49715</u>	<u>Transfer-Meal Local Option</u>	<u>\$0.00</u>

Reason: Local options meals tax funding FY18 bond payments associated with parks & fields as per the recap

\$398,500.00 Total \$398,500.00 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
<u>\$44,088</u>	<u>\$17,880</u>	<u>1920003</u>	<u>50560</u>	<u>Custodian</u>	<u>\$17,880</u>	<u>1920006</u>	<u>53999</u>	<u>Other Services</u>	<u>\$11,264</u>
				<u>Reason: previously vacant positions</u>				<u>Council Chamber upgrades</u>	
<u>\$44,088</u>	<u>\$5,620</u>	<u>1920003</u>	<u>50560</u>	<u>Custodian</u>	<u>\$5,620</u>	<u>13032001</u>	<u>50292</u>	<u>Craftsman</u>	<u>1,113.00</u>
				<u>Reason: previously vacant position</u>				<u>contractual increases</u>	
<u>\$244,808</u>	<u>\$100,000</u>	<u>13032006</u>	<u>52120</u>	<u>Electricity/School</u>	<u>\$400,000</u>	<u>1920006</u>	<u>52120</u>	<u>Electricity/City</u>	<u>1,308.58</u>
				<u>Reason: excess funds available</u>				<u>Net Metering credit less than anticipated</u>	
<u>\$271,577</u>	<u>\$200,000</u>	<u>13032006</u>	<u>52200</u>	<u>Natural Gas/School</u>					
				<u>Reason: excess funds available</u>					
<u>\$100,000</u>	<u>\$100,000</u>	<u>60080004</u>	<u>53110</u>	<u>Legal Services</u>					
				<u>Reason: excess funds available</u>					
	<u>\$423,500</u>			Total	<u>\$423,500</u>			Total	



IN CITY COUNCIL

Marlborough, Mass., MAY 21, 2018

PAGE 4

ORDERED:

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2018

Available Balance	Amount	FROM ACCOUNT:			Amount	TO ACCOUNT:			Available Balance
		Org Code	Object	Account Description:		Org Code	Object	Account Description:	
<u>\$121,517</u>	<u>\$20,000</u>	<u>14001503</u>	<u>50740</u>	<u>Equipment Operators</u>	<u>\$20,000</u>	<u>14001506</u>	<u>52500</u>	<u>Repair/Maintenance</u>	<u>\$47</u>
	Reason:	<u>vacant positions</u>				<u>Repairs to Toro mower</u>			
<u>\$91,455</u>	<u>\$14,000</u>	<u>1090001</u>	<u>50740</u>	<u>Equipment Operator</u>	<u>\$14,000</u>	<u>14001505</u>	<u>54610</u>	<u>General Materials</u>	<u>\$6,412</u>
	Reason:	<u>previously vacant position</u>				<u>Tree replacement throughtout the city</u>			
<u>\$2,125</u>	<u>\$2,125</u>	<u>60081003</u>	<u>51920</u>	<u>SLBB</u>	<u>\$2,125</u>	<u>60080001</u>	<u>50580</u>	<u>Asst Chemist</u>	<u>\$4,486</u>
	Reason:	<u>Excess available due to retirement</u>				<u>Step increases</u>			
<u>\$60,460</u>	<u>\$20,000</u>	<u>60081001</u>	<u>50850</u>	<u>Sewage Treatment Plant Op</u>	<u>\$20,000</u>	<u>1090006</u>	<u>55740</u>	<u>Water Meters</u>	<u>\$46,890</u>
	Reason:	<u>previously vacant position</u>				<u>Purchase of water meters</u>			
<u>\$19,963</u>	<u>\$9,000</u>	<u>1090001</u>	<u>50680</u>	<u>General foreman</u>	<u>\$9,000</u>	<u>1090006</u>	<u>55740</u>	<u>Water Meters</u>	<u>\$46,890</u>
	Reason:	<u>Previously vacant position</u>				<u>Purchase of water meters</u>			
<u>\$54,225</u>	<u>\$51,500</u>	<u>60081001</u>	<u>50750</u>	<u>Equipment Operator</u>	<u>\$26,000</u>	<u>60081006</u>	<u>55950</u>	<u>East Waste Water Treat</u>	<u>\$2,507</u>
	Reason:	<u>previously vacant position</u>				<u>Increase in chemicals for plant</u>			
					<u>\$25,500</u>	<u>60085006</u>	<u>55980</u>	<u>West Waste Water Treat</u>	<u>\$1,944</u>
	Reason:					<u>Increase in chemicals for plant</u>			
	<u>\$116,625</u>	Total			<u>\$116,625</u>	Total			

ADOPTED

ORDER NO. 18-1007278



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 MAY 17 A 9:43

Arthur G. Vigeant
MAYOR
Nicholas J. Milano
EXECUTIVE AIDE
Patricia Bernard
EXECUTIVE SECRETARY

5

May 17, 2018

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

Re: Year-end Transfer Requests

Honorable President Clancy and Councilors:

I have enclosed for your review and approval end of year transfer requests for the Marlborough Police Department, Department of Public Works, Comptroller, and Collector.

These transfers are needed to appropriately fund accounts for the remainder of Fiscal Year 2018. We are not requesting any funds from the Undesignated Fund ("Free Cash") to fund operations through the close of the fiscal year.

Please note that these transfers include a proposed transfer of \$398,500.00 from the meals tax revenue account to fund the FY18 bond payments related to parks and recreation improvements. The purpose of adopting the meals tax was to create revenue to fund our new turf fields and other recreation improvements. Thanks to the strong economy and great restaurants around Marlborough, we have collected more each calendar year since the tax was adopted. Our first full calendar year with the tax was 2015 and the tax generated \$835,884.19; in calendar year 2017 that figure was \$918,949.12 and we just had our highest collections ever for the first quarter of the year.

By dining out in Marlborough, residents and visitors are helping us build great recreational facilities for future generations.

Our department heads look forward to the opportunity to meet with the Finance Committee to discuss these requests in greater detail, but are available in the meantime to answer any questions.

Thank you in advance for your consideration.

Sincerely,

Arthur G. Vigeant
Mayor



City of Marlborough
Office of the Comptroller

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

May 15, 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 reclassifying the long and short-term debt and interest accounts. These adjustments are needed to correctly classify the City's debt expense accounts. Most of these adjustments are from the process of the budget being submitted prior to the sale of the bond so that adjustments are needed to accurately record the expenses.

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

Sincerely,

Brian Doheny
Comptroller



City of Marlborough
Office of the Comptroller

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

May 15, 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 reclassifying the health insurance costs for the school. There is a potential shortage in two accounts which are School Health (\$200,000) and School Medicare (\$50,000). There is a surplus in City Health (\$250,000) which is enough to cover the potential shortfalls. This transfer will allow the accurate recording of the expenses for these accounts.

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

Sincerely,

Brian Doheny
Comptroller

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Comptroller

FISCAL YEAR: 2018

FROM ACCOUNT:

TO ACCOUNT:

Available
Balance

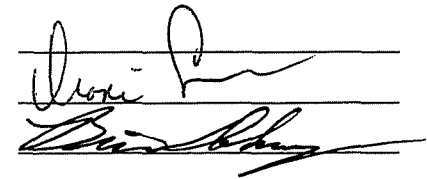
Available
Balance

Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$2,588,165.81	11980006	51750	Health Insurance - City	\$200,000.00	13100003	51751	Health Ins. - School	\$1,500,754.28
\$250,000.00			Reason: Surplus in City Health Insurance				Reason: Funds needed to cover cost estimates	
				\$50,000.00	13100003	51753	Medicare Ins. - School	\$97,874.26
			Reason:				Reason: Funds needed to cover cost estimates	
			Reason:					\$0.00
			Reason:					\$0.00
			Reason:					
			Reason:					
			Reason:					
			Reason:					
			Reason:					
\$250,000.00	Total			\$250,000.00	Total			

Department Head signature:

Auditor signature:

Comptroller signature:





CITY OF MARLBOROUGH
OFFICE OF THE CITY COLLECTOR
140 MAIN STREET
MARLBOROUGH, MASSACHUSETTS 01752
VOICE (508) 460-3737 FACSIMILE (508) 624-6504

May 15, 2018

Dear Mayor Vigeant,

Attached please find the request for a budget transfer of \$2,000 from 11440001-50042 City Collector – Payroll to 11440004-53999 Other Services to cover estimated additional bank service charges for this fiscal year. There are additional funds in the City Collector's payroll line due to an error in payroll calculation.

Sincerely,

Eileen Bristol

Eileen Bristol, CMMC
City Collector



**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

May 10, 2018

Dear Mayor Vigeant,

Per the attached transfer request form, I am requesting a transfer of \$16,500.00 from the Educational Incentive account to three other accounts, Office Supplies, Initial Equipment, and Translation Services.

I am requesting a transfer of \$6000.00 to the Office Supplies account to fund a needed upgrade to our Cellbrite(Inc.) system which is used by the department to forensically analyze electronics such as cellphones and computers. In addition, a portion of these funds will also allow the department to renew the yearly maintenance agreement for the Crossmatch(Livescan) fingerprint system.

I am requesting a transfer of \$8000.00 to Initial Equipment Account to fund the initial uniform equipment for a new officer who will be starting by June 1 as well as the purchase of 5 new body armor vests for officers whose vests will be expiring.

Finally, I am requesting a transfer of \$2500.00 to Translation Services to supplement the use of outside translators during arrests or investigations.

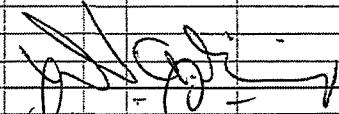
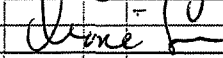

I anticipate that this transfer will be sufficient to fund these accounts for the remainder of the fiscal year.

Please let me know if you have any questions or need any other information.

Respectfully,

David A. Giorgi
Chief of Police

Cc: Diane Smith, Brian Doheny

CITY OF MARLBOROUGH BUDGET TRANSFERS -										
DEPT:	POLICE						FY:	2018		
FROM ACCOUNT:					TO ACCOUNT:					
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$192,761.52	\$16,500.00	12100003	51440	Educational Incentive	\$6,000.00	12100005	54220	Office Supplies/Expenses	\$4,287.18	
	Reason:	Vacant positions						Software upgrade and maintenance contract		
					\$8,000.00	12100006	51975	Initial Equipment	\$333.35	
	Reason:							Initial equipment for new officer & 5 body armor vests		
					\$2,500.00	12100006	52010	Translation Services	\$220.00	
	Reason:							Translation services needed in more arrests & investigations		
	Reason:									
	Reason:									
	\$16,500.00	Total			\$16,500.00	Total				
						Department Head signature:				
						Auditor signature:				
						Comptroller signature:				

CITY OF MARLBOROUGH
BUDGET TRANSFERS –

DEPT: Department of Public Works/Public Facilities

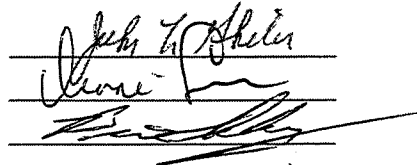
FISCAL YEAR: 2018

Available Balance	FROM ACCOUNT:				Amount	TO ACCOUNT:				Available Balance
	Amount	Org Code	Object	Account Description:		Org Code	Object	Account Description:		
<u>\$121,517</u>	<u>\$20,000</u>	<u>14001503</u>	<u>50740</u>	<u>Equipment Operators</u>	<u>\$20,000</u>	<u>14001506</u>	<u>52500</u>	<u>Repair/Maintenance</u>	<u>\$47</u>	
				Reason: <u>vacant positions</u>				<u>Repairs to Toro mower</u>		
<u>\$91,455</u>	<u>\$14,000</u>	<u>61090001</u>	<u>50740</u>	<u>Equipment Operator</u>	<u>\$14,000</u>	<u>14001505</u>	<u>54610</u>	<u>General Materials</u>	<u>\$6,412</u>	
				Reason: <u>previously vacant position</u>				<u>Tree replacement throughtout the city</u>		
<u>\$2,125</u>	<u>\$2,125</u>	<u>60081003</u>	<u>51920</u>	<u>SLBB</u>	<u>\$2,125</u>	<u>60080001</u>	<u>50580</u>	<u>Asst Chemist</u>	<u>\$4,486</u>	
				Reason: <u>Excess available due to retirement</u>				<u>Step increases</u>		
<u>\$60,460</u>	<u>\$20,000</u>	<u>60081001</u>	<u>50850</u>	<u>Sewage Treatment Plant Op</u>	<u>\$20,000</u>	<u>61090006</u>	<u>55740</u>	<u>Water Meters</u>	<u>\$46,890</u>	
				Reason: <u>previously vacant position</u>				<u>Purchase of water meters</u>		
<u>\$19,963</u>	<u>\$9,000</u>	<u>61090001</u>	<u>50680</u>	<u>General foreman</u>	<u>\$9,000</u>	<u>61090006</u>	<u>55740</u>	<u>Water Meters</u>	<u>\$46,890</u>	
				Reason: <u>Previously vacant position</u>				<u>Purchase of water meters</u>		
<u>\$54,225</u>	<u>\$51,500</u>	<u>60081001</u>	<u>50750</u>	<u>Equipment Operator</u>	<u>\$26,000</u>	<u>60081006</u>	<u>55950</u>	<u>East Waste Water Treat</u>	<u>\$2,507</u>	
				Reason: <u>previously vacant position</u>				<u>Increase in chemicals for plant</u>		
					<u>\$25,500</u>	<u>60085006</u>	<u>55980</u>	<u>West Waste Water Treat</u>	<u>\$1,944</u>	
				Reason: <u></u>				<u>Increase in chemicals for plant</u>		
	<u>\$116,625</u>	<u>Total</u>			<u>\$116,625</u>	<u>Total</u>				

Department Head signature:

Auditor signature:

Comptroller signature:



CITY OF MARLBOROUGH
BUDGET TRANSFERS -

DEPT: Department of Public Works/Public Facilities

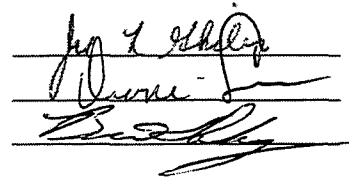
FISCAL YEAR: 2018

FROM ACCOUNT:					TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$44,088</u>	<u>\$17,880</u>	<u>11920003</u>	<u>50560</u>	<u>Custodian</u>	<u>\$17,880</u>	<u>11920006</u>	<u>53999</u>	<u>Other Services</u>	<u>\$11,264</u>
	Reason:	<u>previously vacant positions</u>				<u>Council Chamber upgrades</u>			
<u>\$44,088</u>	<u>\$5,620</u>	<u>11920003</u>	<u>50560</u>	<u>Custodian</u>	<u>\$5,620</u>	<u>13032001</u>	<u>50292</u>	<u>Craftsman</u>	<u>1,113.00</u>
	Reason:	<u>previously vacant position</u>				<u>contractual increases</u>			
<u>\$244,808</u>	<u>\$100,000</u>	<u>13032006</u>	<u>52120</u>	<u>Electricity/School</u>	<u>\$400,000</u>	<u>11920006</u>	<u>52120</u>	<u>Electricity/City</u>	<u>1,308.58</u>
	Reason:	<u>excess funds available</u>				<u>Net Metering credit less than anticipated</u>			
<u>\$271,577</u>	<u>\$200,000</u>	<u>13032006</u>	<u>52200</u>	<u>Natural Gas/School</u>					
	Reason:	<u>excess funds available</u>							
<u>\$100,000</u>	<u>\$100,000</u>	<u>60080004</u>	<u>53110</u>	<u>Legal Services</u>					
	Reason:	<u>excess funds available</u>							
	<u>\$423,500</u>	Total			<u>\$423,500</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:



LOCAL OPTION MEALS TAX

6/30/2014 State Aid	\$60,975.10	May
9/30/2014 State Aid	\$198,618.41	Jun, Jul, Aug
12/31/2014 State Aid	\$202,214.11	
3/31/2015 State Aid	\$197,399.16	
6/30/2015 State Aid	\$197,114.57	
9/30/2015 State Aid	\$223,086.95	
12/31/2015 State Aid	\$218,283.51	
3/31/2016 State Aid	\$221,714.03	
6/30/2016 State Aid	\$214,435.84	
9/30/2016 State Aid	\$232,554.39	
12/31/2016 State Aid	\$225,517.35	
3/31/2017 State Aid	\$218,918.28	
6/30/2017 State Aid	\$226,968.72	
9/30/2017 State Aid	\$237,499.87	
12/31/2017 State Aid	\$235,562.25	
3/31/2018 State Aid	\$231,462.05	

Total Funding \$3,342,324.59

10/6/2014 CO# 14-1005915 -\$34,000.00
6/20/2016 CO# 16-1006570A -\$62,400.00

Total Transfers -\$96,400.00

Available for future transfers \$3,245,924.59

TAX RATE RECAPITULATION
Fiscal Year 2018

LOCAL RECEIPTS NOT ALLOCATED *

Receipt Type Description	(a) Actual Receipts Fiscal 2017	(b) Estimated Receipts Fiscal 2018
==> 1. MOTOR VEHICLE EXCISE	5,606,019.34	5,600,000.00
2. OTHER EXCISE		
==> a.Meals	0.00	398,500.00
==> b.Room	1,661,273.58	1,660,000.00
==> c.Other	44,680.00	44,000.00
==> 3. PENALTIES AND INTEREST ON TAXES AND EXCISES	567,961.15	566,000.00
==> 4. PAYMENTS IN LIEU OF TAXES	323,541.74	320,000.00
5. CHARGES FOR SERVICES - WATER	12,735,824.78	12,735,000.00
6. CHARGES FOR SERVICES - SEWER	11,370,356.48	12,025,000.00
7. CHARGES FOR SERVICES - HOSPITAL	0.00	0.00
8. CHARGES FOR SERVICES - SOLID WASTE FEES	0.00	0.00
9. OTHER CHARGES FOR SERVICES	0.00	0.00
10. FEES	357,321.78	355,000.00
11. RENTALS	273,131.47	270,000.00
12. DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
13. DEPARTMENTAL REVENUE - LIBRARIES	5,059.95	5,000.00
14. DEPARTMENTAL REVENUE - CEMETERIES	69,890.00	66,000.00
15. DEPARTMENTAL REVENUE - RECREATION	0.00	0.00
16. OTHER DEPARTMENTAL REVENUE	137,466.00	135,000.00
17. LICENSES AND PERMITS	1,698,488.99	1,300,000.00
18. SPECIAL ASSESSMENTS	0.00	0.00
==> 19. FINES AND FORFEITS	255,508.35	250,000.00
==> 20. INVESTMENT INCOME	704,484.58	300,000.00
==> 21. MEDICAID REIMBURSEMENT	617,536.80	300,000.00
==> 22. MISCELLANEOUS RECURRING (PLEASE SPECIFY)	91,640.69	50,000.00
23. MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	1,125,044.16	300,000.00
24. Totals	37,645,229.84	36,679,500.00

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the Fiscal 2018 tax rate recapitulation form by the City, Town or District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Accounting Officer

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the above-indicated fiscal year tax rate recapitulation form by the City / Town / District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Diane L. Smith, City Auditor, Marlborough, dsmith@marlborough-ma.gov 508-460-3774 | 11/20/2017 12:22 PM

Comment:

* Do not include receipts in columns (a) or (b) that were voted by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or departmental revolving funds per Chapter 44, Section 53E 1/2. Written documentation should be submitted to support increases / decreases of estimated receipts to actual receipts.

==> Written documentation should be submitted to support increases/ decreases of FY 2018 estimated receipts to FY 2017 estimated receipts to be used in calculating the Municipal Revenue Growth Factor (MRGF).

NOTE : The information was Approved on 12/6/2017



IN CITY COUNCIL

Marlborough, Mass., _____ MAY 21, 2018

ORDERED:

That the DPW transfer request in the amount of \$1,588,000.00 which moves funds from Undesignated to Overtime-Snow & Ice, Snow Removal & Operating Expenses in the amounts of \$281,300.00, \$538,800.00 & \$767,900.00 respectively to fund FY18 deficit, be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

	DEPT:	DPW		FISCAL YEAR:	2018				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$8,284,083.16	\$1,588,000.00	10000	35900	Undesignated Fund	\$281,300.00	14001203	51390	Overtime-Snow & Ice	-\$281,228.80
	Reason:	To fund the snow & ice deficit for FY18							
					\$538,800.00	14001206	52960	Snow Removal	-\$538,539.76
	Reason:								
					\$767,900.00	14001206	57040	Operating Expenses	-\$767,738.88
	\$1,588,000.00	Total			\$1,588,000.00	Total			

ADOPTED

ORDER NO. 18-1007279



City of Marlborough

Office of the Mayor

Arthur G. Vigeant
MAYOR

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Joseph J. Milano
EXECUTIVE AIDE

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

Patricia Bernard
EXECUTIVE SECRETARY

6

May 17, 2018

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

Re: Transfer Request – Snow and Ice to Fund Fiscal Year 2018 Deficit

Honorable President Clancy and Councilors:

I have enclosed for your review and approval a transfer request to fund the Fiscal Year 2018 Snow and Ice Deficit. Upon your approval, a total of \$1,588,000.00 will be transferred from the Undesignated Fund to our snow and ice accounts:

- \$281,300.00 Overtime Snow & Ice
- \$538,800.00 Snow Removal
- \$767,900.00 Operating Expenses

As we all know, this past winter provided a significant challenge, especially compared to the winters of the past few years. The two major storms in March, including one that caused massive power outages across all of Marlborough, required many overtime hours. I am pleased by how well our DPW staff, plow contractors, and emergency personnel performed during some very challenging conditions. Our staff, from the workers on the ground to Department Heads, worked well with each other and with National Grid to get streets cleared, trees and storm debris removed, and power restored.

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

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: DPW

FISCAL YEAR: 2018

FROM ACCOUNT:

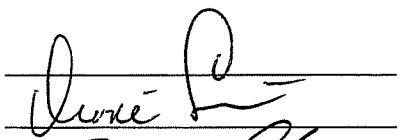
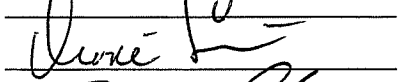

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$8,284,083.16</u>	<u>\$1,588,000.00</u>	<u>10000</u>	<u>35900</u>	<u>Undesignated Fund</u>	<u>\$281,300.00</u>	<u>14001203</u>	<u>51390</u>	<u>Overtime-Snow & Ice</u>	<u>-\$281,228.80</u>
	Reason:	<u>To fund the snow & ice deficit for FY18</u>							
					<u>\$538,800.00</u>	<u>14001206</u>	<u>52960</u>	<u>Snow Removal</u>	<u>-\$538,539.76</u>
	Reason:								
					<u>\$767,900.00</u>	<u>14001206</u>	<u>57040</u>	<u>Operating Expenses</u>	<u>-\$767,738.88</u>
	Reason:								
	Reason:								
	Reason:								
	<u>\$1,588,000.00</u>	Total			<u>\$1,588,000.00</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:

SNOW & ICE

AS OF 5/15/18

FOR 2018 99

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENC/REQ	BUDGET	USED

4000 DEPARTMENT OF PUBLIC WORKS

0120 STREETS-SNOW & ICE

14001203 51390 OVERTIME-SNOW & ICE	125,000	.00	125,000.00	406,228.80	.00	-281,228.80	325.0%
14001206 52960 SNOW REMOVAL	275,000	.00	275,000.00	813,539.76	.00	-538,539.76	295.8%
14001206 57040 OPERATING EXPENSES	100,000	.00	100,000.00	842,412.43	25,326.45	-767,738.88	867.7%
TOTAL STREETS-SNOW & ICE	500,000	.00	500,000.00	2,062,180.99	25,326.45	-1,587,507.44	417.5%
TOTAL DEPARTMENT OF PUBLIC WOR	500,000	.00	500,000.00	2,062,180.99	25,326.45	-1,587,507.44	417.5%
TOTAL GENERAL FUND	500,000	.00	500,000.00	2,062,180.99	25,326.45	-1,587,507.44	417.5%
TOTAL EXPENSES	500,000	.00	500,000.00	2,062,180.99	25,326.45	-1,587,507.44	



IN CITY COUNCIL

Marlborough, Mass., MAY 21, 2018

ORDERED:

That the MEDC transfer request in the amount of \$679,841.00 which moves funds from Economic Development to MEDC funding to fully fund their FY19 operations, be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT:		Mayor				FISCAL YEAR:		2018	
FROM ACCOUNT:						TO ACCOUNT:			
Available	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available
Balance									Balance
<u>\$1,368,317.15</u>	<u>\$679,841.00</u>	<u>27000099</u>	<u>42440</u>	<u>Economic Development</u>	<u>\$679,841.00</u>	<u>11740006</u>	<u>53950</u>	<u>MEDC Funding</u>	<u>\$0.00</u>
Reason:		<u>To allow the MEDC to continue it's work in promoting the economic development of the City for FY19</u>							
<u>\$679,841.00</u>		Total		<u>\$679,841.00</u>		Total			

ADOPTED

ORDER NO. 18-1007280



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 MAY 17 A 9:43

Arthur G. Vigeant
MAYOR

Nicholas J. Milano
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

7

May 17, 2018

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 \$679,841.00 an increase of 2.9 percent from last year, to fully fund the Marlborough Economic Development Corporation (the "MEDC") for their Fiscal Year 2019 operations.

Over the past year, MEDC has continued to make progress on its primary goal to attract economic development to help reduce the tax burden for our residents. Our residential tax bills have seen small adjustments in recent years and a big reason for that is our status as the economic engine for our region.

Building on the success of its annual job fair in the fall, MEDC hosted a spring job fair last May and will be hosting their second spring job fair on Tuesday, May 22, 2018. Our employment rate is below both the national and state unemployment rate. Today, any residents who are actively seeking jobs in Marlborough should be able to find an opportunity. To ensure that no one is falling through the cracks, MEDC and my office have been working to launch a career center a few days a week.

MEDC has also been working with Marlborough Public Schools, a group of Marlborough stakeholders, and a marketing consultant to help elevate the brand of our school system and share all the good news about our educational system that we may be familiar with, but outsiders may not be.

The Revolving Loan Fund continues to be a successful tool for assisting local businesses secure needed gap financing. Our toolbox program has also helped retain jobs and attract new jobs to Marlborough; over the course of the past year this adds up to the retention of 34 jobs, creation of 122 new jobs, and leasing of 58,000 square feet of space. Our office vacancy rate dropped to 15 percent and the overall commercial vacancy rate is 10 percent.

While we are often willing to discuss incentives for employers interested in expanding operations in Marlborough, or interested in moving to Marlborough, we have benefited from increased economic activity without any tax increment financing agreements. The strong national and state economy along with our reputation as a destination for advanced manufacturing and life sciences means we are able to attract growth without the added incentives.

Revenues from the hotels tax remain high; receipts for Fiscal Year 2018 to date are outpacing the previous fiscal year's receipts. I remain confident that we will continue to have a sustainable revenue stream for years to come.

As in previous years, I have 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.

This annual transfer request provides us with an opportunity each year to evaluate MEDC's performance and analyze the role it plays in Marlborough. We set aggressive goals for MEDC's employees and each year, I am proud of how much they contribute to Marlborough.

At a cost of \$307,091 for the coming fiscal year, MEDC employs 4 full-time employees and one temporary/summer part-time intern. MEDC is currently fully-staffed and does not have any vacant positions. 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.

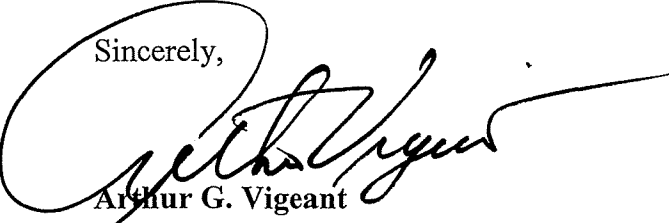
MEDC's budget also includes \$273,800 which is to special projects for:

- \$145,800 for Business Retention and Expansion
- \$80,000 for City Planning Services
- \$31,000 for Hospitality and Sports Tourism
- \$17,000 for Urban Village and Community Development

The line item for City Planning Services is being increased because of ongoing need for planning assistance from the Metropolitan Area Planning Council ("MAPC"). This is an effective use of taxpayer funds because MAPC can provide experts in any requested focus areas, if needed. City Departments and boards have been informed that MAPC is available for assistance and we will work with MEDC and MAPC to make sure staff and our board members have access to the expertise they may need.

Executive Director Meredith Harris and I are available to discuss with you in detail. Thank you for your consideration.

Sincerely,



Arthur G. Vigeant
Mayor



May 17, 2018

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

RE: FY'19 Operating Budget Transfer Request

Dear Mayor Vigeant:

I write to you today seeking a transfer request for MEDC's operations for FY'19.

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 \$679,841.00 to fund operations and special projects for FY'19 as approved by the MEDC Executive Committee on May 16, 2018. This request reflects a 2.9% increase year over year.

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 and to discuss the goals and objectives for FY'19.

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.

Sincerely,

A handwritten signature in black ink, appearing to read "Meredith Harris", is written over a horizontal line.

Meredith Harris
Executive Director

Attachments

A: FY'19 Operational Budget

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

Attachment A

FY'19 Operational Budget

The Marlborough Economic Development Corporation (MEDC) requests a total budget of **\$679,841** to fund its' operations and special projects which equates to a **2.9%** increase year over year.

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

Salaries and Benefits

\$307,091 in personnel, employer taxes, insurance and fringe benefits are allocated to salaries and benefits.

Personnel & Benefits	\$283,591
Employer Payroll Taxes	\$ 23,500

Operating and Administrative Expenses

\$98,950 is allocated to operating and administrative expenses in order to conduct business.

Materials & Supplies	\$33,750
Contracted Services	\$36,500
Occupancy	\$28,700

Special Projects

\$273,800 is allocated to special projects in order for MEDC to carry out the goals and objectives of the organization.

Business Retention & Expansion	\$145,800
Hospitality & Sports Tourism	\$ 31,000
Urban Village & Community Development	\$ 17,000
City Planning Services	\$ 80,000

Marlborough Economic Development Corporation

Budget Overview

July 2018 through June 2019

Jul '18 - Jun 19

Ordinary Income/Expense

Expense

Payroll Expenses

Employee Benefits	\$ 35,275.00
Employer Payroll Taxes	\$ 23,500.00
Salaries	\$ 247,716.00
Workers' Comp	\$ 600.00
Total Payroll Expenses	\$ 307,091.00

Advertising/Marketing	\$ 3,000.00
Computer Services & Licenses	\$ 3,300.00
Conferences/Meetings	\$ 3,000.00
Dues and Subscriptions	\$ 17,400.00
Insurance	\$ 1,900.00
Internet service	\$ 1,250.00
Maintenance & Repair	\$ 500.00
Media Contractor	\$ 27,000.00
Office Supplies	\$ 3,000.00
Payroll Fees	\$ 2,500.00
Phone	\$ 2,000.00
Printing and Reproduction	\$ 2,000.00
Professional Fees	\$ 5,500.00
Reimbursable Expenses	\$ 1,800.00
Rent	\$ 23,000.00
Utilities	\$ 1,800.00

Subtotal Expense \$ 406,041.00

Special Project Expenses

City Planning Services	\$ 80,000.00
Special Projects	\$ 193,800.00
Total Special Project Expenses	\$ 273,800.00

Total Expense 679,841.00

Payroll Expenses

Salaries Full-time		PERMANENT FULL TIME					
Salaries with standard annual salary increase of up to 3%							
(A) NAME	(B) TITLE	(C) WEEKLY SALARY FY'18	(D) HOURLY FLAT RATE	(E) TOTAL SALARY	(F) WEEKLY SALARY FY'19	(G) HOURLY FLAT RATE	(H) TOTAL SALARY FOR YEAR <i>Rounded up</i>
Meredith Harris	Executive Director	1663.84	41.60	86,520	1,713.76	42.84	\$ 89,116
Linda Martins	Executive Administrative Assistant	1047.25	26.18	54,457	1,078.67	26.97	\$ 56,100
Chris McDade	Project Manager	730.77	18.27	38,000	752.69	18.82	\$ 39,200
Jim Tarr	Deputy Director	1115.38	27.88	58,000	1,148.84	28.72	\$ 59,800
Salaries Full-time Total							\$ 244,216
Salaries Part-time		PART TIME					
NAME	TITLE	Hours/ week	Hourly rate	Weeks	Total Salary for Budget Year <i>Rounded up</i>		
	Internships / Summer 2018	32	12.50	8	\$ 3,500		
Salaries Part-time Total							\$ 3,500
Grand Total Salaries							\$ 247,716
Employee Benefits / Payroll Taxes							AMOUNT
ITEMIZE AND JUSTIFY:							
Health, Dental, Retirement, etc.							\$ 35,275
Employer Payroll Taxes							\$ 23,500
Workers' Compensation Ins. Plan							\$ 600
Total							\$ 59,375
Total Salaries							\$ 247,716
Grand Total Payroll Expenses							\$ 307,091.00

Expenses

Expenses	MATERIALS AND SUPPLIES	Amount Requested
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.		
ITEMIZE AND JUSTIFY		
Advertising/Marketing Supplies & Services (Ex. E-Newsletter & E-Survey Services, Creation of Marketing Flyers such as Retail/Case Studies/Incentives Toolbox, etc.)		\$ 3,000
Conferences/Meetings (Ex. Registration Fees for business events, luncheons, receptions & misc. attendance & hosting expenditures)		\$ 3,000
Maintenance & Repair (Ex. Office Cleaning, Office Fixtures & Dry Cleaning/Carpet Cleaning)		\$ 500
Membership Fees/Subscriptions (Ex. CoStar Realty Services, Yearly Newspaper Subscriptions & Membership Dues)		\$ 17,400
Office Supplies (Ex. Paper, pens, notepads, binders, paper clips, staples, labels, coffee, water, etc. - Including small/light office equip <\$100)		\$ 3,000
Printing & Reproduction (Ex. Xerox Services, Re-print Marketing Collateral & Special Article Poster Prints)		\$ 2,000
Reimbursable Expenses (Ex. Employee mileage for business use, office supplies, etc.)		\$ 1,800
Website Services (Ex. Hosting Services, Domains, Internet)		\$ 1,250
Office Equipment >\$100 (Ex. Laptop replacement for staff)		\$ 1,800
TOTAL MATERIALS & SUPPLIES		\$ 33,750

Expenses

Expenses	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	\$5,500
- CPA on Retainer/Yearly Filings	
- Bi-annual Financial Audit	
- Fiscal End Process	
Professional/Consultant Fees	\$27,000
Media Contractor	
IT Services	\$1,500
- Tech on Retainer/Maintenance	
- Computer Services & Licenses	
ADP Payroll Services	\$2,500
- Processing Charges/Fees	
- Tax Services	
- Year End Processing	
TOTAL	\$36,500

Expenses

Expenses	OCCUPANCY				
Marlborough Economic Development Corporation (MEDC)					Requested Amount
91 Main Street, Suite 203B / 204					
	Lease Agreement				\$ 23,000
	Directors & Office Liability Insurance				\$ 1,900
	Utilities				\$ 3,800
	- Phone Services				
	- Electricity Supply				
	TOTAL				\$ 28,700

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
6/30/2016 State Aid	\$188,289.73
9/30/2016 State Aid	\$250,636.64
12/31/2016 State Aid	\$261,571.54
3/31/2017 State Aid	\$144,194.44
6/30/2017 State Aid	\$199,405.00
9/30/2017 State Aid	\$260,640.83
12/31/2017 State Aid	\$280,764.79
3/31/2018 State Aid	\$158,551.10

Total Funding	<u>\$5,122,863.15</u>
---------------	-----------------------

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
6/20/2016 CO# 16-1006569A	-\$647,580.00
6/20/2016 CO# 16-1006569B	-\$75,000.00
6/5/2017 CO# 17-1006923A	-\$660,077.00

Total Transfers	<u>-\$3,754,546.00</u>
-----------------	------------------------

Available for future transfers	\$1,368,317.15
--------------------------------	----------------



IN CITY COUNCIL

Marlborough, Mass., MAY 21, 2018

ORDERED:

That the transfer request in the amount of \$18,000.00 which moves funds from Undesignated to Stabilization-Open Space to move revenues from wireless antenna receipts from FY17, 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>\$8,284,083.16</u>	<u>\$18,000.00</u>	<u>10000</u>	<u>35900</u>	<u>Undesignated Fund</u>	<u>\$18,000.00</u>	<u>83600</u>	<u>32918</u>	<u>Stabilization-Open Space</u>	<u>\$1,035,628.06</u>

Reason: To transfer annual wireless antennae payments received by the City in fiscal year 2017 to Open Space Stabilization

\$18,000.00 Total \$18,000.00 Total

ADOPTED

ORDER NO. 18-1007281



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 *Arthur G. Vigeant*
CITY CLERK'S OFFICE MAYOR
CITY OF MARLBOROUGH
2018 MAY 17 A 9:43
Nicholas J. Milano
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

8

May 17, 2018

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

Re: Transfer Request – Antenna Receipts

Honorable President Clancy and Councilors:

Please find enclosed for your review and approval a transfer request in the amount of \$18,000.00 to move revenues from wireless antenna receipts from Fiscal Year 2017 into the Open Space Stabilization Account. This is an annual transfer request from the Undesignated Fund.

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

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures



IN CITY COUNCIL

Marlborough, Mass., _____ MAY 21, 2018

ORDERED:

That the request to increase the spending limit for the Council on Aging Revolving Fund for the remainder of FY 2018 not to exceed \$70,000.00, be and is herewith refer to **FINANCE COMMITTEE.**

ADOPTED

ORDER NO. 18-1007282
X17-1006931B-2



City of Marlborough
Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

9
Arthur G. Vigeant
MAYOR
Nicholas J. Milano
EXECUTIVE AIDE

2018 MAY 17 A 9:43

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

Patricia Bernard
EXECUTIVE SECRETARY

May 17, 2018

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

Re: Council on Aging Revolving Fund - Fiscal Year 2018 Increase

Honorable President Clancy and Councilors:

Please find enclosed for your review an order to increase the spending limit for the Council on Aging Revolving Fund for the remainder of Fiscal Year 2018 to \$70,000.00. Due to steady revenues and the wide variety of programs available through the Council on Aging, we have experienced an increased need for funds from this account.

Council on Aging Executive Director Trish Pope will be available to discuss the revolving fund revenues and expenditures in detail with you in City Council. The spending limit should not have been exceeded without prior authorization from me and a vote from the City Council.

Along with Auditor Diane Smith, we have implemented new protocols for the revolving funds to ensure that the spending limit is not exceeded without the proper approvals.

We have frozen the fund at this time and no further funds will be expended if and until the City Council approves an increase. Please do not hesitate to contact me with any questions or concerns

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures



City of Marlborough
Council on Aging and Senior Center

40 New Street
Marlborough, Massachusetts 01752
Telephone (508) 485-6492 Facsimile (508) 460-3726

Patricia A. Pope
EXECUTIVE DIRECTOR

May 17, 2018

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

Re: Council on Aging/Senior Center Revolving Account

Dear Mayor Vigeant,

As you know the Senior Center continues to see unprecedented growth. Since our move to the beautiful new Senior Center our programs and events are most often filled to capacity! The Revolving Account for the Council on Aging/Senior Center has added a level of transparency. This allows us to separate our funds from the Friends group. All payments for programs and events are deposited directly into this account. Therefore, I am requesting an increase to our Revolving Account spending to \$70,000.00

In order to meet the needs of our Seniors we have added several more exercise programs and educational events allowing more seniors to participate. For example, we have increased our Yoga classes from 4 per week to 7 classes per week! Each class is full and many have waitlists. The Center runs a monthly Day Trip Excursion (Bus Trip) which costs approximately \$4000.00 per bus. (On occasion, we have added an additional bus to a particularly popular trip so no senior is disappointed.) All monies for the trips are deposited in the Revolving Account and then must be paid to the tour company once the trip has taken place.

We are extremely grateful for the support the Senior Center has received from the City. I hope you will consider my request for an increase in the spending limit of the Revolving Account so that we can continue to meet the needs and requests of our seniors.

Sincerely,

Patricia A. Pope
Executive Director



Memo

To: Mayor Arthur Vigeant and City Councilors

From: Trish Pope

Date: May 19, 2018

Re: Council on Aging Revolving Account

- 20 Fitness Classes are held weekly
- 12 bus trips (destination day trips) are held yearly. FY'18 we had to cancel 2 trips due to weather and one trip because not enough people signed up.
- Approximately 24 themed events are held yearly. Approximately 12 events each have entertainment.
- Computer classes are held weekly.
- Special programs are held at least monthly.

Marlborough Council on Aging			
Revolving Account Expenditures			
Type	Date	Vendor Name	Cost
Fox Tours			
	7/12/2017	Narragansett Light House Cruise	\$ 4,717.00
	8/2/2017	Newport Playhouse	\$ 3,026.00
	9/27/2017	Vine to Wine	\$ 4,187.00
	10/11/2017	Quabbin Foliage Tour	\$ 2,996.00
	11/15/2017	Norman Rockwell Museum	\$ 3,293.00
	12/10/2017	Reagle Players	\$ 4,165.00
	4/18/2018	Newport Playhouse	\$ 4,539.00
	4/30/2018	Museum of Fine Arts	\$ 1,780.00
Subtotal			\$ 28,703.00
Entertainment			
		Murder Mystery Dinner	\$ 1,500.00
		Begg Entertainment	\$ 200.00
		Golden Tones	\$ 200.00
Subtotal			\$ 1,900.00
Instructors			
		Galaxy Computer	\$ 3,400.00
Subtotal			\$ 3,400.00
Programs			
		Bemis Nursery	\$ 1,200.00
		Sawyers	\$ 693.75
		Trombetta's Farms	\$ 283.38
Subtotal			\$ 2,177.13
Events			
	7/11/2017	Teddy Bear Picnic	\$ 175.78
	7/26/2017	Patio Grand Opening	\$ 629.30
	8/18/2017	Lobster Bake	\$ 783.51
	9/8/2017	Tailgate Luncheon	\$ 299.50
	10/31/2017	Halloween Party	\$ 854.05
	11/15/2017	Thanksgiving Party	\$ 1,738.55
	11/17/2017	Veteran's Breakfast	\$ 549.50
	12/20/2017	Holiday Party	\$ 2,028.25
	1/10/2018	Jazz Brunch	\$ 839.40
	1/12/2018	Tailgate Party	\$ 269.50
	1/19/2018	ROMEO Club Kick-Off	\$ 300.57
	2/14/2018	Valentine's Day Party	\$ 2,582.48
	4/17/2018	Lunch and Learn	\$ 349.50
	4/24/2018	Dinner and Show	\$ 1,044.05
	5/4/2018	Derby Luncheon	\$ 379.62
	Monthly	Fish Fridays	\$ 2,144.31
	Monthly	Birthday Lunches	\$ 932.74
Subtotal			\$ 15,900.61
Refunds (Cancelled Trip Reservations)			
		All Cancelled Trip Reservations	\$ 3,464.00
Subtotal			\$ 3,464.00
Reimbursements			
		Program Supplies and Deposits	\$ 1,798.12
Subtotal			\$ 1,798.12
Total Expenditures			\$ 57,342.86

Marlborough Council on Aging			
Revolving Account Encumbrances			
Account Number	Vendor Name	Reason	Encumbrance
20180020	Mahar (Lite & Lo)	Fitness Instructor	\$ 550.00
20180021	Borg (30/30)	Fitness Instructor	\$ 950.00
20180023	Cooney (Zumba)	Fitness Instructor	\$ 935.00
20180024	Morin (Tai Chi)	Fitness Instructor	\$ 1,020.00
20180025	McDevitt (Cardio)	Fitness Instructor	\$ 715.00
20180026	Galaxy Computer	Computer Class	\$ 900.00
20180028	Poldsky (Agless)	Fitness Instructor	\$ 520.00
20180033	Breathe Well(Yoga)	Fitness Instructor	\$ 2,940.00
20180273	Fox Tours	Bus Trip	\$ 244.00
20181423	Bemis Farms	Programs	\$ 1,176.00
Total			\$ 9,950.00

ORDERED:

That no more than seventy thousand dollars (\$70,000.00) shall be expended from the Council on Aging Revolving Fund during fiscal year 2018, unless otherwise authorized by City Council and Mayor.

ADOPTED
In City Council
Order No 18-
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:



IN CITY COUNCIL

Marlborough, Mass., _____ MAY 21, 2018

ORDERED:

That no more than seventy-five thousand dollars (\$75,000.00) shall be expended from the Public Safety Revolving Fund during fiscal year 2019, unless otherwise authorized by the City Council and Mayor, be and is herewith refer to **FINANCE COMMITTEE.**

ADOPTED

ORDER NO. 18-1007283-1



City of Marlborough

Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
MAY 17 A 9:43

10
Arthur G. Vigeant
MAYOR

Nicholas J. Milano
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

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

May 17, 2018

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

Re: Fiscal Year 2019 Revolving Funds Spending Limit

Honorable President Clancy and Councilors:

Please find enclosed for your review and approval three orders to set spending limits on the City's three revolving funds. As you know, a new state law in Governor Baker's Municipal Modernization Act of 2016 changed how revolving funds are created by cities and towns. Last year, the City Council approved a new ordinance authorizing three revolving funds. For this year and each year moving forward, the City Council must set a spending cap for each fund.

I am requesting approval for expenditures from each of the revolving funds, not to exceed the following amounts:

1. Parks and Recreation Revolving Fund: \$350,000.00
 - a. The limit is typically \$100,000, but this year I am requesting an additional \$250,000.00 to fund the balance of the splash pad project at Stevens Park. A \$100,000.00 grant from the state will be used to help fund this project, which has a total cost of \$350,000.00.
2. Public Safety Revolving Fund: \$75,000.00
3. Council on Aging Revolving Fund: \$40,000.00
 - a. In a separate communication, I am requesting an increase to the Council on Aging fund for the remainder of FY2018. I recommend we maintain the FY2019 limit at \$40,000.00, but I may request an increase at the midpoint of the fiscal year.

I look forward to discussing this proposal with you further and do not hesitate to contact me with any questions. Thank you for your consideration.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures



CITY OF MARLBOROUGH

Office of the City Auditor
140 Main St.
Marlborough, MA 01752

May 16, 2018

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, 2017	\$11,511.51
Funds received to date	45,525.80
Expenditures to date-	
Tech Rescue Team Training	(7,068.15)
Live Fire Training	(1,820.83)
Mass Fire Incident Reporting	(2,195.50)
Fire Chief conferences & trainings	(1,264.21)
Taser Recertification	(18,484.66)
National Fire Codes	(630.00)
Defensive Tactics Training	<u>(5,397.91)</u>
Subtotal	(36,861.26)
Encumbrances	(16,387.72)
Balance as of May 16, 2018	<u>\$ 3,788.33</u>

ORDERED:

That no more than seventy-five thousand dollars (\$75,000.00) shall be expended from the Public Safety Revolving Fund during fiscal year 2019, unless otherwise authorized by City Council and Mayor.

ADOPTED
In City Council
Order No 18-
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:



IN CITY COUNCIL

Marlborough, Mass., _____ MAY 21, 2018

ORDERED:

That no more than forty thousand dollars (\$40,000.00) shall be expended from the Council on Aging Revolving Fund during fiscal year 2019, unless otherwise authorized by the City Council and Mayor, be and is herewith refer to **FINANCE COMMITTEE.**

ADOPTED

ORDER NO. 18-1007283-2



10

City of Marlborough
RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
Office of the Mayor
MAY 17 A 9:43

Arthur G. Vigeant
MAYOR

Nicholas J. Milano
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

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

May 17, 2018

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

Re: Fiscal Year 2019 Revolving Funds Spending Limit

Honorable President Clancy and Councilors:

Please find enclosed for your review and approval three orders to set spending limits on the City's three revolving funds. As you know, a new state law in Governor Baker's Municipal Modernization Act of 2016 changed how revolving funds are created by cities and towns. Last year, the City Council approved a new ordinance authorizing three revolving funds. For this year and each year moving forward, the City Council must set a spending cap for each fund.

I am requesting approval for expenditures from each of the revolving funds, not to exceed the following amounts:

1. Parks and Recreation Revolving Fund: \$350,000.00
 - a. The limit is typically \$100,000, but this year I am requesting an additional \$250,000.00 to fund the balance of the splash pad project at Stevens Park. A \$100,000.00 grant from the state will be used to help fund this project, which has a total cost of \$350,000.00.
2. Public Safety Revolving Fund: \$75,000.00
3. Council on Aging Revolving Fund: \$40,000.00
 - a. In a separate communication, I am requesting an increase to the Council on Aging fund for the remainder of FY2018. I recommend we maintain the FY2019 limit at \$40,000.00, but I may request an increase at the midpoint of the fiscal year.

I look forward to discussing this proposal with you further and do not hesitate to contact me with any questions. Thank you for your consideration.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures



Memo

To: Mayor Arthur Vigeant
From: Patricia A. Pope
Date: May 16, 2018
Re: Council on Aging Revolving Account

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

Balance as of 7/1/17	\$	50,872.66
Total revenue generated (7/17 – 5/16/18)	\$	74,175.10
Funds expended (7/1/17 – 5/16/18)	\$	57,754.90
Funds encumbered	\$	9,950.00
Current Balance:	\$	57,342.86

EXPENDITURE SUMMARY

Since the authorization of this revolving account in October 2015 the funds have been used for Program funding. The revenue generated represents the fees associated with programs, classes and trips run through the Council on Aging. The expenditures represent payment for Exercise Teachers, Computer Teachers, Entertainment, Bus Trips, program supplies and associated food costs.

More detailed information is available upon request.

ORDERED:

That no more than forty thousand dollars (\$40,000.00) shall be expended from the Council on Aging Revolving Fund during Fiscal Year 2019, unless otherwise authorized by the City Council and Mayor.

ADOPTED
In City Council
Order No 18-
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:



IN CITY COUNCIL

Marlborough, Mass., _____ MAY 21, 2018

ORDERED:

That no more than three hundred fifty thousand dollars (\$350,000.00) shall be expended from the Parks and Recreation Revolving Fund during fiscal year 2019, unless otherwise authorized by the City Council and Mayor, be and is herewith refer to **FINANCE COMMITTEE.**

ADOPTED

ORDER NO. 18-1007283-3



City of Marlborough

Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
MAY 17 A 9:43

10
Arthur G. Vigeant
MAYOR

Nicholas J. Milano
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

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

May 17, 2018

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

Re: Fiscal Year 2019 Revolving Funds Spending Limit

Honorable President Clancy and Councilors:

Please find enclosed for your review and approval three orders to set spending limits on the City's three revolving funds. As you know, a new state law in Governor Baker's Municipal Modernization Act of 2016 changed how revolving funds are created by cities and towns. Last year, the City Council approved a new ordinance authorizing three revolving funds. For this year and each year moving forward, the City Council must set a spending cap for each fund.

I am requesting approval for expenditures from each of the revolving funds, not to exceed the following amounts:

1. Parks and Recreation Revolving Fund: \$350,000.00
 - a. The limit is typically \$100,000, but this year I am requesting an additional \$250,000.00 to fund the balance of the splash pad project at Stevens Park. A \$100,000.00 grant from the state will be used to help fund this project, which has a total cost of \$350,000.00.
2. Public Safety Revolving Fund: \$75,000.00
3. Council on Aging Revolving Fund: \$40,000.00
 - a. In a separate communication, I am requesting an increase to the Council on Aging fund for the remainder of FY2018. I recommend we maintain the FY2019 limit at \$40,000.00, but I may request an increase at the midpoint of the fiscal year.

I look forward to discussing this proposal with you further and do not hesitate to contact me with any questions. Thank you for your consideration.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures



CITY OF MARLBOROUGH
Department of Public Works
Office of the Commissioner
135 Neil Street
Marlborough, Massachusetts 01752
(508) 624-6910 Ext. 33100
* TDD (508) 460-3610

To: Arthur G. Vigeant
Mayor

From: John L. Ghiloni *JLGH*
Commissioner

Date: May 16, 2018

Re: Parks and Recreation Revolving Account: 26244401-52415

The Revenue and Expenditures for the Parks and Recreation Revolving Account are shown below:

Balance as of July 1, 2017	\$ 437,671.00	
Funds received between July 1, 2017 and May 16, 2018	<u>\$ 345,316.82</u>	\$ 782,987.82
Funds expended between July 1, 2017 and May 16, 2018		<u>\$ 14,625.66</u>
Balance		<u>\$ 768,362.16</u>

Expenditure Summary

O'Brien & Sons	\$ 3,803.20	
Home Depot	839.15	
Monnick Supply	115.87	
Concord Electric	67.44	
Bentley Services, Inc.	<u>9,800.00</u>	<u>\$ 14,625.66</u>

ORDERED:

That no more than three hundred fifty thousand dollars (\$350,000.00) shall be expended from the Parks and Recreation Revolving Fund during fiscal year 2019, unless otherwise authorized by City Council and Mayor.

ADOPTED

In City Council
Order No 18-
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:



IN CITY COUNCIL

Marlborough, Mass., MAY 21, 2018

ORDERED:

That the Communication from the Mayor re: \$100,000.00 Budget Earmark from the Commonwealth of Massachusetts for Park and Playground Improvements, be and is herewith refer to **FINANCE COMMITTEE.**

ADOPTED

ORDER NO. 18-1007284



City of Marlborough

Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Arthur G. Vigeant
MAYOR

Nicholas J. Milano
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

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

2018 MAY 17 A 9:43

11

May 17, 2018

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

Re: Grant Acceptance – Budget Earmark for Park Improvements

Honorable President Clancy and Councilors:

I have enclosed for your approval a grant for the City of Marlborough in the form of a legislative earmark that was filed and supported by our legislative delegation, including Representatives Danielle Gregoire, Carmine Gentile, and Senator Jamie Eldridge.

Our delegation worked to secure \$100,000 in funding for improvements to Marlborough parks and playgrounds. They had previously secured funding for transportation and parks in prior state budgets. \$250,000 in state funds from the Fiscal Year 2017 Budget were used to buy new play structures for the Pappas Playground on John Street and to help fund the purchase of a splash pad for Ghiloni Park.

Building off the success of the splash pad at Ghiloni Park, I recommend we use these funds for the purchase and installation of a new splash pad at Stevens Park. Splash pads are a fun way for children and families to cool off during the hot summer months. In a separate communication, I will request the use of the Parks and Recreation Revolving Account to fund the balance of the splash pad project, which has a total estimated cost of \$350,000.

I appreciate your consideration of this proposal and look forward to discussing with you further.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures

**CITY OF MARLBOROUGH
NOTICE OF GRANT AWARD**

DEPARTMENT: DPW DATE: 5/16/2018

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: John Ghiloni

NAME OF GRANT: Legislative Earmark

GRANTOR: Commonwealth of Massachusetts

GRANT AMOUNT: \$100,000.00

GRANT PERIOD: Fiscal Year 2018

SCOPE OF GRANT/
ITEMS FUNDED Park improvements in the City of Marlborough. This budget earmark will help
fund the purchase and installation of a splash pad for Stevens Park

IS A POSITION BEING
CREATED: No

IF YES: CAN FRINGE BENEFITS BE PAID FROM GRANT? No

ARE MATCHING CITY
FUNDS REQUIRED? Matching funds are not required, but City funds will be used to finance the balance of
the splash pad project. The total cost is approximately \$350,000

IF MATCHING IS NON-MONETARY (MAN HOURS, ETC.) PLEASE SPECIFY:
N/A

IF MATCHING IS MONETARY PLEASE GIVE ACCOUNT NUMBER AND DESCRIPTION OF CITY FUNDS
TO BE USED:
Parks and Recreation Revolving Fund

ANY OTHER EXPOSURE TO CITY?
No

IS THERE A DEADLINE FOR CITY COUNCIL APPROVAL: No

**DEPARTMENT HEAD MUST SUBMIT THIS FORM, A COPY OF THE GRANT APPROVAL, AND A COVER
LETTER TO THE MAYOR'S OFFICE REQUESTING THAT THIS BE SUBMITTED TO CITY COUNCIL
FOR APPROVAL OF DEPARTMENT TO EXPEND THE FUNDS RECEIVED FOR THE PURPOSE OF THE GRANT**



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

Patrietta Bernard
EXECUTIVE SECRETARY

March 22, 2018

Claire D'Angelo
Business Manager
Department of Conservation and Recreation
251 Causeway Street Suite 600
Boston MA 02114

Re: Invoice and Scope of Service

Dear Ms. D'Angelo:

I am writing to request payment to the City of Marlborough of the budgetary earmark of \$100,000 that was included in the Commonwealth of Massachusetts Fiscal Year 2018 budget to be expended for improvements to Ghiloni Park and Stevens Playground in the City of Marlborough.

The scope of service for these funds is as follows:

1. Stevens Park:
 - a. Purchase of splash pad equipment and materials
 - b. Installation of a splash pad
 - c. Balance of project costs to be funded by the City

Cost: \$100,000.00

I have enclosed with this letter the executed state contract and other forms. If you have any questions or need any additional information or documentation, please do not hesitate to contact me.

Sincerely,

Arthur G. Vigeant
Mayor

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at www.mass.gov/osc under Guidance For Vendors - Forms or www.mass.gov/osd under OSD Forms.

CONTRACTOR LEGAL NAME: City of Marlborough (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: Department of Conservation and Recreation MMARS Department Code: DCR	
Legal Address: (W-9, W-4,T&C): 140 Main Street Marlborough, MA 01752		Business Mailing Address: 251 Causeway Street Suite 600 Boston MA 02114	
Contract Manager: John Ghiloni		Billing Address (if different):	
E-Mail: jghiloni@marlborough-ma.gov		Contract Manager: Allyson Trahan	
Phone: 508-624-6910 x. 33101	Fax:	E-Mail: Allyson.Trahan@state.ma.us	
Contractor Vendor Code: VC6000192111		Phone: 617-626-1339	Fax:
Vendor Code Address ID (e.g. "AD001"): AD_0001 (Note: The Address Id Must be set up for EFT payments.)		MMARS Doc ID(s):	
		RFR/Procurement or Other ID Number: Legislative Exemption	
<p align="center"><u>X</u> NEW CONTRACT</p> <p>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</p> <p><input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department)</p> <p><input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget)</p> <p><input type="checkbox"/> Department Procurement (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation)</p> <p><input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget)</p> <p><input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget)</p> <p><input checked="" type="checkbox"/> Legislative/Legal or Other: (Attach authorizing language/justification, scope and budget)</p>		<p align="center"><u> </u> CONTRACT AMENDMENT</p> <p>Enter Current Contract End Date <i>Prior</i> to Amendment: _____, 20____.</p> <p>Enter Amendment Amount: \$ _____, (or "no change")</p> <p>AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)</p> <p><input type="checkbox"/> Amendment to Scope or Budget (Attach updated scope and budget)</p> <p><input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget)</p> <p><input type="checkbox"/> Contract Employee (Attach any updates to scope or budget)</p> <p><input type="checkbox"/> Legislative/Legal or Other: (Attach authorizing language/justification and updated scope and budget)</p>	
The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract.			
<input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to Intercept for Commonwealth owed debts under 815 CMR 9.00.			
<input type="checkbox"/> Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)			
<input checked="" type="checkbox"/> Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or <i>new</i> Total if Contract is being amended). \$ <u>100,000.00</u>			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: <input type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments (G.L. c. 29, § 23A); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Not less than \$100,000 shall be expended for improvements to Ghiloni Park and Stevens Playground in the town of Marlborough			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:			
<input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date .			
<input type="checkbox"/> 2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date .			
<input type="checkbox"/> 3. were incurred as of _____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>June 30, 2018</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached Contractor Certifications (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions , this Standard Contract Form including the Instructions and Contractor Certifications , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR:		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:	
X: Date: <u>3/22/14</u>		X: _____ Date: _____	
-Signature and Date Must Be Handwritten At Time of Signature		(Signature and Date Must Be Handwritten At Time of Signature)	
Print Name: _____		Print Name: _____	
Print Title: _____		Print Title: _____	

2810-0100.. For the operation of the division of state parks and recreation; provided, that funds appropriated in this item shall be used: (i) to operate all of the division's parks, parkways, boulevards, roadways, bridges and related appurtenances under the care, custody and control of the division, flood control activities of the division, reservations, campgrounds, beaches and pools; (ii) to oversee skating rinks; and (iii) to protect and manage the division's lands and natural resources, including the forest and parks conservation services and the bureau of forestry development; provided further, that the same properties shall be open in fiscal year 2018 as were open in fiscal year 2017; provided further, that no funds from this item shall be made available for payment to true seasonal employees; provided further, that the crossing guards located at department of conservation and recreation intersections shall continue to perform the duties where state police previously performed such duties; provided further, that the division may issue grants to public and nonpublic entities from this item; provided further, that the rinks under the control of the department shall remain open and staffed for the full rink season; provided further, that not less than \$55,000 shall be expended for the maintenance of Red Rock park in the city of Lynn; provided further, that not less than \$75,000 shall be expended for an air quality study at the Concord playing fields between route 126 and Crosby's corner in the town of Concord; provided further, that not less than \$100,000 shall be expended for improvements to Ghiloni park and Stevens playground in the town of Marlborough; provided further, that not less than \$50,000 shall be expended for improvements to the Head Town landing in the town of Westport; provided further, that not less than \$50,000 shall be expended for weed removal and water quality measurement for Johnson's pond in the town of Groveland; provided further, that not less than \$25,000 shall be expended for the development of a community garden at the Medway community farm in the town of Medway; provided further, that not less than \$25,000 shall be expended for the restoration of the iron ore fence on the corner of route 123 and route 140; provided further, that not less than \$50,000 shall be expended for a study on the department's wooded land adjacent to the department's Kennedy playground and garden in Mattapan; provided further, that not less than \$15,000 shall be expended for renovations to the Greenville pond dam in the town of Leicester; provided further, that not less than \$25,000 shall be expended for construction purposes for the Friends of Coppens Square; provided further, that not less than \$25,000 shall be expended for fencing and repairs to City Square park in Charlestown; provided further, that not less than \$250,000 shall be expended for a new veterans park in the city of Lowell; provided further, that not less than \$25,000 shall be expended for the Franklin, Medway, and Bellingham Army Corps of Engineers flood plain and wildlife habitat; provided further, that not less than \$100,000 shall be expended for the Blue Hill Observatory science center; provided further, that not less than \$50,000 shall be expended for the removal of hazardous substances in the town of Ashland; provided further, that not less than \$175,000 shall be expended for tree re-planting in the city of Worcester; provided further, that not less than \$30,000 shall be expended for the Tom Lopes community sculpture project; provided further, that not less than \$50,000 shall be expended for the Bradford rail trail in the city of Haverhill; provided further, that not less than \$45,000 shall be expended for the treatment and preservation of Indian lake in the city of Worcester; provided further, that not less than \$25,000 shall be expended for the restoration of the Artesani park outdoor theatre; provided further, that not less than \$75,000 shall be expended for the Let's Row Boston program; provided further, that not less than \$50,000 shall be expended for MacDonald memorial park in the city of Medford; provided further, that not less than \$25,000 shall be expended to improve Magazine beach in the city of Cambridge; provided further, that not less than \$50,000 be expended to the city of Beverly for repairs to the carriage house in Lynch park; provided further, that \$25,000 shall be expended for the development, improvement and landscaping of the Veterans Road playground in the town of Dedham; provided further, that not less than \$75,000 shall be granted to the parks commission of the city of Brockton to renovate McKinley playground; provided further, that not less than \$250,000 shall be expended for an asset management modernization program and implementation pilot within the department with the goal of adequate stewardship and budgeting; provided further, that this funding shall consist of additional staffing, consulting and training; provided further, that the department shall report to the house and senate committees on ways and means not later than February 1, 2018 on the progress of such program and pilot; provided further, that said report shall include, but not be limited to: (a) the status of hiring for the additional staffing required; (b) contracts with outside consulting; and (c) the progress of planned and delivered training; provided further, that not less than \$100,000 shall be expended for invasive species control on the Mystic river; provided further, that not less than \$40,000 shall be expended to Hardwick Pond Preservation Association, Inc. for invasive species control on Hardwick pond in the town of Hardwick; provided further, that not less than \$15,000 shall be expended for the improvement or augmentation of existing trails and or the creation of new trail linkages in the Blue Hills Reservation that enable safer pedestrian crossings on state highway route 28 and state highway route 138; provided further, that not less than \$12,000 shall be expended to treat invasive species at Rock pond in the town of Georgetown; provided further, that not less than \$15,000 shall be expended to the Southeastern Massachusetts Pine Barrens Alliance, Inc. for the Explore Natural Plymouth collaborative; provided further, that not less than \$100,000 shall be expended for the construction and improvement of the Hancock playground in the city of Brockton; provided further, that \$25,000 shall be expended for the installation of a sidewalk and guard rail in Fountain park in the town of Wilbraham; provided further, that not less than \$30,000 shall be expended on lighting and infrastructure improvements at Mattos field in the city of Gloucester; provided further, that not less than \$20,000 shall be expended for renovations and infrastructure improvements including,

not limited to, enhancements to waterway access and recreational areas at Veasey memorial park in the town of Groveland; provided further, that not less than \$60,000 shall be expended for expansion of the rowing program of the school district of the city of Methuen as part of The River Cities Initiative and administered by the Essex Rowing Club, Inc.; provided further, that not less than \$50,000 shall be expended to the city known as the town of Weymouth for final design work and improvements to Heritage park at the intersection of Washington street and Middle street; provided further, that \$30,000 shall be expended to the town of Milton to improve accessibility at Andrew's park for all users, including those with physical limitations; provided further, that not less than \$200,000 shall be expended for the creation of a roadway at the property formally known as the Medfield state hospital in the town of Medfield; and provided further, that not less than \$250,000 shall be expended for the Blue Hills Trailside Museum. \$37,163,712