

CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Finance Committee

Date: September 17, 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 SEP 11 A 10:58

1. 08-27-2018 – **Order No. 18-1007353:** Communication from the Mayor regarding DPW transfer request in the amount of \$66,988.35 which moves funds from Reserve for Salaries account to various DPW payroll accounts for laborers in the Department of Public Works to fund the recently ratified Memorandum of Agreement between the City of Marlborough and the Marlborough Public Works Equipment Operators Association for FY2019-2021.
-Refer to Finance Committee
2. 08-27-2018 – **Order No. 18-1007352:** Communication from the Mayor regarding IT transfer request in the amount of \$254,000.00 which moves funds from Receipts Reserved-PEG funds to IT Equipment to fund upcoming projects and various equipment purchases.
-Refer to Finance Committee
3. 08-27-2018 – **Order No. 18-1007365:** Communication from the Mayor regarding a Salary Ordinance Amendment to make a change to the Human Resources Assistant position in the Human Resources Office to reflect an increase as well as a change from the older four-step salary schedule to a seven-step schedule and to create a new position, Manager of Communications Technology, on the Facilities Staff, that will develop, manage, and implement communications technology projects, focusing on network improvement projects (advertising will take place after Finance Committee review).
-Refer to Finance Committee
4. 08-27-2018 – **Order No. 18-1007366:** Communication from the Mayor regarding the Land Acquisition of 49 West Main Street for the potential library project, the City Council (1) authorizes the City to acquire 49 West Main Street in the total amount of \$381,504.00 as provided in the purchase and sales agreement and (2) by two-thirds vote appropriates from Account No. 19300006-58595 (City Hall Equipment) the balance due on said purchase in the amount of \$362,504.00
-Refer to Finance Committee
5. 09-10-2018 – **Order No. 18-1007381:** Communication from the Mayor regarding Council on Aging transfer request in the amount of \$27,340.00 which moves \$1,884.00 from Reserve for Salaries & \$25,456.00 from Program Director to COA-Clerk Typist to eliminate an existing position and create a new position, Program Coordinator.
-Refer to Finance Committee
6. 09-10-2018 – **Order No. 18-1007382:** Communication from the Mayor regarding Police Department transfer request in the amount of \$8,412.20 which moves funds from Receipts Reserved-TNC Surcharge to Capital Outlay-Police Equipment to purchase additional traffic equipment.
-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., AUGUST 27, 2018

ORDERED:

That the DPW transfer request in the amount of \$66,988.35 which moves funds from Reserve for Salaries account to various DPW payroll accounts for laborers in the Department of Public Works to fund the recently ratified Memorandum of Agreement between the City of Marlborough and the Marlborough Public Works Equipment Operators Association for FY19-21, be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

	DEPT:	Comptroller	FISCAL YEAR:	2019	
Available Balance	Amount	FROM ACCOUNT: Org Code Object Account Description:	Amount	TO ACCOUNT: Org Code Object Account Description:	Available Balance
\$990,000.00	\$66,988.35	11990006 57820 Reserve for Salaries	\$16,796.98	14001303 50740 Equipment Operators	\$732,756.31
	Reason:	Recalculate amounts for contract obligations	Reason:	Contractual Obligation	
			\$18,303.05	14001503 50740 Equipment Operators	\$800,971.41
	Reason:		Reason:	Contractual Obligation	
			\$12,354.53	61090001 50740 Equipment Operators	\$677,287.70
	Reason:		Reason:	Contractual Obligation	
			\$3,606.63	14001403 50745 Motor Equipment Repairman	\$152,588.73
	Reason:		Reason:	Contractual Obligation	
			\$1,202.21	60085001 50750 Equipment Operators	\$50,863.25
	Reason:		Reason:	Contractual Obligation	
			\$1,202.21	60081001 50750 Equipment Operators	\$50,979.09
	Reason:		Reason:	Contractual Obligation	
			\$184.95	14001303 51920 Sick Leave Buy Back	\$18,970.00
	Reason:		Reason:	Contractual Obligation	
			\$256.22	14001503 51920 Sick Leave Buyback	\$25,250.00
	Reason:		Reason:	Contractual Obligation	
			\$46.24	60085003 51920 Sick Leave Buyback	\$3,781.00
	Reason:		Reason:	Contractual Obligation	
			\$46.24	61090003 51920 Sick Leave Buyback	\$7,260.00
	Reason:		Reason:	Contractual Obligation	
			\$276.51	14001303 51430 Longevity	\$31,000.00
	Reason:		Reason:	Contractual Obligation	
			\$36.07	14001403 51430 Longevity	\$6,115.00
	Reason:		Reason:	Contractual Obligation	
			\$216.40	14001503 51430 Longevity	\$30,789.00
	Reason:		Reason:	Contractual Obligation	
			\$12.02	60085003 51430 Longevity	\$4,452.00
	Reason:		Reason:	Contractual Obligation	
			\$48.09	61090003 51430 Longevity	\$10,283.00
	Reason:		Reason:	Contractual Obligation	
			\$250.00	60085003 51940 Longevity	\$4,452.00
	Reason:		Reason:	Contractual Obligation	
			\$3,500.00	14001303 51940 Clothing Allowance	\$720.00
	Reason:		Reason:	Contractual Obligation	
			\$1,650.00	14001403 51940 Clothing Allowance	\$990.00
	Reason:		Reason:	Contractual Obligation	
			\$4,000.00	14001503 51940 Clothing Allowance	\$2,493.76
	Reason:		Reason:	Contractual Obligation	
			\$250.00	60081003 51940 Clothing Allowance	\$510.00
	Reason:		Reason:	Contractual Obligation	
			\$2,750.00	61090003 51940 Clothing Allowance	\$4,270.01
	Reason:		Reason:	Contractual Obligation	
	\$66,988.35	Total	\$66,988.35	Total	

ADOPTED

ORDER NO. 18-1007353



City of Marlborough
Office of the Mayor

Arthur G. Vigeant
MAYOR

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
Patricia J. Milano
EXECUTIVE AIDE

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

2018 AUG 23 A 10:24
Patricia Bernard
EXECUTIVE SECRETARY

August 23, 2018

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

Re: Transfer Request – Department of Public Works

Honorable President Clancy and Councilors:

Please find enclosed for your review and approval a transfer request in the amount of \$66,988.35 from the Reserve for Salaries account to various DPW payroll accounts for Laborers in the Department of Public Works.

This transfer will fund the recently ratified Memorandum of Agreement between the City of Marlborough and the Marlborough Public Works Equipment Operators Association for fiscal years 2019, 2020, and 2021.

Like the Foremen, the Laborers have agreed to allow the City to implement biweekly payroll. I thank the leadership of the Laborers union for working with us to quickly reach a mutually beneficial agreement.

Commissioner of Public Works John Ghiloni and I are available to discuss the memorandum of agreement and this required transfer with you in further detail, but please do not hesitate to contact one of us in the meantime with any questions.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Comptroller		FISCAL YEAR: 2019							
FROM ACCOUNT:				TO ACCOUNT:					
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$990,000.00</u>	<u>\$66,988.35</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$16,796.98</u>	<u>14001303</u>	<u>50740</u>	<u>Equipment Operators</u>	<u>\$732,756.31</u>
	Reason:	<u>Recalculate amounts for contract obligations</u>			Reason:	<u>Contractual Obligation</u>			
					<u>\$18,303.05</u>	<u>14001503</u>	<u>50740</u>	<u>Equipment Operators</u>	<u>\$800,971.41</u>
	Reason:				Reason:	<u>Contractual Obligation</u>			
					<u>\$12,354.53</u>	<u>61090001</u>	<u>50740</u>	<u>Equipment Operators</u>	<u>\$677,287.70</u>
	Reason:				Reason:	<u>Contractual Obligation</u>			
					<u>\$3,606.63</u>	<u>14001403</u>	<u>50745</u>	<u>Motor Equipment Repairman</u>	<u>\$152,588.73</u>
	Reason:				Reason:	<u>Contractual Obligation</u>			
					<u>\$1,202.21</u>	<u>60085001</u>	<u>50750</u>	<u>Equipment Operators</u>	<u>\$50,863.25</u>
	Reason:				Reason:	<u>Contractual Obligation</u>			
					<u>\$1,202.21</u>	<u>60081001</u>	<u>50750</u>	<u>Equipment Operators</u>	<u>\$50,979.09</u>
	Reason:				Reason:	<u>Contractual Obligation</u>			
					<u>\$184.95</u>	<u>14001303</u>	<u>51920</u>	<u>Sick Leave Buy Back</u>	<u>\$18,970.00</u>
	Reason:				Reason:	<u>Contractual Obligation</u>			
					<u>\$256.22</u>	<u>14001503</u>	<u>51920</u>	<u>Sick Leave Buyback</u>	<u>\$25,250.00</u>
	Reason:				Reason:	<u>Contractual Obligation</u>			
					<u>\$46.24</u>	<u>60085003</u>	<u>51920</u>	<u>Sick Leave Buyback</u>	<u>\$3,781.00</u>
	Reason:				Reason:	<u>Contractual Obligation</u>			
					<u>\$46.24</u>	<u>61090003</u>	<u>51920</u>	<u>Sick Leave Buyback</u>	<u>\$7,260.00</u>
	Reason:				Reason:	<u>Contractual Obligation</u>			

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT:	Comptroller		FISCAL YEAR:	2019
	FROM ACCOUNT:		TO ACCOUNT:	
		<u>\$276.51</u>	14001303 51430 Longevity	<u>\$31,000.00</u>
Reason:			Contractual Obligation	
		<u>\$36.07</u>	14001403 51430 Longevity	<u>\$6,115.00</u>
Reason:			Contractual Obligation	
		<u>\$216.40</u>	14001503 51430 Longevity	<u>\$30,789.00</u>
Reason:			Contractual Obligation	
		<u>\$12.02</u>	60085003 51430 Longevity	<u>\$4,452.00</u>
Reason:			Contractual Obligation	
		<u>\$48.09</u>	61090003 51430 Longevity	<u>\$10,283.00</u>
Reason:			Contractual Obligation	
		<u>\$250.00</u>	60085003 51940 Longevity	<u>\$4,452.00</u>
Reason:			Contractual Obligation	
		<u>\$3,500.00</u>	14001303 51940 Clothing Allowance	<u>\$720.00</u>
Reason:			Contractual Obligation	
		<u>\$1,650.00</u>	14001403 51940 Clothing Allowance	<u>\$990.00</u>
Reason:			Contractual Obligation	
		<u>\$4,000.00</u>	14001503 51940 Clothing Allowance	<u>\$2,493.76</u>
Reason:			Contractual Obligation	
		<u>\$250.00</u>	60081003 51940 Clothing Allowance	<u>\$510.00</u>
Reason:			Contractual Obligation	
		<u>\$2,750.00</u>	61090003 51940 Clothing Allowance	<u>\$4,270.01</u>
Reason:			Contractual Obligation	

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Comptroller
FROM ACCOUNT:

FISCAL YEAR: 2019
TO ACCOUNT:

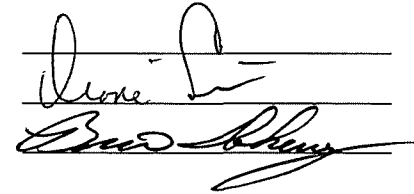
\$66,988.35 Total

\$66,988.35 Total

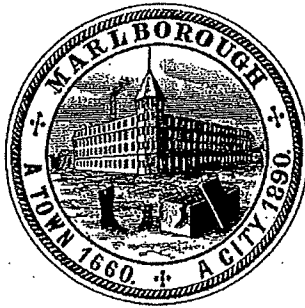
Department Head signature:

Auditor signature:

Comptroller signature:

Three horizontal lines with handwritten signatures. The top line has a signature that appears to be 'Diane L...'. The middle line has a signature that appears to be 'Diane L...'. The bottom line has a signature that appears to be 'Diane L...'. The signatures are written in black ink.

DRAFT
Memorandum of Agreement
By & Between the
City of Marlborough



And The
MARLBOROUGH PUBLIC WORKS EQUIPMENT
OPERATORS ASSOCIATION
(DPW LABORERS)

August 15, 2018 – Rev 8.0

The Marlborough Public Works Equipment Operators Association (Union) and the City of Marlborough (City) agree to the following terms and conditions for a collective bargaining agreement covering the period July 1, 2018 to June 30, 2021 ("2018 – 2021 CBA"). This Agreement is subject to ratification vote by the membership of the MPWEOA in accordance with its bylaws, and City Council vote in favor of funding the 2018 – 2021 CBA. The terms and conditions of the 2018 – 2021 CBA shall incorporate all provisions of the 2015-2018 CBA, subject to the following amendments and modifications:

Term of New Contract (Article 29, p. 30)

The new Contract shall be effective for the three (3) year period from July 1, 2018 – June 30, 2021. Applicable date changes shall be made to the cover page, Article 29 and in other appropriate provisions of the Contract to reflect the term of the new Contract.

Provisions of New Contract

Except as modified by this Memorandum of Agreement and, except for such technical matters as date changes, all other provisions of the July 1, 2015 – June 30, 2018 Contract shall be carried over intact into the successor Contract.

Article 13 – Overtime

Section 8

Delete complete section and replace with:

"All Laborers/SMEO Laborers shall receive an annual meal stipend of \$150.00 payable on the first payday of December. Snow and Ice event meals are not included in the meal stipend."

Article 14 – Salaries

Section 1

Add:

The Commissioner may extend each Laborer hired for an additional six (6) months with notice to the Union.

Effective July 1, 2018 there will be a 2% increase in base wages

Effective July 1, 2019 there will be a 2.5% increase in base wages

Effective July 1, 2020 there will be a 2% increase in base wages

"Wages, calculated to reflect the hourly rate, and weekly and annual wages, will be paid according to the schedule attached as *Appendix B*."

Section 3

Add #6

6. "Any Fleet Shop employee licensed for Massachusetts Vehicle Safety and Emissions Inspections shall receive a \$400.00 stipend payable the first pay period in December."

Add #7

7. "Stipends will be paid for all licenses not required for employment (CDL/Hoisting) by SMEO Laborers when performing their duties. Such stipends will include tankers and catch basin cleaning (DMV or DOT certified). "State of Emergency" events are not eligible for stipends. Such stipends will be paid the first pay period in December."

Section 4

Change the first sentence to read:

"On a bi-weekly or weekly basis, to be determined by the City, all employees will be paid by paperless electronic direct deposit."

Section 6 – Safety Recuperation Time

Delete and replace with:

"Employees who will work more than sixteen (16) consecutive hours shall be given two (2) hours off for safety recuperation time to be paid at the overtime rate provided that:

- (a) the employee is required to return to duty after being excused for such safety recuperation time;
- (b) employees eligible for safety recuperation time may elect to recuperate wherever they choose as long as the location does not interfere with department operations as determined at the reasonable discretion of the division supervisor;
- (c) Safety and recuperation time will be assigned by the division supervisor, based on operational needs and available bargaining unit personnel.
- (d) On-call/back-up on call person during snow and ice operations will be allowed two (2) hours recoup time at 1:30PM if they work less than the required sixteen (16) consecutive hours."

Article 17 – Clothing Allowance

Section 1

Increase clothing allowance to \$1,615 (tools included) for the Fleet/Repair Shop personnel.
Increase the clothing allowance to \$1,240 for all other unit personnel.

Modify #2 to read:

"Uniforms and clothing, so purchased, must conform to minimum department standards. All unit members will be required to wear OSHA approved steel toe or composite work boots or shoes during work hours. Clothing Allowance will be paid via direct deposit."

Article 25 – Miscellaneous

Add Section 6

"Section 6. Global Positioning System usage. The primary purpose of GPS devices installed in City vehicles is to monitor and record vehicle maintenance needs and services, vehicle travel data and location, improved vehicle utilization, improved insurance ratings and not for surveillance and monitoring of employees. As such, employees will not be surveilled or monitored by GPS devices while performing their duties and the information recorded by same shall not be utilized except in support of a complaint or investigation of a complaint of employee misconduct."

APPENDIX A – Department of Public Works-PAST PRACTICES

Modify as follows:

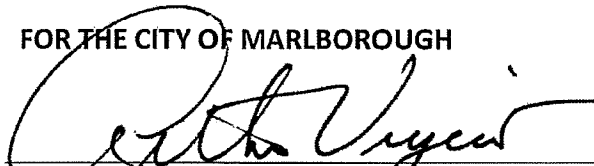
- 30. Increase the DOT Physical from \$50 to \$75 for up to two required physicals per year.

- 31. Delete in entirety and replace with:
"Employees shall be released at NOON on the Day Before Thanksgiving, New Year's Eve, December 31st and Good Friday."

- 32. Add the following:
"If Veteran's Day falls on a Saturday, each employee will have a choice of the previous Friday or the following Monday to celebrate the holiday at the discretion of their supervisor."

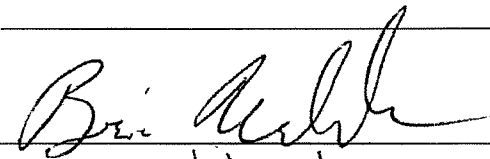
- 33. Add the following:
"For the Street Dept., summer on-call will be paid for five (5) hours with a two (2) hour minimum per call from Friday at 3:30PM until Monday @ 7AM."

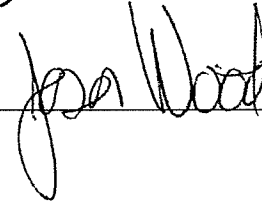
FOR THE CITY OF MARLBOROUGH



Mayor, Arthur G. Vigeant

FOR MARLBOROUGH PUBLIC WORKS
EQUIPMENT OPERATORS ASSOCIATIONS





Dated:

8/16/18

Dated:



IN CITY COUNCIL

Marlborough, Mass., AUGUST 27, 2018

ORDERED:

That the IT transfer request in the amount of \$254,000.00 which moves funds from Receipts Reserved-PEG funds to IT Equipment to fund upcoming projects and various equipment purchases., be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: IT		FISCAL YEAR: 2019							
FROM ACCOUNT:				TO ACCOUNT:					
Available							Available		
Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Balance
<u>\$407,303.52</u>	<u>\$254,000.00</u>	<u>27000099</u>	<u>47750</u>	<u>Receipts Reserved-PEG Funds</u>	<u>\$254,000.00</u>	<u>19300006</u>	<u>58618</u>	<u>IT Equipment</u>	<u>\$0.00</u>
Reason:		<u>Use PEG funds for upcoming projects and various equipment purchases</u>							
	\$254,000.00	Total			\$254,000.00	Total			

ADOPTED

ORDER NO. 18-1007352



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 AUG 23 A 11:24

Arthur J. Vigeant
MAYOR

Nicholas J. Milano
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

9

August 23, 2018

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

Re: Transfer Request – Information Technology

Honorable President Clancy and Councilors:

Please find enclosed for your review a request in the amount of \$254,000.00 to transfer funds from the PEG Account to the Information Technology Department to fund investments in our information technology infrastructure, primarily additional security cameras to increase coverage in our school facilities.

This transfer will fund four projects:

- \$10,000 for the purchase of new computers at the Marlborough Public Library
- \$85,000 to replace and upgrade the City's existing Network Attached Storage device and related servers. This equipment is approaching five years old, which is when the warranty and support will expire. By upgrading the outdated NAS device, we will improve our network data and performance.
- \$24,000 to fund the implementation of a cyber security training program for City and school employees for a three-year period. We recently conducted a test phishing attack on employees and identified a need for training and cyber security awareness.
- \$135,000 to purchase and install additional security cameras in school facilities to increase and expand coverage. Over the summer, Marlborough Public Schools invested in new back-end equipment to ensure more than enough data storage capabilities.

Thank you for your consideration of this request to invest in our information technology infrastructure. If you have any questions, please do not hesitate to contact me or Mark Gibbs.

Sincerely,

Arthur Vigeant
Mayor

Enclosures

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: IT

FISCAL YEAR: 2019

FROM ACCOUNT:

TO ACCOUNT:

Available
Balance

Amount

Org Code Object

Account Description:

Amount

Org Code Object

Account Description:

Available
Balance

\$407,303.52

\$254,000.00

27000099 47750

Receipts Reserved-PEG Funds

\$254,000.00

19300006 58618

IT Equipment

\$0.00

Reason:

Use PEG funds for upcoming projects and various equipment purchases

Reason:

Reason:

Reason:

\$254,000.00

Total

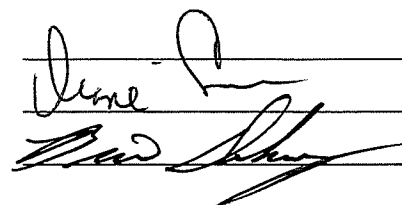
\$254,000.00

Total

Department Head signature:

Auditor signature:

Comptroller signature:



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
5/8/2018 Comcast	\$96,069.98
5/21/2018 Verizon	\$107,727.46
8/23/2018 Comcast	\$95,348.01
8/23/2018 Verizon	\$101,215.51

Total Funding \$1,044,922.52

12/18/2017 co#17-1007095A	-\$282,100.00
5/21/2018 co# 18-1007263A	-\$355,519.00

Total Transfers -\$637,619.00

Available for future transfers \$407,303.52

Information Technology

Request	Project	Description	Total
1	New Library Computers	Replace outdated computers at the Marlborough Public Library	\$10,000.00
2	New Network Attached Storage Device	The City's Network Attached Storage Device (NAS) and related servers are approaching five years old, the end of their warranty and need to be replaced	\$85,000.00
3	Cyber Security training	Purchase a program that will test our e-mail security systems and also train employees to recognize cyber attacks, scams, and fraud over the next three years	\$24,000.00
4	Security Cameras	Purchase security cameras and fund installation at school facilities. Earlier this year, MPS purchased a new data storage system in order to accommodate the storage demands of the camera system at school facilities. Previously, we had to purchase a new server for every 25 cameras installed.	\$135,000.00
Total			\$254,000.00



IN CITY COUNCIL

Marlborough, Mass., AUGUST 27, 2018

ORDERED:

That the transfer request in the amount of \$7,100.00 which moves funds from Reserve for Salaries to HR Assistant and Electrician line items to fund a Salary Ordinance Amendment to increase the salary of the HR Assistant position and create a new Public Facilities Manager of Communications Technology, be and is herewith refer to **FINANCE COMMITTEE**.

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Comptroller		FISCAL YEAR: 2019							
FROM ACCOUNT:		TO ACCOUNT:							
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$990,000.00</u>	<u>\$7,100.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$3,410.00</u>	<u>11520001</u>	<u>50532</u>	<u>HR Assistant</u>	<u>\$46,734.00</u>
	Reason:	<u>Cover change in Salary Schedule</u>			Reason:	<u>Change in Salary Schedule</u>			
					<u>\$3,690.00</u>	<u>13032001</u>	<u>50385</u>	<u>Electrician</u>	<u>\$109,804.15</u>
	Reason:				Reason:	<u>Change in Salary Schedule</u>			
	<u>\$7,100.00</u>	Total			<u>\$7,100.00</u>	Total			

Ordered:

Be it ordained by the City Council of the City of Marlborough that the Code of the City of Marlborough, as amended, be further amended by inserting into Chapter 125, Section 6, Salary Schedule the following:

Position	Effective Date	Step 1 Start	Step 2 6 months of service	Step 3 1 year of service	Step 4 2 years of service	Step 5 3 yrs. of service	Step 6 4 yrs. of service	Step 7 5 yrs. of service
Human Resources Assistant Manager of	October 1, 2018	\$53,079.34	\$54,140.93	\$55,223.75	\$56,328.23	\$57,454.79	\$58,603.89	\$59,775.96
Communications Technology	October 1, 2018	\$60,389.89	\$61,597.68	\$62,829.64	\$64,086.23	\$65,367.95	\$66,675.31	\$68,008.82

ADOPTED

ORDER NO. 18-1007365



22

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 AUG 23 A 11:39

Arthur G. Vigeant
MAYOR

J. Milano
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

August 23, 2018

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

FIN

Re: Salary Ordinance Amendment

Honorable President Clancy and Councilors:

Please find enclosed for your review an amendment to the City's salary ordinance to make two changes to a salary in the Human Resources office and Facilities staff. Based on the scope of the work these employees do, I believe their salaries ought to be adjusted to reflect current market demand.

The first change is to the Human Resources Assistant position and reflects an increase as well as a change from the older four step salary schedule to a seven-step schedule. I recommend adding three steps to the current top step salary, increasing 2 percent a year to create a new range from \$53,079.34 to \$59,775.96 in seven increments. This is based on a salary survey conducted by my office of comparable positions in similar communities in Massachusetts. This proposed salary already includes the two percent increase currently in City Council.

The second change is to create a new position that will develop, manage, and implement communications technology projects, focusing on network improvement projects. This will not result in any additional personnel. We expect an incumbent employee to apply for this new position if it is approved by City Council.

I have also enclosed a transfer request that would fund these changes.

Please do not hesitate to contact me with any questions.

Sincerely,

Arthur Vigeant
Mayor

CITY OF MARLBOROUGH

Marlborough, MA 01752

PUBLIC FACILITIES MANAGER – COMMUNICATIONS TECHNOLOGY

RESPONSIBILITIES:

Under the supervision of the Public Facilities Director, this 40 hour per week position plans voice, data and fiber optic network installations by studying work orders, plans, manuals, and technical specifications; ordering and gathering equipment, supplies, materials, and tools, assessing installation site; preparing an installation diagram.

Establishes fiber optic, voice and data networks by running, pulling, terminating, and splicing cables; installing telecommunications equipment, routers, switches, multiplexors, and cable trays; establishing connections; programming features; establishing connections and integrations; following industry standards; activating remote access tools; coordinating with contractors.

Verifies service by testing circuits, equipment, and alarms; identifying, correcting, or escalating problems.

Design, install and maintain all network surveillance IP camera systems, cameras, video monitors and card access systems.

Documents network by labeling and routing equipment and cables; recording configuration diagrams and specifications.

Maintains network by troubleshooting and repairing outages; testing network back-up procedures; updating documentation.

Maintains customer rapport by listening to and resolving concerns; answering questions. Maintains safe work environment by following codes, standards, and legal regulations. Keeps supplies ready by inventorying stock; placing orders; verifying receipt.

Updates job knowledge by participating in educational opportunities; reading technical publications

MINIMUM QUALIFICATIONS:

High School diploma with advanced technical education preferred. Telecommunications Knowledge and Telecommunications Technologies expertise required. Minimum 7+ years' experience.

Salary Range: \$60,389.89 – \$68,008.82

08/23/2018 10:42
6876nmil

CITY OF MARLBOROUGH
SALARY TABLES

P 1
pmgrstep

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/ DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT
01/01/2018	CMUN MUNICIPAL	TELE	TELECOMMUN TECH A	ANNUAL	W WEEKLY	11	52.0000	8.00	40.00	5.00	2080.00	260.00	N
Change was made by 2.0000%													
1/1/18 Now position part of MMEA													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	.0000	0.0000	0.00	0.00
02	0.0000	.0000	0.0000	0.00	0.00
03	0.0000	.0000	0.0000	0.00	0.00
04	0.0000	.0000	0.0000	0.00	0.00
05	0.0000	.0000	0.0000	0.00	0.00
06	0.0000	.0000	0.0000	0.00	0.00
07	0.0000	30.3313	242.6493	1,213.25	63,088.82

** END OF REPORT - Generated by Nick Milano **

08/23/2018 10:43
6876nmil

CITY OF MARLBOROUGH
SALARY TABLES

P 1
pmgrstep

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/ DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT
07/01/2017	CNOA NON-AFFILI	PSNL	PERSONNEL ASST	A ANNUAL	W WEEKLY	11	52.0000	7.00	35.00	5.00	1820.00	260.00	N
Change was made by 2.0000%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	26.9954	188.9672	944.84	49,131.46
01	0.0000	28.0540	196.3776	981.89	51,058.18
02	0.0000	29.1760	204.2327	1,021.16	53,100.51
03	0.0000	30.3429	212.3990	1,062.00	55,223.75

** END OF REPORT - Generated by Nick Milano **

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Comptroller

FISCAL YEAR: 2019

FROM ACCOUNT:

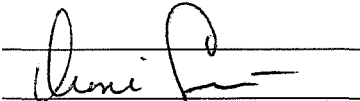


TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$990,000.00</u>	<u>\$7,100.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$3,410.00</u>	<u>11520001</u>	<u>50532</u>	<u>HR Assistant</u>	<u>\$46,734.00</u>
	Reason:	<u>Cover change in Salary Schedule</u>			Reason:	<u>Change in Salary Schedule</u>			
					<u>\$3,690.00</u>	<u>13032001</u>	<u>50385</u>	<u>Electrician</u>	<u>\$109,804.15</u>
	Reason:				Reason:	<u>Change in Salary Schedule</u>			
	<u>\$7,100.00</u>	Total			<u>\$7,100.00</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:

Ordered:

Be it ordained by the City Council of the City of Marlborough that the Code of the City of Marlborough, as amended, be further amended by inserting into Chapter 125, Section 6, Salary Schedule the following:

Position	Effective Date	Step 1 Start	Step 2 6 months of service	Step 3 1 year of service	Step 4 2 years of service	Step 5 3 yrs. of service	Step 6 4 yrs. of service	Step 7 5 yrs. of service
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Communications Technology	October 1, 2018	\$60,389.89	\$61,597.68	\$62,829.64	\$64,086.23	\$65,367.95	\$66,675.31	\$68,008.82



IN CITY COUNCIL

Marlborough, Mass., AUGUST 27, 2018

ORDERED:

That by Order No.17-1006760A the City Council of the City of Marlborough authorized the Mayor to negotiate and enter into a purchase and sales agreement for the purchase of 49 West Main Street, and by Order No. 16-1006760B the City Council appropriated funds and approved the use of said funds to bind an offer by the City on a purchase and sales agreement for 49 West Main Street, the performance of which agreement is contingent upon (1) a favorable vote of the City Council authorizing the City to acquire said parcel for the amount stated therein and (2) an appropriation of sufficient funds for said purchase, the Mayor, having thus negotiated a purchase and sales agreement bound by an offer to purchase, the City Council hereby (1) authorizes the City to acquire 49 West Main Street in the total amount of \$381,504.00 as provided in said purchase and sales agreement and (2) by two-thirds vote appropriates from Account No. 19300006-58595 (City Hall Equipment) the balance due on said purchase in the amount of \$362,504.00.

Further, the City Council hereby authorizes the Mayor to accept a deed pursuant to M.G.L. c. 40, § 3 for said property located at 49 West Main Street.

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

ADOPTED

ORDER NO. 18-1007366



City of Marlborough Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2018 AUG 23 A 11:24

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

August 23, 2018

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

Re: Land Acquisition – 49 West Main Street

Dear Council President Clancy:

Please find enclosed for your review an order to finalize the City of Marlborough's acquisition of 49 West Main Street for the potential library project. As you may recall, the City Council previously approved my request to enter negotiations with the property owner and sign a purchase and sale agreement.

The enclosed order would authorize me to close on the property and make payment of the balance of the purchase price, which is \$362,504.00 for a total price of \$381,504.00. No transfer is required at this time because the funds are already available in a capital outlay account. However, the City Council must take a vote to formally to appropriate funds for purchasing land. Pending certification of free cash in the next month or two, I will submit a transfer for your review to backfill this capital outlay account.

The Library project has been approved by the Massachusetts Board of Library Commissioners and I anticipate submitting a request to the City Council to fund the project in the coming months. Purchasing this particular property, along with the others on Witherbee Street, will make available additional land area for the library, whether for the addition or potential parking.

Per the Legal Department, the City Council may approve the attached order with a single 2/3 majority vote.

Please do not hesitate to contact me with any questions.

Sincerely,

Arthur Vigeant
Mayor

Enclosures

ORDERED

That by Order No.17-1006760A the City Council of the City of Marlborough authorized the Mayor to negotiate and enter into a purchase and sales agreement for the purchase of 49 West Main Street, and by Order No. 16-1006760B the City Council appropriated funds and approved the use of said funds to bind an offer by the City on a purchase and sales agreement for 49 West Main Street, the performance of which agreement is contingent upon (1) a favorable vote of the City Council authorizing the City to acquire said parcel for the amount stated therein and (2) an appropriation of sufficient funds for said purchase, the Mayor, having thus negotiated a purchase and sales agreement bound by an offer to purchase, the City Council hereby (1) authorizes the City to acquire 49 West Main Street in the total amount of \$381,504.00 as provided in said purchase and sales agreement and (2) by two-thirds vote appropriates from Account No. 19300006-58595 (City Hall Equipment) the balance due on said purchase in the amount of \$362,504.00.

Further, the City Council hereby authorizes the Mayor to accept a deed pursuant to M.G.L. c. 40, § 3 for said property located at 49 West Main Street.

ADOPTED
In City Council
Order No. 18-
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:



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
RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
Patricia Bernano
 EXECUTIVE AIDE
2018 SEP -6 A 11:46
Patricia Bernard
 EXECUTIVE SECRETARY

September 6, 2018

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

Re: Transfer Request – Council on Aging

Honorable President Clancy and Councilors:

Please find enclosed for your review a transfer in the amount of \$27,340.00 to eliminate an existing position and create a new position at the Council on Aging. At the request of Executive Director Trish Pope, I am submitting this transfer that will result in a salary increase for an incumbent employee.

The employee is currently a Program Coordinator. If this transfer is approved by the City Council, the employee will become a Program Coordinator/Clerk Typist within the MMEA, beginning at Step 0, effective October 1, 2018.

The salary range for this position is:

STEP	ANNUAL SALARY
0	\$35,969.68
1	\$37,408.39
2	\$38,904.87
3	\$40,461.03

The program coordinator position was funded at \$33,270.00 for Fiscal Year 2019.

Thank you for your consideration of this salary adjustment on behalf on the Council on Aging. If you have any questions, please do not hesitate to contact me or Trish Pope.

Sincerely,

Arthur Vigeant
 Mayor

Enclosures

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Comptroller

FISCAL YEAR: 2019

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$892,805.00</u>	<u>\$1,884.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$27,340.00</u>	<u>15410002</u>	<u>50584</u>	<u>COA -Clerk Typist</u>	<u>\$0.00</u>
	Reason:	_____			Reason:	Position change			
<u>\$33,940.00</u>	<u>\$25,456.00</u>	<u>15410001</u>	<u>50191</u>	<u>Program Coordinator</u>					<u>\$0.00</u>
	Reason:	_____			Reason:	_____			
									<u>\$0.00</u>
	Reason:	_____			Reason:	_____			
	<u>\$27,340.00</u>	Total			<u>\$27,340.00</u>	Total			

Department Head signature: _____

Auditor signature: _____

Comptroller signature: _____

CITY OF MARLBOROUGH

Marlborough, MA 01752

AA#18-24

POSITION AVAILABLE COUNCIL ON AGING & SENIOR CENTER PROGRAM COORDINATOR / CLERK TYPIST

Definition:

Management of programs and vendors that provide recreational and educational opportunities for Marlborough seniors.

Distinguishing Characteristics:

- Position works under the direction of the Director of Elder Affairs.
- Plan and execute programs and senior center activities based on the needs of the senior community.
- Assess the value of programs to ensure they meet the needs and interests of Marlborough's aging population.
- This position requires an understanding of programs that focus on issues that affect the senior population, such as: isolation, depression, overall mental and physical health, and the benefits of socialization.
- Regular interaction with clients including counseling and referrals to essential resources.
- Performs duties that require exercising sound judgement to analyze circumstances in order to make a decision within established guidelines. (Errors could cause considerable delay and confusion and result in adverse public relations)
- Frequent contact with senior citizens, the public, vendors, community organizations, and other city departments
- Some moderate physical effort required to perform duties in various settings such as but not limited to moving tables and chairs, frequent standing and walking as required to accompany groups on field trips.

Examples of Work:

- Research programs online, through mailings, word of mouth and other senior centers that relate to Marlborough seniors.
- Develop a comprehensive program calendar that includes educational, health, community, recreational, fitness, cultural, safety and intergenerational programs.
- Manage monthly program schedule and ensure high-quality program delivery
- In consultation with the Director, interview presenters, instructors, vendors, and performers prior to approving programs.
- Research, review, and identify potential grant opportunities and lead Council on Aging staff in completing grant applications.

COUNCIL ON AGING & SENIOR CENTER
PROGRAM COORDINATOR / CLERK TYPIST
(continued)

- Produce monthly newsletter, monthly calendars, and program descriptions.
- Collaborate with Director, Outreach Coordinator, Board of Health nurse and City officials on announcements, articles and information that needs to be included in the newsletter.
- Work with Trip/Tour Companies to plan and execute bus trips. Manage lists, payments for trips, and schedules. Attend trips as Trip Captain, when needed.
- Respond to inquiries from program participants and the general public.
- Performs all other related tasks as required.

Qualifications

Bachelor's degree in related field preferred; minimum of two to five years' experience in developing and/or managing programs, preferably in a municipal environment with senior citizens; or equivalent combination of education and experience.

Knowledge, Ability and Skill:

Excellent customer service skills. Thorough knowledge of program planning and administrative processes including but not limited to scheduling, knowledge of local and regional programs and services. Ability to interact effectively and diplomatically with the public and city personnel. Excellent organizational and communication skills both verbal and written. Demonstrated competencies in Microsoft Office software. Planning and organizational skills;; personnel management skills; public relations skills; grant-writing experience preferred.

Hours:

35 hours per week: occasional evening and weekend hours when necessary.



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

2018 SEP -6 A 11:54 140 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

Patricia Bernard
 EXECUTIVE SECRETARY

September 6, 2018

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

Re: Transfer Request – Marlborough Police Department

Honorable President Clancy and Councilors:

Please find enclosed for your review a transfer request in the amount of \$8,412.20 that moves funds to the Marlborough Police Department for the purchase of additional traffic enforcement equipment.

These funds are available to the City of Marlborough due to the per-ride assessment on rides taken on transportation network companies that originate in Marlborough. In 2017, 84,122 rides originated in Marlborough. Transportation Network Companies (TNC) are companies that provide rides solicited through smartphone applications, the two most commonly used are Uber and Lyft. The Commonwealth transferred \$8,412.20 from the Commonwealth Transportation Infrastructure fund to Marlborough.

These funds may be used to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure or any other public purpose substantially related to the operation of transportation network services in the city or town including, but not limited to, the complete streets program.

The Marlborough Police Department Traffic Division has been working hard to ensure that Marlborough's streets are safe for all users, pedestrians, cyclists, and drivers. They are very responsive to residents' requests for enforcement and I recommend transferring these funds to the Police Department for the purchase of additional equipment, such as portable speed signs, portable speed humps, and other equipment used by officers on traffic patrols.

The City must file a report with the state identifying how the funds are used and we will provide a copy of the report to the City Council once it is filed.

Please do not hesitate to contact me or Chief Giorgi with any questions.

Sincerely,



Arthur Vigeant
Mayor

Enclosures

9/6/2018

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Police

FISCAL YEAR: 2019

FROM ACCOUNT:

TO ACCOUNT:

Available
Balance

Amount

Org Code

Object

Account Description:

Amount

Org Code

Object

Account Description:

Available
Balance

\$8,412.20

\$8,412.20

27000

33088

Receipts Reserved-TNC Surcharge

\$8,412.20

19300006

58593

Capital Outlay-Police Equip

\$0.00

Reason:

Traffic enforcement equipment purchase

Reason:

Reason:

Reason:

\$8,412.20

Total

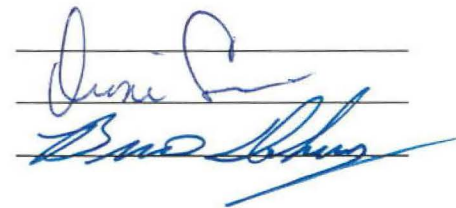
\$8,412.20

Total

Department Head signature: _____

Auditor signature: _____

Comptroller signature: _____





Local Finance Opinion

LFO-2018-1
 July 11, 2018

TOPIC: Transportation Network Company Per-ride Assessment Distribution

ISSUE: Municipal finance and accounting treatment of money received from the Commonwealth Transportation Infrastructure Fund

This LFO addresses questions relating to the municipal finance and accounting treatment of moneys distributed to a city, town or district from the Commonwealth Transportation Infrastructure Fund.

1. What is the Commonwealth Transportation Infrastructure Fund?

Under Chapter 187 of the Acts of 2016, certain transportation network companies must submit to the Transportation Network Company Division of the Department of Public Utilities (DPU) the number of rides from the previous calendar year that originated within each city or town and a per-ride assessment of \$0.20. The assessment is credited to the Commonwealth Transportation Infrastructure Fund (Fund), which was established by the Act. St. 2016, c. 187, § 8(a). Each year, one half of the amount credited to the Fund will be distributed by the DPU proportionately to each city and town based on the number of rides that originated in that city or town. St. 2016, c. 187, § 8(c)(i).

2. What is the general rule related to the receipt of money by a city, town or district officer or department?

All money received or collected from any source by a city, town or district belongs to its general fund and can only be spent after appropriation unless a general or special law provides an exception, *i.e.*, expressly restricts use for a particular purpose or allows expenditure by a department or officer without appropriation. G.L. c. 44 § 53.

3. Is there an exception to the general rule for money received from the Commonwealth Transportation Infrastructure Fund?

Yes. Money distributed to cities and towns from the Commonwealth Transportation Infrastructure Fund is special revenue earmarked for use by cities and towns “to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure or any other public purpose substantially related to the operation of transportation network services in the city or town including, but not limited to, the complete streets program established in section 1 of chapter 90I of the General Laws and other programs that support alternative modes of transportation.” St. 2016, c. 187, § 8(c)(i). However, the statute establishing the distribution does not authorize any particular department or officer to spend the distributed money without “specific” or “further” appropriation for any of those

LFO-2018-1
July 11, 2018
Page 2

statutory purposes. See, *e.g.*, G.L. c. 40, § 3 (municipal and school rental revenues); G.L. c. 44, § 53A (money gifts and grants); G.L. c. 44, § 53E½ (departmental fees and charges); and G.L. c. 71, § 47 (school activity fees and charges). Therefore, the general rule requiring an appropriation in order to use the money still applies. The accounting officer must establish a receipts reserved for appropriation account for this distribution and credit the money received to that account. To use the money for any allowable purpose, the legislative body must appropriate from available funds in the account.

Additionally, please note that each city or town receiving a distribution from the Commonwealth Transportation Infrastructure Fund must submit a report to the Transportation Network Company Division of the DPU not later than December 31 of each year that details the allowable transportation-related projects conducted, including amounts used or planned to be used for those projects. St. 2016, c. 187, § 8(d). The Division is required to compile the reports and post the projects and amounts of money used on its website. St. 2016, c. 187, § 8(d).



Kathleen Colleary, Chief
Bureau of Municipal Finance Law

KC:KW

Municipality	Number of Rides	Funds
TOTAL	64,797,524	\$ 6,479,752.40
Alphabetical Order		
ABINGTON	29620	\$ 2,962.00
ACTON	17645	\$ 1,764.50
ACUSHNET	673	\$ 67.30
ADAMS	66	\$ 6.60
AGAWAM	20918	\$ 2,091.80
ALFORD	1	\$ 0.10
AMESBURY	9984	\$ 998.40
AMHERST	284506	\$ 28,450.60
ANDOVER	85159	\$ 8,515.90
AQUINNAH	239	\$ 23.90
ARLINGTON	258133	\$ 25,813.30
ASHBURNHAM	418	\$ 41.80
ASHBY	21	\$ 2.10
ASHFIELD	6	\$ 0.60
ASHLAND	22053	\$ 2,205.30
ATHOL	42	\$ 4.20
ATTLEBORO	46212	\$ 4,621.20
AUBURN	25034	\$ 2,503.40
AVON	16300	\$ 1,630.00
AYER	2149	\$ 214.90
BARNSTABLE	114383	\$ 11,438.30
BARRE	137	\$ 13.70
BECKET	48	\$ 4.80
BEDFORD	33117	\$ 3,311.70
BELCHERTOWN	2754	\$ 275.40
BELLINGHAM	5011	\$ 501.10
BELMONT	195807	\$ 19,580.70
BERKLEY	878	\$ 87.80
BERLIN	3536	\$ 353.60
BERNARDSTON	21	\$ 2.10
BEVERLY	121950	\$ 12,195.00
BILLERICA	60156	\$ 6,015.60
BLACKSTONE	1332	\$ 133.20
BLANDFORD	26	\$ 2.60
BOLTON	1375	\$ 137.50
BOSTON	34911476	\$ 3,491,147.60
BOURNE	9595	\$ 959.50
BOXBOROUGH	3320	\$ 332.00
BOXFORD	2526	\$ 252.60
BOYLSTON	2825	\$ 282.50
BRAINTREE	301293	\$ 30,129.30

BREWSTER	9479	\$	947.90
BRIDGEWATER	20900	\$	2,090.00
BRIMFIELD	43	\$	4.30
BROCKTON	433885	\$	43,388.50
BROOKFIELD	151	\$	15.10
BROOKLINE	2074425	\$	207,442.50
BUCKLAND	8	\$	0.80
BURLINGTON	167853	\$	16,785.30
CAMBRIDGE	6782366	\$	678,236.60
CANTON	63913	\$	6,391.30
CARLISLE	2345	\$	234.50
CARVER	1480	\$	148.00
CHARLEMONT	6	\$	0.60
CHARLTON	1927	\$	192.70
CHATHAM	21991	\$	2,199.10
CHELMSFORD	50358	\$	5,035.80
CHELSEA	656686	\$	65,668.60
CHESHIRE	81	\$	8.10
CHESTER	0	\$	-
CHESTERFIELD	19	\$	1.90
CHICOPEE	70278	\$	7,027.80
CHILMARK	1241	\$	124.10
CLARKSBURG	8	\$	0.80
CLINTON	4036	\$	403.60
COHASSET	4661	\$	466.10
COLRAIN	0	\$	-
CONCORD	32104	\$	3,210.40
CONWAY	13	\$	1.30
CUMMINGTON	0	\$	-
DALTON	486	\$	48.60
DANVERS	87187	\$	8,718.70
DARTMOUTH	23242	\$	2,324.20
DEDHAM	149793	\$	14,979.30
DEERFIELD	1631	\$	163.10
DENNIS	30197	\$	3,019.70
DIGHTON	681	\$	68.10
DOUGLAS	579	\$	57.90
DOVER	6647	\$	664.70
DRACUT	28181	\$	2,818.10
DUDLEY	1234	\$	123.40
DUNSTABLE	275	\$	27.50
DUXBURY	5143	\$	514.30
EAST BRIDGEWATER	7463	\$	746.30
EAST BROOKFIELD	164	\$	16.40
EAST LONGMEADOW	11974	\$	1,197.40
EASTHAM	2799	\$	279.90
EASTHAMPTON	11762	\$	1,176.20

EASTON	22119	\$	2,211.90
EDGARTOWN	31050	\$	3,105.00
EGREMONT	9	\$	0.90
ERVING	15	\$	1.50
ESSEX	1568	\$	156.80
EVERETT	775773	\$	77,577.30
FAIRHAVEN	5244	\$	524.40
FALL RIVER	59477	\$	5,947.70
FALMOUTH	53249	\$	5,324.90
FITCHBURG	25528	\$	2,552.80
FLORIDA	7	\$	0.70
FOXBOROUGH	45633	\$	4,563.30
FRAMINGHAM	321244	\$	32,124.40
FRANKLIN	19788	\$	1,978.80
FREETOWN	889	\$	88.90
GARDNER	1691	\$	169.10
GEORGETOWN	2488	\$	248.80
GILL	119	\$	11.90
GLOUCESTER	8815	\$	881.50
GOSHEN	14	\$	1.40
GOSNOLD	0	\$	-
GRAFTON	12281	\$	1,228.10
GRANBY	2490	\$	249.00
GRANVILLE	35	\$	3.50
GREAT BARRINGTON	351	\$	35.10
GREENFIELD	1489	\$	148.90
GROTON	1943	\$	194.30
GROVELAND	1903	\$	190.30
HADLEY	40317	\$	4,031.70
HALIFAX	2029	\$	202.90
HAMILTON	3630	\$	363.00
HAMPDEN	1501	\$	150.10
HANCOCK	121	\$	12.10
HANOVER	13163	\$	1,316.30
HANSON	4012	\$	401.20
HARDWICK	12	\$	1.20
HARVARD	2071	\$	207.10
HARWICH	20683	\$	2,068.30
HATFIELD	1535	\$	153.50
HAVERHILL	104076	\$	10,407.60
HAWLEY	0	\$	-
HEATH	0	\$	-
HINGHAM	46794	\$	4,679.40
HINSDALE	57	\$	5.70
HOLBROOK	23171	\$	2,317.10
HOLDEN	8938	\$	893.80
HOLLAND	9	\$	0.90

HOLLISTON	5614	\$	561.40
HOLYOKE	74232	\$	7,423.20
HOPEDALE	988	\$	98.80
HOPKINTON	8373	\$	837.30
HUBBARDSTON	60	\$	6.00
HUDSON	16573	\$	1,657.30
HULL	7075	\$	707.50
HUNTINGTON	12	\$	1.20
IPSWICH	4632	\$	463.20
KINGSTON	10574	\$	1,057.40
LAKEVILLE	2591	\$	259.10
LANCASTER	1424	\$	142.40
LANESBOROUGH	466	\$	46.60
LAWRENCE	350752	\$	35,075.20
LEE	801	\$	80.10
LEICESTER	5995	\$	599.50
LENOX	2178	\$	217.80
LEOMINSTER	31382	\$	3,138.20
LEVERETT	294	\$	29.40
LEXINGTON	122112	\$	12,211.20
LEYDEN	0	\$	-
LINCOLN	12847	\$	1,284.70
LITTLETON	6852	\$	685.20
LONGMEADOW	11785	\$	1,178.50
LOWELL	490389	\$	49,038.90
LUDLOW	7748	\$	774.80
LUNENBURG	2631	\$	263.10
LYNN	549822	\$	54,982.20
LYNNFIELD	31028	\$	3,102.80
MALDEN	906043	\$	90,604.30
MANCHESTER	3353	\$	335.30
MANSFIELD	30986	\$	3,098.60
MARBLEHEAD	43184	\$	4,318.40
MARION	852	\$	85.20
MARLBOROUGH	84122	\$	8,412.20
MARSHFIELD	9019	\$	901.90
MASHPEE	12880	\$	1,288.00
MATTAPOISETT	749	\$	74.90
MAYNARD	6295	\$	629.50
MEDFIELD	7347	\$	734.70
MEDFORD	966710	\$	96,671.00
MEDWAY	3326	\$	332.60
MELROSE	129355	\$	12,935.50
MENDON	907	\$	90.70
MERRIMAC	1386	\$	138.60
METHUEN	104578	\$	10,457.80
MIDDLEBOROUGH	5241	\$	524.10

MIDDLEFIELD	0	\$	-
MIDDLETON	11809	\$	1,180.90
MILFORD	16515	\$	1,651.50
MILLBURY	20164	\$	2,016.40
MILLIS	3138	\$	313.80
MILLVILLE	213	\$	21.30
MILTON	138761	\$	13,876.10
MONROE	0	\$	-
MONSON	566	\$	56.60
MONTAGUE	314	\$	31.40
MONTEREY	4	\$	0.40
MONTGOMERY	11	\$	1.10
MOUNT WASHINGTON	0	\$	-
NAHANT	8948	\$	894.80
NANTUCKET	184136	\$	18,413.60
NATICK	153110	\$	15,311.00
NEEDHAM	124775	\$	12,477.50
NEW ASHFORD	8	\$	0.80
NEW BEDFORD	64621	\$	6,462.10
NEW BRAINTREE	1	\$	0.10
NEW MARLBOROUGH	11	\$	1.10
NEW SALEM	5	\$	0.50
NEWBURY	4343	\$	434.30
NEWBURYPORT	26196	\$	2,619.60
NEWTON	1051030	\$	105,103.00
NORFOLK	4468	\$	446.80
NORTH ADAMS	431	\$	43.10
NORTH ANDOVER	55409	\$	5,540.90
NORTH ATTLEBOROUGH	25230	\$	2,523.00
NORTH BROOKFIELD	127	\$	12.70
NORTH READING	17965	\$	1,796.50
NORTHAMPTON	61570	\$	6,157.00
NORTHBOROUGH	19988	\$	1,998.80
NORTHBRIDGE	3570	\$	357.00
NORTHFIELD	13	\$	1.30
NORTON	11305	\$	1,130.50
NORWELL	11215	\$	1,121.50
NORWOOD	99884	\$	9,988.40
OAK BLUFFS	36770	\$	3,677.00
OAKHAM	39	\$	3.90
ORANGE	24	\$	2.40
ORLEANS	6228	\$	622.80
OTIS	6	\$	0.60
OXFORD	4220	\$	422.00
PALMER	1876	\$	187.60
PAXTON	2018	\$	201.80
PEABODY	177346	\$	17,734.60

PELHAM	655 \$	65.50
PEMBROKE	7110 \$	711.00
PEPPERELL	570 \$	57.00
PERU	51 \$	5.10
PETERSHAM	5 \$	0.50
PHILLIPSTON	8 \$	0.80
PITTSFIELD	10198 \$	1,019.80
PLAINFIELD	1 \$	0.10
PLAINVILLE	7841 \$	784.10
PLYMOUTH	38451 \$	3,845.10
PLYMPTON	506 \$	50.60
PRINCETON	272 \$	27.20
PROVINCETOWN	17382 \$	1,738.20
QUINCY	957311 \$	95,731.10
RANDOLPH	137713 \$	13,771.30
RAYNHAM	9518 \$	951.80
READING	45304 \$	4,530.40
REHOBOTH	2492 \$	249.20
REVERE	722136 \$	72,213.60
RICHMOND	149 \$	14.90
ROCHESTER	219 \$	21.90
ROCKLAND	26884 \$	2,688.40
ROCKPORT	1253 \$	125.30
ROWE	0 \$	-
ROWLEY	1989 \$	198.90
ROYALSTON	0 \$	-
RUSSELL	71 \$	7.10
RUTLAND	1124 \$	112.40
SALEM	296482 \$	29,648.20
SALISBURY	9109 \$	910.90
SANDISFIELD	1 \$	0.10
SANDWICH	6990 \$	699.00
SAUGUS	147714 \$	14,771.40
SAVOY	1 \$	0.10
SCITUATE	5123 \$	512.30
SEEKONK	20062 \$	2,006.20
SHARON	19651 \$	1,965.10
SHEFFIELD	17 \$	1.70
SHELBURNE	48 \$	4.80
SHERBORN	3614 \$	361.40
SHIRLEY	510 \$	51.00
SHREWSBURY	64166 \$	6,416.60
SHUTESBURY	61 \$	6.10
SOMERSET	3849 \$	384.90
SOMERVILLE	2727951 \$	272,795.10
SOUTH HADLEY	16742 \$	1,674.20
SOUTHAMPTON	1187 \$	118.70

SOUTHBOROUGH	17824 \$	1,782.40
SOUTHBRIDGE	1751 \$	175.10
SOUTHWICK	1198 \$	119.80
SPENCER	2658 \$	265.80
SPRINGFIELD	378381 \$	37,838.10
STERLING	1338 \$	133.80
STOCKBRIDGE	708 \$	70.80
STONEHAM	68701 \$	6,870.10
STOUGHTON	70721 \$	7,072.10
STOW	2161 \$	216.10
STURBRIDGE	2192 \$	219.20
SUDBURY	14547 \$	1,454.70
SUNDERLAND	5285 \$	528.50
SUTTON	2483 \$	248.30
SWAMPSCOTT	51522 \$	5,152.20
SWANSEA	4329 \$	432.90
TAUNTON	31042 \$	3,104.20
TEMPLETON	123 \$	12.30
TEWKSBURY	48677 \$	4,867.70
TISBURY	19003 \$	1,900.30
TOLLAND	0 \$	-
TOPSFIELD	3012 \$	301.20
TOWNSEND	184 \$	18.40
TRURO	2506 \$	250.60
TYNGSBOROUGH	8791 \$	879.10
TYRINGHAM	13 \$	1.30
UPTON	1367 \$	136.70
UXBRIDGE	2055 \$	205.50
WAKEFIELD	68332 \$	6,833.20
WALES	4 \$	0.40
WALPOLE	31775 \$	3,177.50
WALTHAM	711420 \$	71,142.00
WARE	258 \$	25.80
WAREHAM	4997 \$	499.70
WARREN	76 \$	7.60
WARWICK	0 \$	-
WASHINGTON	18 \$	1.80
WATERTOWN	469122 \$	46,912.20
WAYLAND	20880 \$	2,088.00
WEBSTER	3533 \$	353.30
WELLESLEY	193377 \$	19,337.70
WELLFLEET	4552 \$	455.20
WENDELL	3 \$	0.30
WENHAM	5419 \$	541.90
WEST BOYLSTON	6135 \$	613.50
WEST BRIDGEWATER	7800 \$	780.00
WEST BROOKFIELD	57 \$	5.70

WEST NEWBURY	1272 \$	127.20
WEST SPRINGFIELD	48288 \$	4,828.80
WEST STOCKBRIDGE	90 \$	9.00
WEST TISBURY	5515 \$	551.50
WESTBOROUGH	52774 \$	5,277.40
WESTFIELD	28502 \$	2,850.20
WESTFORD	13471 \$	1,347.10
WESTHAMPTON	130 \$	13.00
WESTMINSTER	878 \$	87.80
WESTON	48574 \$	4,857.40
WESTPORT	2214 \$	221.40
WESTWOOD	53014 \$	5,301.40
WEYMOUTH	157892 \$	15,789.20
WHATELY	528 \$	52.80
WHITMAN	12950 \$	1,295.00
WILBRAHAM	6751 \$	675.10
WILLIAMSBURG	552 \$	55.20
WILLIAMSTOWN	428 \$	42.80
WILMINGTON	40518 \$	4,051.80
WINCHENDON	125 \$	12.50
WINCHESTER	75820 \$	7,582.00
WINDSOR	57 \$	5.70
WINTHROP	103750 \$	10,375.00
WOBURN	219975 \$	21,997.50
WORCESTER	848943 \$	84,894.30
WORTHINGTON	1 \$	0.10
WRENTHAM	11096 \$	1,109.60
YARMOUTH	28880 \$	2,888.00