

# CITY OF MARLBOROUGH MEETING POSTING

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2019 FEB 26 A 10:15

Meeting Name: City Council Finance Committee

Date: March 4, 2019

Time: 7:00 PM

Location: City Council Chamber, 2<sup>nd</sup> Floor, City Hall, 140 Main Street

Agenda Items to be addressed:

1. 02-11-2019 – **Order No. 19-1007544:** Communication from the Mayor, regarding Various Mid-Year Transfer requests as detailed in the communication and on the attached spreadsheets.  
-Refer to Finance Committee
2. 02-11-2019 – **Order No. 19-1007548:** Communication from the Mayor, regarding Proposed increase in spending limit for the Council on Aging Revolving Fund.  
-Refer to Finance Committee
3. 02-25-2019 – **Order No. 19-1007565:** Communication from the Mayor, regarding Transfer request in the amount of \$510,832.30 which moves funds from PEG Fees to Marlborough Cable Trust to fund the operation of WMCT for FY20.
4. 02-25-2019 – **Order No. 19-1007566:** Communication from the Mayor, regarding Transfer request in the amount of \$182,500.00 which moves funds from Free Cash to IT Equipment to purchase, install, and maintain security cameras at the Jaworek and Richer Elementary Schools.

THE LISTING OF TOPICS THAT THE CHAIR REASONABLY ANTICIPATES WILL BE DISCUSSED AT THE MEETING IS NOT INTENDED AS A GUARANTEE OF THE TOPICS THAT WILL HAVE BEEN DISCUSSED. NOT ALL TOPICS LISTED MAY IN FACT BE DISCUSSED, AND OTHER TOPICS NOT LISTED MAY ALSO BE BROUGHT UP FOR DISCUSSION TO THE EXTENT PERMITTED BY LAW.

The public should take due notice that the Marlborough City Council may have a quorum in attendance due to Standing Committees of the City Council consisting of both voting and non-voting members. However, members attending this duly posted meeting are participating and deliberating only in conjunction with the business of the Standing Committee.

Electronic devices, including laptops, cell phones, pagers, and PDAs must be turned off or put in silent mode upon entering the City Council Chamber, and any person violating this rule shall be asked to leave the chamber. Express authorization to utilize such devices may be granted by the President for recordkeeping purposes.





# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 11, 2019

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**ORDERED:**

## CITY OF MARLBOROUGH BUDGET TRANSFERS --

|                    |                    |                 |              |                       |                    |                                     |              |                                  |                    |
|--------------------|--------------------|-----------------|--------------|-----------------------|--------------------|-------------------------------------|--------------|----------------------------------|--------------------|
| DEPT:              | HR                 | FISCAL YEAR:    | 2019         |                       |                    |                                     |              |                                  |                    |
| FROM ACCOUNT:      |                    | TO ACCOUNT:     |              |                       |                    |                                     |              |                                  |                    |
| Available Balance  | Amount             | Org Code        | Object       | Account Description:  | Amount             | Org Code                            | Object       | Account Description:             | Available Balance  |
| <u>\$75,000.00</u> | <u>\$17,000.00</u> | <u>12200001</u> | <u>50805</u> | <u>Fire Inspector</u> | <u>\$12,000.00</u> | <u>11520006</u>                     | <u>57380</u> | <u>Conference &amp; Training</u> | <u>\$8,153.50</u>  |
|                    | Reason:            | <u>Surplus</u>  |              |                       | Reason:            | <u>OSHA Training Course for DPW</u> |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$5,000.00</u>  | <u>11520004</u>                     | <u>53140</u> | <u>Contract Services</u>         | <u>\$20,053.31</u> |
|                    | Reason:            |                 |              |                       | Reason:            | <u>Police Assessment Center</u>     |              |                                  |                    |
|                    | <u>\$17,000.00</u> | <u>Total</u>    |              |                       | <u>\$17,000.00</u> | <u>Total</u>                        |              |                                  |                    |

## CITY OF MARLBOROUGH BUDGET TRANSFERS --

|                     |                     |  |              |                              |                     |  |              |   |                    |
|---------------------|---------------------|--|--------------|------------------------------|---------------------|--|--------------|---|--------------------|
| DEPT:               | POLICE              | FY: 2019                                   |              |                              |                     |  |              |   |                    |
| FROM ACCOUNT:       |                     | TO ACCOUNT:                                |              |                              |                     |  |              |   |                    |
| Available Balance   | Amount              | Org Code                                   | Object       | Account Description:         | Amount              | Org Code   | Object       | Account Description:                    | Available Balance  |
| <u>\$816,832.65</u> | <u>\$93,400.00</u>  | <u>11990006</u>                            | <u>57820</u> | <u>Reserve for Salaries</u>  | <u>\$93,400.00</u>  | <u>12100003</u>                                  | <u>51920</u> | <u>Sick Leave Buyback</u>               | <u>\$9,910.41</u>  |
|                     | Reason:             | <u>Budgeted retirement of two officers</u> |              |                              |                     | <u>Contractual sick leave retirement payment</u> |              |   |                    |
| <u>\$274,701.57</u> | <u>\$5,000.00</u>   | <u>12100003</u>                            | <u>51440</u> | <u>Educational Incentive</u> | <u>\$5,000.00</u>   | <u>12100005</u>                                  | <u>54220</u> | <u>Office Supply/Expenses</u>           | <u>\$9,911.00</u>  |
|                     | Reason:             | <u>Surplus in account</u>                  |              |                              |                     | <u>Deficit due to increase training classes</u>  |              |   |                    |
| <u>\$274,701.57</u> | <u>\$5,000.00</u>   | <u>12100003</u>                            | <u>51440</u> | <u>Educational Incentive</u> | <u>\$5,000.00</u>   | <u>12100006</u>                                  | <u>52560</u> | <u>Vehicle Repair &amp; Maintenance</u> | <u>\$21,687.06</u> |
|                     | Reason:             | <u>Surplus in account</u>                  |              |                              |                     | <u>Maintenance to existing fleet of cruisers</u> |              |   |                    |
|                     | <u>\$103,400.00</u> | <u>Total</u>                               |              |                              | <u>\$103,400.00</u> | <u>Total</u>                                     |              |   |                    |



# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 11, 2019

PAGE 3

**ORDERED:**

## CITY OF MARLBOROUGH BUDGET TRANSFERS --

|                      |                   |                            |              |                          |                   |   |              |                                 |                      |
|----------------------|-------------------|----------------------------|--------------|--------------------------|-------------------|---|--------------|---------------------------------|----------------------|
|                      | DEPT:             | Building                   |              | FISCAL YEAR:             | 2019              |   |              |                                 |                      |
|                      | FROM ACCOUNT:     |                            |              | TO ACCOUNT:              |                   |   |              |                                 |                      |
| Available<br>Balance | Amount            | Org Code                   | Object       | Account Description:     | Amount            | Org Code  | Object       | Account Description:            | Available<br>Balance |
| <u>\$10,000.00</u>   | <u>\$8,000.00</u> | <u>12410004</u>            | <u>53140</u> | <u>Contract Services</u> | <u>\$8,000.00</u> | <u>12410001</u>                                   | <u>50960</u> | <u>Asst. Plumbing Inspector</u> | <u>\$0.00</u>        |
|                      | Reason:           | <u>Surplus from unused</u> |              |                          | Reason:           | <u>Funds needed to cover potential shortfall.</u> |              |                                 |                      |
|                      | <u>\$8,000.00</u> | Total                      |              |                          | <u>\$8,000.00</u> | Total   |              |                                 |                      |

## CITY OF MARLBOROUGH BUDGET TRANSFERS --

|                       |                     |                 |              |                      |                     |                                  |              |                      |                       |
|-----------------------|---------------------|-----------------|--------------|----------------------|---------------------|----------------------------------|--------------|----------------------|-----------------------|
|                       | DEPT:               | Comptroller     |              | FISCAL YEAR:         | 2019                |                                  |              |                      |                       |
|                       | FROM ACCOUNT:       |                 |              | TO ACCOUNT:          |                     |                                  |              |                      |                       |
| Available<br>Balance  | Amount              | Org Code        | Object       | Account Description: | Amount              | Org Code                         | Object       | Account Description: | Available<br>Balance  |
| <u>\$3,822,047.29</u> | <u>\$600,000.00</u> | <u>11980006</u> | <u>51750</u> | <u>Health Ins</u>    | <u>\$500,000.00</u> | <u>13100003</u>                  | <u>51751</u> | <u>Health Ins</u>    | <u>\$3,717,160.23</u> |
|                       | Reason:             | <u>Surplus</u>  |              |                      | Reason:             | <u>Cover potential shortfall</u> |              |                      |                       |
| <u>\$0.00</u>         | <u>\$0.00</u>       |                 |              |                      | <u>\$100,000.00</u> | <u>13100003</u>                  | <u>51753</u> | <u>Medicare Ins</u>  | <u>\$352,925.45</u>   |
|                       | Reason:             | <u></u>         |              |                      | Reason:             | <u>Cover potential shortfall</u> |              |                      |                       |
|                       | <u>\$600,000.00</u> | Total           |              |                      | <u>\$600,000.00</u> | Total                            |              |                      |                       |



# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 11, 2019

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**ORDERED:**

### CITY OF MARLBOROUGH BUDGET TRANSFERS --

|                       |                     |  |                     |  |                      |
|-----------------------|---------------------|--|---------------------|--|----------------------|
|                       | DEPT:               | Comptroller                                    | FISCAL YEAR:        | 2019   |                      |
|                       | FROM ACCOUNT:       |  | TO ACCOUNT:         |  |                      |
| Available<br>Balance  | Amount              | Org Code    Object    Account Description:     | Amount              | Org Code    Object    Account Description:     | Available<br>Balance |
| <u>\$1,250,000.00</u> | <u>\$185,000.00</u> | <u>17110006    59968    2018 Multi Purpose</u> | <u>\$185,000.00</u> | <u>60071106    59966    2016 Multi Purpose</u> | <u>\$205,000.00</u>  |
|                       | Reason:             | <u>Reclassify for Borrowing June 2018</u>      | Reason:             | <u>Reclassify for account error correction</u> |                      |
| <u>\$400,000.00</u>   | <u>\$100,000.00</u> | <u>17110006    59967    2017 Multi Purpose</u> | <u>\$100,000.00</u> | <u>61071106    59965    MWRA WRA 13-13-258</u> | <u>\$100,000.00</u>  |
|                       | Reason:             | <u>Reclassify for Borrowing June 2018</u>      | Reason:             | <u>Reclassify for account error correction</u> |                      |
|                       | <u>\$0.00</u>       |  | <u>\$0.00</u>       |  | <u>\$0.00</u>        |
|                       | <u>\$285,000.00</u> | <u>Total</u>                                   | <u>\$285,000.00</u> | <u>Total</u>                                   |                      |

### CITY OF MARLBOROUGH BUDGET TRANSFERS --

|                      |                     |  |                     |   |                      |
|----------------------|---------------------|--|---------------------|---|----------------------|
|                      | DEPT:               | Comptroller                                  | FISCAL YEAR:        | 2019  |                      |
|                      | FROM ACCOUNT:       |  | TO ACCOUNT:         |   |                      |
| Available<br>Balance | Amount              | Org Code    Object    Account Description:   | Amount              | Org Code    Object    Account Description:  | Available<br>Balance |
| <u>\$395,000.00</u>  | <u>\$180,000.00</u> | <u>17520006    59254    Interest on BAN</u>  | <u>\$305,000.00</u> | <u>13860006    59254    Interest on BAN</u> | <u>\$82,500.00</u>   |
|                      | Reason:             | <u>Reclassify for Borrowing June 2018</u>    | Reason:             | <u>Cover new school BAN interest</u>        |                      |
| <u>\$80,000.00</u>   | <u>\$25,000.00</u>  | <u>60075206    59050    Interest Expense</u> | <u>\$0.00</u>       |   | <u>\$0.00</u>        |
|                      | Reason:             | <u>Reclassify for Borrowing June 2018</u>    | Reason:             |   |                      |
| <u>\$150,000.00</u>  | <u>\$100,000.00</u> | <u>61075206    59080    Interest Expense</u> | <u>\$0.00</u>       |   | <u>\$0.00</u>        |
|                      | Reason:             | <u>Reclassify for Borrowing June 2018</u>    | Reason:             |   |                      |
|                      | <u>\$0.00</u>       |  | <u>\$0.00</u>       |   | <u>\$0.00</u>        |
|                      | <u>\$305,000.00</u> | <u>Total</u>                                 | <u>\$305,000.00</u> | <u>Total</u>                                |                      |



# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 11, 2019

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ORDERED:

## CITY OF MARLBOROUGH BUDGET TRANSFERS --

|                      |                   |                      |              |                          |                   |  |              |                        |                      |
|----------------------|-------------------|----------------------|--------------|--------------------------|-------------------|--|--------------|------------------------|----------------------|
| DEPT:                |                   | Auditor              |              |                          |                   | FISCAL YEAR:                           |              | 2019                   |                      |
| FROM ACCOUNT:        |                   |                      |              |                          |                   | TO ACCOUNT:                            |              |                        |                      |
| Available<br>Balance | Amount            | Org Code             | Object       | Account Description:     | Amount            | Org Code                               | Object       | Account Description:   | Available<br>Balance |
| <u>\$10,100.00</u>   | <u>\$2,550.00</u> | <u>15410004</u>      | <u>53140</u> | <u>Contract Services</u> | <u>\$2,550.00</u> | <u>11350002</u>                        | <u>50520</u> | <u>Principal Clerk</u> | <u>\$17,281.26</u>   |
|                      | Reason:           | <u>Surplus - COA</u> |              |                          | Reason:           | <u>New hire contractual obligation</u> |              |                        |                      |
|                      | <u>\$0.00</u>     |                      |              |                          | <u>\$0.00</u>     |  |              |                        | <u>\$0.00</u>        |
|                      | <u>\$2,550.00</u> | Total                |              |                          | <u>\$2,550.00</u> | Total                                  |              |                        |                      |

ADOPTED

ORDER NO. 19-1007544



*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

7  
RECEIVED MAYOR  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2019 FEB - 7 A 11: 20  
*Arthur G. Vigeant*  
MAYOR  
*Nicholas J. Milano*  
EXECUTIVE AIDE  
*Patricia Bernard*  
EXECUTIVE SECRETARY

February 7, 2019

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

*JIN*

**Re: Mid-year Transfer Requests**

Honorable President Clancy and Councilors:

Please find enclosed for your review and approval mid-year transfer requests from several City Departments.

As always, Department Heads who have requested transfers will be in attendance at a future Finance Committee meeting to discuss these requests with you in greater detail. The transfer proposed for my department will fund the termination benefits for an employee who resigned.

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

Sincerely,

Arthur G. Vigeant  
Mayor

*Term = \$ 1,341,950.<sup>00</sup>*

Enclosures

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Mayor

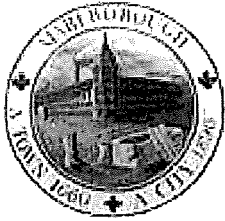
FISCAL YEAR: 2019

FROM ACCOUNT:

TO ACCOUNT:

| Available Balance  | Amount            | Org Code        | Object       | Account Description: | Amount            | Org Code                      | Object       | Account Description:          | Available Balance  |
|--------------------|-------------------|-----------------|--------------|----------------------|-------------------|-------------------------------|--------------|-------------------------------|--------------------|
| <u>\$25,997.13</u> | <u>\$7,900.00</u> | <u>11610002</u> | <u>50770</u> | <u>Senior Clerk</u>  | <u>\$2,900.00</u> | <u>11210001</u>               | <u>50321</u> | <u>Exec Aide to the Mayor</u> | <u>\$27,491.79</u> |
|                    | Reason:           | <u>Surplus</u>  |              |                      | Reason:           | <u>New Hire</u>               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$5,000.00</u> | <u>11210003</u>               | <u>51920</u> | <u>Sick Leave Buy Back</u>    | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           | <u>Employee exit buy back</u> |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     |                               |              |                               | <u>\$0.00</u>      |
|                    | Reason:           |                 |              |                      | Reason:           |                               |              |                               |                    |
|                    | <u>\$0.00</u>     |                 |              |                      | <u>\$0.00</u>     | </                            |              |                               |                    |





*City of Marlborough*  
*Marlborough Public Schools*  
*Information Technology*

140 MAIN STREET  
MARLBOROUGH, MASSACHUSETTS 01752  
TEL. (508) 460-3763  
[mgibbs@marlborough-ma.gov](mailto:mgibbs@marlborough-ma.gov)



**February 5, 2019**

**TO: Mayor's Office**  
**FROM: Mark Gibbs, Information Technology Director**

**Transfer Request – Information Technology Department**

Mayor,

Due to unexpected personnel changes, money is owed for unused vacation and sick leave pay in the amount of \$13,086.85.

I am requesting a transfer to cover this unexpected cost for the current fiscal year.

Please feel free to contact me with any questions or concerns. I can be reached at 508-460-3763 or [mgibbs@marlborough-ma.gov](mailto:mgibbs@marlborough-ma.gov).

Sincerely,

**Mark Gibbs,**  
**Information Technology Director**





*City of Marlborough*  
*Personnel Department*

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

*DAVID BRUMBY*  
HR DIRECTOR

*MARY WARD*  
HR ASSISTANT

*DIANE REGO*  
SENIOR CLERK

February 5, 2019

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

Re: Transfer Request

Dear Mayor Vigeant,

Enclosed, please find a transfer request for the Human Resources Department totaling \$17,000. I respectfully request the Human Resources Conference and Training Account (11520006-57380) be credited \$12,000 of the \$17,000. The \$12,000 represents \$4,000 for newly mandated OSHA training for the DPW. The DPW did not receive an anticipated grant that would have covered this expense. \$4,000 to cover an unbudgeted management conference out of state and an additional \$4,000 for management training for Department Heads. The remaining \$5,000 of the \$17,000 request would be directed to the HR Contract Services Account (11520004-53140) to cover the promotional exam expense for a Police Officer who retired earlier than anticipated.

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

Sincerely,

David Brumby  
Human Resources Director

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: HR

FISCAL YEAR: 2019

2019

FROM ACCOUNT:

TO ACCOUNT:

| Available Balance  | Amount             | Org Code        | Object       | Account Description:  | Amount             | Org Code                            | Object       | Account Description:             | Available Balance  |
|--------------------|--------------------|-----------------|--------------|-----------------------|--------------------|-------------------------------------|--------------|----------------------------------|--------------------|
| <u>\$75,000.00</u> | <u>\$17,000.00</u> | <u>12200001</u> | <u>50805</u> | <u>Fire Inspector</u> | <u>\$12,000.00</u> | <u>11520006</u>                     | <u>57380</u> | <u>Conference &amp; Training</u> | <u>\$8,153.50</u>  |
|                    | Reason:            | <u>Surplus</u>  |              |                       | Reason:            | <u>OSHA Training Course for DPW</u> |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$5,000.00</u>  | <u>11520004</u>                     | <u>53140</u> | <u>Contract Services</u>         | <u>\$20,053.31</u> |
|                    | Reason:            |                 |              |                       | Reason:            | <u>Police Assessment Center</u>     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    | <u>\$0.00</u>      |                 |              |                       | <u>\$0.00</u>      |                                     |              |                                  | <u>\$0.00</u>      |
|                    | Reason:            |                 |              |                       | Reason:            |                                     |              |                                  |                    |
|                    |                    |                 |              |                       |                    |                                     |              |                                  |                    |



**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

February 4, 2019

Dear Mayor Vigeant:

Per the attached transfer request form, I am requesting three transfers to allow sufficient funds to be properly allocated to the appropriate line items within the police department budget. There is a request to transfer funds into the Sick Leave Buyback account from the Reserve for Salaries account to fund two impending retirements this month. In addition, I am requesting two transfers from the Educational Incentive account into the Office Supplies/Expenses account, as well as the Vehicle Repair and Maintenance account to allow for sufficient funds to fully cover these accounts for the remainder of the fiscal year. The attached request form contains a brief reason for each transfer request. Although the Reserve for Salaries account is outside of our budget, the remaining two transfer requests are from within the existing police department budget and I do not anticipate any other significant surpluses or deficits.

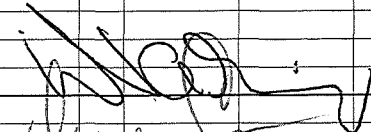
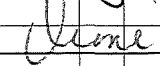

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Giorgi", written over a horizontal line.

David A. Giorgi  
Chief of Police

Cc: D. Smith; B. Doheny

| CITY OF MARLBOROUGH<br>BUDGET TRANSFERS -- |              |                                     |        |                       |              |   |   |                            |             |           |
|--|--------------|-------------------------------------|--------|-----------------------|--------------|---|---|----------------------------|-------------|-----------|
| DEPT:                                      | POLICE       |                                     |        |                       |              |   |   |                            |             | FY: 2019  |
| FROM ACCOUNT:                              |              |                                     |        |                       | TO ACCOUNT:  |   |   |                            |             | Available |
| Balance                                    | Amount       | Org Code                            | Object | Account Description:  | Amount       | Org Code                                  | Object  | Account Description:       | Balance     |           |
| \$816,832.65                               | \$93,400.00  | 11990006                            | 57820  | Reserve for Salaries  | \$93,400.00  | 12100003                                  | 51920   | Sick Leave Buyback         | \$9,910.41  |           |
|  | Reason:      | Budgeted retirement of two officers |        |                       |              | Contractual sick leave retirement payment |   |                            |             |           |
| \$274,701.57                               | \$5,000.00   | 12100003                            | 51440  | Educational Incentive | \$5,000.00   | 12100005                                  | 54220   | Office Supply/Expenses     | \$9,911.00  |           |
|  | Reason:      | Surplus in account                  |        |                       |              | Deficit due to increase training classes  |   |                            |             |           |
| \$274,701.57                               | \$5,000.00   | 12100003                            | 51440  | Educational Incentive | \$5,000.00   | 12100006                                  | 52560   | Vehicle Repair & Maintenan | \$21,687.06 |           |
|  | Reason:      | Surplus in account                  |        |                       |              | Maintenance to existing fleet of cruisers |   |                            |             |           |
|  | Reason:      |                                     |        |                       |              |   |   |                            |             |           |
|  | Reason:      |                                     |        |                       |              |   |   |                            |             |           |
|  | Reason:      |                                     |        |                       |              |   |   |                            |             |           |
|  | \$103,400.00 | Total                               |        |                       | \$103,400.00 | Total                                     |   |                            |             |           |
|  |              |                                     |        |                       |              | Department Head signature:                |  |                            |             |           |
|  |              |                                     |        |                       |              | Auditor signature:                        |  |                            |             |           |
|  |              |                                     |        |                       |              | Comptroller signature:                    |  |                            |             |           |

4



*City of Marlborough*  
**BUILDING DEPARTMENT**

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

**JEFFREY COOKE, C.B.O.**  
*BUILDING COMMISSIONER*

*PATRICK DAHLGREN*  
ASSISTANT BUILDING  
COMMISSIONER

**WILLIAM PAYNTON**  
LOCAL BUILDING INSPECTOR

**RICHARD DESIMONE**  
PLUMBING & GAS INSPECTOR

**JOHN CAIN**  
WIRING INSPECTOR

February 4, 2019

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

**RE: Transfer Request**

Enclosed herewith is a transfer request to cover a short fall in the Assistant Plumbing Inspector account. The Assistant Plumbing Inspector account was budgeted with no expectation of the individual using excessive amount of sick leave due to unforeseen surgeries. The first time the Plumbing/Gas Inspector was out of work due to surgery, I was able to cover that expense from within my department's budget, however the Inspector is schedule to go out on sick leave for a second surgery. I do not have available funds from within my wage budget, so I will be using surplus funds from within the Inspectional Services budget. The Inspectional Services has surplus funds in the Contract Services account.

Please contact me if you should have any further questions regarding this information.

Sincerely,

Jeffrey K. Cooke, C.B.O.  
Building Commissioner

Mission Statement

To promote the safe and compatible development of the community through the fair and consistent enforcement of the building codes and zoning ordinances

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Building

FISCAL YEAR: 2019

FROM ACCOUNT:

TO ACCOUNT:

Available  
Balance

Amount

Org Code

Object

Account Description:

Amount

Org Code

Object

Account Description:

Available  
Balance

\$10,000.00

\$8,000.00

12410004

53140

Contract Services

\$8,000.00

12410001

50960

Asst. Plumbing Inspector

\$0.00

Reason:

Surplus from unused

Reason:

Funds needed to cover potential shortfall.

Reason:

Reason:

Reason:

Reason:

Reason:

Reason:

Reason:

Reason:

Reason:

Reason:

Reason:

Reason:

\$8,000.00

Total

\$8,000.00

Total

Department Head signature:

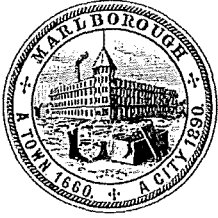
Auditor signature:

Comptroller signature:

*[Handwritten signatures]*

*[Handwritten mark]*





*City of Marlborough*  
*Office of the Comptroller*

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

February 7, 2019

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

**RE: TRANSFER REQUEST**

Dear Mayor Vigeant,

Enclosed herewith is a transfer request for various City Accounts under the discretion of the City Comptroller. These transfers are being submitted in three sections. The first section is to cover a potential shortfall in both the school health and Medicare insurance accounts from the City's health insurance account. These accounts are running very close to the budgeted amounts and this transfer will be used to cover any possible shortage that may arise. The second section is to reclassify the long-term debt accounts. The items will be adjusted for posting errors which will allow accurate recorded loan payments. The third section is to correctly reclassify the short-term loan borrowing in June 2018. This reclassification correctly allocates the actual short-term interest cost to the appropriate 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: 2019 |        |                      |                                   |          |        |                      |                   |
|-------------------|-----------------|-------------------|--------|----------------------|-----------------------------------|----------|--------|----------------------|-------------------|
| FROM ACCOUNT:     |                 |                   |        | TO ACCOUNT:          |                                   |          |        |                      |                   |
| Available Balance | Amount          | Org Code          | Object | Account Description: | Amount                            | Org Code | Object | Account Description: | Available Balance |
| \$3,822,047.29    | \$600,000.00    | 11980006          | 51750  | Health Ins           | \$500,000.00                      | 13100003 | 51751  | Health Ins           | \$3,717,160.23    |
|                   | Reason: Surplus |                   |        |                      | Reason: Cover potential shortfall |          |        |                      |                   |
| \$0.00            | \$0.00          |                   |        |                      | \$100,000.00                      | 13100003 | 51753  | Medicare Ins         | \$352,925.45      |
|                   | Reason:         |                   |        |                      | Reason: Cover potential shortfall |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |
|                   | \$0.00          |                   |        |                      | \$0.00                            |          |        |                      | \$0.00            |
|                   | Reason:         |                   |        |                      | Reason:                           |          |        |                      |                   |

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Comptroller

FISCAL YEAR: 2019

FROM ACCOUNT:

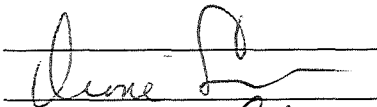


TO ACCOUNT:

| Available Balance     | Amount              | Org Code                                  | Object       | Account Description:     | Amount              | Org Code                                       | Object       | Account Description:      | Available Balance   |
|-----------------------|---------------------|---|--------------|--------------------------|---------------------|--|--------------|---------------------------|---------------------|
| <u>\$1,250,000.00</u> | <u>\$185,000.00</u> | <u>17110006</u>                           | <u>59968</u> | <u>2018 Muti Purpose</u> | <u>\$185,000.00</u> | <u>60071106</u>                                | <u>59966</u> | <u>2016 Multi Purpose</u> | <u>\$205,000.00</u> |
|                       | Reason:             | <u>Reclassify for Borrowing June 2018</u> |              |                          | Reason:             | <u>Reclassify for account error correction</u> |              |                           |                     |
| <u>\$400,000.00</u>   | <u>\$100,000.00</u> | <u>17110006</u>                           | <u>59967</u> | <u>2017 Muti Purpose</u> | <u>\$100,000.00</u> | <u>61071106</u>                                | <u>59965</u> | <u>MWRA WRA 13-13-258</u> | <u>\$100,000.00</u> |
|                       | Reason:             | <u>Reclassify for Borrowing June 2018</u> |              |                          | Reason:             | <u>Reclassify for account error correction</u> |              |                           |                     |
|                       | <u>\$0.00</u>       |   |              |                          | <u>\$0.00</u>       |  |              |                           | <u>\$0.00</u>       |
|                       | Reason:             |   |              |                          | Reason:             |  |              |                           |                     |
|                       | <u>\$0.00</u>       |   |              |                          | <u>\$0.00</u>       |  |              |                           | <u>\$0.00</u>       |
|                       | Reason:             |   |              |                          | Reason:             |  |              |                           |                     |
|                       | <u>\$0.00</u>       |   |              |                          | <u>\$0.00</u>       |  |              |                           | <u>\$0.00</u>       |
|                       | Reason:             |   |              |                          | Reason:             |  |              |                           |                     |
|                       | <u>\$0.00</u>       |   |              |                          | <u>\$0.00</u>       |  |              |                           | <u>\$0.00</u>       |
|                       | Reason:             |   |              |                          | Reason:             |  |              |                           |                     |
|                       | <u>\$0.00</u>       |   |              |                          | <u>\$0.00</u>       |  |              |                           | <u>\$0.00</u>       |
|                       | Reason:             |   |              |                          | Reason:             |  |              |                           |                     |
|                       | <u>\$0.00</u>       |   |              |                          | <u>\$0.00</u>       |  |              |                           | <u>\$0.00</u>       |
|                       | Reason:             |   |              |                          | Reason:             |  |              |                           |                     |
|                       | <u>\$0.00</u>       |   |              |                          | <u>\$0.00</u>       |  |              |                           | <u>\$0.00</u>       |
|                       | Reason:             |   |              |                          | Reason:             |  |              |                           |                     |
|                       | <u>\$285,000.00</u> | Total                                     |              |                          | <u>\$285,000.00</u> | Total  |              |                           |                     |

Department Head signature:

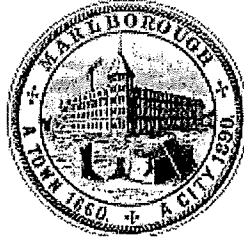
Auditor signature:

Comptroller signature:

7





**CITY OF MARLBOROUGH**  
Office of the City Auditor  
140 Main St.  
Marlborough, MA 01752

February 1, 2019

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

**RE: Transfer Request**

Enclosed herewith is a transfer request to cover a short fall in the Principal Clerk account. The Principal Clerk account was budgeted with the expectation of the individual starting at step 0. The individual hired came from within the City already employed as a Principal Clerk at the maximum step. I do not have available funds from within my budget, so I will be using surplus funds from within the Council on Aging's budget. The Council on Aging has surplus funds in the Contract Services account due to increased grant funding from the Department of Elderly Affairs.

Please contact me if you should have any further questions regarding this information.

Sincerely,

Diane Smith  
City Auditor

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

|                    |                   |                      |              |                          |                   |  |              |                        |                    |
|--------------------|-------------------|----------------------|--------------|--------------------------|-------------------|--|--------------|------------------------|--------------------|
| DEPT: Auditor      |                   | FISCAL YEAR: 2019    |              |                          |                   |  |              |                        |                    |
| FROM ACCOUNT:      |                   | TO ACCOUNT:          |              |                          |                   |  |              |                        |                    |
| Available Balance  | Amount            | Org Code             | Object       | Account Description:     | Amount            | Org Code                               | Object       | Account Description:   | Available Balance  |
| <u>\$10,100.00</u> | <u>\$2,550.00</u> | <u>15410004</u>      | <u>53140</u> | <u>Contract Services</u> | <u>\$2,550.00</u> | <u>11350002</u>                        | <u>50520</u> | <u>Principal Clerk</u> | <u>\$17,281.26</u> |
|                    | Reason:           | <u>Surplus - COA</u> |              |                          | Reason:           | <u>New hire contractual obligation</u> |              |                        |                    |
|                    | <u>\$0.00</u>     |                      |              |                          | <u>\$0.00</u>     |  |              |                        | <u>\$0.00</u>      |
|                    | Reason:           |                      |              |                          | Reason:           |  |              |                        |                    |
|                    | <u>\$0.00</u>     |                      |              |                          | <u>\$0.00</u>     |  |              |                        | <u>\$0.00</u>      |
|                    | Reason:           |                      |              |                          | Reason:           |  |              |                        |                    |
|                    | <u>\$0.00</u>     |                      |              |                          | <u>\$0.00</u>     |  |              |                        | <u>\$0.00</u>      |
|                    | Reason:           |                      |              |                          | Reason:           |  |              |                        |                    |
|                    | <u>\$0.00</u>     |                      |              |                          | <u>\$0.00</u>     |  |              |                        | <u>\$0.00</u>      |
|                    | Reason:           |                      |              |                          | Reason:           |  |              |                        |                    |
|                    | <u>\$0.00</u>     |                      |              |                          | <u>\$0.00</u>     |  |              |                        | <u>\$0.00</u>      |
|                    | Reason:           |                      |              |                          | Reason:           |  |              |                        |                    |
|                    | <u>\$0.00</u>     |                      |              |                          | <u>\$0.00</u>     |  |              |                        | <u>\$0.00</u>      |
|                    | Reason:           |                      |              |                          | Reason:           |  |              |                        |                    |
|                    | <u>\$0.00</u>     |                      |              |                          | <u>\$0.00</u>     |  |              |                        | <u>\$0.00</u>      |
|                    | Reason:           |                      |              |                          | Reason:           |  |              |                        |                    |
|                    | <u>\$0.00</u>     |                      |              |                          | <u>\$0.00</u>     |  |              |                        | <u>\$0.00</u>      |
|                    | Reason:           |                      |              |                          | Reason:           |  |              |                        |                    |
|                    | <u>\$0.00</u>     |                      |              |                          | <u>\$0.00</u>     |  |              |                        | <u>\$0.00</u>      |
|                    | Reason:           |                      |              |                          | Reason:           |  |              |                        |                    |
|                    | <u>\$0.00</u>     |                      |              |                          | <u>\$0.00</u>     |  |              |                        | <u>\$0.00</u>      |
|                    | Reason:           |                      |              |                          | Reason:           |  |              |                        |                    |
|                    | <u>\$0.00</u>     |                      |              |                          | <u>\$0.00</u>     |  |              |                        | <u>\$0.00</u>      |
|                    | Reason:           |                      |              |                          | Reason:           |  |              |                        |                    |
|                    | <u>\$0.00</u>     |                      |              |                          | <u>\$0.00</u>     |  |              |                        | <u>\$0.00</u>      |
|                    | Reason:           |                      |              |                          | Reason:           |  |              |                        |                    |
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# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 11, 2019

## ORDERED:

That the Communication from the Mayor, re: Proposed increase in spending limit for the Council on Aging Revolving Fund, be and is herewith refer to **FINANCE COMMITTEE.**

ADOPTED

ORDER NO. 19-1007548  
X 18-1007283-2A



City of Marlborough

Office of the Mayor

RECEIVED Arthur G. Vigeant  
CITY CLERK'S OFFICE MAYOR  
CITY OF MARLBOROUGH

2019 FEB -7 A 11:20  
Nicholas 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](http://www.marlborough-ma.gov)

Patricia Bernard  
EXECUTIVE SECRETARY

February 7, 2019

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

**Re: Council on Aging Revolving Fund - Fiscal Year 2019 Increase**

Honorable President Clancy and Councilors:

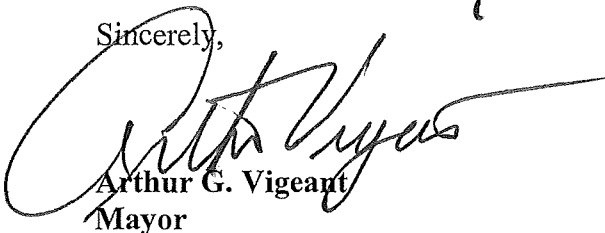
Please find enclosed for your review an order to increase the spending limit for the Council on Aging Revolving Fund for the remainder of Fiscal Year 2019 to \$60,000.00. Due to steady revenues and the wide variety of programs available through the Council on Aging, we have experienced an increased need for funds from this account.

Council on Aging Executive Director Trish Pope will be available to discuss the revolving fund in detail. As you may recall, we also increased the revolving fund limit last year. The revenues in this fund are generated by fees associated with programs, classes, and trips run through the Senior Center. The funds are used on instructors, entertainment, trips, and program supplies.

The Council on Aging continues to expand programs and classes and will soon be physically expanding into the second floor of the Senior Center. While it has been used for some classes in the past, the Facilities Department has work underway on the second floor and we are looking forward to putting the area to even greater use.

Thank you for your consideration of this request and please do not hesitate to contact me with any questions.

Sincerely,

  
Arthur G. Vigeant  
Mayor

Enclosures



ORDERED:

That no more than sixty thousand dollars (\$60,000.00) shall be expended from the Council on Aging Revolving Fund during fiscal year 2019, unless otherwise authorized by City Council and Mayor.

ADOPTED  
In City Council  
Order No 19-  
Adopted

Approved by Mayor  
Arthur G. Vigeant  
Date:

A TRUE COPY  
ATTEST:



*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

January 23, 2019

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

Re: FY'19 Revolving Account

Dear Mayor Vigeant,

The Council on Aging is approaching the spending limit for the Revolving Account (Program Funding) 26254101-57072 set forth by the City Council. The spending limit on this account was set at \$40,000.00 for FY'19. A lot of discussion took place at the City Council Finance Committee meeting and it was decided to leave the spending limit as originally set at \$40,000.00, with the very real possibility of returning to the City Council during FY'19 to request an increase in the spending limit.

The current amount expended and encumbered currently is: \$33,527.25 with five and a half months remain in our current fiscal year. Therefore, I am requesting that the spending limit on this account be raised an additional \$20,000 bringing the spending limit to \$60,000.00 for FY'19.

Since the authorization of this revolving account in October 2015 these funds have been used solely for Program funding. The revenue generated represents the fees associated with programs, classes and trips run through the Council on Aging/Senior Center. The expenditures represent payment for Fitness Instructors, Computer Training, Entertainment, Bus Trips along with program supplies and associated food costs. We are extremely fortunate in the City of Marlborough to be able to supplement the costs associated with Program Funding through this account.

As always, I am available to answer any questions or concerns.

Sincerely,

Patricia A. Pope  
Executive Director



# Memo

**To:** Mayor Arthur Vigeant  
**From:** Patricia A. Pope  
**Date:** January 23, 2019  
**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 7/18                       | \$ | 66,598.00       |
| Total revenue generated (7/18 – 1/23/19) | \$ | 26,045.48       |
| Funds expended (7/1/17 – 1/23/19)        | \$ | 30,144.88       |
| Funds encumbered                         | \$ | <u>3,382.37</u> |
| <b>Current Balance:</b>                  | \$ | 59,115.84       |

|  |    |                  |
|--|----|------------------|
| Revolving Account spending cap Fy'19:  | \$ | 40,000.00        |
| Current Amount Expended & Encumbered   | \$ | <u>33,527.25</u> |
| Amount available before cap is reached | \$ | 6,672.75         |



# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 25, 2019

## ORDERED:

That the Transfer request in the amount of \$510,832.30 which moves funds from PEG Fees to Marlborough Cable Trust to fund the operation of WMCT for FY20, be and is herewith refer to **FINANCE COMMITTEE.**

**Councilor Ossing read a Disclosure of Appearance of Conflict of Interest into the record.**

### CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Mayor

FISCAL YEAR: 2019

FROM ACCOUNT:

TO ACCOUNT:

| Available Balance   | Amount              | Org Code                                     | Object       | Account Description:               | Amount              | Org Code     | Object       | Account Description:        | Available Balance |
|---------------------|---------------------|--|--------------|------------------------------------|---------------------|--------------|--------------|-----------------------------|-------------------|
| <u>\$545,477.04</u> | <u>\$510,832.30</u> | <u>27000</u>                                 | <u>33010</u> | <u>Receipts Reserved-PEG Funds</u> | <u>\$510,832.30</u> | <u>89000</u> | <u>25581</u> | <u>Marlboro Cable Trust</u> | <u>\$0.00</u>     |
|                     | Reason:             | <u>To fund WMCT operations with PEG fees</u> |              |                                    |                     |              |              |                             |                   |
|                     | <u>\$510,832.30</u> | Total  |              |                                    | <u>\$510,832.30</u> | Total        |              |                             |                   |

ADOPTED

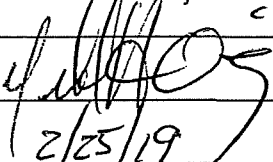
ORDER NO. 19-1007565

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

**RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH**

**2019 FEB 25 A 11: 09**

|  |   |
|--|---|
|  | <b>PUBLIC EMPLOYEE INFORMATION</b>  |
| Name of public employee:   | Michael Ossing  |
| Title or Position:   | City Councilor  |
| Agency/Department:   | Marlborough City Council  |
| Agency address:  | City Hall, 2 <sup>nd</sup> Floor<br>140 Main Street<br>Marlborough, MA 01752  |
| Office Phone:  | (508) 460-3711  |
| Office E-mail:   | citycouncil@marlborough-ma.gov  |
|  | <p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p> |
|  | <b>APPEARANCE OF FAVORITISM OR INFLUENCE</b>  |
| Describe the issue that is coming before you for action or decision.           | I am a member of the Marlborough City Council and currently serve as Chairman of its Finance Committee. A request has been submitted by the Mayor to the City Council requesting that the Council approve a transfer of \$510,832.30 from the PEG fee account to the Marlborough Cable Trust account in order to fund the FY2020 operations of WMCT-TV, Marlborough's local access cable station.   |
| What responsibility do you have for taking action or making a decision?        | The above transfer request will likely be referred to the Finance Committee, of which I currently serve as the Chairman, and the Committee will study the matter and make a recommendation to the full Council. In addition, as a member of the full Council, I would be voting on whether to approve the transfer request.   |
| Explain your relationship or affiliation to the person or organization.        | My wife, Linda Ossing, currently serves on the Marlborough Cable Trust Committee, which oversees expenditures on behalf of the Trust to support cable PEG access services and programming for Marlborough residents, which are provided by WMCT-TV.   |
| How do your official actions or decision matter to the person or organization? | The PEG fee account was established as a special revenue fund when the City Council voted to accept G.L. c. 44, § 53F¾ in January 2017; see Council Order No. 16/17-1006761A (attached hereto). This account reserves certain cable-related fees and revenues for appropriation to, among other things, support cable PEG access services and programming for Marlborough residents. The pending transfer request, if approved by the Council, would appropriate a total of \$510,832.30 of those fees and revenues in order to support the cable services and programming being provided by WMCT-TV.                 |

|  |  |
|--|--|
| <b>Optional:</b> Additional facts – e.g., why there is a low risk of undue favoritism or improper influence. |  |
| If you cannot confirm this statement, you should recuse yourself.  | <b>WRITE AN X TO CONFIRM THE STATEMENT BELOW.</b><br><input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly. |
| Employee signature:  |   |
| Date:  | 2/25/19  |

Attach additional pages if necessary.

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

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

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

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

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



## IN CITY COUNCIL

Marlborough, Mass., JANUARY 9, 2017

### ORDERED:

That the City of Marlborough accepts Section 53F ¾ of Chapter 44 of the Massachusetts General Laws, as amended, as follows:

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

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

Councilor Ossing filed a disclosure statement.

Be and is herewith **APPROVED**.

ADOPTED  
In City Council  
Order No. 16/17-1006761A

Approved by Mayor  
Arthur G. Vigeant  
Date: January 18, 2017

A TRUE COPY

ATTEST:

City Clerk



# 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](http://www.marlborough-ma.gov)

Arthur G. Vigeant  
RECEIVED  
MAYOR  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
Nicholas J. Blais  
EXECUTIVE AIDE  
2019 FEB 21 A 10:34  
Patricia Bernard  
EXECUTIVE SECRETARY

6

February 21, 2019

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

*Assim filed  
machine returned  
FIN*

**Re: Transfer Request - WMCT**

Honorable President Clancy and Councilors:

Please find enclosed for your review a transfer request in the amount of \$510,832.30 to fund the Fiscal Year 2020 budget for WMCT in Marlborough from the PEG Fund.

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

WMCT has submitted a transfer request to my office for the City Council's review to fund their annual budget. I will be available with WMCT Executive Director Dan Guindon to meet with you at your convenience to discuss in greater detail.

Thank you in advance for your consideration.

Sincerely,

Arthur G. Vigeant  
Mayor

Enclosures



**To: The Marlborough Cable Trust**  
**From: Dan Guindon**  
**Re: FY20 Proposed Operating Budget**  
**Date: December 6<sup>th</sup>, 2018**

**Proposal**

For the FY20 Operating Budget that begins on April 1, 2019 and ends on March 31, 2020 I am proposing a budget of \$510,832.30. This is a 2.1% increase from the FY19 Operating Budget. The big difference being the rate hike for potential health insurance and rent . I tried to compensate by lowering numbers in other line items.

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

☒ **Payroll:** \$337,635.46

☒ **Insurance:** \$93,828.52

☒ **The Office:** \$67,918.32

☒ **Productions:** \$9,250.00

**Projected OP Budget 2020**

| Line Item                         | 2020 Budget Request |
|-----------------------------------|---------------------|
| Payroll:                          |                     |
| Freelance Labor                   | \$1,500.00          |
| Payroll Services                  | \$3,000.00          |
| Payroll Tax                       | \$23,000.00         |
| Salaries                          | \$300,483.96        |
| Salary Increases                  | \$1,551.50          |
| Trustee Stipends                  | \$8,100.00          |
| Office:                           |                     |
| Accounting                        | \$4,000.00          |
| Cable/Internet/Telephone          | \$5,700.00          |
| Dues & Subscriptions              | \$500.00            |
| Legal Expense                     | \$500.00            |
| Office Supplies                   | \$2,000.00          |
| Postage                           | \$100.00            |
| Promotional Items                 | \$1,000.00          |
| Rent                              | \$48,643.32         |
| Security System                   | \$350.00            |
| State Tax                         | \$125.00            |
| Utilities                         | \$5,000.00          |
| Insurance:                        |                     |
| Dental                            | \$5,179.96          |
| Directors & Officers              | \$1,200.00          |
| General Liability                 | \$5,647.00          |
| Medical                           | \$80,801.56         |
| Worker's Comp                     | \$1,000.00          |
| Auto Expenses:                    |                     |
| Gas                               | \$2,200.00          |
| Production:                       |                     |
| Equipment: NON-CAPITAL            | \$1,000.00          |
| Hard Drives/SD Cards/Thumb Drives | \$750.00            |
| Meals                             | \$500.00            |
| Small Equipment & Supplies        | \$2,500.00          |
| Technical Support                 | \$3,000.00          |
| Web Development                   | \$1,500.00          |
|                                   |                     |
| Operating Expenses                | \$510,832.30        |
| Capitol Expenses                  | \$112,930.50        |

To: The Marlborough Cable Trust  
From: Dan Guindon  
Re: FY20 Budget Breakdowns  
Date: December 6<sup>th</sup>, 2018

## Payroll

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

◆ **Freelance Labor-** \$1,500.00

This line goes to pay for freelancers who we use to shoot specials and as talent on a couple of WMCT-TV productions. This line item is the same as it was last year.

◆ **Payroll Services-** \$3,000.00

ConnectPay is our payroll services provider. This line item is the same as FY19. It was brought up at the Finance Committee meeting that I should look at some other providers to compare costs. I did that and found similar numbers, but I think the bottom line here is that they have been doing a great job for us and I don't see a reason to switch companies at this time.

◆ **Payroll Tax-** \$23,000.00

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

◆ **Salaries-** \$300,483.96

Another self-explanatory line item. Due to salary decreases due to salaries moving toward base lines with turnover, this line only went up by \$1,410.22.

◆ **Salary Increases-** \$1,551.50

Again, a self-explanatory line item. This number is the total projection of what a 3% increase for each staff person would cost at their different times of the year for evaluations. This number is roughly 53% less than it was for FY19.

◆ **Trustee Stipends-** \$8,100.00

This line is for the stipends paid to the Marlborough Cable Trustees for attending monthly meetings. The funding here remains the same as FY19.

**Total: \$337,635.46**

To: The Marlborough Cable Trust  
From: Dan Guindon  
Re: FY20 Budget Breakdowns  
Date: December 6<sup>th</sup>, 2018

### Insurance

We are looking to go into our second full year of a cheaper plan through Blue Cross and Blue Shield. Since that newer plan did create adjustments and headaches for different member of our staff I would like to continue with this plan for the foreseeable future.

Last year I provided a breakdown of similar, or like-sized, organizations to see how we compare especially with giving 100% health and dental coverage. As the research found there are some that pay 100% like the Marlborough Cable Trust and others that pay 80%. Those that pay 80% offer additional benefits.

◆ **Dental-** \$5,179.96

This is a line that will require extra attention for FY21 due to the uncertainty of the Marlborough Regional Chamber of Commerce. Currently, we get our great rates through them. Should the Chamber cease to be, we will have to find coverage elsewhere.

This line covers two family plans and three individual plans. Amazingly, this line item is the same as FY19.

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

Our liability insurance for the Trustees as indemnification for losses in defense of costs brought on by legal action. This line item is the same as it was last year.

◆ **General Liability-** \$5,647.00

This line of insurance covers our belongings (equipment, furniture, etc.) in case of loss. It is the same amount as FY19.

◆ **Medical-** \$80,801.56

Last year we saw the highest rate increase in 14 years; 13.8 %, which is why I am anticipating, but not expecting the line item total I am requesting.

As I have stated many times in past budget discussions, I always plan for the highest rate increases the federal government allows, but we never get that close...until FY19. We may see a slight decrease due to the fact that overall the staff ages got younger this past year due to employee turnover.

◆ **Workmans Comp-** \$1,000.00

This line is self-explanatory. It is also the same as it was for FY19.

**Total: \$93,828.52**

To: The Marlborough Cable Trust  
From: Dan Guindon  
Re: FY20 Budget Breakdowns  
Date: December 6<sup>th</sup>, 2018

### Office

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

◆ **Accounting:** \$4,000.00

The firm of Turner & Costa handles our end-of-year financial reports and tax preparation. JMax Small Business Services handles our month to reconciling. This line item the same for FY20 as it was for FY19.

◆ **Cable/Internet/Telephone-** \$5,700.00

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

At the time of this report, I was working with Next Generation Communications in order to bring down some of the costs of this line item.

◆ **Dues & Subscriptions-** \$500.00

This line is for our Marlborough Regional Chamber of Commerce membership. The staff dental insurance comes out of this membership. I'm going to look into new plans in the near future because I don't know what will become of the Chamber of Commerce in the near future.

◆ **Legal Expense-** \$500.00

While we have not had to account for legal expenses, I have made it a point to have funding in this line item, just in case. It is the same amount as FY19.

◆ **Office Supplies-** \$2,000.00

Funds from this line item are used for the usual office purchases; printer ink and paper, kitchette supplies, water cooler and more. This line was cut by \$200.00.

◆ **Postage-** \$100.00

Rolls of stamps and postage for sending out DVDs and equipment that needs fixing is all that has accounted for the funding here. It is the same amount as it was for FY19.

◆ **Promotional Items-** \$1,000.00

We regularly sponsor the Historical Society calendar and are now doing the same with The Relay For Life. Staff business cards and occasional "swag" items are purchased using this line item. I am keeping the funding here the same as it was for FY19.

◆ **Rent-** \$0.00

The second year on our 5 year lease went up \$1,383.32.

◆ **Security System-** \$350.00

Besides the alarm system at our location for the entire building, we have two motion sensors covering our studio and office space. This line item is the same as it was for FY19.

◆ **State Tax-** \$125.00

This line accounts for our state tax filing fee. It is the same as FY19.

◆ **Utilities-** \$5,000.00

This self-explanatory line item is staying the same as FY19.

**Total: \$67,918.32**

To: The Marlborough Cable Trust  
From: Dan Guindon  
Re: FY20 Budget Breakdowns  
Date: December 6<sup>th</sup>, 2018

### Productions

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

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

This line is for equipment purchases too expensive for the Small Equipment & Supplies line item, yet not expensive enough for the Capital Budget. It is the same as FY19.

◆ **Hard Drives/SD Cards/Thumb Drives-** \$750.00

This line covers our recording, transferring and storage needs for programming. It has been cut 25%.

◆ **Meals-** \$500.00

Funding here has been cut in half. It is for the staff when we are out on location shoots, staff meetings and a holiday lunch.

◆ **Small Equipment & Supplies-** \$2,500.00

The funding on this went down about 17%. This is used for production supplies that don't fall into the lines of Capital and are less than \$500.00 purchases.

◆ **Technical Support-** \$3,000.00

This line is for paying professionals to fix whatever breaks down. The funding here is the same as it was for FY19.

◆ **Web Development-** \$1,500.00

The funding here is for our subscriptions and additions to our two websites for Marlborough Access and WMCT-TV. The line went down 25%.

◆ **Gas-** \$2,200.00

This is for the staff when they travel to location shoots using their own vehicles. The line item is the same as FY19.

**Total: \$9,250.00**

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Mayor

FISCAL YEAR: 2019

FROM ACCOUNT:

TO ACCOUNT:

Available  
Balance

Amount

Org Code

Object

Account Description:

Amount

Org Code

Object

Account Description:

Available  
Balance

\$545,477.04

\$510,832.30

27000

33010

Receipts Reserved-PEG Funds

\$510,832.30

89000

25581

Marlboro Cable Trust

\$0.00

Reason:

To fund WMCT operations with PEG fees

Reason:

Reason:

Reason:

\$510,832.30

Total

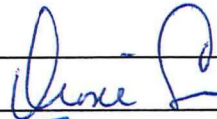


\$510,832.30

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 |
| 8/28/2018 Verizon-franchise | \$2,678.62   |
| 11/16/2018 Comcast          | \$94,728.72  |
| 12/4/2018 Verizon           | \$97,462.08  |
| 12/4/2018 Verizon-franchise | \$5,049.85   |
| 2/20/2019 Comcast           | \$95,246.35  |
| 2/20/2019 Verizon           | \$97,007.90  |

Total Funding \$1,437,096.04

|                            |               |
|----------------------------|---------------|
| 12/18/2017 co#17-1007095A  | -\$282,100.00 |
| 5/21/2018 co# 18-1007263A  | -\$355,519.00 |
| 10/15/2018 co# 18-1007352A | -\$254,000.00 |

Total Transfers -\$891,619.00

Available for future transfers \$545,477.04



# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 25, 2019

## ORDERED:

That the Transfer request in the amount of \$182,500.00 which moves funds from Free Cash to IT Equipment to purchase, install and maintain security cameras at the Jaworek and Richer Elementary Schools, be and is herewith refer to **FINANCE COMMITTEE.**

### 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  |
|-----------------------|---------------------|---|--------------|--------------------------|---------------------|-----------------|--------------|----------------------|--------------------|
| <u>\$7,101,961.00</u> | <u>\$182,500.00</u> | <u>10000</u>                            | <u>35900</u> | <u>Undesignated Fund</u> | <u>\$182,500.00</u> | <u>19300006</u> | <u>58618</u> | <u>IT Equipment</u>  | <u>\$14,806.58</u> |
|                       | Reason:             | <u>Security camera related projects</u> |              |                          |                     |                 |              |                      |                    |
|                       | \$182,500.00        | Total                                   |              |                          | \$182,500.00        | Total           |              |                      |                    |

ADOPTED

ORDER NO. 19-1007566



# 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](http://www.marlborough-ma.gov)

7  
Arthur G. Vigeant  
RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
Nicholas J. Milano  
EXECUTIVE AIDE  
2019 FEB 21 A 10:34  
Patricia Bernard  
EXECUTIVE SECRETARY

February 21, 2019

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 transfer in the amount of \$182,500.00 to move funds from the Free Cash account to IT equipment account in the Information Technology Department budget. These funds will be used to purchase, install, and maintain security cameras at the Jaworek Elementary School and the Richer Elementary School.

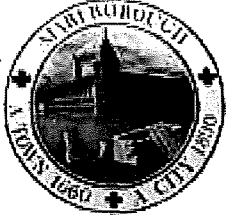
As you know, we have been investing in our security camera systems at City facilities and school buildings in recent years. These funds would complete our projects in Marlborough Public Schools.

Thank you for your consideration of this request. Superintendent Bergeron and IT Director Mark Gibbs will be available to answer any questions you may have.

Sincerely,

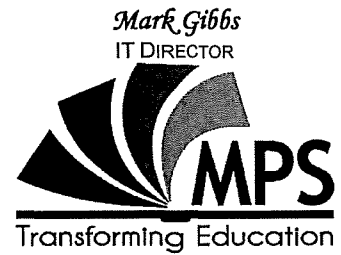
**Arthur G. Vigeant  
Mayor**

Enclosures



*City of Marlborough* @  
*Marlborough Public Schools*  
*Information Technology*

140 MAIN STREET  
MARLBOROUGH, MASSACHUSETTS 01752  
TEL. (508) 460-3763  
[mgibbs@marlborough-ma.gov](mailto:mgibbs@marlborough-ma.gov)



January 30, 2019

TO: Mayor's Office  
FROM: Mark Gibbs, Information Technology Director

Mayor,

I am requesting the use of some Capital funds for continuing security camera-related projects. Below is a list the projected cost of the projects.

1. The purchase of a video server for Jaworek Elementary School at a cost of \$14,000.00.
2. The purchase of an additional 50 security camera licenses at a cost of \$6500.00.
3. Hiring of a state approved contractor to install interior/external security cameras at Jaworek Elementary School and Richer Elementary School at a total cost of \$162,000.00.

Please feel free to contact me with any questions or concerns. I can be reached at 508-460-3763 or [mgibbs@marlborough-ma.gov](mailto:mgibbs@marlborough-ma.gov).

Sincerely,

Mark Gibbs,  
Information Technology Director

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

\$7,101,961.00

\$182,500.00

10000

35900

Undesignated Fund

\$182,500.00

19300006

58618

IT Equipment

\$14,806.58

Reason:

Security camera related projects

Reason:

Reason:

Reason:

Reason:

\$182,500.00

Total

\$182,500.00

Total

Department Head signature:

Auditor signature:

Comptroller signature:

