

# CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Finance Committee

Date: July 29, 2019

Time: 7:00 PM

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

Agenda Items to be addressed:

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2019 JUL 23 A 11: 50

1. 07-22-2019 – **Order No. 19-1007730**: Communication from the Mayor, regarding Transfer Request in the amount of \$220,000.00 from PEG Funds to IT Equipment, to fund upgrades throughout the city.  
-Refer to Finance Committee
2. 07-22-2019 – **Order No. 19-1007731**: Communication from the Mayor, regarding Transfer Request in the amount of \$200,000.00 from Economic Development to MEDC Funding for a City Shuttle Service for a one-year period.  
-Refer to Finance Committee

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

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

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



# IN CITY COUNCIL

Marlborough, Mass., JULY 22, 2019

## ORDERED:

That the Transfer Request in the amount of \$220,000.00 from PEG Funds to IT Equipment, to fund upgrades throughout the city, be and is herewith refer to **FINANCE COMMITTEE.**

### CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: IT FISCAL YEAR: 2020

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$238,060.67	\$220,000.00	27000099	47750	Receipts Reserved-PEG Funds	\$220,000.00	19300006	58618	IT Equipment	\$0.00

Reason: Use PEG funds for upcoming projects and various equipment purchases

\$220,000.00 Total \$220,000.00 Total

ADOPTED

ORDER NO. 19-1007730

5



# City of Marlborough Office of the Mayor

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2019 JUL 18 A 10:20

*Arthur G. Vigeant*  
MAYOR  
*Kate Flanagan*  
EXECUTIVE AIDE

140 Main Street  
Marlborough, Massachusetts 01752  
508.460.3770 Fax 508.460.3698 TDD 508.460.3610  
www.marlborough-ma.gov

*Patricia Bernard*  
EXECUTIVE SECRETARY

F/C

July 18, 2019

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

**Re: Transfer Request – IT**

Honorable President Clancy and Councilors:

Please find enclosed for your review a transfer request in the amount of \$220,000.00 to fund Information Technology projects from the PEG Fund.

The IT department has requested the transfer to fund priority projects including \$75,000.00 for the replacement of two thirds of the city's computers, \$100,000.00 for the replacement of old, outdated AV equipment in the cafeterias of the three elementary schools and finally \$45,000.00 to complete the replacement of wireless antennas around the district.

Should you have any questions regarding this transfer, please do not hesitate to contact me or Mark Gibbs.

Sincerely,

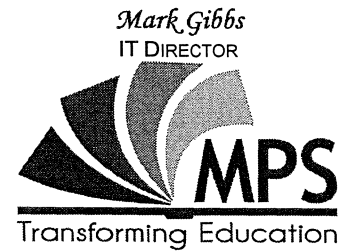
Arthur G. Vigeant  
Mayor

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)



**April 17, 2019**

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

Mayor,

I would like to respectfully request Capital funds for the following projects in order of priority:

1. The replacement of roughly 2/3<sup>rd</sup> of the computers in the City at a cost of about \$75,000.00.
2. The replacement of old, outdated AV equipment in the 3 elementary school cafeterium's. Including projection, sound system and blue ray system. Importantly, this would also provide a consistent AV environment in each facility so staff can move between buildings and find familiar, easy to use equipment. It will also serve to achieve near parity with the same facility in the new school building. The estimated cost of this project is \$100,000.00.
3. Replace wireless antennas around the district that the last round of E-Rate funds did not cover at a cost of about \$45,000.00.

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 --

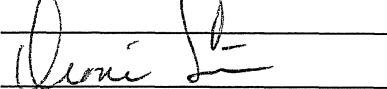
DEPT: IT

FISCAL YEAR: 2020

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$238,060.67	\$220,000.00	27000099	47750	Receipts Reserved-PEG Funds	\$220,000.00	19300006	58618	IT Equipment	\$0.00
	Reason:	Use PEG funds for upcoming projects and various equipment purchases							
	Reason:								
	Reason:								
	Reason:								
	\$220,000.00	Total			\$220,000.00	Total			

Department Head signature:   
Auditor signature: \_\_\_\_\_  
Comptroller signature: \_\_\_\_\_

**PEG FEES**

8/29/2017 Verizon	\$111,192.81
8/29/2017 Comcast	\$105,212.77
11/7/2017 Comcast	\$104,451.39
11/29/2017 Verizon	\$108,894.94
2/27/2018 Verizon	\$105,934.98
2/27/2018 Comcast	\$102,247.17
2/27/2018 Comcast-franchise	\$3,332.00
4/2/2018 Verizon-franchise	\$3,295.50
5/8/2018 Comcast	\$96,069.98
5/21/2018 Verizon	\$107,727.46
8/23/2018 Comcast	\$95,348.01
8/23/2018 Verizon	\$101,215.51
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
3/4/2019 Verizon-franchise	\$5,026.30
3/25/2019 Verizon-annual fee	\$2,997.00
3/25/2019 Comcast-annual	\$3,208.00
5/17/2019 Comcast	\$92,916.51
5/31/2019 Verizon	\$99,268.12

Total Funding \$1,640,511.97

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
3/11/2019 co# 19-1007565A	-\$510,832.30

Total Transfers -\$1,402,451.30

Available for future transfers \$238,060.67



# IN CITY COUNCIL

Marlborough, Mass., JULY 22, 2019

## ORDERED:

That the Transfer Request in the amount of \$200,000.00 from Economic Development to MEDC Funding for a City Shuttle Service for a one-year period, be and is herewith refer to **FINANCE COMMITTEE.**

### CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Mayor

FISCAL YEAR: 2020

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$962,021.48</u>	<u>\$200,000.00</u>	<u>27000099</u>	<u>42440</u>	<u>Economic Development</u>	<u>\$200,000.00</u>	<u>11740006</u>	<u>53950</u>	<u>MEDC Funding</u>	<u>\$0.00</u>

Reason: To fund a City shuttle service

\$200,000.00

Total

\$200,000.00

Total

ADOPTED

ORDER NO. 19-1007732



*City of Marlborough*  
*Office of the Mayor*

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2019 JUL 18 A 10:20  
*Thomas J. Vigeant*  
MAYOR

*Kate Flanagan*  
EXECUTIVE AIDE

140 Main Street  
Marlborough, Massachusetts 01752  
508.460.3770 Fax 508.460.3698 TDD 508.460.3610  
www.marlborough-ma.gov

*Patricia Bernard*  
EXECUTIVE SECRETARY

July 18, 2019

f/c

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

**RE: Transfer Request for the City Shuttle Service**

Honorable President Clancy and Councilors:

Enclosed for your review, please find a transfer request in the amount of \$200,000.00 to fund a City Shuttle Service proposal for a one-year period, through the Marlborough Economic Development Corporation (MEDC). Upon your approval, these funds will be transferred from the Economic Development account to the MEDC funding account.

At my request, the MEDC has been exploring a City Shuttle Service in response to ongoing concerns regarding the lack of transportation options for commuters to and from Marlborough. The intent of the shuttle service is to provide public transportation to commuting employees that live in Boston or Worcester and work in Marlborough, city residents that work in Boston or Worcester that wish to take the train from Southborough and finally our local senior citizens that need transportation to and from various appointments during the day.

It is our goal to create a more functional use of the region's public transportation system, in order to resolve the "last mile" conflict, help our local employers attract and retain talent, and provide our residents with an alternative option for their commute.

As stated in the letter from MEDC, in addition to resolving the last mile issue for commuters and employers, the shuttle service will also reduce the number of vehicles traveling within the city, alleviating vehicular congestion and further reducing the amount of greenhouse gas emissions within the city.

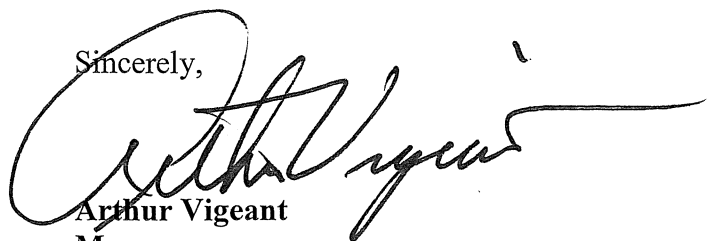


I recommend that the Marlborough Economic Development Corporation be responsible for expending these funds, as they are in direct communication with A+A Metro Transportation to provide this service. MEDC, in collaboration with A+A Metro Transportation, are working to develop the provisional route and schedule of the service.

Please send this item to the appropriate committee and we would be happy to give a presentation to provide additional information on the proposal.

Thank you for your consideration of this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Arthur Vigean", with a long horizontal flourish extending to the right.

**Arthur Vigean**  
**Mayor**

Enclosures



July 12, 2019

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

**RE: Support of the City Shuttle Service**

Dear Mr. Mayor:

As you are aware, the Marlborough Economic Development Corporation (MEDC), has been exploring opportunities to address the need for increased transportation options for several years. In 2015, MEDC conducted a transportation study through the 128 Business Council which suggested focusing on alternative transportation options (such as the Zagster bike share program) as well as looking to solve the last mile connection problem that is so prevalent in the MetroWest region. In addition, through MEDC's Business Attraction and Retention program we have heard from several of the businesses located in Marlborough that getting employees that live in either Boston or Worcester to their Marlborough location is a challenge.

Over the past several years, the city has been very successful in attracting companies of all sizes to choose Marlborough as their home. At this point, the MEDC has shifted focus from simply attracting companies but also to retaining companies once they are here. A key component of economic development is ensuring that once the business is here, they are able to grow and expand within the city limits. For that reason, we are proposing a City Shuttle Service to help solve the last mile connection between the Southborough Commuter Rail Station and the city. The intent of the shuttle service proposal is to provide public transportation primarily to commuting employees in several industries but also to Marlborough residents as well as our local senior citizens.

MEDC has engaged with A&A Metro Transportation to develop a provisional route and daily schedule for the shuttle bus to follow. The shuttle is intended to run Monday to Friday from 5:00am to 7:30pm, with the use of one 12-passenger Handicap Accessible Van. The shuttle will serve three purposes; 1) bring Marlborough residents to the Southborough Commuter Rail Station allowing them to then take the train to either Boston or Worcester, 2) close the last mile connection for commuters working in Marlborough that live in Boston or Worcester, and 3) provide daytime service (between the hours of 9am-3pm) to the Marlborough Council on Aging for whatever use they see fit. The schedule that has been developed was designed to capture individuals working the 7am-3pm shift at our local hotels, restaurants, and hospital as well as employees working a typical 8am-5pm shift at any of the companies located in the Southwest Quadrant. There will be three pick up and drop off times in the morning hours and three pick up and drop off times in evening hours to accommodate those schedules. The intended start date of the shuttle services is September 1, 2019.

The City Shuttle Service will improve the quality of life for residents and employees commuting in Marlborough and the greater Marlborough community will benefit by less congestion in the city, a decrease in greenhouse gas emissions and the addition of two (or more) job opportunities available for qualified residents.



Thank you for your kind attention to this matter and should you have any questions please do not hesitate to contact me at your earliest convenience.

Sincerely,

A handwritten signature in cursive script that reads 'Meredith Harris'.

Meredith Harris  
Executive Director

A & A Metro Transportation

	Depart-Location	Time	Arrive- Location	Time	NOTES:
AM	SWQ	5:50 AM	Southborough	6:17 AM	Pick-up inbound commuters from 6:17 Worcester train/Drop off outbound Boston Commuters
AM	Southborough	6:17 AM	RTE 20W/ SWQ	6:40 AM	Drop off inbound commuters from 6:17 Worcester train at hotels/ Pick up outbound Boston Commuters
AM	RTE 20W/ SWQ	6:40AM	Southborough	7:23 AM	Pick-up for inbound commuters from 7:05 Boston train & 7:23 Worcester Train/ Drop off outbound Boston Commuters
AM	Southborough	7:23 AM	RTE 20W/SWQ	7:40 AM	Drop off inbound commuters from Boston & Worcester trains at hotels/ Pick up outbound Boston Commuters
AM	RTE 20W/SWQ	7:40 AM	Southborough	8:04 AM	Pick up for inbound commuters from 7:50 Worcester Train & 8:04 Boston Train/ Drop off outbound Boston Commuters
AM	Southborough	8:04 AM	RTE 20W/SWQ	8:30 AM	Drop off inbound Boston & Worcester commuters at hotels
Senior Center Route- 8:30 AM to 3:30 PM					
PM	RTE 20W/SWQ	3:30 PM	Southborough	4:16 PM	Drop off outbound commuters from hotels to 4:16 Worcester train & 4:34 Boston train/ Pick up inbound Boston Commuters
PM	Southborough	4:16 PM	RTE 20W/SWQ	5:15 PM	Drop off inbound commuters from Boston/Pick up outbound commuters from hotels
PM	RTE 20W/SWQ	5:15 PM	Southborough	5:46 PM	Drop off from outbound commuters from hotels to 5:46 Worcester train & 5:53 Boston train/ Pick up inbound Boston Commuters
PM	Southborough	5:46 PM	RTE 20W/SWQ	6:10 PM	Drop off inbound commuters from Boston/Pick up outbound commuters from hotels
PM	RTE 20W/SWQ	6:10 PM	Southborough	6:31 PM	Drop off outbound commuters from Hotel to 6:31 Worcester train & 6:33 Boston train/ Pick up inbound Boston Commuters
PM	Southborough	6:31 PM	SWQ	6:45 PM	Drop off inbound Boston commuters parked at GE

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Mayor

FISCAL YEAR: 2020

FROM ACCOUNT:

TO ACCOUNT:

Available  
Balance

Amount

Org Code Object

Account Description:

Amount

Org Code Object

Account Description:

Available  
Balance

\$962,021.48

\$200,000.00

27000099 42440

Economic Development

\$200,000.00

11740006 53950

MEDC Funding

\$0.00

Reason: To fund a City shuttle service

Reason:

Reason:

Reason:

Reason:

\$200,000.00

Total

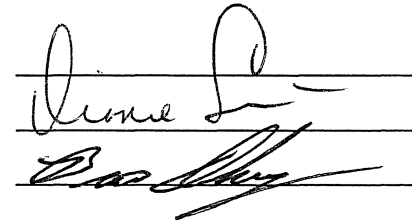
\$200,000.00

Total

Department Head signature:

Auditor signature:

Comptroller signature:



ECONOMIC DEVELOPMENT FUNDING

9/30/2011 State Aid	\$165,166.12
12/31/2011 State Aid	\$190,224.55
3/31/2012 State Aid	\$132,447.82
6/29/2012 State Aid	\$146,495.56
9/30/2012 State Aid	\$185,400.20
12/31/2012 State Aid	\$182,736.99
3/31/2013 State Aid	\$123,837.95
6/28/2013 State Aid	\$152,429.69
9/20/2013 State Aid	\$196,053.08
12/30/2013 State Aid	\$204,331.94
3/31/2014 State Aid	\$134,171.82
6/30/2014 State Aid	\$165,392.81
9/30/2014 State Aid	\$225,891.57
12/31/2014 State Aid	\$215,368.61
3/31/2015 State Aid	\$139,754.81
6/30/2015 State Aid	\$181,957.00
9/30/2015 State Aid	\$246,477.46
12/31/2015 State Aid	\$243,518.11
3/31/2016 State Aid	\$147,152.99
6/30/2016 State Aid	\$188,289.73
9/30/2016 State Aid	\$250,636.64
12/31/2016 State Aid	\$261,571.54
3/31/2017 State Aid	\$144,194.44
6/30/2017 State Aid	\$199,405.00
9/30/2017 State Aid	\$260,640.83
12/31/2017 State Aid	\$280,764.79
3/31/2018 State Aid	\$158,551.10
6/30/2018 State Aid	\$213,203.36
9/28/2018 State Aid	\$263,084.77
12/31/2018 State Aid	\$290,454.60
3/29/2019 State Aid	\$205,890.60

Total Funding	<u>\$6,095,496.48</u>
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12/5/2011 CO# 11-1003048	-\$146,837.00
12/19/2011 CO# 11-1004004	-\$3,163.00
5/21/2012 CO# 12-1005008	-\$200,000.00
12/17/2012 CO# 12-1005205	-\$277,099.00
6/3/2013 CO# 13-1005418A	-\$499,000.00
6/30/2014 CO# 14-1005840	-\$513,915.00
6/1/2015 CO# 15-1006198A	-\$731,875.00
6/20/2016 CO# 16-1006569A	-\$647,580.00
6/20/2016 CO# 16-1006569B	-\$75,000.00
6/5/2017 CO# 17-1006923A	-\$660,077.00
6/18/2018 CO# 18-1007280A	-\$679,841.00
5/6/2019 CO# 19-1007624A	-\$699,088.00

Total Transfers	<u>-\$5,133,475.00</u>
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Available for future transfers	\$962,021.48
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