

CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Finance Committee

Date: September 16, 2019

Time: 7:00 PM

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

Agenda Items to be addressed:

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2019 SEP 10 A 11:07

1. 08-26-2019 – **Order No. 19-1007687B-2:** Communication from the Mayor, regarding Proposed increase in spending limit for the Parks & Recreation Revolving Fund for FY20 to \$800,000.00.
-Refer to Finance Committee
2. 08-26-2019 – **Order No. 19-1007751:** Communication from the Mayor, regarding Transfer Request in the amount of \$30,000.00 from PEG Funds to Marlboro Cable Trust, to fund capital equipment purchases for WMCT.
-Refer to Finance Committee
3. 08-26-2019 – **Order No. 18/19-1007366B:** Communication from DPW Commissioner John Ghiloni, regarding Proposed Order relative to amending the purchase price for the acquisition of 49 West Main Street, Order No. 18-1007366A.
-Refer to Finance Committee

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

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

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



IN CITY COUNCIL

Marlborough, Mass., AUGUST 26, 2019

ORDERED:

That no more than eight hundred thousand dollars (\$800,000.00) shall be expended from the Parks and Recreation Revolving Fund during fiscal year 2020, unless otherwise authorized by City Council and Mayor. This increases the limit from three hundred and fifty thousand dollars (\$350,000.00) as approved by the City Council on June 17, 2019, be and is herewith refer to **FINANCE COMMITTEE.**

ADOPTED

ORDER NO. 19-1007687B-2



City of Marlborough
Office of the Mayor

Arthur G. Vigeant
MAYOR

RECEIVED
CITY CLERK'S OFFICE
OF MARLBOROUGH
Matthew R. Boudreau
EXECUTIVE AIDE

5
F/C

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

2019 AUG 22 A 10:05
Patricia Bernard
EXECUTIVE SECRETARY

August 22, 2019

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

Re: Parks and Recreation Revolving Fund - Fiscal Year 2020 Increase

Honorable President Clancy and Councilors:

Please find enclosed for your review an order to increase the spending limit for the Parks and Recreation Revolving Fund for the remainder of Fiscal Year 2020 to \$800,000.00.

Commissioner John Ghiloni requested this increase to fund improvements at Stevens Park and Ghiloni Park. This increase is in addition to a \$300,000.00 matching Federal Land and Water Grant. These investments will continue our community's commitment to recreation in the city. Please see the attached letter from Commissioner Ghiloni for a detailed breakdown of work to be done.

Commissioner John Ghiloni will be available to discuss the revolving fund increase and expenditures in detail at City Council.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures

ORDERED:

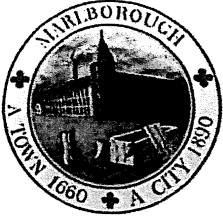
That no more than eight hundred thousand dollars (\$800,000.00) shall be expended from the Parks and Recreation Revolving Fund during fiscal year 2020, unless otherwise authorized by City Council and Mayor. This increases the limit from three hundred and fifty thousand dollars (\$350,000.00) as approved by the City Council on June 17, 2019.

ADOPTED

In City Council
Order No 19-
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:



City of Marlborough
Department of Public Works

135 NEIL STREET
MARLBOROUGH, MASSACHUSETTS 01752
TEL. 508-624-6910
*TDD 508-460-3610

JOHN L. GHILONI
COMMISSIONER

August 19, 2019

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

Re: Parks and Recreation Revolving Fund

Dear Mayor Vigeant:

I am writing to request an increase in the Revolving Fund Spending Limit for Fiscal Year 2020 from \$350,000 to \$800,000 to complete 2 projects. The current balance in the account is \$745,378.37.

The funding from FY 2020 is for improvements to Stevens Park and Ghiloni Park in addition to a matching grant from the Federal Land and Water Grant in the amount of \$300,000 for Ghiloni Park that was previously accepted by the City Council.

The improvements to Stevens Park include the splash pad, restrooms and basketball court area.

The improvements to Ghiloni Park include improved pedestrian access to and around the splash pad, the reconfiguration of the entrance driveway and 43 additional parking spaces, drainage improvements and landscaping including planting of an additional 15 trees.

Please let me know if you require any additional information.

Sincerely,

John L. Ghiloni
Commissioner

CITY OF MARLBOROUGH

YEAR TO DATE BUDGET REPORT
AS OF 8/21/19

		ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET
262 SRF/CITY REVOLVING							
4000 DEPARTMENT OF PUBLIC WORKS							
0444 PARK & RECREATIONAL MAINT							
26244401 - 52415	PROPERTY MAINTENANCE	693,640.30	439,155.83	1,132,796.13	4,237.00	383,180.76	745,378.37
	TOTAL PARK & RECREATIONAL MAINT	693,640.30	439,155.83	1,132,796.13	4,237.00	383,180.76	745,378.37



IN CITY COUNCIL

Marlborough, Mass., AUGUST 26, 2019

ORDERED:

That the Transfer Request in the amount of \$30,000.00 from PEG Funds to Marlboro Cable Trust, to fund capital equipment purchases for WMCT, 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
\$206,164.96	\$30,000.00	27000099	47750	Receipts Reserved-PEG Funds	\$30,000.00	89000	25581	Marlboro Cable Trust	\$0.00

Reason: To fund WMCT's capital request for FY20 with PEG fees

\$30,000.00 Total

\$30,000.00 Total

ADOPTED

ORDER NO. 19-1007751



City of Marlborough
Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
OF MARLBOROUGH

2019 AUG 22 A 10:05

6
f/c
Arthur G. Vigeant
MAYOR

Nathan R. Boudreau
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

August 22, 2019

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

Re: Transfer Request - WMCT

Honorable President Clancy and Councilors:

Please find enclosed for your review a transfer request in the amount of \$30,000.00 to fund studio equipment replacement for WMCT in Marlborough from the PEG Fund.

WMCT has submitted a transfer request to my office for the City Council's review to fund the replacement of a camera and teleprompter for their studio. I, as well as, WMCT Executive Director Dan Guindon will be available to meet with you at your convenience if you wish to discuss this in greater detail.

Thank you for your consideration,

Sincerely,



Arthur G. Vigeant
Mayor

Enclosures



91 Main Street, Suite 201
Marlborough, MA 01752
August 13th, 2019

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

RE: FY20 Capital Transfer

Honorable President Clancy and Councilors:

At the June 20th meeting of the Marlborough Cable Trust, a vote to access \$30,000.00 of our capital funding for FY20 was approved. I am respectfully requesting City Council's approval for that amount in order to replace some failed equipment in our studio.

Thank you for your time and consideration. Please do not hesitate to contact me should you have any questions or concerns.

Sincerely,

Dan Guindon
Executive Director
Marlborough Cable Trust

MINUTES

Present at meeting: Mayor Arthur Vigeant, Dan Guindon, Joseph Valarioti, Linda Ossing, and Greg Franks

Absent: Superintendent Michael Bergeron

Minutes taken by: Trish Bernard

Item 1 – Call to Order

Meeting was called to order by Mayor Arthur Vigeant at 2:04 PM

Item 2 – Acceptance of Minutes

Motion:

Motion was made, and the vote carried to accept and place on file the Cable Trust Meeting Minutes of April 4, 2019. Note: No May meeting.

Item 3 – Executive Director's Report

Executive Director's Report was presented by Dan Guindon. Please reference your copy of the Executive Director's Monthly Report.

A. Taxes

Mayor Vigeant asked Dan Guindon to double check on the 1099s and also speak to the accountant about expenses and staying under the cap to avoid an audit.

B. Employee Handbook

The Trust asked to have Legal review.

C. Equipment Purchase

Dan Guindon requested funds to replace equipment as follows; a \$23,000 camera and a \$6,500-\$7k teleprompter. Mayor Arthur Vigeant requested a balance sheet and income statement from Dan and indicated that he will need to do a transfer request for the July meeting to City Council to cover what is need.

Motion:

Motion was made by Linda Ossing and the vote carried to accept the Executive Director's Monthly report for April and May.

Item 4 – Old Business

None reported

Item 6 – New Business

None reported

Item 5 - Adjournment

Motion:

Motion was made by Joseph Valarioti and the vote carried to adjourn the Regular Cable Trust Meeting of June 20, 2019 at 2:16 PM.

Respectfully submitted,

Trish Bernard

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>\$206,164.96</u>	<u>\$30,000.00</u>	<u>27000099</u>	<u>47750</u>	<u>Receipts Reserved-PEG Funds</u>	<u>\$30,000.00</u>	<u>89000</u>	<u>25581</u>	<u>Marlboro Cable Trust</u>	<u>\$0.00</u>
	Reason:	<u>To fund WMCT's capital request for FY20 with PEG fees</u>				_____			
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	Reason:	_____				_____			
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	Reason:	_____				_____			
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	Reason:	_____				_____			
	\$30,000.00	Total			\$30,000.00	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
8/15/2019 Comcast	\$91,956.97
8/15/2019 Verizon	\$96,147.32
Total Funding	<u>\$1,828,616.26</u>

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
pending	-\$220,000.00
Total Transfers	<u>-\$1,622,451.30</u>

Available for future transfers \$206,164.96



IN CITY COUNCIL

Marlborough, Mass., AUGUST 26, 2019

ORDERED:

That by Order No. 18-1007366, the City Council of the City of Marlborough authorized the City to acquire 49 West Main Street, Marlborough, MA in the total amount of \$381,504.00 as provided in a Purchase and Sale Agreement ("Agreement") for the purchase of said property and appropriated from Account No. 19300006-58595 (City Hall Equipment) the then-balance due on said purchase in the amount of \$362,504.00, the Mayor, upon negotiation of a First Amendment to the Agreement modifying certain terms of the Agreement, the City Council hereby:

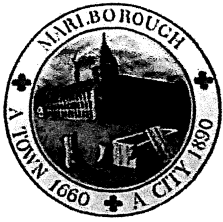
- 1) Authorizes the City to acquire 49 West Main Street in the total amount of \$461,000.00 as provided in the First Amendment to the Purchase and Sale Agreement, to be funded from the above-referenced account; and
- 2) Affirms its authorization for the Mayor to accept a deed pursuant to MGL c. 40, § 3 for said property located at 49 West Main Street.

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

ADOPTED

ORDER NO. 18/19-1007366B

15



City of Marlborough
Department of Public Works

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

135 NEIL STREET
MARLBOROUGH, MASSACHUSETTS 01752

2019 AUG 22 A 10:05

JOHN L. GHILONI
COMMISSIONER

TEL. 508-624-6910
*TDD 508-460-3610

F/C

August 21, 2019

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

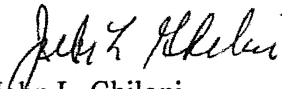
Re: City Council Order No. 18-1007366: Acquisition of 49 West Main Street, Marlborough

Dear President Clancy and Councilors:

Enclosed please find a proposed order relative to an amended purchase price to acquire the above-referenced property relating to the library construction project. In 2018, the City Council authorized the acquisition of this property. Recent additional negotiations have resulted in certain amendments to the purchase and sale agreement, including modification to the sale price and terms.

I am available to answer any questions concerning this matter. Please contact me if you have any questions or concerns.

Sincerely,


John L. Ghiloni
Commissioner

Enclosure

cc: Arthur G. Vigeant, Mayor
Jason D. Grossfield, City Solicitor

DRAFT ONLY

*SUBJECT TO NEGOTIATION OF FIRST
AMENDMENT TO AGREEMENT*

ORDERED:

That by Order No. 18-1007366, the City Council of the City of Marlborough authorized the City to acquire 49 West Main Street, Marlborough, MA in the total amount of \$381,504.00 as provided in a Purchase and Sale Agreement (“Agreement”) for the purchase of said property and appropriated from Account No. 19300006-58595 (City Hall Equipment) the then-balance due on said purchase in the amount of \$362,504.00, the Mayor, upon negotiation of a First Amendment to the Agreement modifying certain terms of the Agreement, the City Council hereby:

(1) Authorizes the City to acquire 49 West Main Street in the total amount of \$461,000.00 as provided in the First Amendment to the Purchase and Sale Agreement, to be funded from the above-referenced account; and

(2) Affirms its authorization for the Mayor to accept a deed pursuant to M.G.L. c. 40, § 3 for said property located at 49 West Main Street.

ADOPTED
In City Council
Order No. 19-
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST: