

# CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Finance Committee

Date: February 18, 2020

Time: 7:30 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

2020 FEB 13 A 11:00

1. 02-10-2020 – **Order No. 20-1007927A:** Transfer Request in the amount of \$1,31,902.00 from Undesignated Fund (Free Cash) to Undesignated Stabilization pursuant to the financial Policies of the City of Marlborough.  
-Refer to Finance Committee
2. 02-10-2020 – **Order No. 20-1007927B:** Transfer Request in the amount of \$1,331,902.00 from Undesignated Fund (Free Cash) to OPEB Trust pursuant to the financial policies of the City of Marlborough.  
-Refer to Finance Committee
3. 02-10-2020 – **Order No. 20-1007928:** Mid-Year Transfer Requests totaling \$838,902.00 from various departments for FY 20, which moves funds from and to accounts as noted in the attached order.  
-Refer to Finance Committee
4. 02-10-2020 – **Order No. 20-1007929:** Proposed Salary Ordinance Amendment as offered by the Mayor relative to Chapter 125 §6 of the Code of the City of Marlborough.  
-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., FEBRUARY 10, 2020

## ORDERED:

That the Transfer Request in the amount of \$1,331,902.00 from Undesignated Fund (Free Cash) to Undesignated Stabilization pursuant to the financial policies of the City of Marlborough, 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
\$13,169,020.00	\$1,331,902.00	10000	35900	Undesignated Fund	\$1,331,902.00	83600	32925	Undesignated Stabilization	\$13,942,532.76
	Reason:	To increase undesignated stabilization funds							
	\$1,331,902.00	Total			\$1,331,902.00	Total			

ADOPTED

ORDER NO. 20-1007927A



*City of Marlborough*  
*Office of the Mayor*

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

2020 FEB -6 A 11: 15  
*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

f/c

February 6, 2020

City Council President Michael H. Ossing  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

**Re: Transfer Request – OPEB and Stabilization**

Honorable President Ossing and Councilors:

Please find enclosed for your review two transfer requests from the Undesignated Fund (“Free Cash”) each in the amount of \$1,331,902.00 to Undesignated Stabilization and the OPEB Trust.

Late last year, Free Cash was certified at \$13,319,020.00. As a result, I am requesting two transfers of 10% total Free Cash funds to our stabilization and OPEB accounts in keeping with our financial policies. Investing in our stabilization and OPEB accounts ensures we are strengthening our financial foundation for years to come.

I’m proud of our work together. Our stabilization fund is growing, and we are taking steps to lower our OPEB liability. I look forward to discussing these transfers with you further.

Sincerely,

**Arthur G. Vigeant**  
Mayor

Enclosures

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

\$13,169,020.00

\$1,331,902.00

10000

35900

Undesignated Fund

\$1,331,902.00

83600

32925

Undesignated Stabilization

\$13,942,532.76

Reason:

To increase undesignated stabilization funds

Reason:

Reason:

Reason:

Reason:

\$1,331,902.00

Total

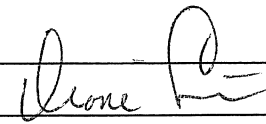
\$1,331,902.00

Total

Department Head signature:

Auditor signature:

Comptroller signature:

  
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\_\_\_\_\_  
\_\_\_\_\_



# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 10, 2020

## ORDERED:

That the Transfer Request in the amount of \$1,331,902.00 from Undesignated Fund (Free Cash) to OPEB Trust pursuant to the financial policies of the City of Marlborough, 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
\$13,169,020.00	\$1,331,902.00	10000	35900	Undesignated Fund	\$1,331,902.00	87500	35900	OPEB Trust	\$10,373,553.72

Reason: Transfer funds to OPEB trust

\$1,331,902.00	Total	\$1,331,902.00	Total
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ADOPTED

ORDER NO. 20-1007927B



*City of Marlborough*  
*Office of the Mayor*

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

*Arthur G. Vigeant*  
MAYOR

2020 FEB -6 A 11: 15

*Nathan R. Boudreau*  
EXECUTIVE AIDE

140 Main Street  
Marlborough, Massachusetts 01752  
508.460.3770 Fax 508.460.3698 TDD 508.460.3610  
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*Patricia Bernard*  
EXECUTIVE SECRETARY

f/c

February 6, 2020

City Council President Michael H. Ossing  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

**Re: Transfer Request – OPEB and Stabilization**

Honorable President Ossing and Councilors:

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Late last year, Free Cash was certified at \$13,319,020.00. As a result, I am requesting two transfers of 10% total Free Cash funds to our stabilization and OPEB accounts in keeping with our financial policies. Investing in our stabilization and OPEB accounts ensures we are strengthening our financial foundation for years to come.

I’m proud of our work together. Our stabilization fund is growing, and we are taking steps to lower our OPEB liability. I look forward to discussing these transfers with you further.

Sincerely,

**Arthur G. Vigeant**  
**Mayor**

Enclosures

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

\$13,169,020.00

\$1,331,902.00

10000

35900

Undesignated Fund

\$1,331,902.00

87500

35900

OPEB Trust

\$10,373,553.72

Reason:

Transfer funds to OPEB trust

Reason:

Reason:

Reason:

\$1,331,902.00

Total

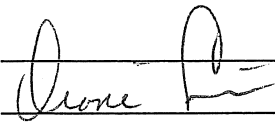
\$1,331,902.00

Total

Department Head signature:

Auditor signature:

Comptroller signature:

  
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\_\_\_\_\_  
\_\_\_\_\_



# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 10, 2020

**ORDERED:**

PAGE 1

That the Transfer Requests in the amount of \$838,902.00 from various departments for FY 20, which moves funds from and to accounts as noted in the attached spreadsheets, be and is herewith refer to **FINANCE COMMITTEE**.

### CITY OF MARLBOROUGH BUDGET TRANSFERS --

	DEPT:	Various				FISCAL YEAR:	2020			
Available Balance	Amount	FROM ACCOUNT:			Amount	TO ACCOUNT:			Available Balance	
		Org Code	Object	Account Description:		Org Code	Object	Account Description:		
\$667,126.75	\$77,350.00	11990006	57820	Reserve for Salaries	\$7,850.00	11210001	50321	Exec Aide to Mayor	\$19,889.39	
		Reason: _____				Reason: Funds needed through June 30th				
	\$0.00				\$11,000.00	11210003	51250	Summer Employment	\$744.80	
		Reason: _____				Reason: Funds needed through June 30th				
	\$0.00				\$500.00	11110002	50401	Council P/T Sr Clerk	\$9,726.67	
		Reason: _____				Reason: Funds needed through June 30th				
	\$0.00				\$44,500.00	12410001	50260	Local Inspector	\$46,402.57	
		Reason: _____				Reason: To fund one local inspector not in original budget				
	\$0.00				\$12,100.00	12410001	50370	Plumbing Inspector	\$27,903.94	
		Reason: _____				Reason: To fund vacation payout due to retirement				
	\$0.00				\$1,400.00	12410003	51920	Bldg-Sick Leave Buy Back	\$5.68	
		Reason: _____				Reason: To fund sick leave buy back due to retirement				
\$1,080,000.00	\$67,600.00	13860006	59254	Interest on BAN	\$5,600.00	11940006	51770	Retirement Fund	\$6.00	
		Reason: Actual interest rate came in lower than budgeted amount				Reason: Supplemental appropriation for military service				
	\$0.00				\$50,000.00	11930006	57410	Property Liability Insurance	\$5,725.00	
		Reason: _____				Reason: Additional insurance costs not budgeted				
	\$0.00				\$12,000.00	15430006	57710	Veterans Benefits	\$71,699.23	
		Reason: _____				Reason: Monthly benefits running higher than expected				
	\$144,950.00	Total			\$144,950.00	Total				





# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 10, 2020

ORDERED:

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## CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Building FISCAL YEAR: 2020

FROM ACCOUNT: TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$10,000.00</u>	<u>\$4,800.00</u>	<u>12410004</u>	<u>53140</u>	<u>Contract Services</u>	<u>\$800.00</u>	<u>12410001</u>	<u>50095</u>	<u>Asst Bldg Commissioner</u>	<u>\$31,253.92</u>
		Reason: Available funds				Step increase not included in original budget			
					<u>\$2,000.00</u>	<u>12410001</u>	<u>50970</u>	<u>Asst Wiring Inspector</u>	<u>\$1,725.00</u>
		Reason:				Expected funds needed through June 30th			
					<u>\$2,000.00</u>	<u>12410001</u>	<u>50960</u>	<u>Asst Plumbing Inspector</u>	<u>\$2,100.00</u>
		Reason:				Expected funds needed through June 30th			
	<u>\$4,800.00</u>	Total			<u>\$4,800.00</u>	Total			



# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 10, 2020

ORDERED:

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## CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: **City Clerk/Election**

FISCAL YEAR: **2020**

Available Balance	Amount	FROM ACCOUNT: Org Code	Object	Account Description:	Amount	TO ACCOUNT: Org Code	Object	Account Description:	Available Balance
\$30,388.53	<b>\$2,800.00</b>	11610002	50290	Assistant City Clerk	<b>\$5,300.00</b>	11610004	53150	Advertising	\$1,621.11
Reason:		Surplus in account			Reason:	Additional Funds for remainder of FY20			
\$22,771.81	<b>\$2,500.00</b>	11610002	50770	Senior Clerk					
Reason:		Surplus in account			Reason:				
\$40,676.41	<b>\$6,000.00</b>	11620002	50520	Principal Clerk	<b>\$7,500.00</b>	11620004	53932	Election Programming	\$30.20
Reason:		Surplus in account			Reason:	Programming for Presidential Primary/Early Voting			
\$1,910.00	<b>\$1,500.00</b>	11620003	51920	Sick Leave Buy Back					
Reason:		Surplus in account			Reason:				
\$12,800.00	Total				\$12,800.00	Total			



# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 10, 2020

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ORDERED:

## CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: HEALTH DEPARTMENT

FISCAL YEAR: 2020

Available Balance	<u>FROM ACCOUNT:</u>				<u>TO ACCOUNT:</u>				Available Balance
	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	
\$53,455.00	\$15,701.00	15120001	50611	Assistant Sanitarian Salary	\$15,701.00	15120004	53140	Contract Services	\$8,368.00
<hr/>									

Reason: Needed to fund our food inspection program contracted services that has and will be used more this year due to staffing vacancies.

\$15,701.00	Total	\$15,701.00	Total	\$8,368.00
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# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 10, 2020

**ORDERED:**

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## CITY OF MARLBOROUGH BUDGET TRANSFERS -

DEPT:					FY: 2020				
	FROM ACCOUNT:				TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$667,126.75</u>	<u>\$93,550.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$11,550.00</u>	<u>12100001 #</u>	<u>50500</u>	<u>Police Captains</u>	<u>\$78,871.88</u>
	Reason: <u>Contractual % increase not included in FY20 budget</u>					<u>Contractual % increase to contract</u>			
					<u>\$27,000.00</u>	<u>12100001</u>	<u>50510</u>	<u>Police Lieutenants</u>	<u>\$180,203.79</u>
						Reason: <u>Contractual % increase to contract</u>			
					<u>\$55,000.00</u>	<u>12100001</u>	<u>50820</u>	<u>Police Sergeants</u>	<u>\$319,162.72</u>
						Reason: <u>Contractual % increase to contract</u>			
<u>\$65,880.73</u>	<u>\$10,000.00</u>	<u>12100003</u>	<u>51450</u>	<u>Night Shift Differential</u>	<u>\$10,000.00</u>	<u>12100005</u>	<u>54220</u>	<u>Office Supplies</u>	<u>\$9,951.99</u>
						Reason: <u>Surplus due to open officer positions</u>			
					<u>\$56,727.36</u>	<u>12100006</u>	<u>52560</u>	<u>Vehicle Repair &amp; Maintenance</u>	<u>\$6,456.36</u>
						Reason: <u>Surplus due to open officer positions</u>			
						<u>Deficit due to higher increased number of cruisers, needed repairs,</u>			
					<u>\$3,500.00</u>	<u>12100006</u>	<u>51975</u>	<u>Initial Equipment</u>	<u>\$7,787.10</u>
						<u>Deficit due to candidates academy attendance in May 2020</u>			
	<u>\$115,050.00</u>	Total			<u>\$115,050.00</u>	Total			



# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 10, 2020

ORDERED:

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## CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2020

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$393,893</u>	<u>\$250,000.00</u>	<u>60086006</u>	<u>52935</u>	<u>Solid Waste Disposal</u>	<u>\$50,000.00</u>	<u>60080004</u>	<u>53110</u>	<u>Legal Services</u>	<u>\$0.00</u>
		Reason: <u>Excess due to end of WeCare Contract</u>				<u>Northborough and closeout of WeCare</u>			
					<u>\$200,000.00</u>	<u>14003006</u>	<u>52920</u>	<u>Rubbish Collection</u>	<u>\$112,000.00</u>
						Reason: <u>Transfer three months of municipal solid waste</u>			
<u>\$60,500</u>	<u>\$60,500.00</u>	<u>14003006</u>	<u>53142</u>	<u>Protection Services</u>	<u>\$60,500.00</u>	<u>61090003</u>	<u>51240</u>	<u>Temporary Part-Time</u>	<u>\$1,674.00</u>
		Reason: <u>Excess due to cancelled contract</u>				<u>Due to Resident Drop-Off employees</u>			
<u>\$66,750</u>	<u>\$37,000.00</u>	<u>13032001</u>	<u>50690</u>	<u>Foreman</u>	<u>\$37,000.00</u>	<u>11920001</u>	<u>50292</u>	<u>Building Maint. Craftsman</u>	<u>\$26,620.00</u>
		Reason: <u>Excess due to vacancy</u>				<u>Due to temporary position</u>			
<u>\$667,127</u>	<u>\$76,947.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$33,437.00</u>	<u>60081001</u>	<u>50910</u>	<u>Head Trmt Plant Op.</u>	<u>\$34,810.00</u>
		Reason: <u>Salary reserve</u>				<u>Due to Retirement - Superannuation</u>			
					<u>\$43,510.00</u>	<u>14001303</u>	<u>50740</u>	<u>Equipment Operators</u>	<u>\$389,881.00</u>
		Reason: <u>Due to Retirement - Superannuation</u>							
<u>\$424,447.00</u>		Total			<u>\$424,447.00</u>	Total			



# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 10, 2020

ORDERED:

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## CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2020

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$667,127</u>	<u>\$31,336.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$3,550.00</u>	<u>14001101</u>	<u>50108</u>	<u>GIS Administrator</u>	<u>\$29,283.00</u>
Reason:		<u>Salary reserve</u>				<u>Due to new Engineering CBA</u>			
					<u>\$8,450.00</u>	<u>14001101</u>	<u>50660</u>	<u>Assistant City Engineer</u>	<u>\$69,621.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$5,150.00</u>	<u>14001101</u>	<u>50700</u>	<u>Senior Engineering Aide</u>	<u>\$20,085.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$12,500.00</u>	<u>14001101</u>	<u>50710</u>	<u>Junior Civil Engineer</u>	<u>\$128,905.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$460.00</u>	<u>14001103</u>	<u>51430</u>	<u>Longevity</u>	<u>\$0.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$1,226.00</u>	<u>14001103</u>	<u>51920</u>	<u>Sick Leave Buyback</u>	<u>\$0.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
<u>\$31,336.00</u>	<u>Total</u>				<u>\$31,336.00</u>	<u>Total</u>			



# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 10, 2020

ORDERED:

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## CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2020

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$667,127</u>	<u>\$6,656.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$1,600.00</u>	<u>14001103</u>	<u>51940</u>	<u>Clothing Allowance</u>	<u>\$346.00</u>
				Reason: <u>Salary reserve</u>				<u>Due to new Engineering CBA</u>	
					<u>\$4,250.00</u>	<u>14001301</u>	<u>50660</u>	<u>General Foreman</u>	<u>\$34,913.00</u>
				Reason: _____				<u>Due to new Engineering CBA</u>	
					<u>\$135.00</u>	<u>14001303</u>	<u>51430</u>	<u>Longevity</u>	<u>\$459.00</u>
				Reason: _____				<u>Due to new Engineering CBA</u>	
					<u>\$310.00</u>	<u>14001303</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$10,035.00</u>
				Reason: _____				<u>Due to new Engineering CBA</u>	
					<u>\$161.00</u>	<u>14001303</u>	<u>51920</u>	<u>Sick Leave Buyback</u>	<u>\$2,287.00</u>
				Reason: _____				<u>Due to new Engineering CBA</u>	
					<u>\$200.00</u>	<u>14001303</u>	<u>51940</u>	<u>Clothing Allowance</u>	<u>\$250.00</u>
				Reason: _____				<u>Due to new Engineering CBA</u>	
	<u>\$6,656.00</u>			Total	<u>\$6,656.00</u>			Total	



# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 10, 2020

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ORDERED:

## CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2020

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$667,127</u>	<u>\$5,325.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$4,250.00</u>	<u>14001401</u>	<u>50692</u>	<u>Supt. Auto Maintenance</u>	<u>\$34,808.00</u>
Reason:	<u>Salary reserve</u>					<u>Due to new Engineering CBA</u>			
					<u>\$230.00</u>	<u>14001403</u>	<u>51430</u>	<u>Longevity</u>	<u>\$0.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$230.00</u>	<u>14001403</u>	<u>51440</u>	<u>Education Incentive</u>	<u>\$0.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$245.00</u>	<u>14001403</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$276.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$170.00</u>	<u>14001403</u>	<u>51920</u>	<u>Sick Leave Buyback</u>	<u>\$1,988.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$200.00</u>	<u>14001403</u>	<u>51940</u>	<u>Clothing Allowance</u>	<u>\$0.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
	<u>\$5,325.00</u>	<u>Total</u>			<u>\$5,325.00</u>	<u>Total</u>			





# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 10, 2020

PAGE 10

ORDERED:

## CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2020

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$667,127</u>	<u>\$5,230.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$4,250.00</u>	<u>14001501</u>	<u>50680</u>	<u>General Foreman</u>	<u>\$34,810.00</u>
		Reason: <u>Salary reserve</u>				Due to new Engineering CBA			
					<u>\$230.00</u>	<u>14001503</u>	<u>51430</u>	<u>Longevity</u>	<u>\$1,643.00</u>
		Reason:				Due to new Engineering CBA			
					<u>\$75.00</u>	<u>14001503</u>	<u>51440</u>	<u>Education</u>	<u>\$8,065.00</u>
		Reason:				Due to new Engineering CBA			
					<u>\$300.00</u>	<u>14001503</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$609.00</u>
		Reason:				Due to new Engineering CBA			
					<u>\$175.00</u>	<u>14001503</u>	<u>51920</u>	<u>Sick Leave Buyback</u>	<u>\$3,841.00</u>
		Reason:				Due to new Engineering CBA			
					<u>\$200.00</u>	<u>14001503</u>	<u>51940</u>	<u>Clothing Allowance</u>	<u>\$0.00</u>
		Reason:				Due to new Engineering CBA			
	<u>\$5,230.00</u>	Total			<u>\$5,230.00</u>	Total			



# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 10, 2020

PAGE 11

ORDERED:

## CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2020

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$667,127</u>	<u>\$7,734.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$4,500.00</u>	<u>60080001</u>	<u>50570</u>	<u>Chemist</u>	<u>\$29,658.00</u>
				Reason: Salary reserve				<u>Due to new Engineering CBA</u>	
					<u>\$2,650.00</u>	<u>60080001</u>	<u>50580</u>	<u>Assistant Chemist</u>	<u>\$21,560.00</u>
				Reason:				<u>Due to new Engineering CBA</u>	
					<u>\$100.00</u>	<u>60080003</u>	<u>51430</u>	<u>Longevity</u>	<u>\$0.00</u>
				Reason:				<u>Due to new Engineering CBA</u>	
					<u>\$84.00</u>	<u>60080003</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$348.00</u>
				Reason:				<u>Due to new Engineering CBA</u>	
					<u>\$400.00</u>	<u>60080003</u>	<u>51940</u>	<u>Clothing Allowance</u>	<u>\$0.00</u>
				Reason:				<u>Due to new Engineering CBA</u>	
	<u>\$7,734.00</u>			Total	<u>\$7,734.00</u>			Total	



# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 10, 2020

PAGE 12

ORDERED:

## CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2020

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$667,127</u>	<u>\$31,563.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$21,450.00</u>	<u>60081001</u>	<u>50850</u>	<u>Sewage Trmt Plant Op</u>	<u>\$150,046.00</u>
		Reason: <u>Salary reserve</u>				Due to new Engineering CBA			
					<u>\$7,300.00</u>	<u>60081001</u>	<u>50910</u>	<u>Chief Trmt Plant Op</u>	<u>\$34,810.00</u>
		Reason:				Due to new Engineering CBA			
					<u>\$900.00</u>	<u>60081003</u>	<u>51430</u>	<u>Longevty</u>	<u>\$0.00</u>
		Reason:				Due to new Engineering CBA			
					<u>\$98.00</u>	<u>60081003</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$2,845.00</u>
		Reason:				Due to new Engineering CBA			
					<u>\$615.00</u>	<u>60081003</u>	<u>51920</u>	<u>Sick Leave Buyback</u>	<u>\$0.00</u>
		Reason:				Due to new Engineering CBA			
					<u>\$1,200.00</u>	<u>60081003</u>	<u>51940</u>	<u>Clothing Allowance</u>	<u>\$0.00</u>
		Reason:				Due to new Engineering CBA			
<u>\$31,563.00</u>		Total			<u>\$31,563.00</u>	Total			



# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 10, 2020

PAGE 13

ORDERED:

## CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2020

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$667,127</u>	<u>\$28,115.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$19,000.00</u>	<u>60085001</u>	<u>50850</u>	<u>Sewage Trmt Plant Op</u>	<u>\$99,698.00</u>
Reason:	<u>Salary reserve</u>					<u>Due to new Engineering CBA</u>			
					<u>\$7,300.00</u>	<u>60085001</u>	<u>50910</u>	<u>Chief Trmt Plant Op</u>	<u>\$36,246.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$350.00</u>	<u>60085003</u>	<u>51430</u>	<u>Longevity</u>	<u>\$0.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$45.00</u>	<u>60085003</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$1,183.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$420.00</u>	<u>60085003</u>	<u>51920</u>	<u>Sick Leave Buyback</u>	<u>\$0.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$1,000.00</u>	<u>60085003</u>	<u>51940</u>	<u>Clothing Allowance</u>	<u>\$0.00</u>
Reason:						<u>Due to new Engineering CBA</u>			
<u>\$28,115.00</u>	<u>Total</u>				<u>\$28,115.00</u>	<u>Total</u>			



# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 10, 2020

PAGE 14

ORDERED:

## CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2020

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$667,127	\$5,195.00	11990006	57820	Reserve for Salaries	\$4,350.00	61090001	50680	General Foreman	\$34,888.00
		Reason: Salary reserve				Due to new Engineering CBA			
					\$75.00	61090003	51440	Education Incentives	\$0.00
		Reason:				Due to new Engineering CBA			
					\$570.00	61090003	51470	Interim Foreman	\$2,955.00
		Reason:				Due to new Engineering CBA			
					\$200.00	61090003	51940	Clothing Allowance	\$200.00
		Reason:				Due to new Engineering CBA			
	\$5,195.00	Total			\$5,195.00	Total			

ADOPTED

ORDER NO. 20-1007928



*City of Marlborough*  
*Office of the Mayor*

RECEIVED  
CITY CLERK'S OFFICE  
MARLBOROUGH

*Arthur G. Vigeant*  
MAYOR

2020 FEB -6 A 11: 15

*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

February 6, 2020

f/c

City Council President Michael H. Ossing  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

**Re: Mid-year Transfer Requests**

Honorable President Ossing and Councilors:

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

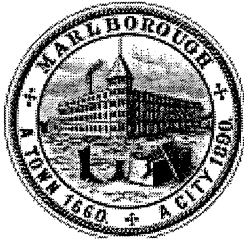
As always, Department Heads who have requested transfers will attend a future Finance Committee meeting to discuss these requests with you in greater detail. The two transfers proposed for my department are designated to cover payroll through the end of the fiscal year.

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

Enclosures



## CITY OF MARLBOROUGH

Office of the City Auditor

140 Main St.

Marlborough, MA 01752

February 3, 2020

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

**RE: Mid-Year Transfer Request**

Enclosed herewith is a transfer request for various City departments. The Mayor's office requires a transfer to the Executive Aide line and the Summer Employment line to cover payroll through June 30, 2020. The City Council Part-Time Clerk line requires a small transfer to cover payroll through June 30, 2020.

The Building Department requires a transfer to the Local Inspector line to fund a new position that was added during FY20 but not included in the original budget. There is also a retirement in the Building Department that requires a transfer to cover vacation and sick leave buy back payouts.

A memorandum was sent to the City for an additional retirement system appropriation for an individual on military leave. This appropriation represents the amount of money she would have paid into the system during her military leave.

Veterans monthly benefits are running higher than anticipated resulting in the need for a transfer.

Lastly a transfer is required to Property Liability Insurance for a potential shortfall. This account is running very close to budget and the prior Comptroller was concerned.

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

Sincerely,

Diane Smith  
City Auditor

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Various

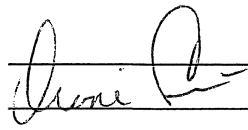
FISCAL YEAR: 2020

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$667,126.75	\$77,350.00	11990006	57820	Reserve for Salaries	\$7,850.00	11210001	50321	Exec Aide to Mayor	\$19,889.39
	Reason:				Reason:	Funds needed through June 30th			
	\$0.00				\$11,000.00	11210003	51250	Summer Employment	\$744.80
	Reason:				Reason:	Funds needed through June 30th			
	\$0.00				\$500.00	11110002	50401	Council P/T Sr Clerk	\$9,726.67
	Reason:				Reason:	Funds needed through June 30th			
	\$0.00				\$44,500.00	12410001	50260	Local Inspector	\$46,402.57
	Reason:				Reason:	To fund one local inspector not in original budget			
	\$0.00				\$12,100.00	12410001	50370	Plumbing Inspector	\$27,903.94
	Reason:				Reason:	To fund vacation payout due to retirement			
	\$0.00				\$1,400.00	12410003	51920	Bldg-Sick Leave Buy Back	\$5.68
	Reason:				Reason:	To fund sick leave buy back due to retirement			
\$1,080,000.00	\$67,600.00	13860006	59254	Interest on BAN	\$5,600.00	11940006	51770	Retirement Fund	\$6.00
	Reason:	Actual interest rate came in lower than budgeted amount			Reason:	Supplemental appropriation for military service			
	\$0.00				\$50,000.00	11930006	57410	Property Liability Insurance	\$5,725.00
	Reason:				Reason:	Additional insurance costs not budgeted			
	\$0.00				\$12,000.00	15430006	57710	Veterans Benefits	\$71,699.23
	Reason:				Reason:	Monthly benefits running higher than expected			
	\$144,950.00	Total			\$144,950.00	Total			

Department Head signature:

Auditor signature:

Comptroller signature:

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





*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

January 31, 2020

Mayor Arthur Vigeant  
140 Main Street  
Marlborough, MA 01752

RE: Mid-Year Budget

Mayor Vigeant,

Please find attached the Inspectional Service Department Mid-year budget request.

The request is to fund the assistant Plumbing Inspector position. This account has been difficult this year with the plumbing inspector being off duty due to medical and now he has retired from the service of Marlborough. I have previously made internal transfers into the assistant Plumbing Inspector account from the assistant inspector of Wires account. It is at this time I request to replenish both account with the anticipation that these transfers will satisfy the needs for the remainder of the FY20.

Respectfully submitted

Jeffrey Cooke, C.B.O.  
Building Commissioner  
City of Marlborough

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: 2020

Available Balance	Amount	FROM ACCOUNT: Org Code	Object	Account Description:	Amount	TO ACCOUNT: Org Code	Object	Account Description:	Available Balance
<u>\$10,000.00</u>	<u>\$4,800.00</u>	<u>12410004</u>	<u>53140</u>	<u>Contract Services</u>	<u>\$800.00</u>	<u>12410001</u>	<u>50095</u>	<u>Asst Bldg Commissioner</u>	<u>\$31,253.92</u>
	Reason:	<u>Available funds</u>				<u>Step increase not included in original budget</u>			
					<u>\$2,000.00</u>	<u>12410001</u>	<u>50970</u>	<u>Asst Wiring Inspector</u>	<u>\$1,725.00</u>
	Reason:					<u>Expected funds needed through June 30th</u>			
					<u>\$2,000.00</u>	<u>12410001</u>	<u>50960</u>	<u>Asst Plumbing Inspector</u>	<u>\$2,100.00</u>
	Reason:					<u>Expected funds needed through June 30th</u>			
	Reason:								
	Reason:								
	<u>\$4,800.00</u>	<u>Total</u>			<u>\$4,800.00</u>	<u>Total</u>			

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



*City of Marlborough*  
*Office of the City Clerk*

140 Main Street  
Marlborough, Massachusetts 01752  
Telephone (508) 460-3775 Facsimile (508) 460-3723

*Steven W. Kerrigan*  
City Clerk

*Wilson Chu*  
Assistant City Clerk

January 29, 2020

Marlborough City Council  
President Michael H. Ossing  
140 Main Street  
Marlborough, MA 01752

**RE: Transfer Request – City Clerk’s Office**

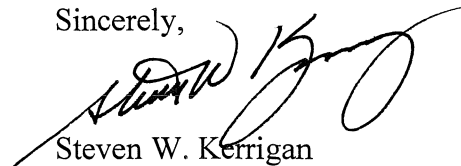
Honorable President Ossing and Councilors:


After a review of our FY 2020 budget we have identified two accounts that will need additional funding to take us through the remainder of the fiscal year. There are sufficient funds in other accounts within the City Clerk/Elections budgets to cover the shortfalls.

We require additional funds in the Advertising account as there have been several amendments and new proposals related to the Zoning Ordinance that required advertisements to be run for both the City Council and Planning Board. In addition, we will require additional funds in the Election Programming account to cover the costs associated with the Presidential Primary being held on March 3, 2020, and Early Voting which will be taking place at the end of February of this year.

Attached is the transfer sheet outlining where the funds can be transferred from to cover the additional funds needed. As always, any questions please feel free to let us know.

Sincerely,

  
Steven W. Kerrigan  
City Clerk

  
Wilson Chu  
Assistant City Clerk

Enclosure

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: **City Clerk/Election**

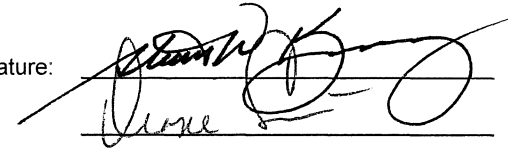
FISCAL YEAR: **2020**

Available Balance	Amount	FROM ACCOUNT:	TO ACCOUNT:	Available Balance
		Org Code Object Account Description: Amount	Org Code Object Account Description:	
<u>\$30,388.53</u>	<u>\$2,800.00</u>	<u>11610002 50290 Assistant City Clerk \$5,300.00</u>	<u>11610004 53150 Advertising</u>	<u>\$1,621.11</u>
	Reason:	<u>Surplus in account</u>	Reason: <u>Additional Funds for remainder of FY20</u>	
<u>\$22,771.81</u>	<u>\$2,500.00</u>	<u>11610002 50770 Senior Clerk</u>		
	Reason:	<u>Surplus in account</u>	Reason:	
<u>\$40,676.41</u>	<u>\$6,000.00</u>	<u>11620002 50520 Principal Clerk \$7,500.00</u>	<u>11620004 53932 Election Programming</u>	<u>\$30.20</u>
	Reason:	<u>Surplus in account</u>	Reason: <u>Programming for Presidential Primary/Early Voting</u>	
<u>\$1,910.00</u>	<u>\$1,500.00</u>	<u>11620003 51920 Sick Leave Buy Back</u>		
	Reason:	<u>Surplus in account</u>	Reason:	
	Reason:		Reason:	
<u>\$12,800.00</u>		<u>Total</u>	<u>Total</u>	

Department Head signature: \_\_\_\_\_

Auditor signature: \_\_\_\_\_

Comptroller signature: \_\_\_\_\_





# CITY OF MARLBOROUGH

## BOARD OF HEALTH

140 Main Street, Lower Level  
Marlborough, Massachusetts 01752  
Facsimile (508) 460-3625 TDD (508) 460-3610

Robin Williams, Member  
Jim Griffin, Vice Chairman  
Joseph Tennyson, MD, Chair  
Tel (508) 460-3751

## MEMORANDUM

**To:** Diane Smith, Auditor  
**From:** John Garside, Director of Public Health

**Date:** 1/29/2020

**Subject:** Transfer Request of \$15,701 from 15120001 50611 Assistant Sanitarian to 15120004 53140 Contract Services

---

Attached is a request for a transfer of \$15,701 from 15120001 50611 Assistant Sanitarian to 15120004 53140 Contract Services. As currently funded, we are anticipating a surplus in our Assistant Sanitarian salary line item of this same amount due to staffing vacancies from employee turnover at these positions. This requested transfer into Contracted Services will be used to fund our food inspection program contracted services through June 30<sup>th</sup> which has and will be used more extensively this year due to staffing vacancies.

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: HEALTH DEPARTMENT



FISCAL YEAR: FY2020

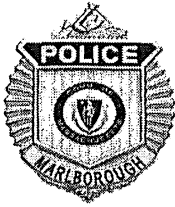
Available Balance	FROM ACCOUNT:				TO ACCOUNT:				Available Balance
	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	
<u>\$53,455.00</u>	\$15,701	15120001	50611	Assistant Sanitarian Salary	\$15,701	15120004	53140	Contract Services	<u>\$8,368.00</u>
	Reason:	Needed to fund our food inspection program contracted services that has and will be used more this year due to staffing vacancies.							
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	\$15,701.00	Total			\$15,701.00	Total			\$8,368.00

Department Head signature:

Auditor signature:

Comptroller signature:

 1-30-20  
  
 \_\_\_\_\_  
 \_\_\_\_\_



# **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

January 27, 2020


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

Dear Mayor Vigeant:

As part of the police department's midyear budget review for FY20, per the attached transfer request form I am requesting three internal transfers to allow for sufficient funds to be properly allocated to the appropriate line items. The first request is for a transfer in the amount of \$93,550.00 from the City's Reserve for Salaries account to the Police Captains, Police Lieutenants, and Police Sergeants salary accounts, to fund the contractual % increase for each rank within the Marlborough Police Command Officers Union upon the ratification of the most recent Memorandum of Agreement. The second transfer request is for \$10,000.00 from the Night Shift Differential account to the Office Supplies/Expenses account due to higher expenditures in trainings for officers as well as the anticipated purchase of new software which will allow for an update to the scheduling and detail assignment practices for the department- this should significantly upgrade the invoicing and billing practices for police details as well as allow officer's the ability to access shift, vacation and detail assignments through a mobile device. The third transfer request is for \$11,500.00 from the Longevity account to the Vehicle Repair & Maintenance account(\$8000.00) to fund the maintenance and repair of our cruisers as well as the Initial Equipment account(\$3500.00) for the anticipated attendance of at least four candidates to the police academy in May or June 2020.

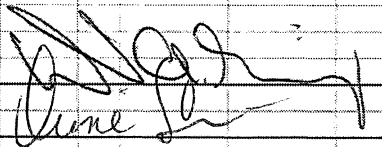
Thank you for your consideration and please let me know if you have any questions.

Respectfully,



David A. Giorgi

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: POLICE		FROM ACCOUNT:				TO ACCOUNT:				Available Balance
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$667,126.75	\$93,550.00	11990006	57820	Reserve for Salaries	\$11,550.00	12100001 #	50500	Police Captains	\$78,871.88	
	Reason:	Contractual % increase not included in FY20 budget					Contractual % increase to contract			
					\$27,000.00	12100001	50510	Police Lieutenants	\$180,203.79	
	Reason:						Contractual % increase to contract			
					\$55,000.00	12100001	50820	Police Sergeants	\$319,162.72	
	Reason:						Contractual % increase to contract			
\$65,880.73	\$10,000.00	12100003	51450	Night Shift Differential	\$10,000.00	12100005	54220	Office Supplies	\$9,951.99	
	Reason:	Surplus due to open officer positions					Deficit due to increase in classes & Kennel transfers			
\$56,727.36	\$11,500.00	12100003	51342	Longevity	\$8,000.00	12100006	52560	Vehicle Repair & Maintenance	\$6,456.36	
	Reason:	Surplus due to open officer positions					Deficit due to higher increased number of cruisers, needed repairs, maintenance			
					\$3,500.00	12100006	51975	Initial Equipment	\$7,787.10	
							Deficit due to candidates academy attendance in May 2020			
	\$115,050.00	Total			\$115,050.00	Total				
						Department Head signature:				
					Auditor signature:					
					Comptroller signature:					





*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**

February 3, 2020

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

Re: Transfer Requests

Dear Mayor Vigeant:

Enclosed herewith are the Department of Public Works and Public Facilities Department mid year Transfer Requests.

The majority of the requests are from the Salary Reserve account for funding of the CBA for the Engineers Union for the second year of the contract. In addition, I have transfers funded from surpluses within the operating budget.

Please contact me if you require any additional information.

Sincerely,

John L. Ghiloni,  
Commissioner

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2020

FROM ACCOUNT:

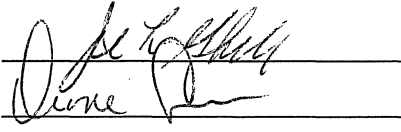
TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$393,893</u>	<u>\$250,000.00</u>	<u>60086006</u>	<u>52935</u>	<u>Solid Waste Disposal</u>	<u>\$50,000.00</u>	<u>60080004</u>	<u>53110</u>	<u>Legal Services</u>	<u>\$0.00</u>
	Reason:	<u>Excess due to end of WeCare Contract</u>				<u>Northborough and closeout of WeCare</u>			
					<u>\$200,000.00</u>	<u>14003006</u>	<u>52920</u>	<u>Rubbish Collection</u>	<u>\$112,000.00</u>
	Reason:					<u>Transfer three months of municipal solid waste</u>			
<u>\$60,500</u>	<u>\$60,500.00</u>	<u>14003006</u>	<u>53142</u>	<u>Protection Services</u>	<u>\$60,500.00</u>	<u>61090003</u>	<u>51240</u>	<u>Temporary Part-Time</u>	<u>\$1,674.00</u>
	Reason:	<u>Excess due to cancelled contract</u>				<u>Due to Resident Drop-Off employees</u>			
<u>\$66,750</u>	<u>\$37,000.00</u>	<u>13032001</u>	<u>50690</u>	<u>Foreman</u>	<u>\$37,000.00</u>	<u>11920001</u>	<u>50292</u>	<u>Building Maint. Craftsman</u>	<u>\$26,620.00</u>
	Reason:	<u>Excess due to vacancy</u>				<u>Due to temporary position</u>			
<u>\$667,127</u>	<u>\$76,947.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$33,437.00</u>	<u>60081001</u>	<u>50910</u>	<u>Head Trmt Plant Op.</u>	<u>\$34,810.00</u>
	Reason:	<u>Salary reserve</u>				<u>Due to Retirement - Superannuation</u>			
					<u>\$43,510.00</u>	<u>14001303</u>	<u>50740</u>	<u>Equipment Operators</u>	<u>\$389,881.00</u>
	Reason:					<u>Due to Retirement - Superannuation</u>			
	<u>\$424,447.00</u>	Total			<u>\$424,447.00</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:

  
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CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

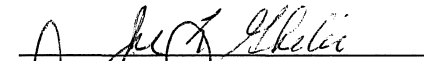
FISCAL YEAR: 2020

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$667,127</u>	<u>\$31,336.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$3,550.00</u>	<u>14001101</u>	<u>50108</u>	<u>GIS Administrator</u>	<u>\$29,283.00</u>
	Reason:	<u>Salary reserve</u>				<u>Due to new Engineering CBA</u>			
					<u>\$8,450.00</u>	<u>14001101</u>	<u>50660</u>	<u>Assistant City Engineer</u>	<u>\$69,621.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$5,150.00</u>	<u>14001101</u>	<u>50700</u>	<u>Senior Engineering Aide</u>	<u>\$20,085.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$12,500.00</u>	<u>14001101</u>	<u>50710</u>	<u>Junior Civil Engineer</u>	<u>\$128,905.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$460.00</u>	<u>14001103</u>	<u>51430</u>	<u>Longevity</u>	<u>\$0.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$1,226.00</u>	<u>14001103</u>	<u>51920</u>	<u>Sick Leave Buyback</u>	<u>\$0.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
	<b>\$31,336.00</b>	<b>Total</b>			<b>\$31,336.00</b>	<b>Total</b>			

Department Head signature:



Auditor signature:



Comptroller signature:

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CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2020

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$667,127</u>	<u>\$6,656.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$1,600.00</u>	<u>14001103</u>	<u>51940</u>	<u>Clothing Allowance</u>	<u>\$346.00</u>
	Reason:	<u>Salary reserve</u>				<u>Due to new Engineering CBA</u>			
					<u>\$4,250.00</u>	<u>14001301</u>	<u>50660</u>	<u>General Foreman</u>	<u>\$34,913.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$135.00</u>	<u>14001303</u>	<u>51430</u>	<u>Longevity</u>	<u>\$459.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$310.00</u>	<u>14001303</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$10,035.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$161.00</u>	<u>14001303</u>	<u>51920</u>	<u>Sick Leave Buyback</u>	<u>\$2,287.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$200.00</u>	<u>14001303</u>	<u>51940</u>	<u>Clothing Allowance</u>	<u>\$250.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
	<u>\$6,656.00</u>	<u>Total</u>			<u>\$6,656.00</u>	<u>Total</u>			

Department Head signature:



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CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2020

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
<u>\$667,127</u>	<u>\$5,325.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$4,250.00</u>	<u>14001401</u>	<u>50692</u>	<u>Supt. Auto Maintenance</u>	<u>\$34,808.00</u>	
	Reason:	<u>Salary reserve</u>					<u>Due to new Engineering CBA</u>			
					<u>\$230.00</u>	<u>14001403</u>	<u>51430</u>	<u>Longevity</u>	<u>\$0.00</u>	
	Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$230.00</u>	<u>14001403</u>	<u>51440</u>	<u>Education Incentive</u>	<u>\$0.00</u>	
	Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$245.00</u>	<u>14001403</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$276.00</u>	
	Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$170.00</u>	<u>14001403</u>	<u>51920</u>	<u>Sick Leave Buyback</u>	<u>\$1,988.00</u>	
	Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$200.00</u>	<u>14001403</u>	<u>51940</u>	<u>Clothing Allowance</u>	<u>\$0.00</u>	
	Reason:						<u>Due to new Engineering CBA</u>			
	\$5,325.00	Total			\$5,325.00	Total				

Department Head signature: \_\_\_\_\_

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Comptroller signature: \_\_\_\_\_

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CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2020

FROM ACCOUNT:



TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$667,127</u>	<u>\$5,230.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$4,250.00</u>	<u>14001501</u>	<u>50680</u>	<u>General Foreman</u>	<u>\$34,810.00</u>
	Reason:	<u>Salary reserve</u>				<u>Due to new Engineering CBA</u>			
					<u>\$230.00</u>	<u>14001503</u>	<u>51430</u>	<u>Longevity</u>	<u>\$1,643.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$75.00</u>	<u>14001503</u>	<u>51440</u>	<u>Education</u>	<u>\$8,065.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$300.00</u>	<u>14001503</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$609.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$175.00</u>	<u>14001503</u>	<u>51920</u>	<u>Sick Leave Buyback</u>	<u>\$3,841.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$200.00</u>	<u>14001503</u>	<u>51940</u>	<u>Clothing Allowance</u>	<u>\$0.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
	<u>\$5,230.00</u>	Total			<u>\$5,230.00</u>	Total			

Department Head signature: \_\_\_\_\_

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CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2020

FROM ACCOUNT:

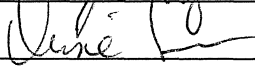
TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$667,127</u>	<u>\$7,734.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$4,500.00</u>	<u>60080001</u>	<u>50570</u>	<u>Chemist</u>	<u>\$29,658.00</u>
	Reason:	Salary reserve				Due to new Engineering CBA			
					<u>\$2,650.00</u>	<u>60080001</u>	<u>50580</u>	<u>Assistant Chemist</u>	<u>\$21,560.00</u>
	Reason:					Due to new Engineering CBA			
					<u>\$100.00</u>	<u>60080003</u>	<u>51430</u>	<u>Longevity</u>	<u>\$0.00</u>
	Reason:					Due to new Engineering CBA			
					<u>\$84.00</u>	<u>60080003</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$348.00</u>
	Reason:					Due to new Engineering CBA			
					<u>\$400.00</u>	<u>60080003</u>	<u>51940</u>	<u>Clothing Allowance</u>	<u>\$0.00</u>
	Reason:					Due to new Engineering CBA			
	<u>\$7,734.00</u>	Total			<u>\$7,734.00</u>	Total			

Department Head signature:

  
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Auditor signature:

  
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Comptroller signature:

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CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

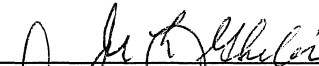
FISCAL YEAR: 2020

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
<u>\$667,127</u>	<u>\$31,563.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$21,450.00</u>	<u>60081001</u>	<u>50850</u>	<u>Sewage Trmt Plant Op</u>	<u>\$150,046.00</u>	
	Reason:	<u>Salary reserve</u>					<u>Due to new Engineering CBA</u>			
					<u>\$7,300.00</u>	<u>60081001</u>	<u>50910</u>	<u>Chief Trmt Plant Op</u>	<u>\$34,810.00</u>	
	Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$900.00</u>	<u>60081003</u>	<u>51430</u>	<u>Longevity</u>	<u>\$0.00</u>	
	Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$98.00</u>	<u>60081003</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$2,845.00</u>	
	Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$615.00</u>	<u>60081003</u>	<u>51920</u>	<u>Sick Leave Buyback</u>	<u>\$0.00</u>	
	Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$1,200.00</u>	<u>60081003</u>	<u>51940</u>	<u>Clothing Allowance</u>	<u>\$0.00</u>	
	Reason:						<u>Due to new Engineering CBA</u>			
	\$31,563.00	Total			\$31,563.00	Total				

Department Head signature:



Auditor signature:



Comptroller signature:

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CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2020

FROM ACCOUNT:

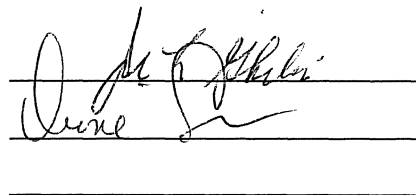
TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$667,127</u>	<u>\$28,115.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$19,000.00</u>	<u>60085001</u>	<u>50850</u>	<u>Sewage Trmt Plant Op</u>	<u>\$99,698.00</u>
	Reason:	<u>Salary reserve</u>				<u>Due to new Engineering CBA</u>			
					<u>\$7,300.00</u>	<u>60085001</u>	<u>50910</u>	<u>Chief Trmt Plant Op</u>	<u>\$36,246.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$350.00</u>	<u>60085003</u>	<u>51430</u>	<u>Longevity</u>	<u>\$0.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$45.00</u>	<u>60085003</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$1,183.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$420.00</u>	<u>60085003</u>	<u>51920</u>	<u>Sick Leave Buyback</u>	<u>\$0.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
					<u>\$1,000.00</u>	<u>60085003</u>	<u>51940</u>	<u>Clothing Allowance</u>	<u>\$0.00</u>
	Reason:					<u>Due to new Engineering CBA</u>			
	<u>\$28,115.00</u>	Total			<u>\$28,115.00</u>	Total			

Department Head signature: \_\_\_\_\_

Auditor signature: \_\_\_\_\_

Comptroller signature: \_\_\_\_\_



CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

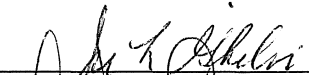
FISCAL YEAR: 2020

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
<u>\$667,127</u>	<u>\$5,195.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$4,350.00</u>	<u>61090001</u>	<u>50680</u>	<u>General Foreman</u>	<u>\$34,888.00</u>	
	Reason:	<u>Salary reserve</u>					<u>Due to new Engineering CBA</u>			
					<u>\$75.00</u>	<u>61090003</u>	<u>51440</u>	<u>Education Incentives</u>	<u>\$0.00</u>	
	Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$570.00</u>	<u>61090003</u>	<u>51470</u>	<u>Interim Foreman</u>	<u>\$2,955.00</u>	
	Reason:						<u>Due to new Engineering CBA</u>			
					<u>\$200.00</u>	<u>61090003</u>	<u>51940</u>	<u>Clothing Allowance</u>	<u>\$200.00</u>	
	Reason:						<u>Due to new Engineering CBA</u>			
	<u>\$5,195.00</u>	Total			<u>\$5,195.00</u>	Total				

Department Head signature:



Auditor signature:



Comptroller signature:

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# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 10, 2020

## ORDERED:

That the Proposed Salary Ordinance as offered by the Mayor relative to Chapter 125 §6 of the Code of the City of Marlborough, be and is herewith refer to **FINANCE COMMITTEE**.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH THAT THE CITY CODE OF THE CITY OF MARLBOROUGH, AS AMENDED, BE FURTHER AMENDED BY AMENDING CHAPTER 125, ENTITLED "PERSONNEL," AS FOLLOWS:

I. By adding to the salary schedule referenced in Section 125-6, the following:

Position	Effective Date	Minimum	Step 1	Step 2	Maximum
Social Service Coordinator	Upon Passage	\$15.4903	\$16.1094	\$16.7540	\$17.6143

II. By deleting from the salary schedule referenced in Section 125-6: any reference to salary rate for the following positions: Planning Board Member, Zoning Board of Appeals Member (including associate member), Detention Assistant, Parking Enforcement Order, Mail Clerk and Crossing Guard.

<u>Position</u>	<u>Rate</u>
Planning Board Member	\$150 Per Planning Board Meeting Attended
Zoning Board of Appeals Member (including associate member)	\$150 Per Zoning Board of Appeals Meeting Attended
Detention Assistant	Not to Exceed \$18.00 Per Hour
Parking Enforcement Officer	Not to Exceed \$18.00 Per Hour
Mail Clerk	Not to Exceed \$18.00 Per Hour
Crossing Guard	Not to Exceed \$18.00 Per Hour

ADOPTED

ORDER NO. 20-1007929



# 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  
MAYOR

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

William R. Boudreau  
EXECUTIVE AIDE

2020 FEB -6 A 11:15

Patricia Bernard  
EXECUTIVE SECRETARY

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February 6, 2020

City Council President Michael H. Ossing  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

f/c

### Re: Salary Order and Ordinance Amendment

Honorable President Clancy and Councilors:

Please find enclosed for your review an order proposing several changes to salaries within the City of Marlborough upon council approval. Based on the scope of work these board members and employees do, I believe that their salaries should be adjusted to reflect equitable pay and current municipal market demand. Additionally, for council consideration, I have included an ordinance amendment removing several of these positions from the current Salary Ordinance, as rates are reflected in the enclosed order.

I recommend adjusting the stipend of the Planning Board and the Zoning Board of Appeals. These boards are required to prepare for and attend regular evening meetings. I believe \$150.00 per meeting will properly compensate the important work done by these boards.

Secondly, I would like to rectify a situation with the Council on Aging's part-time Social Services Coordinator. The position, formerly, Volunteer Coordinator, received an increase during the Fiscal Year 2020 budget but a salary ordinance was never established. Attached, you will find a salary ordinance establishing the position with compensation equal to that of a "Clerk" in the City of Marlborough, step schedule also attached.

Finally, I am seeking to address inequities in the positions of Detention Assistant, Parking Enforcement Officer, Crossing Guards, and Mail Clerk. Hiring these positions is challenging and they require employees to work obscure hours. It is my belief that raising the pay of these positions will assist us with training, securing, and retaining quality workers.

Please do not hesitate to contact me with any questions.

Sincerely,

Arthur G. Vigeant  
Mayor

Enclosures

ORDERED:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH THAT THE CITY CODE OF THE CITY OF MARLBOROUGH, AS AMENDED, BE FURTHER AMENDED BY AMENDING CHAPTER 125, ENTITLED "PERSONNEL," AS FOLLOWS:

I. By adding to the salary schedule referenced in Section 125-6, the following:

Position	Effective Date	Minimum	Step 1	Step 2	Maximum
Social Service Coordinator	Upon Ordainment				Same rate as Clerk position in City Ord. Sect 125-6

II. By deleting from the salary schedule referenced in Section 125-6: any reference to salary rate for the following positions: Planning Board Member, Zoning Board of Appeals Member (including associate member), Detention Assistant, Parking Enforcement Officer, Mail Clerk, and Crossing Guard.

Rates for said positions are included in the accompanying vote of the City Council.

ADOPTED  
In City Council  
Order No. 20-XXX  
Adopted

Approved by Mayor  
Arthur G. Vigeant  
Date:

A TRUE COPY  
ATTEST:

07/06/2017 10:33  
6876mwar

CITY OF MARLBOROUGH  
SALARY TABLES

P 3  
pmgrstep

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/ DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT
07/01/2017	CMUN MUNICIPAL	CHDI	CHF DISPATCHER	A ANNUAL	W WEEKLY	11	52.0000	8.00	40.00	5.00	2080.00	260.00	N
Change was made by 2.0000%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	23.8103	190.4814	952.41	49,525.17
01	0.0000	24.7425	197.9409	989.70	51,464.64
02	0.0000	25.7125	205.6992	1,028.50	53,481.79
03	0.0000	26.7210	213.7678	1,068.84	55,579.64

07/01/2017	CMUN MUNICIPAL	CHLI	CHILDRENS LIB	A ANNUAL	W WEEKLY	11	52.0000	7.00	35.00	5.00	1820.00	260.00	N
Change was made by 2.0000%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	26.0514	182.3609	911.80	47,413.84
01	0.0000	27.1486	190.0392	950.20	49,410.18
02	0.0000	28.1774	197.2429	986.21	51,283.16
03	0.0000	29.3046	205.1320	1,025.66	53,334.31

07/01/2017	CMUN MUNICIPAL	CLK	CLERK	A ANNUAL	W WEEKLY	11	52.0000	7.00	35.00	5.00	1820.00	260.00	N
Change was made by 2.0000%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	15.4903	108.4329	542.16	28,192.55
01	0.0000	16.1094	112.7663	563.83	29,319.24
02	0.0000	16.7540	117.2776	586.39	30,492.17
03	0.0000	17.6143	123.3000	616.50	32,057.99

07/01/2017	CMUN MUNICIPAL	CLTY	CLERK/TYPIST	A ANNUAL	W WEEKLY	11	52.0000	7.00	35.00	5.00	1820.00	260.00	N
Change was made by 2.0000%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	19.7634	138.3449	691.72	35,969.68
01	0.0000	20.5540	143.8784	719.39	37,408.39
02	0.0000	21.3763	149.6341	748.17	38,904.87
03	0.0000	22.2314	155.6193	778.10	40,461.03

ORDERED: That the City of Marlborough hereby votes to establish stipend or hourly rates for the following positions as set forth below:

<u>Position</u>	<u>Rate</u>
Planning Board Member	\$150 Per Planning Board Meeting Attended
Zoning Board of Appeals Member (including associate member)	\$150 Per Zoning Board of Appeals Meeting Attended
Detention Assistant	Not to Exceed \$18 Per Hour
Parking Enforcement Officer	Not to Exceed \$18 Per Hour
Mail Clerk	Not to Exceed \$18 Per Hour
Crossing Guard	Not to Exceed \$18 Per Hour.

ADOPTED  
In City Council  
Order No. 20-XXX  
Adopted

Approved by Mayor  
Arthur G. Vigeant  
Date:

A TRUE COPY  
ATTEST: