

CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Finance Committee

Date: March 2, 2020

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
2020 FEB 26 A 10:33

1. 02-24-2020 – **Order No. 20-1007940:** Transfer Request in the amount of \$473,846.52 which moves funds from PEG Funds to Marlborough Cable Trust to fund the operation of WMCT for FY2021.
-Refer to Finance Committee
2. 02-24-2020 – **Order No. 20-1007941:** Transfer Request in the amount of \$400,000.00 from Undesignated Fund (Free Cash) to Stabilization —Open Space to replace the money used for the purchases of land on Bolton Street.
-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 24, 2020

ORDERED:

That the Transfer Request in the amount of \$473,846.52 which moves funds from PEG Funds to Marlborough Cable Trust to fund the operation of WMCT for FY2021, be and is herewith refer to **FINANCE COMMITTEE.**

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

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Mayor					FISCAL YEAR: 2020				
FROM ACCOUNT:					TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$550,853.61	\$473,846.52	27000099	47750	Receipts Reserved-PEG Funds	\$473,846.52	89000	25581	Marlboro Cable Trust	\$0.00
	\$473,846.52	Total			\$473,846.52	Total			
Reason:		To fund WMCT's operating budget for FY21 with PEG fees							

ADOPTED

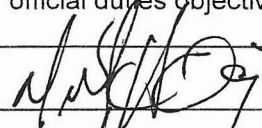
ORDER NO. 20-1007940

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

PUBLIC EMPLOYEE INFORMATION	
Name of public employee:	Michael Ossing
Title or Position:	City Councilor
Agency/Department:	Marlborough City Council
Agency address:	City Hall, 2 nd Floor 140 Main Street Marlborough, MA 01752
Office Phone:	(508) 460-3711
Office E-mail:	citycouncil@marlborough-ma.gov
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
APPEARANCE OF FAVORITISM OR INFLUENCE	
Describe the issue that is coming before you for action or decision.	I am a member of the Marlborough City Council and currently serve as the City Council President. A request has been submitted by the Mayor to the City Council requesting that the Council approve a transfer of \$473,846.52 from the PEG fee account to fund the FY21 budget for WMCT-TV, Marlborough's local access cable station.
What responsibility do you have for taking action or making a decision?	The above transfer request is on the February 24, 2020 City Council agenda. I would be participating in any Committee discussions as well as voting on whether to approve the transfer request at the full Council meeting.
Explain your relationship or affiliation to the person or organization.	My wife, Linda Ossing, currently serves on the Marlborough Cable Trust Committee, which oversees expenditures on behalf of the Trust to support cable PEG access services and programming for Marlborough residents, which are provided by WMCT-TV.
How do your official actions or decision matter to the person or organization?	The PEG fee account was established as a special revenue fund when the City Council voted to accept G.L. c. 44, § 53F ³ / ₄ in January 2017; see Council Order No. 16/17-1006761A. This account reserves certain cable-related fees and revenues for appropriation to, among other things, support cable PEG access services and programming for Marlborough residents. The pending transfer request, if approved by the Council, would appropriate a total of \$473,846.52 of those funds in order to fund the FY21 budget for WMCT-TV.

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CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2020 FEB 24 P 1:40

Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee signature:	
Date:	2/24/2020

Attach additional pages if necessary.

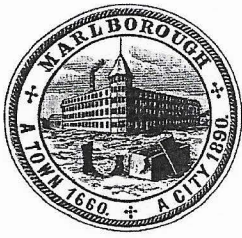
Not elected to your public position – file with your appointing authority.

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

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

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

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



City of Marlborough
Office of the Mayor

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

4
RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
MAYOR
2020 FEB 20 A 10:40

Nathan R. Boudreau
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

F/C

February 20, 2020

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

Honorable President Ossing and Councilors:


Please find enclosed for your review a transfer request in the amount of \$473,846.52 to fund the Fiscal Year 2021 budget for WMCT in Marlborough from the PEG Fund.

Approximately two years ago, we revised how the City of Marlborough would collect PEG funds. Previously, funds were provided directly from cable companies to WMCT to fund their budget and capital expenses. Since July 1, 2017, all PEG fees collected by the cable companies are now distributed directly to the City.

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

Thank you in advance for your consideration.

Sincerely,


Arthur G. Vigeant
Mayor

Enclosures

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Mayor

FISCAL YEAR: 2020

FROM ACCOUNT:

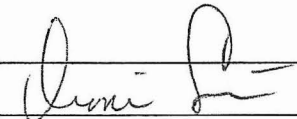
TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$550,853.61</u>	<u>\$473,846.52</u>	<u>27000099</u>	<u>47750</u>	<u>Receipts Reserved-PEG Funds</u>	<u>\$473,846.52</u>	<u>89000</u>	<u>25581</u>	<u>Marlboro Cable Trust</u>	<u>\$0.00</u>
	Reason:	<u>To fund WMCT's operating budget for FY21 with PEG fees</u>							
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	Reason:	<hr/>							
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	Reason:	<hr/>							
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	Reason:	<hr/>							
	\$473,846.52	Total			\$473,846.52	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
10/31/2019 Verizon-franchise	\$4,981.72
11/27/2019 Comcast	\$91,515.93
11/27/2019 Verizon	\$91,540.94
11/27/2019 Verizon-franchise	\$4,743.06
2/19/2020 Verizon	\$90,845.00
2/19/2020 Comcast	\$91,062.00

Total Funding	<u>\$2,203,304.91</u>
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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
9/9/2019 co# 19-1007730A	-\$220,000.00
9/23/2019 co# 19-1007751A	-\$30,000.00

Total Transfers	<u>-\$1,652,451.30</u>
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Available for future transfers	\$550,853.61
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91 Main Street Marlborough, MA 01752
Phone: (508) 481-1373 Fax: (508) 624-6397

Mayor Arthur G. Vigeant
City Hall, 4th Floor
Marlborough, MA 01752

Client ID: FYFunds

Invoice Number: 0172

For: Operating Funds

Due Date: March 31, 2020

Please make check payable to WMCT-TV

Invoice

Date	Quantity	Description	Amount
2/06/20		Marlborough Cable Trust Operating Funds For FY21	\$473,846.52

Total: \$473,846.52

To: The Marlborough Cable Trust
From: Dan Guindon
Re: FY21 Proposed Operating Budget
Date: December 23rd, 2019

Proposal

For the FY21 Operating Budget that begins on April 1, 2020 and ends on March 31, 2021 I am proposing a budget of \$473,846.52. This is a 7.8% decrease from the FY20 Operating Budget. While we aren't looking for the sky to fall with the decrease in cable subscribers and what the FCC passed for PEG funding, which is wrapped up in the courts at the moment, we do want to be fiscally responsible as we move forward from year to year.

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

- Payroll:** \$301,361.56
- Insurance:** \$93,433.31
- The Office:** \$69,351.65
- Productions:** \$9,700.00

Projected OP Budget 2021

Line Item	2021 Budget Request
Payroll:	
Payroll Services	\$3,000.00
Payroll Tax	\$23,000.00
Salaries	\$272,661.56
Trustee Stipends	\$2,700.00
Office:	
Accounting	\$4,000.00
Cable/Internet/Telephone	\$6,000.00
Dues & Subscriptions	\$500.00
Legal Expense	\$500.00
Office Supplies	\$2,000.00
Postage	\$100.00
Rent	\$49,776.65
Security System	\$350.00
State Tax	\$125.00
Utilities	\$6,000.00
Insurance:	
Dental	\$5,586.31
Directors & Officers	\$1,200.00
General Liability	\$5,647.00
Medical	\$80,000.00
Worker's Comp	\$1,000.00
Production:	
Gas	\$2,200.00
Small Equipment & Supplies	\$3,000.00
Technical Support	\$3,000.00
Web Development	\$1,500.00
Operating Expenses	\$473,846.52

To: The Marlborough Cable Trust
From: Dan Guindon
Re: FY21 Budget Breakdowns
Date: December 23rd, 2019

Payroll

The group of line items here are very important. We can have the finest equipment money can buy, but without the people to create the programming and run the equipment, it wouldn't matter. We are making adjustments here in order to keep our operating budget down as much as possible.

◆ **Freelance Labor-** \$0.00

This line was to for freelancers who we used to shoot specials. I have already talked to the staff about re-evaluating our responsibilities as a whole. I want to put more efforts into covering even more city events as specials and to put forth our best work. End results that can only be produced by our full time staff members. This line item has been removed.

◆ **Payroll Services-** \$3,000.00

ConnectPay is our payroll services provider. This line item is the same as FY20.

◆ **Payroll Tax-** \$23,000.00

The line name is self-explanatory. We are doing well here so I am confident that we can move forward with the same funding as previously approved in FY20.

◆ **Salaries-** \$272,661.56

Another self-explanatory line item. We are saving 10.1% from FY20 by removing 2 of the three part time positions. Please see the attached document (Decreasing PT Positions) for more details.

◆ **Salary Increases-** \$0.00

Again, a self-explanatory line item. In the interest of keeping line items down as much as possible this year, this line item has been removed.

◆ **Trustee Stipends-** \$2,700.00

This line is for the stipends paid to the Marlborough Cable Trustees for attending meetings. The funding here decreased \$5,400.00 from FY19. Please see the attached document (Line Item Adjustments FY21) for more details.

Total: \$301,361.56

To: The Marlborough Cable Trust
From: Dan Guindon
Re: FY21 Budget Breakdowns
Date: December 23rd, 2019

Productions

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

◆ **Equipment: NON-CAPITAL-** \$0.00

This line item has been consolidated. Please see the attached document (Line Item Adjustments FY21) for details.

◆ **Hard Drives/SD Cards/Thumb Drives-** \$00.00

This line item has been consolidated. Please see the attached document (Line Item Adjustments FY21) for details.

◆ **Meals-** \$0.00

Again, in the interest of keeping costs down, this line has been removed.

◆ **Small Equipment & Supplies-** \$3,000.00

This line is now a combination of three line items. Please see the attached document (Line Item Adjustments FY21) for details.

◆ **Technical Support-** \$3,000.00

This line is for paying professionals to fix whatever breaks down. The funding here is the same as it was for FY20.

◆ **Web Development-** \$1,500.00

The funding here is for our subscriptions and additions to our two websites for Marlborough Access and WMCT-TV. The line is the same as it was for FY20.

◆ **Gas-** \$2,200.00

This is for the staff when they travel to location shoots using their own vehicles. The line item is the same as FY20.

Total: \$9,700.00

To: The Marlborough Cable Trust
From: Dan Guindon
Re: FY21 Budget Breakdowns
Date: December 23rd, 2019

Insurance

We are into our third full year of a cheaper plan through Blue Cross and Blue Shield. The research findings concluded what it has the last two years; similar, or like-sized, organizations are providing 100% health and dental coverage. Others that pay 80% offer additional benefits that we do not.

◆ **Dental-** \$5,586.31

This line covers two family plans and three individual plans. This line item increased by \$406.35.

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

Our liability insurance for the Trustees as indemnification for losses in defense of costs brought on by legal action. This line item is the same as it was for FY20.

◆ **General Liability-** \$5,647.00

This line of insurance covers our belongings (equipment, furniture, etc.) in case of loss. It is the same amount as FY20.

◆ **Medical-** \$80,000.00

We are seeing a slight decrease due to the fact that overall the staff ages got younger this past year due to employee turnover. This line went down by \$801.56. This is not a typo!

◆ **Workmans Comp-** \$1,000.00

This line is self-explanatory. It is also the same as it was for FY20.

Total: \$93,433.31

To: The Marlborough Cable Trust
From: Dan Guindon
Re: Line Item Adjustments
Date: December 23rd, 2019

Line Items Adjusted For FY21

Decreased:

- Trustee Stipends- while the responsibilities of the Marlborough Cable Trust are important I don't think it's necessary to hold monthly meetings. Quarterly meetings would be sufficient and then if there are emergency situations that call for the attention of the Trustess, we can schedule a special meeting. The savings of \$5,400.00 can be used as capital for equipment replacement purchases during the year.
- Small Equipment & Supplies- this is not a decrease exactly, but it's a consolidation of three current line items to make one. It's a neater way of budgeting and making sense of it to those that approve our funding beyond the Marlborough Cable Trust. The consolidation is with Equipment: NON-CAPITAL and Hard Drives/SD Cards/Thumb Drives.

Cut:

- Freelance- I have already talked to the staff about re-evaluating our responsibilities as a whole. I want to put more efforts into covering city events as specials and to put forth our best work. End results that can only be produced by our best staff members.
- 2 Part Time Positions- this automatically brings our salaries line down by \$28,652.00. The remaining staff is more than capable of filling the void.
- Salary Increases- this is a tough one to cut, but it is better to keep our staff employed right now rather than being concerned about a yearly increase. For now, their benefits should be enough to keep them happy.
- Promotional Items- it's nice to have swag and mailers to send in order to promote local access training or to show pride in our crew when we are on location recordings, but it's something that is an easy cut when looking at the big picture.
- Meals- our staff works hard. An argument can be made for low salaries and fewer benefits. This line item was always considered an extra benefit. With what we are facing this line cannot be expected to be in future budgets as it is not, nor has it ever been, a necessity.

As everything stands right now, I brought our budget down 7.9% from FY20.

Line Item Adjustments To Consider For FY22

Decreases:

- Rent- this is such a big ticket item that is becoming harder and harder to accept. I have my eye on a smaller office area that I feel we can fit into for less money. It is currently used, but I have requested that our landlords keep me up to speed on if and when it becomes available. While I don't have exact numbers, I guess it would cut our rent in half.
We would be limited in locations to move to as it would cost roughly \$50,000.00 per cable company to move our system to an outside location from the building we are in currently.
- Medical & Dental- it has been discussed casually to make employees pay in on medical. Even as little as 20% is a big chunk out of paychecks, but if we made the announcement that this coming fiscal year will be the last for 100% coverage and then explain that FY22 will provide a one time bump to cover the 20% that will need to be paid in for medical, it will be a much easier transition.

Raising Decreasing Operating Funds

- Underwriting- The FCC does not allow advertising on local access cable stations. While other towns have stations that break those rules with the hope that nobody will notice, I refuse to do the same. Underwriting is an option that is approved by the FCC Rules and Guidelines. A business or businesses can become a mentioned sponsor of a program or the station as a whole by providing funding, which will be monitored and accounted for specifically for the program's production costs, or the station's general production costs.
- Web Site Advertisements- This option has the potential to bring in much more money than underwriting. We are free to advertise through our web site and On Demand site. Clickable links with a company logo that goes directly to that company's website can be sold on both sites. We can also utilize our production team to create commercials for companies. This can be a decent source of income as we can charge for the production of the video and then charge to run it on our web site in front of and at the ends of our regular video programming. It's not double-dipping because the company will have the right to take the finished product from us and shop it on other cable access stations or even the bigger stations.
- Public Funding- this is the least likely option to work, but it is worth mentioning. Much as the public broadcasting system does annually, WMCT-TV could hold a live broadcast on air and over the internet where we could solicit funding from our viewership. We would show some specials that only we cover in the city to prove our value to those watching. Now, if you are watching on the air, you are already paying for funding through your cable bill, but thanks to the development of the internet, our services are enjoyed by those who do not subscribe to cable too. Asking for donations from those viewers is key.

To: Mayor/Chair Arthur Vigeant
From: Dan Guindon
Re: FY20 Budget Salaries Breakdowns
Date: December 6th, 2018

Salaries

The Marlborough Cable Trust has five full time employees and three part time employees on payroll*. The following breakdown is based on each employee's salary as of April 1st, 2019:

- ◆ **Dan Guindon-** \$97,118.75
- ◆ **Mike Lawton-** \$50,829.01
- ◆ **Talia Clarke-** \$38,110.00
- ◆ **Matt Besachio-** \$36,050.00
- ◆ **Emmalyn Anderson-** \$36,050.00
- ◆ **Sarah Guernelli-** \$14,246.96
- ◆ **Maria Kearns-** \$14,246.96
- ◆ **Brittany Baldassari-** \$13,832.00

Total: \$300,483.68

**there are also seven freelancers we use as needed*

To: The Marlborough Cable Trust
From: Dan Guindon
Re: Decreasing Staff Size
Date: December 23rd,2019

Elimination of Two Part Time Positions

I've always been a strong supporter of the staff being the most important element in the annual operating budget. Tough financial times are forcing us to re-evaluate the size, not the necessity, of our staff. We have three part time staff people that assist our full time staff with production projects.

Current PT Responsibilities:

- News Reporter #1- report on assigned story to record, script and edit one news story per week to run on the weekend newscast. Plus, the story is posted by this reporter on social media platforms. This position allows for crossover with all productions, including sports.
- News Reporter #2- report on assigned story to record, script and edit one news story per week to run on the weekend newscast. Plus, the story is posted by this reporter on social media platforms.
- Sports Reporter- assist sports director with game recordings.

Absorption of PT Responsibilities by FT:

- News Stories- with the upcoming changes to our production plans, this will no longer be a requirement.
- Social Media Sharing- again, with the changes to our production plans, this is not something we need to worry about beyond what the full time staff is already posting and will continue to post.
- Sports- with a known desire of our viewership and followers to see high school sports, we can continue to do so. The sports director can do what he has been doing all along with the occasional assistance of another full time staff person.

The Marlborough Cable Trust can save \$26,676.00 per year by eliminating two part time positions. The extra equipment that won't be used regularly will be saved as replacement for the other pieces of equipment so we won't need to buy as much capital equipment in the future. News Reporter #1 would be the lone part timer position kept because of all the support this staff position gives.

These two staff people would be notified of the cuts on March 1st, 2020 and their final work day would be March 27th, 2020. The positions would come off the budget at the end of the business day on March 31st, 2020.

MINUTES

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

Absent: Superintendent Bergeron

Minutes taken by: Trish Bernard

Item 1 – Call to Order

Meeting was called to order by Mayor Arthur Vigeant at 2:01 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 December 5, 2019.

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. FY21 Proposed Operating Budget

Mayor Arthur Vigeant asks about the premium increases on health insurance. Dan Guindon explains that he will not know as the cycle is up April 1st. He estimates on the highest percentage.

There is no capital included in the budget this year. Dan Guindon also notes that payroll is remaining flat.

Motion:

Motion was made to accept the 2021 budget, and the vote carried to approve.

B. Discussion on meeting schedule

Moving forward, Dan Guindon proposes holding the Cable Trust meetings on a quarterly basis with special meeting(s) being scheduled if the need arises.

Motion:

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

Item 4 – Old Business

None reported

Item 6 – New Business

None reported.

Item 5 - Adjournment

Motion:

Motion was made by Joe Valarioti and the vote carried to adjourn the Regular Cable Trust Meeting of January 2, 2020 at 2:06 PM.

Respectfully submitted,

Trish Bernard



IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 24, 2020

ORDERED:

That the Transfer Request in the amount of \$400,000.00 from Undesignated Fund (Free Cash) to Stabilization – Open Space to replace the money used for the purchases of land on Bolton Street, be and is herewith refer to **FINANCE COMMITTEE.**

Councilor Dumais recused.

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
\$13,009,020.00	\$400,000.00	10000	35900	Undesignated Fund	\$400,000.00	83600	32918	Stabilization-Open Space	\$140,919.97
	\$400,000.00	Total			\$400,000.00	Total			
Reason: To use free cash for Bolton St property and return open space funds									

ADOPTED

ORDER NO. 20-1007941

5



City of Marlborough Office of the Mayor

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

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
MAYOR

2020 FEB 20 A 10:40
Nathan R. Boudreau
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

-Dumins Received-
f/c

February 20, 2020

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

Dear President Ossing and Councilors,

Per the request of Council Vice President Robey, please find enclosed for your review a transfer request from the Undesignated Fund ("Free Cash") to Stabilization – Open Space. This transfer will replenish the \$400,000.00 approved from the Open Space account to purchase two (2) parcels of land located at 45-47 and 55 Bolton Street, across from the DEC building.

As you know, the Bolton Street parcels will be used to increase off-street parking as District Education Center does not have enough parking to meet present or future demands. We are fortunate to have this available "Free Cash" allowing us to maintain funds in stabilization accounts for future projects and to save for times when it may be needed.

I am available to discuss these transfers with you further. If you have any questions, please do not hesitate to contact me.

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

\$13,009,020.00

\$400,000.00

10000

35900

Undesignated Fund

\$400,000.00

83600

32918

Stabilization-Open Space

\$140,919.97

Reason:

To use free cash for Bolton St property and return open space funds

Reason:

Reason:

Reason:

Reason:

\$400,000.00

Total

\$400,000.00

Total

Department Head signature:

Auditor signature:

Comptroller signature:

