

CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Finance Committee

Date: Monday, February 18, 2021

Time: 6:45 PM

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

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2021 FEB 11 P 3:48

This meeting will be held virtually with Councilors attending in person and/or remotely. **NO PUBLIC ATTENDANCE WILL BE PERMITTED.** This meeting will be televised on WMCT-TV (Comcast Channel 8 or Verizon/Fios Channel 34) or you can view the meeting using the link under the Meeting Videos tab on the city website (www.marlborough-ma.gov).

Order No.21-1008183: Transfer in the amount of \$1,504,785.40 from Undesignated Fund (Free Cash) to OPEB Trust pursuant to the financial policy of the City

Order No.21-1008184: Transfer in the amount of \$1,504,785.40 from Undesignated Fund (Free Cash) to Undesignated Stabilization pursuant to the financial policy of the City

Order No.21-1008186: Transfer in the amount of \$39,447.00 from various departments for FY21 which moves funds from and to accounts noted in the spreadsheet included with the request

Order No.21-1008195A: Proposed amendment to Ch.125 Personnel of the City Code to add a stipend for members of the Conservation Commission, \$150.00 Conservation Commission Meeting Attended.

Order No.21-1008195B: Transfer in the amount of \$3,150.00 to fund Conservation Commission Members, \$150.00 per meeting stipend, through June 30, 2021.

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., JANUARY 25, 2021

ORDERED:

That the Transfer Request in the amount of \$1,504,785.40 which moves funds from Undesignated Fund (Free Cash) to OPEB Trust pursuant to the financial policy of the city, be and is herewith referred to the **FINANCE COMMITTEE**.

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Mayor FISCAL YEAR: 2021

FROM ACCOUNT: TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$15,047,854.00	\$1,504,785.40	10000	35900	Undesignated Fund.	\$1,504,785.40	87500	35900	OPEB Trust	\$12,287,064.87
	\$1,504,785.40	Total			\$1,504,785.40	Total			

Reason: Transfer funds to OPEB trust

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

ADOPTED

ORDER NO. 21-1008183



City of Marlborough
Office of the Mayor

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

2021 JAN 21 A 11:35
Patricia M. Bernard
EXECUTIVE AIDE

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

Michele A. O'Brien
EXECUTIVE SECRETARY

Finance

January 21, 2021

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

Honorable President Ossing and Councilors:

Re: Transfer Request – OPEB Trust

Honorable President Ossing and Councilors:

Please find enclosed for your review a transfer request in the amount of \$1,504,785.40 from our Undesignated Fund ("Free Cash") to the OPEB Trust.

This transfer is in accordance with our financial policies which require annual transfers to ensure that we continue investing in our future fiscal stability. Our collaborative efforts have enabled us to grow our stabilization fund, continue paying down our pension liability, and take steps to lower our OPEB liability.

Thank you for your consideration.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Mayor

FISCAL YEAR: 2021

FROM ACCOUNT:

TO ACCOUNT:

Available
Balance

Amount

Org Code

Object

Account Description:

Amount

Org Code

Object

Account Description:

Available
Balance

\$15,047,854.00

\$1,504,785.40

10000

35900

Undesignated Fund

\$1,504,785.40

87500

35900

OPEB Trust

\$12,287,064.87

Reason:

Transfer funds to OPEB trust

Reason:

Reason:

Reason:

\$1,504,785.40

Total

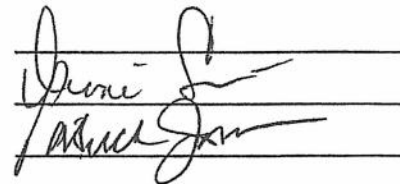
\$1,504,785.40

Total

Department Head signature:

Auditor signature:

Finance Director signature:





IN CITY COUNCIL

Marlborough, Mass., JANUARY 25, 2021

ORDERED:

That the Transfer Request in the amount of \$1,504,785.40 which moves funds from Undesignated Fund (Free Cash) to Undesignated Stabilization pursuant to the financial policy of the city, be and is herewith referred to the **FINANCE COMMITTEE.**

BUDGET TRANSFERS -

DEPT:		Mayor			FISCAL YEAR:		2021		
FROM ACCOUNT:					TO ACCOUNT:				
Available									Available
Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Balance
<u>\$15,047,854.00</u>	<u>\$1,504,785.40</u>	<u>10000</u>	<u>35900</u>	<u>Undesignated Fund</u>	<u>\$1,504,785.40</u>	<u>83600</u>	<u>32925</u>	<u>Undesignated Stabilization</u>	<u>\$15,294,571.21</u>
Reason:		<u>To increase undesignated stabilization funds</u>							
	<u>\$1,504,785.40</u>	Total			<u>\$1,504,785.40</u>	Total			

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

ADOPTED

ORDER NO. 21-1008184



11

City of Marlborough
Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
ARTHUR G. VIGEANT
MAYOR
2021 JAN 21 A 11:35
PATRICIA M. BERNARD
EXECUTIVE AIDE

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

MICHELE A. O'BRIEN
EXECUTIVE SECRETARY

FINANCE

January 21, 2021

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

Honorable President Ossing and Councilors:

Re: Transfer Request – Undesignated Stabilization

Honorable President Ossing and Councilors:

Enclosed for your approval is a transfer request in the amount of \$1,504,785.40 from the Undesignated Fund into the City's Undesignated Stabilization Account to ensure the City's fiscal stability.

This transfer will come from our free cash account as we continue utilizing these funds available in free cash to improve our financial stability.

I will be available during the City Council meeting to discuss this transfer in greater detail and to answer any questions.

Thank you in advance for your consideration.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure



IN CITY COUNCIL

Marlborough, Mass., JANUARY 25, 2021

ORDERED:

That the Transfer Request in the amount of \$39,447.00 from various departments for FY 21, which moves funds from and to accounts as noted on the spreadsheet, be and is herewith referred to the **FINANCE COMMITTEE**.

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT:		Various			FISCAL YEAR:		2021		
Available Balance	Amount	FROM ACCOUNT:	TO ACCOUNT:	Available Balance					
		Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	
\$76,260.00	\$30,492.00	11990008	57820	Reserve for salaries	\$5,572.00	11510001	50175	Paralegal	\$16,964.80
	Reason:				Reason:	To cover pay increase through June 30th			
					\$3,440.00	15120001	50605	Director of BOH	\$38,698.63
	Reason:				Reason:	To cover pay increase through June 30th			
					\$7,380.00	15430001	50080	Veterans Director	\$20,213.31
	Reason:				Reason:	To cover pay increase through June 30th			
					\$14,100.00	14001103	51183	Planning Board Members	\$800.00
	Reason:				Reason:	To fully fund through June 30th			
\$10,935.00	\$2,500.00	11620004	53932	Election Programming	\$1,460.00	11610002	50770	Senior Clerk	\$18,450.96
	Reason:	Surplus			Reason:	To fund comp time paid out in January			
\$8,294.52	\$685.00	11610004	53180	Clerks-Professional & Tech	\$1,725.00	11610001	50050	City Clerk	\$37,345.68
	Reason:	Surplus			Reason:	To fully fund through June 30th.			
\$38,414.46	\$5,770.00	11410002	50550	Head Clerk	\$5,770.00	11410004	53180	Assessors-Prof & Tech	\$0.00
	Reason:	Surplus due to a retirement.			Reason:	To fully fund RRG contract through June 30th			
	\$39,447.00	Total			\$39,447.00	Total			

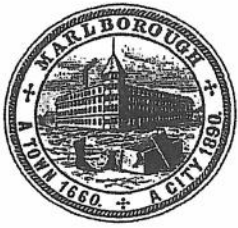
Yea: 11 -- Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

ADOPTED

ORDER NO. 21-1008186

13



City of Marlborough
Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
Arthur G. Vigeant
MAYOR

2021 JAN 21 11:35
Patricia M. Bernard
EXECUTIVE AIDE

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

Michele A. O'Brien
EXECUTIVE SECRETARY

Finance

January 21, 2021

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

RE: Mid-year Transfer Requests

Honorable President Ossing and Councilors:

Enclosed for your approval are mid-year transfer requests from several City Departments.

As always, Department Heads who have requested transfers will be in attendance at a future Finance Committee meeting to discuss these requests with you in greater detail.

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

January 20, 2021

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

RE: Mid-Year Review Transfer Request

Enclosed herewith is a transfer request to fund newly approved salary schedules for the Paralegal, the Public Health Director, the Veterans Director and Planning Board members through June 30, 2021.

An additional transfer is required to fully fund the FY21 contract for Assessing Services with Regional Resource Group. The wrong amount was used in preparing the FY21 budget.

The City Clerk will be submitting a separate letter to address his transfer request.

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

Sincerely,

Diane Smith
City Auditor



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 20, 2021

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 thorough review of our FY 2021 budget we have identified two salary accounts that will need additional funding to take us through the remainder of the fiscal year. There are sufficient funds in accounts within the City Clerk/Elections budgets to cover the identified areas.

The shortfall in the City Clerk line item is due to a calculation error when the original budget request was submitted. For the Senior Clerk position, the payout of compensatory time was not anticipated so we did not factor these funds into the budget.

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:		Various				FISCAL YEAR:		2021	
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$76,260.00</u>	<u>\$30,492.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for salaries</u>	<u>\$5,572.00</u>	<u>11510001</u>	<u>50175</u>	<u>Paralegal</u>	<u>\$16,964.80</u>
	Reason:	_____			Reason:	<u>To cover pay increase through June 30th</u>			
					<u>\$3,440.00</u>	<u>15120001</u>	<u>50605</u>	<u>Director of BOH</u>	<u>\$38,698.63</u>
	Reason:	_____			Reason:	<u>To cover pay increase through June 30th</u>			
					<u>\$7,380.00</u>	<u>15430001</u>	<u>50080</u>	<u>Veterans Director</u>	<u>\$20,213.31</u>
	Reason:	_____			Reason:	<u>To cover pay increase through June 30th</u>			
					<u>\$14,100.00</u>	<u>14001103</u>	<u>51183</u>	<u>Planning Board Members</u>	<u>\$600.00</u>
	Reason:	_____			Reason:	<u>To fully fund through June 30th</u>			
<u>\$10,935.00</u>	<u>\$2,500.00</u>	<u>11620004</u>	<u>53932</u>	<u>Election Programming</u>	<u>\$1,460.00</u>	<u>11610002</u>	<u>50770</u>	<u>Senior Clerk</u>	<u>\$18,450.96</u>
	Reason:	<u>Surplus</u>			Reason:	<u>To fund comp time paid out in January</u>			
<u>\$8,294.52</u>	<u>\$685.00</u>	<u>11610004</u>	<u>53180</u>	<u>Clerks-Professional & Tech</u>	<u>\$1,725.00</u>	<u>11610001</u>	<u>50050</u>	<u>City Clerk</u>	<u>\$37,345.68</u>
	Reason:	<u>Surplus</u>			Reason:	<u>To fully fund through June 30th.</u>			
<u>\$38,414.46</u>	<u>\$5,770.00</u>	<u>11410002</u>	<u>50550</u>	<u>Head Clerk</u>	<u>\$5,770.00</u>	<u>11410004</u>	<u>53180</u>	<u>Assessors-Prof & Tech</u>	<u>\$0.00</u>
	Reason:	<u>Surplus due to a retirement</u>			Reason:	<u>To fully fund RRG contract through June 30th</u>			
	<u>\$39,447.00</u>	Total			<u>\$39,447.00</u>	Total			

Department Head signature:

Auditor signature:

Finance Director signature:

[Handwritten Signature]

[Handwritten Signature]



IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 8, 2021

ORDERED:

That the Proposed Amendment to Chapter 125 "Personnel" §6 of the Code to add a stipend for members of the Conservation Commission effective April 1, 2021, be and is herewith referred to the **FINANCE COMMITTEE**.

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

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:

<u>Position</u>	<u>Rate</u>
Conservation Commission Member	\$150 Per Conservation Commission Meeting Attended

This ordinance shall supersede and replace any existing rate for said position in the current salary schedule.

ADOPTED

ORDER NO. 21-1008195A

5



City of Marlborough Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
MAYOR

2021 FEB -4 A 11:40
Patricia M. Bernard
EXECUTIVE AIDE

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

Michele A. O'Brien
EXECUTIVE SECRETARY

February 4, 2021

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

FINANCE

RE: Conservation Commission member stipend & transfer

Honorable President Ossing and Councilors:

I am submitting for your approval the acceptance of amending Ch. 125-6 to grant Conservation Commission members a \$150.00 stipend per commission meeting attended effective April 1, 2021.

I've attached a draft order from City Solicitor Grossfield for review. If approved, this will compensate our Conservation Commission members for their time and effort. During this pandemic, I've spent time listening to all active boards and commissions and noted the dedication of our Conservation Commission members regarding actively reviewing sites, discussing the history and ultimately preserving the City's natural resources.

Enclosed is a transfer for \$3,150.00 from the Summer Employment to Conservation Commission Members line item to cover the stipends through June 30, 2021.

This Commission has an extensive knowledge of Marlborough that often goes unnoticed, and we appreciate all their efforts.

Thank you for your consideration and 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:

<u>Position</u>	<u>Rate</u>
Conservation Commission Member	\$150 Per Conservation Commission Meeting Attended

This ordinance shall supersede and replace any existing rate for said position in the current salary schedule.

ADOPTED
In City Council
Order No. 21-
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:



IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 8, 2021

ORDERED:

That the Transfer Request in the amount of \$3,150.00 which moves funds from Summer Employment to Conservation Commission Members to cover the proposed stipends through June 30, 2021, be and is herewith referred to the **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH BUDGET TRANSFERS--

DEPT: Mayor FISCAL YEAR: 2021

FROM ACCOUNT: TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$50,000.00</u>	<u>\$3,150.00</u>	<u>11210003</u>	<u>51250</u>	<u>Summer Employment</u>	<u>\$3,150.00</u>	<u>12410003</u>	<u>51186</u>	<u>Conservation Comm Member:</u>	<u>\$0.00</u>
	Reason:	<u>Unused due to COVID-19</u>				<u>To fund stipends for board members</u>			
	<u>\$3,150.00</u>	<u>Total</u>			<u>\$3,150.00</u>	<u>Total</u>			

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

ADOPTED

ORDER NO. 21-1008195B

5



City of Marlborough Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
MAYOR

2021 FEB -4 A 11:40
Patricia M. Bernard
EXECUTIVE AIDE

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

Michele H. O'Brien
EXECUTIVE SECRETARY

February 4, 2021

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

FINANCE

RE: Conservation Commission member stipend & transfer

Honorable President Ossing and Councilors:

I am submitting for your approval the acceptance of amending Ch. 125-6 to grant Conservation Commission members a \$150.00 stipend per commission meeting attended effective April 1, 2021.

I've attached a draft order from City Solicitor Grossfield for review. If approved, this will compensate our Conservation Commission members for their time and effort. During this pandemic, I've spent time listening to all active boards and commissions and noted the dedication of our Conservation Commission members regarding actively reviewing sites, discussing the history and ultimately preserving the City's natural resources.

Enclosed is a transfer for \$3,150.00 from the Summer Employment to Conservation Commission Members line item to cover the stipends through June 30, 2021.

This Commission has an extensive knowledge of Marlborough that often goes unnoticed, and we appreciate all their efforts.

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

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Mayor

FISCAL YEAR: 2021

FROM ACCOUNT:

TO ACCOUNT:

Available
Balance

Amount

Org Code

Object

Account Description:

Amount

Org Code

Object

Account Description:

Available
Balance

\$50,000.00

\$3,150.00

11210003

51250

Summer Employment

\$3,150.00

12410003

51186

Conservation Comm Members

\$0.00

Reason:

Unused due to COVID-19

To fund stipends for board members

Reason:

Reason:

Reason:

\$3,150.00

Total

\$3,150.00

Total

Department Head signature:

Auditor signature:

Finance Director signature:

