



IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 14, 2022

ORDERED:

That the Proposed Amendment to the City Code, Chapter 125 "Personnel" §6 "Salary Schedule" to amend the salary for the Parking Enforcement Officer as submitted by the Mayor, be and is herewith referred to **FINANCE COMMITTEE** and **ORDERED ADVERTISED**.

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:

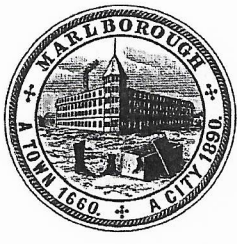
I. By adding to the salary schedule referenced in Section 125-6, the following:

| <u>Position</u> | <u>Rate</u> |
|-----------------------------|------------------------------|
| Parking Enforcement Officer | Not to Exceed \$25 Per Hour. |

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

ADOPTED

ORDER NO. 22-1008512



City of Marlborough Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
Arthur G. Vigeant
MAYOR
2022 FEB 10 A 11:45
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

Ryan P. Egan
EXECUTIVE SECRETARY

February 10, 2022

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

- F/c
- Advise

RE: Proposed salary ordinance amendment

Honorable President Ossing and Councilors,

Please find enclosed for your review an order recommending a change to the City's salary ordinance, Ch. 125 for the Parking Enforcement Officer upon City Council approval.

In May of 2020, the City adopted the recommended salary amendment that included increasing the Parking Enforcement Officer and Crossing Guards not to exceed \$18.00 per hour. We successfully found a great candidate for the Parking Enforcement position who stayed with us for about six months and left for another job that paid him more. We have continued to post this position without success.

We are recommending increasing the salary not to exceed \$25.00 per hour, and respectfully request it be considered in a timely fashion. Noted in the Collins Center Succession Planning report, the City's approval process regarding changes to positions in staffing is time consuming and inefficient. I would like to work collaboratively with the City Council to update our outdated ordinance for staffing efficiency. It's been an ongoing issue and one that needs to be addressed so the City can remain competitive in today's labor market.

We would like the opportunity to fill the Parking Enforcement Officer as soon as possible to assist our Main Street business owners with adequate levels of street parking and give the Marlborough Police Department the ability to properly enforce parking regulations.

If you have any questions, please do not hesitate to contact me or Chief Giorgi. Thank you for your consideration.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure

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> |
|-----------------------------|------------------------------|
| Parking Enforcement Officer | Not to Exceed \$25 Per Hour. |

- II. This ordinance shall supersede and replace any existing rate for said position(s) in the current salary schedule.

ADOPTED
In City Council
Order No. 22-XXX
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:



IN CITY COUNCIL

ORDERED:

Marlborough, Mass., FEBRUARY 14, 2022

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| | | | | |
|-------------------|-------------------------------|--------------|----------------------------|--------------------|
| <u>\$866.00</u> | <u>11330002</u> | <u>50520</u> | <u>Principal Clerk</u> | <u>\$20,829.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$3,450.00</u> | <u>11350001</u> | <u>50020</u> | <u>Auditor</u> | <u>\$46,354.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$430.00</u> | <u>11350001</u> | <u>50174</u> | <u>Procurement Officer</u> | <u>\$35,713.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$1,642.00</u> | <u>11350002</u> | <u>50520</u> | <u>Principal Clerk</u> | <u>\$21,823.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$1,716.00</u> | <u>11410002</u> | <u>50550</u> | <u>Head Clerk</u> | <u>\$23,669.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$3,837.00</u> | <u>11510001</u> | <u>50030</u> | <u>City Solicitor</u> | <u>\$51,545.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$566.00</u> | <u>11520001</u> | <u>50530</u> | <u>HR Director</u> | <u>\$41,625.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$1,871.00</u> | <u>11520001</u> | <u>50532</u> | <u>HR Assistant</u> | <u>\$25,195.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$1,477.00</u> | <u>11520002</u> | <u>50775</u> | <u>Admin Assistant</u> | <u>\$19,921.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$1,821.00</u> | <u>11550001</u> | <u>50014</u> | <u>Director IT</u> | <u>\$24,527.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$2,202.00</u> | <u>11550001</u> | <u>50210</u> | <u>Sr System Analyst</u> | <u>\$29,207.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$2,634.00</u> | <u>11550001</u> | <u>50213</u> | <u>Network Engineer</u> | <u>\$36,149.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$7,128.00</u> | <u>11550001</u> | <u>50385</u> | <u>Electrician</u> | <u>\$24,965.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$2,720.00</u> | <u>11610001</u> | <u>50050</u> | <u>City Clerk</u> | <u>\$39,146.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$1,999.00</u> | <u>11610002</u> | <u>50290</u> | <u>Assist City Clerk</u> | <u>\$26,885.00</u> |



IN CITY COUNCIL

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|---------------------|-------------------------------|--------------|--------------------------------|---------------------|
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$1,426.00</u> | <u>11610002</u> | <u>50770</u> | <u>Senior Clerk</u> | <u>\$18,681.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$812.00</u> | <u>11650003</u> | <u>51110</u> | <u>License Comm Members</u> | <u>\$1,231.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$4,012.00</u> | <u>11920001</u> | <u>50292</u> | <u>Bldg Maint Craftsman</u> | <u>\$68,030.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$1,928.00</u> | <u>11920001</u> | <u>50385</u> | <u>Electrician</u> | <u>\$25,534.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$1,785.00</u> | <u>11920001</u> | <u>50690</u> | <u>Foreman</u> | <u>\$27,669.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$22,172.00</u> | <u>12100001</u> | <u>50140</u> | <u>Police Chief</u> | <u>\$60,390.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$346,543.00</u> | <u>12100001</u> | <u>50420</u> | <u>Police Officers</u> | <u>\$91,573.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$4,659.00</u> | <u>12100001</u> | <u>50500</u> | <u>Police Captains</u> | <u>\$91,573.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$23,900.00</u> | <u>12100001</u> | <u>50510</u> | <u>Police Lieutenants</u> | <u>\$200,613.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$49,932.00</u> | <u>12100001</u> | <u>50820</u> | <u>Sergeants</u> | <u>\$350,843.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$3,305.00</u> | <u>12100002</u> | <u>50520</u> | <u>Principal Clerk</u> | <u>\$43,626.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$6,821.00</u> | <u>12100003</u> | <u>51213</u> | <u>Dispatchers</u> | <u>\$190,036.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$1,961.00</u> | <u>12100003</u> | <u>51214</u> | <u>Public Safety Assistant</u> | <u>\$26,011.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$4,940.00</u> | <u>12200001</u> | <u>50130</u> | <u>Fire Chief</u> | <u>\$68,830.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |



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|--------------------|-------------------------------|--------------|-------------------------------|--------------------|
| <u>\$2,032.00</u> | <u>12200002</u> | <u>50062</u> | <u>Finance Assistant</u> | <u>\$26,919.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$6,121.00</u> | <u>12410001</u> | <u>50095</u> | <u>Asst Bldg Commissioner</u> | <u>\$11,715.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$2,470.00</u> | <u>12410001</u> | <u>50109</u> | <u>Environmental Officer</u> | <u>\$33,213.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$37,249.00</u> | <u>12410001</u> | <u>50260</u> | <u>Local Inspector</u> | <u>\$64,392.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$3,651.00</u> | <u>12410001</u> | <u>50370</u> | <u>Plumbing Inspector</u> | <u>\$27,823.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$3,395.00</u> | <u>12410001</u> | <u>50380</u> | <u>Electrical Inspector</u> | <u>\$28,079.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$10,400.00</u> | <u>12410001</u> | <u>50960</u> | <u>Asst Plmbg Inspector</u> | <u>\$4,150.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$5,642.00</u> | <u>13032001</u> | <u>50292</u> | <u>Bldg Maint Craftsman</u> | <u>\$60,821.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$3,828.00</u> | <u>13032001</u> | <u>50385</u> | <u>Electrician</u> | <u>\$25,803.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$10,743.00</u> | <u>13032001</u> | <u>50386</u> | <u>HVAC</u> | <u>\$51,602.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$98.00</u> | <u>13032001</u> | <u>50690</u> | <u>Foreman</u> | <u>\$32,231.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$3,839.00</u> | <u>14000001</u> | <u>50600</u> | <u>DPW Commissioner</u> | <u>\$53,559.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$3,293.00</u> | <u>14000001</u> | <u>50630</u> | <u>Asst DPW Commissioner</u> | <u>\$44,249.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$1,950.00</u> | <u>14000002</u> | <u>50062</u> | <u>Financial Analyst</u> | <u>\$26,538.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$1,137.00</u> | <u>14000002</u> | <u>50550</u> | <u>Head Clerk</u> | <u>\$23,664.00</u> |



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|--------------------|-------------------------------|------------------------------|---------------------|
| Reason: | <u>Contractual Obligation</u> | | |
| <u>\$2,486.00</u> | <u>14001101 50108</u> | <u>GIS Administrator</u> | <u>\$32,924.00</u> |
| Reason: | <u>Contractual Obligation</u> | | |
| <u>\$3,293.00</u> | <u>14001101 50640</u> | <u>City Engineer</u> | <u>\$44,249.00</u> |
| Reason: | <u>Contractual Obligation</u> | | |
| <u>\$11,471.00</u> | <u>14001101 50700</u> | <u>Grade 2 Engineer Aide</u> | <u>\$25,451.00</u> |
| Reason: | <u>Contractual Obligation</u> | | |
| <u>\$2,955.00</u> | <u>14001301 50660</u> | <u>General Foreman</u> | <u>\$39,147.00</u> |
| Reason: | <u>Contractual Obligation</u> | | |
| <u>\$7,389.00</u> | <u>14001301 50690</u> | <u>Foreman</u> | <u>\$97,860.00</u> |
| Reason: | <u>Contractual Obligation</u> | | |
| <u>\$18,262.00</u> | <u>14001303 50740</u> | <u>Equipment Operators</u> | <u>\$349,831.00</u> |
| Reason: | <u>Contractual Obligation</u> | | |
| <u>\$2,463.00</u> | <u>14001401 50690</u> | <u>Foreman</u> | <u>\$32,620.00</u> |
| Reason: | <u>Contractual Obligation</u> | | |
| <u>\$2,955.00</u> | <u>14001401 50692</u> | <u>Super Auto Maint</u> | <u>\$39,147.00</u> |
| Reason: | <u>Contractual Obligation</u> | | |
| <u>\$2,955.00</u> | <u>14001501 50680</u> | <u>General Foreman</u> | <u>\$39,147.00</u> |
| Reason: | <u>Contractual Obligation</u> | | |
| <u>\$7,390.00</u> | <u>14001501 50690</u> | <u>Foreman</u> | <u>\$97,860.00</u> |
| Reason: | <u>Contractual Obligation</u> | | |
| <u>\$2,463.00</u> | <u>14003001 50690</u> | <u>Foreman</u> | <u>\$32,620.00</u> |
| Reason: | <u>Contractual Obligation</u> | | |
| <u>\$2,196.00</u> | <u>14920001 50110</u> | <u>Recreation Director</u> | <u>\$34,755.00</u> |
| Reason: | <u>Contractual Obligation</u> | | |
| <u>\$1,892.00</u> | <u>14920001 50166</u> | <u>Recreation Prog Mgr</u> | <u>\$25,092.00</u> |
| Reason: | <u>Contractual Obligation</u> | | |
| <u>\$1,426.00</u> | <u>14920002 50770</u> | <u>Senior Clerk</u> | <u>\$18,681.00</u> |
| Reason: | <u>Contractual Obligation</u> | | |



IN CITY COUNCIL

ORDERED:

Marlborough, Mass., FEBRUARY 14, 2022

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|-------------------|-------------------------------|--------------|----------------------------------|--------------------|
| <u>\$2,980.00</u> | <u>15120001</u> | <u>50605</u> | <u>Director of Public Health</u> | <u>\$40,154.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$2,054.00</u> | <u>15120002</u> | <u>50520</u> | <u>Principal Clerk</u> | <u>\$20,509.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$311.00</u> | <u>15120003</u> | <u>50990</u> | <u>Board of Health Members</u> | <u>\$863.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$4,119.00</u> | <u>15410001</u> | <u>50190</u> | <u>Director Elderly Affairs</u> | <u>\$32,624.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$1,512.00</u> | <u>15410001</u> | <u>50132</u> | <u>Outreach Worker</u> | <u>\$20,060.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$1,293.00</u> | <u>15410002</u> | <u>50584</u> | <u>Clerk Typist</u> | <u>\$17,145.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$1,426.00</u> | <u>15410002</u> | <u>50770</u> | <u>Senior Clerk</u> | <u>\$18,681.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$1,517.00</u> | <u>15430001</u> | <u>50080</u> | <u>Veterans Director</u> | <u>\$27,295.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$3,361.00</u> | <u>16100001</u> | <u>50230</u> | <u>Library Director</u> | <u>\$45,159.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$2,001.00</u> | <u>16100001</u> | <u>50300</u> | <u>Asst Library Director</u> | <u>\$26,883.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$1,704.00</u> | <u>16100001</u> | <u>50470</u> | <u>Childrens Librarian</u> | <u>\$22,599.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$1,647.00</u> | <u>16100001</u> | <u>50480</u> | <u>Cataloguer</u> | <u>\$21,818.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$1,853.00</u> | <u>16100001</u> | <u>50656</u> | <u>Head of Circulation</u> | <u>\$24,550.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$1,647.00</u> | <u>16100002</u> | <u>50520</u> | <u>Principal Clerk</u> | <u>\$21,818.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$1,487.00</u> | <u>16100003</u> | <u>50860</u> | <u>Full Time Library Clerk</u> | <u>\$27,016.00</u> |



IN CITY COUNCIL

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|-----------------------|-------------------------------|--------------|--------------------------------|-----------------------|
| <u>\$1,487.00</u> | <u>16100003</u> | <u>50860</u> | <u>Full Time Library Clerk</u> | <u>\$27,016.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$2,418.00</u> | <u>60080001</u> | <u>50570</u> | <u>Chemist</u> | <u>\$32,269.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$3,067.00</u> | <u>60080001</u> | <u>50630</u> | <u>Asst DPW Commissioner</u> | <u>\$42,643.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$2,689.00</u> | <u>60085001</u> | <u>50910</u> | <u>Head Treatment Operator</u> | <u>\$39,413.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$2,747.00</u> | <u>61090001</u> | <u>50680</u> | <u>General Foreman</u> | <u>\$37,737.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$19,205.00</u> | <u>61090001</u> | <u>50690</u> | <u>Foreman</u> | <u>\$117,139.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$130,105.00</u> | <u>61090001</u> | <u>50740</u> | <u>Equipment Operators</u> | <u>\$155,215.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$2,463.00</u> | <u>61090001</u> | <u>50780</u> | <u>Chief Pump Station Oper</u> | <u>\$32,620.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$440.00</u> | <u>61090002</u> | <u>50520</u> | <u>Principal Clerk</u> | <u>\$20,826.00</u> |
| Reason: | <u>Contractual Obligation</u> | | | |
| <u>\$555,250.00</u> | <u>11990006</u> | <u>53565</u> | <u>COVID 19</u> | <u>\$46,380.00</u> |
| Reason: | <u>Vaccination incentive</u> | | | |
| <u>\$1,439,076.00</u> | | | | <u>\$1,439,076.00</u> |

\$1,439,076.00



IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 14, 2022

ORDERED:

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CITY OF MARLBOROUGH BUDGET TRANSFERS --

| | | | | | | |
|---------------------|--------------------|--------------------------|---------------------------------|--------------------|--|--------------------|
| | DEPT: | Various | | FISCAL YEAR: | 2022 | |
| Available Balance | | FROM ACCOUNT: | | TO ACCOUNT: | Available Balance | |
| | Amount | Org Code Object | Account Description: | Amount | Org Code Object Account Description: | Available Balance |
| <u>\$170,343.20</u> | <u>\$50,540.00</u> | <u>16100003 51261</u> | <u>Part-Time Library Clerks</u> | <u>\$23,540.00</u> | <u>12410004 53180 Bldg Prof & Tech Serv</u> | <u>\$0.00</u> |
| | Reason: | <u>Vacant positions</u> | | | <u>For prior year outstanding invoices from 4Leaf</u> | |
| | | | | <u>\$14,000.00</u> | <u>11520004 53010 Medical Exams</u> | <u>\$2,179.50</u> |
| | | | | | <u>Large number of hires including Fire & Police</u> | |
| | | | | <u>\$13,000.00</u> | <u>11520006 57380 Conference & Training</u> | <u>\$16,902.08</u> |
| | | | | | <u>Munis and Microsoft training</u> | |
| <u>\$70,803.71</u> | <u>\$15,000.00</u> | <u>11510001 50172</u> | <u>Assist City Solicitor</u> | <u>\$15,000.00</u> | <u>11510004 53110 Legal Services</u> | <u>\$49,970.79</u> |
| | | | <u>Position was vacant</u> | | <u>To replace funds transferred to Claims & Judgements back in September</u> | |
| <u>\$20,000.00</u> | <u>\$6,000.00</u> | <u>14920003 50999</u> | <u>Events Coordinator</u> | <u>\$6,000.00</u> | <u>11210003 51250 Summer Employment</u> | <u>\$6,092.56</u> |
| | Reason: | <u>Vacant position</u> | | | <u>Anticipated funds needed through June 30th</u> | |
| <u>\$19,050.00</u> | <u>\$16,000.00</u> | <u>11620002 50141</u> | <u>Clerk</u> | <u>\$16,000.00</u> | <u>11520004 53140 Contract Services</u> | <u>\$18,339.51</u> |
| | Reason: | <u>Vacant position</u> | | | <u>Fire promotional process</u> | |
| | \$87,540.00 | Total | | \$87,540.00 | Total | |

CITY OF MARLBOROUGH BUDGET TRANSFERS --

| | | | | | | |
|--------------------|-------------------|--------------------------------|-----------------------|-------------------|--|-------------------|
| | DEPT: | FIRE | | FISCAL YEAR: | 2022 | |
| Available Balance | | FROM ACCOUNT: | | TO ACCOUNT: | Available Balance | |
| | Amount | Org Code Object | Account Description: | Amount | Org Code Object Account Description: | Available Balance |
| <u>\$82,093.00</u> | <u>\$5,000.00</u> | <u>12200001 50805</u> | <u>Fire Inspector</u> | <u>\$5,000.00</u> | <u>12200006 52500 Repair/Maint. Equipmt.</u> | <u>\$4,092.09</u> |
| | Reason: | <u>Vacancy created surplus</u> | | | <u>Increased costs for SCBA repairs & Fleet PM's</u> | |
| | \$5,000.00 | Total | | \$5,000.00 | Total | |



IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 14, 2022

PAGE 9

ORDERED:

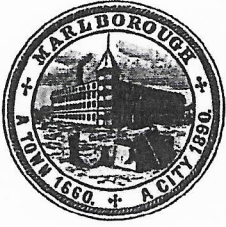
CITY OF MARLBOROUGH BUDGET TRANSFERS --

| | | | | | | | | | |
|---------------------|--------------------|--|--------------|-----------------------------------|---------------------|--|--------------|-------------------------------------|--------------------|
| DEPT: | | Department of Public Works/Public Facilities | | | | FISCAL YEAR: | | 2022 | |
| FROM ACCOUNT: | | | | | | TO ACCOUNT: | | | |
| Available Balance | Amount | Org Code | Object | Account Description: | Amount | Org Code | Object | Account Description: | Available Balance |
| <u>\$29,626</u> | <u>\$23,000.00</u> | <u>11920001</u> | <u>50291</u> | <u>Public Facilities Director</u> | <u>\$23,000.00</u> | <u>11920006</u> | <u>52469</u> | <u>Repairs & Maint</u> | <u>\$42,846.00</u> |
| | Reason: | <u>Excess due to vacancy</u> | | | | <u>Jericho lighting upgrade, police station upgrade and others</u> | | | |
| <u>\$135,239</u> | <u>\$25,000.00</u> | <u>14001101</u> | <u>50710</u> | <u>Junior Civil Engineer</u> | <u>\$25,000.00</u> | <u>14001106</u> | <u>57830</u> | <u>Enviorn. Complaine NPDES</u> | <u>\$9,879.00</u> |
| | Reason: | <u>Vacancy due to promotion</u> | | | | <u>Additional sampling for Hudson st landfill</u> | | | |
| <u>\$107,476</u> | <u>\$25,000.00</u> | <u>14001101</u> | <u>50660</u> | <u>Assistant City Engineer</u> | <u>\$25,000.00</u> | <u>14001104</u> | <u>53180</u> | <u>Prof & Tech Services</u> | <u>\$25,720.00</u> |
| | Reason: | <u>Excess due to previous vacancy</u> | | | | <u>Consultant design services for upcoming projects</u> | | | |
| <u>\$40,789</u> | <u>\$15,000.00</u> | <u>60081001</u> | <u>50750</u> | <u>Equipment Operator</u> | <u>\$48,000.00</u> | <u>60085004</u> | <u>52570</u> | <u>Service Contract-Plant Equip</u> | <u>\$26,536.00</u> |
| | Reason: | <u>Excess due to vacancy</u> | | | | <u>Update Technically Based Local Industrial Discharge Limits</u> | | | |
| <u>\$165,918</u> | <u>\$24,000.00</u> | <u>60081001</u> | <u>50850</u> | <u>Treatment Plant Operator</u> | | | | | |
| | Reason: | <u>Excess due to previous vacancy</u> | | | | | | | |
| <u>\$131,079</u> | <u>\$9,000.00</u> | <u>60085001</u> | <u>50850</u> | <u>Treatment Plant Operator</u> | | | | | |
| | Reason: | <u>Excess due to vacancy</u> | | | | | | | |
| <u>\$121,000.00</u> | | Total | | | <u>\$121,000.00</u> | Total | | | |

ADOPTED

ORDER NO. 22-1008509

UPDATED



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

Arthur J. Vigeant
MAYOR

Patricia M. Bernard
EXECUTIVE AIDE

Ryan P. Egan
EXECUTIVE SECRETARY

February 10, 2022

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

RE: Mid-year transfer requests

Honorable President Ossing and Councilors,

Enclosed for your review and approval are mid-year transfer requests totaling \$1,652,616.00 from several City departments, as well as letters detailing the purposes as follows:

- Auditor Diane Smith has compiled a transfer request in the amount of \$1,439,076.00 to cover the costs of our fully executed contractual bargaining agreements. The Fire Department is the only union not included as their contract has yet to be fully negotiated. This transfer will also cover the \$500.00 vaccine incentive payment for all eligible City and School employees.
- Our office is requesting a transfer for \$6,000.00 to cover the Public Service Employment Program for June. Funding will come from the Events Coordinator line item.
- The Legal office will require a transfer for \$15,000.00 for claims and judgements.
- The Building Department will require a transfer for \$23,540.00 for outstanding invoices for contract services.
- The Human Resource Department anticipates a shortfall of \$43,000.00 to cover the costs of planned training for this fiscal year and pre-employment physicals.
- The Fire Department will require a transfer for \$5,000.00 for equipment repair and maintenance.



4

City of Marlborough
Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
Arthur J. Vigeant
MAYOR

2022 FEB 10 A 11:45
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

Ryan P. Egan
EXECUTIVE SECRETARY

February 10, 2022

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

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- Our office is requesting a transfer for \$6,000.00 to cover the Public Service Employment Program for June. Funding will come from the Events Coordinator line item.
- The Legal office will require a transfer for \$15,000.00 for claims and judgements.
- The Building Department will require a transfer for \$23,540.00 for outstanding invoices for contract services.
- The Human Resource Department anticipates a shortfall of \$39,000.00 to cover the costs of planned training for this fiscal year and pre-employment physicals.
- The Fire Department will require a transfer for \$5,000.00 for equipment repair and maintenance.

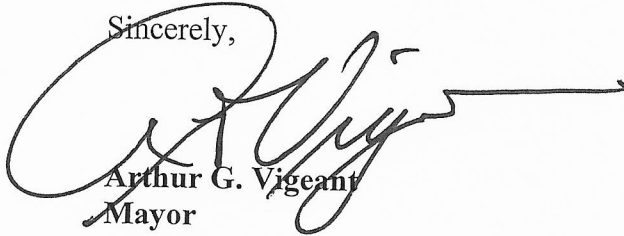
F/C

- The Department of Public Works is requesting a transfer in the amount of \$121,000.00 to cover various expenses.

I anticipate there will be questions, and my staff and I look forward to discussing at a future Finance Committee meeting.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Vigeant', with a long horizontal flourish extending to the right. The signature is written over the printed name and title.

Arthur G. Vigeant
Mayor

Enclosures

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

| DEPT: | | Various | | FISCAL YEAR: 2022 | | TO ACCOUNT: | | Available Balance | |
|--------------|----------|---------|----------------------|-------------------|------------------------|-------------|------------------------|-------------------|--|
| Amount | Org Code | Object | Account Description: | Amount | Org Code | Object | Account Description: | Available Balance | |
| \$670,629.00 | 11990006 | 57820 | Reserve for Salaries | \$2,237.00 | 1110002 | 50350 | City Council Sect | \$30,110.00 | |
| Reason: | | | | Reason: | Contractual Obligation | | | | |
| \$768,447.00 | 10000 | 35900 | Undesignated Fund | \$3,515.00 | 1110003 | 50070 | City Councilors | \$46,536.00 | |
| Reason: | | | | Reason: | Contractual Obligation | | | | |
| | | | | \$3,189.00 | 11210001 | 50010 | Mayor | \$42,995.00 | |
| | | | | Reason: | Contractual Obligation | | | | |
| | | | | \$2,097.00 | 11210001 | 50321 | Exec Aide to Mayor | \$28,240.00 | |
| | | | | Reason: | Contractual Obligation | | | | |
| | | | | \$1,724.00 | 11210002 | 50590 | Exec Secretary | \$23,247.00 | |
| | | | | Reason: | Contractual Obligation | | | | |
| | | | | \$976.00 | 11330001 | 50015 | Finance Director/Treas | \$45,067.00 | |
| | | | | Reason: | Contractual Obligation | | | | |
| | | | | \$4,043.00 | 11330002 | 50062 | Finance Assistant | \$53,861.00 | |
| | | | | Reason: | Contractual Obligation | | | | |
| | | | | \$866.00 | 11330002 | 50520 | Principal Clerk | \$20,829.00 | |
| | | | | Reason: | Contractual Obligation | | | | |
| | | | | \$3,450.00 | 11350001 | 50020 | Auditor | \$46,354.00 | |
| | | | | Reason: | Contractual Obligation | | | | |
| | | | | \$430.00 | 11350001 | 50174 | Procurement Officer | \$35,713.00 | |
| | | | | Reason: | Contractual Obligation | | | | |

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Various
FROM ACCOUNT:

FISCAL YEAR: 2022

TO ACCOUNT:

| | | | | |
|-------------------|------------------------|-------|-------------------|--------------------|
| <u>\$1,642.00</u> | 11350002 | 50520 | Principal Clerk | <u>\$21,823.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$1,716.00</u> | 11410002 | 50550 | Head Clerk | <u>\$23,669.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$3,837.00</u> | 11510001 | 50030 | City Solicitor | <u>\$51,545.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$566.00</u> | 11520001 | 50530 | HR Director | <u>\$41,625.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$1,871.00</u> | 11520001 | 50532 | HR Assistant | <u>\$25,195.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$1,477.00</u> | 11520002 | 50775 | Admin Assistant | <u>\$19,921.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$1,821.00</u> | 11550001 | 50014 | Director IT | <u>\$24,527.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$2,202.00</u> | 11550001 | 50210 | Sr System Analyst | <u>\$29,207.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$2,634.00</u> | 11550001 | 50213 | Network Engineer | <u>\$36,149.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$7,128.00</u> | 11550001 | 50385 | Electrician | <u>\$24,965.00</u> |
| Reason: | Contractual Obligation | | | |

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Various
FROM ACCOUNT:

| | | | |
|---------|---------------------|------------------------|-----------------------------|
| | | FISCAL YEAR: 2022 | |
| | | TO ACCOUNT: | |
| | <u>\$2,720.00</u> | 11610001 50050 | <u>City Clerk</u> |
| Reason: | | Contractual Obligation | <u>\$39,146.00</u> |
| | <u>\$1,999.00</u> | 11610002 50290 | <u>Assist City Clerk</u> |
| Reason: | | Contractual Obligation | <u>\$26,885.00</u> |
| | <u>\$1,426.00</u> | 11610002 50770 | <u>Senior Clerk</u> |
| Reason: | | Contractual Obligation | <u>\$18,681.00</u> |
| | <u>\$812.00</u> | 11650003 51110 | <u>License Comm Members</u> |
| Reason: | | Contractual Obligation | <u>\$1,231.00</u> |
| | <u>\$4,012.00</u> | 11920001 50292 | <u>Bldg Maint Craftsman</u> |
| Reason: | | Contractual Obligation | <u>\$68,030.00</u> |
| | <u>\$1,928.00</u> | 11920001 50385 | <u>Electrician</u> |
| Reason: | | Contractual Obligation | <u>\$25,534.00</u> |
| | <u>\$1,785.00</u> | 11920001 50690 | <u>Foreman</u> |
| Reason: | | Contractual Obligation | <u>\$27,669.00</u> |
| | <u>\$22,172.00</u> | 12100001 50140 | <u>Police Chief</u> |
| Reason: | | Contractual Obligation | <u>\$60,390.00</u> |
| | <u>\$346,543.00</u> | 12100001 50420 | <u>Police Officers</u> |
| Reason: | | Contractual Obligation | <u>\$91,573.00</u> |
| | <u>\$4,659.00</u> | 12100001 50500 | <u>Police Captains</u> |
| Reason: | | Contractual Obligation | <u>\$91,573.00</u> |
| | <u>\$23,900.00</u> | 12100001 50510 | <u>Police Lieutenants</u> |
| Reason: | | Contractual Obligation | <u>\$200,613.00</u> |

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Various

FISCAL YEAR: 2022

FROM ACCOUNT:

TO ACCOUNT:

| | | | | |
|--------------------|------------------------|--------------|--------------------------------|---------------------|
| <u>\$49,932.00</u> | <u>12100001</u> | <u>50820</u> | <u>Sergeants</u> | <u>\$350,843.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$3,305.00</u> | <u>12100002</u> | <u>50520</u> | <u>Principal Clerk</u> | <u>\$43,626.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$6,821.00</u> | <u>12100003</u> | <u>51213</u> | <u>Dispatchers</u> | <u>\$190,036.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$1,961.00</u> | <u>12100003</u> | <u>51214</u> | <u>Public Safety Assistant</u> | <u>\$26,011.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$4,940.00</u> | <u>12200001</u> | <u>50130</u> | <u>Fire Chief</u> | <u>\$68,830.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$2,032.00</u> | <u>12200002</u> | <u>50062</u> | <u>Finance Assistant</u> | <u>\$26,919.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$6,121.00</u> | <u>12410001</u> | <u>50095</u> | <u>Asst Bldg Commissioner</u> | <u>\$11,715.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$2,470.00</u> | <u>12410001</u> | <u>50109</u> | <u>Environmental Officer</u> | <u>\$33,213.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$37,249.00</u> | <u>12410001</u> | <u>50260</u> | <u>Local Inspector</u> | <u>\$64,392.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$3,651.00</u> | <u>12410001</u> | <u>50370</u> | <u>Plumbing Inspector</u> | <u>\$27,823.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$3,395.00</u> | <u>12410001</u> | <u>50380</u> | <u>Electrical Inspector</u> | <u>\$28,079.00</u> |
| Reason: | Contractual Obligation | | | |

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Various
FROM ACCOUNT:

| FISCAL YEAR: 2022 | |
|------------------------|--------------------------------------|
| TO ACCOUNT: | |
| Contractual Obligation | |
| Reason: | <u>\$10,400.00</u> |
| | 12410001 50960 Asst Pimbg Inspector |
| | <u>\$4,150.00</u> |
| Reason: | Contractual Obligation |
| | 13032001 50292 Bidg Maint Craftsman |
| | <u>\$60,821.00</u> |
| Reason: | Contractual Obligation |
| | 13032001 50385 Electrician |
| | <u>\$25,803.00</u> |
| Reason: | Contractual Obligation |
| | 13032001 50386 HVAC |
| | <u>\$51,602.00</u> |
| Reason: | Contractual Obligation |
| | 13032001 50690 Foreman |
| | <u>\$32,231.00</u> |
| Reason: | Contractual Obligation |
| | 14000001 50600 DPW Commissioner |
| | <u>\$53,559.00</u> |
| Reason: | Contractual Obligation |
| | 14000001 50630 Asst DPW Commissioner |
| | <u>\$44,249.00</u> |
| Reason: | Contractual Obligation |
| | 14000002 50062 Financial Analyst |
| | <u>\$26,538.00</u> |
| Reason: | Contractual Obligation |
| | 14000002 50550 Head Clerk |
| | <u>\$23,664.00</u> |
| Reason: | Contractual Obligation |
| | 14001101 50108 GIS Administrator |
| | <u>\$32,924.00</u> |
| Reason: | Contractual Obligation |
| | 14001101 50640 City Engineer |
| | <u>\$44,249.00</u> |

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Various
FROM ACCOUNT:

FISCAL YEAR: 2022

TO ACCOUNT:

| | | | |
|---------|------------------------|-------|-----------------------|
| Reason: | Contractual Obligation | | |
| | 14001101 | 50700 | Grade 2 Engineer Aide |
| | | | <u>\$25,451.00</u> |
| Reason: | Contractual Obligation | | |
| | 14001301 | 50660 | General Foreman |
| | | | <u>\$39,147.00</u> |
| Reason: | Contractual Obligation | | |
| | 14001301 | 50690 | Foreman |
| | | | <u>\$97,860.00</u> |
| Reason: | Contractual Obligation | | |
| | 14001303 | 50740 | Equipment Operators |
| | | | <u>\$349,831.00</u> |
| Reason: | Contractual Obligation | | |
| | 14001401 | 50690 | Foreman |
| | | | <u>\$32,620.00</u> |
| Reason: | Contractual Obligation | | |
| | 14001401 | 50692 | Super Auto Maint |
| | | | <u>\$39,147.00</u> |
| Reason: | Contractual Obligation | | |
| | 14001501 | 50680 | General Foreman |
| | | | <u>\$39,147.00</u> |
| Reason: | Contractual Obligation | | |
| | 14001501 | 50690 | Foreman |
| | | | <u>\$97,860.00</u> |
| Reason: | Contractual Obligation | | |
| | 14003001 | 50690 | Foreman |
| | | | <u>\$32,620.00</u> |
| Reason: | Contractual Obligation | | |
| | 14920001 | 50110 | Recreation Director |
| | | | <u>\$34,755.00</u> |
| Reason: | Contractual Obligation | | |

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Various
FROM ACCOUNT:

FISCAL YEAR: 2022

TO ACCOUNT:

| | | | | |
|--------------------|------------------------|-------|-------------------------|---------------------|
| <u>\$2,001.00</u> | 16100001 | 50300 | Asst Library Director | <u>\$26,883.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$1,704.00</u> | 16100001 | 50470 | Childrens Librarian | <u>\$22,599.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$1,647.00</u> | 16100001 | 50480 | Cataloguer | <u>\$21,818.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$1,853.00</u> | 16100001 | 50656 | Head of Circulation | <u>\$24,550.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$1,647.00</u> | 16100002 | 50520 | Principal Clerk | <u>\$21,818.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$1,487.00</u> | 16100003 | 50860 | Full Time Library Clerk | <u>\$27,016.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$2,418.00</u> | 60080001 | 50570 | Chemist | <u>\$32,269.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$3,067.00</u> | 60080001 | 50630 | Asst DPW Commissioner | <u>\$42,643.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$2,689.00</u> | 60085001 | 50910 | Head Treatment Operator | <u>\$39,413.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$2,747.00</u> | 61090001 | 50680 | General Foreman | <u>\$37,737.00</u> |
| Reason: | Contractual Obligation | | | |
| <u>\$19,205.00</u> | 61090001 | 50690 | Foreman | <u>\$117,139.00</u> |
| Reason: | Contractual Obligation | | | |

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

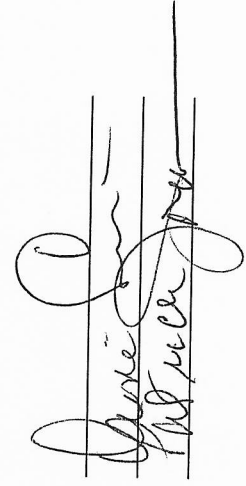
DEPT: Various
FROM ACCOUNT:

FISCAL YEAR: 2022

| | | | |
|------------------------|-------|-------------------------|---------------------|
| TO ACCOUNT: | | | |
| Contractual Obligation | | | |
| 61090001 | 50740 | Equipment Operators | <u>\$155,215.00</u> |
| Contractual Obligation | | | |
| 61090001 | 50780 | Chief Pump Station Oper | <u>\$32,620.00</u> |
| Contractual Obligation | | | |
| 61090002 | 50520 | Principal Clerk | <u>\$20,826.00</u> |
| Contractual Obligation | | | |
| 11990006 | 53565 | COVID 19 | <u>\$46,380.00</u> |
| Vaccination incentive | | | |

\$1,439,076.00

Department Head signature:
Auditor signature:
Comptroller signature:





City of Marlborough
Legal Department

140 MAIN STREET
MARLBOROUGH, MASSACHUSETTS 01752
TEL (508) 460-3771 FAX (508) 460-3698 TDD (508) 460-3610
LEGAL@MARLBOROUGH-MA.GOV

JASON D. GROSSFIELD
CITY SOLICITOR

JEREMY P. MCMANUS
ASSISTANT CITY SOLICITOR

SUSAN A. CORREIA
PARALEGAL

February 9, 2022

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

Re: Mid-Year Transfer – FY 22

Dear Honorable Mayor Vigeant:

Enclosed please find a transfer request to the legal services account from the assistant city solicitor line. This transfer will replenish the legal services account in the amount of \$15,000 following an internal transfer earlier this fiscal year from the legal services account to our claims and judgments account. The transfer utilizes surplus funds from the assistant solicitor line available due to vacancy in that position, and will assist in maintaining anticipated necessary funds being available for legal services.

Thank you for your consideration. Please contact me if you have any questions.

Respectfully,

Jason D. Grossfield
City Solicitor

Enclosure



City of Marlborough
BUILDING DEPARTMENT
140 MAIN STREET
MARLBOROUGH, MA 01752
TEL. (508) 460-3776 FACSIMILE (508) 460-3736
BUILDING_DEPT@MARLBOROUGH-MA.GOV

TIN HTWAY
BUILDING COMMISSIONER

LAURENT "LARRY" LEMIEUX
PLUMBING & GAS INSPECTOR

JOHN CAIN
WIRING INSPECTOR

WILLIAM PAYTON
BUILDING INSPECTOR

ETHAN LIPPITT
BUILDING INSPECTOR

MICHAEL LEEDS
BUILDING INSPECTOR

February 9, 2022

Honorable Mayor Vigeant
140 Main Street
City Hall, 4th Floor
Marlborough, MA 01752

RE: MID YEAR FUNDING TRANSFERS & REQUESTS

Honorable Mayor:

The Building Department is requesting additional funds to pay for past outstanding invoices for professional services for 4LEAF, Inc. It was brought to my attention that two invoices from FY21 were overlooked and need to be paid.

Thank you for your understanding and consideration. Please feel free to contact me if you have any questions or concerns.

Best Regards,

Tin Htway, CBO
Building Commissioner



City of Marlborough
Human Resources Department

140 MAIN STREET
MARLBOROUGH, MA 01752
TELEPHONE (508) 460-3705, FACSIMILE (508) 481-6354
EMAIL: humanresources@marlborough-ma.gov

CHRISTINE L. PURPLE
HR DIRECTOR

MARY WARD
HR ASSISTANT

DIANE REGO
ADMINISTRATIVE ASSISTANT

February 9, 2022

Mayor Arthur Vigeant,

As a part of my mid-year budget review, I respectfully request an increase in the following Human Resources Budget Line items to cover unanticipated expenses:

| | | | |
|----------|-------|-----------------------|---------------------|
| 11520004 | 53010 | MEDICAL EXAMS | \$ 14,000.00 |
| 11520004 | 53140 | CONTRACT SERVICES | \$ 16,000.00 |
| 11520006 | 57380 | CONFERENCE & TRAINING | \$ 13,000.00 |
| | | Total Request | <u>\$ 43,000.00</u> |

The Human Resources Department has hired over 50 full-time, part-time and temporary employees since July 1, 2021.

- Each full-time and part-time hire is required to complete a pre-employment physical, as well, public safety candidates are required to complete a comprehensive medical and physiological examination. Between the large number of newly hired employees, along with the anticipated upcoming public safety hirings, I am respectfully requesting an additional \$14,000 in to cover the potential expenses that will be incurred before the end of this fiscal year.
- As a result of a number of retirements in public safety, the Human Resources Department is currently in the process of administrating a Police Department promotional assessment center and anticipating the necessity to administer a Fire Department promotional assessment center this Spring. Due to this added promotional assessment process, I am respectfully requesting an additional \$16,000 to cover the expenses that will be incurred before the end of this fiscal year.
- With the recent completion of a Collins Center staff survey, a need for training in the areas of MUNIS and Microsoft was identified, therefore, I am requesting an additional \$9,000.00 to cover the cost of the additional employee trainings this Spring.


Therefore, I respectfully request a \$39,000 increase to the Human Resources Department budget to cover these impending expenses.


Sincerely,


Christine L. Purple
Human Resources Director

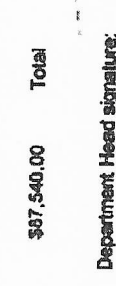
CITY OF MARLBOROUGH
BUDGET TRANSFERS -

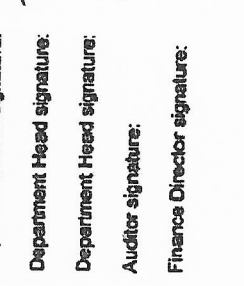
| DEPT: | Various | FISCAL YEAR: | 2022 | TO ACCOUNT: | Available Balance |
|--------------|---------------------|---|--------|-----------------------|-------------------|
| Amount | FROM ACCOUNT: | Org Code | Object | Account Description: | Available Balance |
| \$170,343.20 | 16100003 51261 | 12410004 | 53180 | Bldg Prof & Tech Serv | \$0.00 |
| Reason: | Vacant positions | For prior year outstanding invoices from 4Leaf | | | |
| \$50,540.00 | 11520006 | 11520004 | 53010 | Medical Exams | \$2,179.50 |
| Reason: | | Large number of hires including Fire & Police | | | |
| \$15,000.00 | 11520006 | 11520006 | 57360 | Conference & Training | \$16,902.08 |
| Reason: | | Munis and Microsoft training | | | |
| \$8,000.00 | 11510001 50172 | 11510004 | 53110 | Legal Services | \$49,970.79 |
| Reason: | Position was vacant | To replace funds transferred to Claims & Judgements back in September | | | |
| \$16,000.00 | 14920003 50899 | 11210003 | 51250 | Summer Employment | \$6,092.56 |
| Reason: | Vacant position | Anticipated funds needed through June 30th | | | |
| \$87,540.00 | 11620002 50141 | 11520004 | 53140 | Contract Services | \$16,339.51 |
| Reason: | Vacant position | Fire promotional process | | | |
| Total | Total | Total | Total | Total | Total |

Department Head signature: 

Department Head signature: 

Department Head signature: 

Auditor signature: 

Finance Director signature: 



City of Marlborough
FIRE DEPARTMENT
215 MAPLE STREET
MARLBOROUGH, MASSACHUSETTS 01752

KEVIN J. BREEN
FIRE CHIEF

PHONE: (508) 624-6986
FAX: (508) 460-3795

February 9, 2022

Ms. Diane Smith
Auditor
City of Marlborough
140 Main Street
Marlborough, MA 01752

REF: MFD Transfer Request

Dear Ms. Smith:

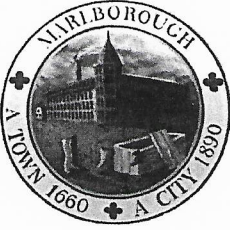
A FY 2022 budget transfer request in the amount of \$5,000 was recently submitted as part of our mid-year budget review. This request is based on an expected shortfall in Account # 12200006-52500 Repair/Maintenance Equipment. Specifically, we have experienced unanticipated maintenance and repairs to some of our Self-Contained Breathing Apparatus (SCBA) units and preventative maintenance program costs. In our mid-year budget submission, we identified available funds to support this transfer from Account # 12200001-50805 Fire Inspector. To date, this position has been unfilled. However, our new assistant fire chief has been tasked with creating a new fire prevention bureau and one of his top priorities is to work on selecting a new fire inspector in FY2022.

Please let me know if you require any additional information.

Sincerely,

Kevin J. Breen
Fire Chief

Cc: Hon. Arthur G. Vigeant, Mayor
Patrick Jones, Comptroller



City of Marlborough
Department of Public Works

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

SEAN M. DIVOLL, P.E.
COMMISSIONER

MEMORANDUM

Date: February 7, 2022

To: Mayor Vigeant

From: Sean M. Divoll, Commissioner of Public Works



Re: Budget Transfer Requests

Attached herewith are budget transfer requests in the amount of \$121,000.00 from available funds to cover costs relative to:

1. Update Technically Based Local Industrial Discharge Limits at Westerly Wastewater Plant.
2. Perform additional sampling for Hudson St landfill.
3. Consultant design services for upcoming projects.
4. Upgrade Jericho lighting, police station interior upgrades, and DPW garage doors.

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

| | DEPT: | Department of Public Works/Public Facilities | FISCAL YEAR: | 2022 | | |
|-------------------|---------------------|--|--------------|--------|----------------------------|---------------------|
| Available Balance | Amount | FROM ACCOUNT: | Org Code | Object | Account Description: | Available Balance |
| <u>\$29,626</u> | <u>\$23,000.00</u> | 11920001 | 50291 | 50291 | Public Facilities Director | <u>\$42,846.00</u> |
| | Reason: | <u>Excess due to vacancy</u> | | | | |
| <u>\$135,239</u> | <u>\$25,000.00</u> | 14001101 | 50710 | 50710 | Junior Civil Engineer | <u>\$9,879.00</u> |
| | Reason: | <u>Vacancy due to promotion</u> | | | | |
| <u>\$107,476</u> | <u>\$25,000.00</u> | 14001101 | 50660 | 53180 | Assistant City Engineer | <u>\$25,720.00</u> |
| | Reason: | <u>Excess due to previous vacancy</u> | | | | |
| <u>\$40,789</u> | <u>\$15,000.00</u> | 60081001 | 50750 | 52570 | Equipment Operator | <u>\$26,536.00</u> |
| | Reason: | <u>Excess due to vacancy</u> | | | | |
| <u>\$165,918</u> | <u>\$24,000.00</u> | 60081001 | 50850 | 52570 | Treatment Plant Operator | |
| | Reason: | <u>Excess due to previous vacancy</u> | | | | |
| <u>\$131,079</u> | <u>\$9,000.00</u> | 60085001 | 50850 | 52570 | Treatment Plant Operator | |
| | Reason: | <u>Excess due to vacancy</u> | | | | |
| | <u>\$121,000.00</u> | Total | | | | <u>\$121,000.00</u> |
| | | | | | Total | <u>\$121,000.00</u> |

Department Head signature: 
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