

City of Marlborough Public Meeting Posting

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Meeting Name: City Council Finance Committee

Date: March 6, 2023

Time: 6:30 PM

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

2023 FEB 14 PM 4:41

This meeting will be held in the City Council Chamber. Public attendance is permitted. The 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's website, home page (www.marlborough-ma.gov).

Order No.23-1008806: Communication from Mayor Vigeant together with Mid-Year Transfer requests totaling \$1,643,050.00 from various departments for FY23, which moves funds from and to accounts as outlined in the transfer sheets.

Order No.23-1008807: Communication from Mayor Vigeant requesting an increase in the spending limit for the public safety revolving fund for the remainder of Fiscal Year 2023 to \$203,000.00, together with proposed Order that the City Council authorizes increasing the maximum amount that may be expended from the Public Safety Revolving Fund during FY23 as set forth in Council Order No.22-1008604B-1, from \$120,000.00 to \$203,000.00.

Order No.23-1008808: Communication from Mayor Vigeant together with proposed Order to Amend the Senior Citizen Property Tax Work Off Program to increase the amount of the tax deduction from \$1,000.00 to \$1,500.00 for eligible senior citizens.

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 13, 2023

ORDERED:

PAGE 1

That the Transfer Requests totaling \$1,643,049.68 from various departments for FY23, which moves funds from and to accounts as outlined in the transfer sheets, be and is herewith referred to **FINANCE COMMITTEE.**

		FROM ACCOUNT:			TO ACCOUNT:				
Available								Available	
Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Balance
\$500,000.00	\$159,100.00	#11990006	57820	Reserve for Salaries	\$1,200.00	#16990006	57100	Ft Meadow-Instate Travel	\$0.00
	Reason:	Reserved for retirements				Fuel reimbursement increased per Mayor			
\$160,000.00	\$160,000.00	#60019906	58891	Loan Origination Fee	\$117,400.00	#2100003	51920	Police Sick Leave Buy Back	\$0.00
	Reason:	No expected sewer borrowing this fiscal year				Sick leave buyback due to 4 retirements			
\$5,906,264.80	\$76,200.00	#10000	35900	Undesignated Fund Balance	\$41,700.00	#2200003	51920	Fire Sick Leave Buy Back	\$0.00
	Reason:					Sick leave buyback due to 1 retirements			
					\$235,000.00	#2200001	50450	Firefighter	\$1,543,718.38
	Reason:					Anticipated contractual negotiations			
	\$395,300.00	Total			\$395,300.00	Total			



IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 13, 2023

ORDERED:

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CITY OF MARLBOROUGH BUDGET TRANSFERS -										
DEPT:		Treasurer/Collector				FISCAL YEAR:		2023		
FROM ACCOUNT:					TO ACCOUNT:					
Available									Available	
Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Balance	
\$42,403.63	\$25,100.00	11330002	50520	Principal Clerk	\$25,100.00	11330001	50040	Treasury/Payroll Manager	\$0.00	
Reason: Vacant position					Original assessment was amended					
\$194,690.51	\$194,690.51	11990006	53565	COVID 19	\$156,803.00	13900006	53280	Assabet Valley Regional	\$2,610,177.50	
Reason: Funds no longer needed					Original assessment was amended					
\$112,500.00	\$79,112.49	11330006	57850	Bond Issue Expense	\$98,000.00	11490006	53999	Tax Title-Other Services	\$524.42	
Reason: Costs will be offset with premiums					Aggressively going after delinquent properties					
					\$19,000.00	11440004	53999	Collector-Other Services	\$500.72	
Reason:					Aggressively going after delinquent properties					
\$298,903.00		Total			\$298,903.00	Total				



IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 13, 2023

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ORDERED:

CITY OF MARLBOROUGH										
BUDGET TRANSFERS --										
DEPT:		DPW - East Plant				FISCAL YEAR:		2023		
FROM ACCOUNT:					TO ACCOUNT:					
Available									Available	
Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Balance	
\$190,120	\$20,000.00	60081001	50850	Treatment Plant Operator	\$20,000.00	60081006	52464	Rep/Maint - East Plant	\$25,700.30	
Reason: Excess due to vacancy					Increased equipment repair					
\$66,100	\$20,000.00	60081001	50750	Equipment Operator	\$20,000.00	60081006	52464	Rep/Maint - East Plant	\$25,700.30	
Reason: Excess due to vacancy					Increased equipment repair					
\$510,044	\$183,000.00	60086006	52935	Solid Waste Disposal	\$183,000.00	60081006	55950	East Waste Water	\$25,637.81	
Reason: Less sludge than anticipated					Increased chemical cost					
\$510,044	\$35,000.00	60086006	52935	Solid Waste Disposal	\$35,000.00	60081003	51310	Overtime - Regular	\$16,588.18	
Reason: Less sludge than anticipated					Increased overtime usage					
\$258,000.00		Total			\$258,000.00	Total				



IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 13, 2023

ORDERED:

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CITY OF MARLBOROUGH BUDGET TRANSFERS -										
		DEPT: DPW - West Plant						FISCAL YEAR: 2023		
		FROM ACCOUNT:						TO ACCOUNT:		
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$510,044	\$30,000.00	60086006	52935	Solid Waste Disposal	\$30,000.00	60085003	51310	Overtime - Regular	\$21,463.62	
		Reason: Less sludge than anticipated						Increased overtime usage		
\$510,044	\$70,000.00	60086006	52935	Solid Waste Disposal	\$70,000.00	60085006	55980	West Waste Water	\$87,481.57	
		Reason: Less sludge than anticipated						Increased chemical cost		
\$510,044	\$40,000.00	60086006	52935	Solid Waste Disposal	\$40,000.00	60085006	52463	Rep/Maint - West Plant	\$2,514.03	
		Reason: Less sludge than anticipated						Additional repair/maint needed		
\$53,551	\$7,500.00	60081001	50910	Hd Treatment Plant Operator	\$7,500.00	60085006	52463	Rep/Maint - West Plant	\$2,514.03	
		Reason: Excess due to vacancy						Additional repair/maint needed		
\$147,500.00		Total			\$147,500.00	Total				

CITY OF MARLBOROUGH BUDGET TRANSFERS -										
		DEPT: DPW - Sewer						FISCAL YEAR: 2023		
		FROM ACCOUNT:						TO ACCOUNT:		
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$510,044	\$27,000.00	60086006	52935	Solid Waste Disposal	\$27,000.00	61090006	52320	Water - MWRA	\$0.00	
		Reason: Less sludge than anticipated						Increased chemical cost		
\$510,044	\$90,000.00	60086006	52935	Solid Waste Disposal	\$90,000.00	60080006	55660	Pumping Station	\$2,625.52	
		Reason: Less sludge than anticipated						Increased equipment repair		
\$117,000.00		Total			\$117,000.00	Total				



IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 13, 2023

ORDERED:

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CITY OF MARLBOROUGH BUDGET TRANSFERS -									
DEPT: DPW - Water					FISCAL YEAR: 2023				
FROM ACCOUNT:					TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$59,500	\$45,000.00	14001101	50700	Grade 2 Engineer	\$45,000.00	60080004	53110	Legal Services	\$0.00
	Reason:	Excess due to vacancy				Northborough - legal fees			
\$147,929	\$15,000.00	61090001	50690	Foreman	\$15,000.00	60080004	53110	Legal Services	\$0.00
	Reason:	Excess due to vacancy				Northborough - legal fees			
\$190,120	\$20,000.00	60081001	50850	Treatment Plant Operator	\$20,000.00	60080004	53110	Legal Services	\$0.00
	Reason:	Excess due to vacancy				Northborough - legal fees			
\$34,864	\$20,000.00	14001503	51240	Part-Time Help	\$20,000.00	60080004	53110	Legal Services	\$0.00
	Reason:	Excess due to vacancy				Northborough - legal fees			
\$100,000.00		Total			\$100,000.00	Total			

CITY OF MARLBOROUGH BUDGET TRANSFERS -									
DEPT: DPW - Facilities and Administration					FISCAL YEAR: 2023				
FROM ACCOUNT:					TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$97,950.22	\$20,000.00	11920003	50560	Custodian	\$20,000.00	11920006	52469	Rep/Maint Buildings	\$91,529.03
	Reason:	Excess due to vacancy				Increased building repair			
\$42,300.00	\$42,300.00	11920001	50291	Asst. Comm. - Facilities	\$42,300.00	13032006	52469	Rep/Maint Buildings	\$177,563.27
	Reason:	Excess due to vacancy				Increased building repair			
\$26,140.00	\$8,000.00	13032001	50291	Asst. Comm. - Facilities	\$8,000.00	11920006	53999	Other Services	\$52,639.91
	Reason:	Excess due to vacancy				Increased material cost			
\$26,140.00	\$700.00	13032001	50291	Asst. Comm - Facilities	\$700.00	14001002	50062	Financial Analyst	\$24,789.27
	Reason:	Excess due to vacancy				Former employee benefit cost			
\$71,000.00		Total			\$71,000.00	Total			



IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 13, 2023

ORDERED:

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CITY OF MARLBOROUGH BUDGET TRANSFERS -									
DEPT:		DPW - Fleet and RDF				FISCAL YEAR:		2023	
FROM ACCOUNT:						TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$66,100	\$7,000.00	60081001	50750	Equipment Operator	\$7,000.00	14001403	51310	Overtime - Regular	\$3,091.72
	Reason:	Excess due to vacancy					Usage due to vacancy		
\$66,100	\$30,000.00	60081001	50750	Equipment Operator	\$30,000.00	14003003	51310	Overtime - Regular	\$4,915.69
	Reason:	Excess due to vacancy					Usage due to vacancy		
\$37,000.00	Total					\$37,000.00	Total		

CITY OF MARLBOROUGH BUDGET TRANSFERS -									
DEPT:		FIRE				FISCAL YEAR:		2023	
FROM ACCOUNT:						TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$337,330.59	\$50,000.00	12200001	50810	Fire Lieutenant	\$50,000.00	12200006	52560	Vehicle Repair & Maint.	\$96,934.49
	Reason:	Vacancy					Cost increases due to service issues w/ fleet		
\$20,007.00	\$1,500.00	12200002	50400	Part time Clerk	\$1,500.00	12200006	51990	Meal allowance	\$940.82
	Reason:	Vacancy					Significant events requiring mutual aid from several communities increased rehab expenses		
\$337,330.59	\$10,000.00	12200001	50810	Fire Lieutenant	\$10,000.00	12200007	58512	Fire Dept Equipment	\$10,812.37
	Reason:	Vacancy					Equipment for new Squad 1		
\$55,005.86	\$15,000.00	12200003	51430	Longevity	\$15,000.00	12200007	58512	Fire Dept Equipment	\$10,812.37
	Reason:	Retirements					Equipment for new Squad 1		
\$20,007.00	\$10,000.00	12200002	50400	Part time Clerk	\$10,000.00	12200006	58590	Protective Equipment	\$22,494.80
	Reason:	Vacancy					New hire cost over runs		
\$86,500.00	Total					\$86,500.00	Total		



IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 13, 2023

ORDERED:

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CITY OF MARLBOROUGH BUDGET TRANSFERS --									
DEPT:		IT				FISCAL YEAR:		2023	
FROM ACCOUNT:					TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$50,000.00	\$29,090.00	11550002	50520	Principal Clerk - IT	\$29,750.00	11550006	53420	Telephone-City	\$12,691.00
Reason: Position vacant for part of the year					Due to upgrade of phone switches				
\$129,758.84	\$30,500.00	16100003	51261	Part-Time Library Clerks	\$29,750.00	11550006	53421	Telephone-School	\$2,533.53
Reason: Vacancies					Due to upgrade of phone switches				
\$59,500.00		Total			\$59,500.00	Total			

CITY OF MARLBOROUGH BUDGET TRANSFERS --									
DEPT:		Legal				FISCAL YEAR:		2023	
FROM ACCOUNT:					TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$29,093.62	\$8,000.00	11510001	50030	Paralegal	\$48,500.00	11510004	53110	Legal Services	\$4,552.50
Reason: Position vacant for part of the year					Needed to fully fund through June 30th				
\$5,906,264.80	\$40,500.00	10000	35900	Undesignated Fund Balance					
\$48,500.00		Total			\$48,500.00	Total			



IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 13, 2023

ORDERED:

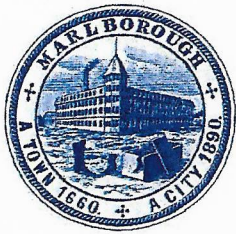
PAGE 8

CITY OF MARLBOROUGH BUDGET TRANSFERS --									
DEPT:		Human Resources				FISCAL YEAR:		2023	
FROM ACCOUNT:						TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$129,758.84	\$22,775.00	16100003	51261	Part-Time Library Clerks	\$15,000.00	11520001	50530	HR Director	\$32,102.15
Reason:		Vacancies				Needed to fully fund through June 30th			
					\$7,775.00	11520006	57380	Conference & Training	\$33,190.22
Reason:						To cover requested training through June 30th			
	\$22,775.00	Total			\$22,775.00	Total			

CITY OF MARLBOROUGH BUDGET TRANSFERS --									
DEPT:		Board of Health				FISCAL YEAR:		2023	
FROM ACCOUNT:						TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$10,595.00	\$1,071.68	15120001	50220	Sealer of Weights-BOH	\$450.00	15120003	51430	Longevity	\$0.00
Reason:		Available funds				Employee eligible but was not budgeted			
					\$621.68	15120003	51920	Sick Leave Buy Back	\$0.00
Reason:						Employee eligible but was not budgeted			
	\$1,071.68	Total			\$1,071.68	Total			

ADOPTED

ORDER NO. 23-1008794



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

2023 FEB -9 AM 11:30
MAYOR

Arthur J. Vigeant

Patricia M. Bernard
CHIEF OF STAFF

Candace McGrath
EXECUTIVE ADMINISTRATOR

February 9, 2023

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 \$1,643,050.00 from several City departments, as well as letters from department heads detailing the purposes as follows:

- The Fort Meadow Commission will require \$1,200.00 to increase the fuel reimbursement for members. Included in this transfer is \$117,400.00 for four Police Officers retirements, \$41,700 for one Firefighter retirement, and an additional \$235,000.00 for anticipated contractual negotiations.
- The Finance office will require a transfer in the amount of \$25,100.00 from the vacant Principal Clerk position to cover the newly created replacement position of Treasury/Payroll Manager. Additionally, a transfer in the amount of \$156,803.00 to offset Assabet Valley Regional Technical High School's amended assessment. Enclosed is documentation.
- The Collector's office will require a transfer of \$117,000.00 to cover the cost of tax title services for delinquent properties.
- The IT department is requiring \$59,500.00 to cover the phone upgrades for the city and school department keeping us complaint with the state regulations.
- The Fire Department will require a transfer for \$86,500.00 for equipment, equipment repair and maintenance, and emergency events that required mutual aid and increased rehabilitation expenses.

f/c

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- The Department of Public Works is requesting a transfer in the amount of \$730,500.00 to cover various expenses as outlined in Commissioner Divoll's enclosed letter.
- Human Resources is requesting \$22,775 for the HR Director's salary line item and anticipated additional training requests by department heads.
- The Board of Health will require \$1,072.00 to cover sick leave buy back and longevity that was mistakenly omitted from the FY23 budget.
- The Legal office will require \$48,500.00 to fully fund outside council due to unbudgeted services.

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,



Arthur G. Vigeant
Mayor

Enclosures

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Various

FISCAL YEAR: 2023

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$500,000.00	\$159,100.00	11990006	57820	Reserve for Salaries	\$1,200.00	16990006	57100	Fi Meadow-Instate Travel	\$0.00
	Reason:							Fuel reimbursement increased per Mayor	
\$160,000.00	\$160,000.00	60019906	58891	Loan Origination Fee	\$117,400.00	12100003	51920	Police Sick Leave Buy Back	\$0.00
	Reason:							Sick leave buyback due to 4 retirements	
\$5,906,264.80	\$76,200.00	10000	35900	Undesignated Fund Balance	\$41,700.00	12200003	51920	Fire Sick Leave Buy Back	\$0.00
	Reason:							Sick leave buyback due to 1 retirements	
	Reason:				\$235,000.00	12200001	50450	Firefighter	\$1,543,718.38
	Reason:							Anticipated contractual negotiations	
	Reason:								
	Reason:								
	Reason:								
	Reason:								
\$395,300.00	Total				\$395,300.00	Total			

Department Head signature:

Auditor signature:

Finance Director signature:

Deanne P...
Thomas J...

Memo

To: Arthur G. Vigeant, Mayor

From: Patrick Jones, Director of Finance

Date: February 6, 2023

Re: Mid-year funding request – Finance Director Budget

We have hired for the newly created position of Treasury Payroll Manager. Therefore, I am requesting an internal mid-year transfer in the amount of \$25,100 from the vacant Principal Clerk position, account #11330002-50520, to account 113230001-50040 to cover the payroll expense of this new position through June 30, 2023.

Memo

To: Arthur G. Vigeant, Mayor

From: Patrick Jones, Director of Finance

Date: February 6, 2023

Re: Mid-year funding request – Collectors Budget

Per the Auditors department request for mid-year transfers, I am requesting a total of amount of \$117,000.

There is a property that for many years that has been in tax title. The city has acquired this troubled property . The city's ownership and control of this property is being challenged in multiple courts. Litigation is ongoing, and in full thrust, and expected to be resolved in the next 18 months. Presently I am requesting a mid-year transfer into our Tax Title ledger account # 11490006-53999, in the amount of \$98,000 to cover legal fees anticipated through June 30, 2023.

Compounding this issue was the state of Massachusetts recent lifting of a three year "tax taking moratorium". Therefore, the Collectors Department was tasked with getting the city current with the tax taking process. Consequently, because of the expended Tax Title item mentioned above, we had to utilize our Other Services line item, ledger account # 11440004-53999, to pay for required processing fees such as advertisement and recording fees. Therefore, we also need to need to request an additional \$19,000 to replenish our Other Services account for expected expenses through June 30, 2023.

508-460-3730

From: Maria Silva <msilva@assabet.org>
Sent: Monday, September 26, 2022 1:47 PM
To: Patrick Jones <pjones@marlborough-ma.gov>
Cc: Ernie Houle <ehoule@assabet.org>; Elizabeth Manning <emanning@assabet.org>; Sullivan, John J (DOE) <john.j.sullivan@state.ma.us>
Subject: FY23 Assessment

Hi Patrick,

I was under the impression that when we got off the phone a couple of weeks ago, you understood the breakdown of the 1st quarter assessment. We received your assessment payment however it was not paid in full.

Based on the letter enclosed with your first assessment invoice, we were advised by DESE that we could not use our funds to reduce your MLC for FY22 in the amount of \$156,803. Please advise as to when we should be receiving the balance due.

I have cc'd Jay Sullivan from DESE on this email if you have any further questions.

Thanks!

Maria

--

Maria Silva

Assabet Valley RVSD

Director of Business Operations

215 Fitchburg Street

Marlborough, MA 01752

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

FISCAL YEAR: 2023

TO ACCOUNT:

DEPT: Treasurer/Collector
FROM ACCOUNT:
Available Balance

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$42,403.63	\$25,100.00	11330002	50520	Principal Clerk	\$25,100.00	11330001	50040	Treasury/Payroll Manager	\$0.00
	Reason:	Vacant position				Original assessment was amended			
\$194,690.51	\$194,690.51	11990006	53565	COVID 19	\$156,803.00	13900006	53280	Assabet Valley Regional	\$2,610,177.50
	Reason:	Funds no longer needed				Original assessment was amended			
\$112,500.00	\$79,112.49	11330006	57850	Bond Issue Expense	\$98,000.00	11490006	53999	Tax Title-Other Services	\$524.42
	Reason:	Costs will be offset with premiums				Aggressively going after delinquent properties			
	Reason:				\$19,000.00	11440004	53999	Collector-Other Services	\$500.72
	Reason:					Aggressively going after delinquent properties			
	Reason:								
	Reason:								
	Reason:								
	Reason:								
\$298,903.00	Total				\$298,903.00	Total			

Department Head signature: 

Auditor signature: 

Finance Director signature: 



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 8, 2023
To: Mayor Vigeant
From: Sean Divoll, P.E, DPW Commissioner *SMD*
Copy: Diane Smith, City Auditor
Re: DPW Mid-year Transfer Request

Attached herewith are mid-year budget transfer requests in the amount of \$730,500 from available funds to cover costs for the following:

1. Increase in overtime usage in various accounts;
2. Increase in costs for building maintenance and repair;
3. Increase in building maintenance material cost;
4. Unforeseen benefit cost for an employee resignation;
5. Increase in chemical cost for water treatment;
6. Unforeseen costs for pump repairs at pumping stations;
7. Increase in legal fees for ongoing litigation with Northborough;
8. Increase in equipment repair cost at the East Plant;
9. Increase in chemical costs for wastewater treatment;
10. Increase in equipment and repair cost at the West Plant.

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: DPW - East Plant

FISCAL YEAR: 2023

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$190,120	\$20,000.00	60081001	50850	Treatment Plant Operator	\$20,000.00	60081006	52464	Rep/Maint - East Plant	\$25,700.30
	Reason: Excess due to vacancy							Increased equipment repair	
\$66,100	\$20,000.00	60081001	50750	Equipment Operator	\$20,000.00	60081006	52464	Rep/Maint - East Plant	\$25,700.30
	Reason: Excess due to vacancy							Increased equipment repair	
\$510,044	\$183,000.00	60086006	52935	Solid Waste Disposal	\$183,000.00	60081006	55950	East Waste Water	\$25,637.81
	Reason: Less sludge than anticipated							Increased chemical cost	
\$510,044	\$35,000.00	60086006	52935	Solid Waste Disposal	\$35,000.00	60081003	51310	Overtime - Regular	\$16,588.18
	Reason: Less sludge than anticipated							Increased overtime usage	
	Reason:								
	Total				\$258,000.00			Total	

Department Head signature:

Auditor signature:

Comptroller signature:

[Handwritten signatures]

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: DPW - West Plant

FISCAL YEAR: 2023

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$510,044	\$30,000.00	60086006	52935	Solid Waste Disposal	\$30,000.00	60085003	51310	Overtime - Regular	\$21,463.62
	Reason:	Less sludge than anticipated				Increased overtime usage			
\$510,044	\$70,000.00	60086006	52935	Solid Waste Disposal	\$70,000.00	60085006	55980	West Waste Water	\$87,481.57
	Reason:	Less sludge than anticipated				Increased chemical cost			
\$510,044	\$40,000.00	60086006	52935	Solid Waste Disposal	\$40,000.00	60085006	52463	Rep/Maint - West Plant	\$2,514.03
	Reason:	Less sludge than anticipated				Additional repair/maint needed			
\$53,551	\$7,500.00	60081001	50910	Hd Treatment Plant Operator	\$7,500.00	60085006	52463	Rep/Maint - West Plant	\$2,514.03
	Reason:	Excess due to vacancy				Additional repair/maint needed			
	Reason:								
	Total				\$147,500.00	Total			

DPW 6 of 6

Department Head signature: _____
 Auditor signature: _____
 Comptroller signature: _____

[Handwritten Signatures]

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

FISCAL YEAR: 2023

DEPT:	DPW - Water	FROM ACCOUNT:	TO ACCOUNT:	FISCAL YEAR:	2023
Available Balance	Amount	Org Code	Object	Account Description:	Available Balance
\$59,500	\$45,000.00	14001101	50700	Grade 2 Engineer	\$0.00
	Reason:	Excess due to vacancy			
\$147,929	\$15,000.00	61090001	50690	Foreman	\$0.00
	Reason:	Excess due to vacancy			
\$190,120	\$20,000.00	60081001	50850	Treatment Plant Operator	\$0.00
	Reason:	Excess due to vacancy			
\$34,864	\$20,000.00	14001503	51240	Part-Time Help	\$0.00
	Reason:	Excess due to vacancy			
	Reason:				
	Total				
\$100,000.00	Total				
		60080004	53110	Legal Services	
		Northborough - legal fees			
		60080004	53110	Legal Services	
		Northborough - legal fees			
		60080004	53110	Legal Services	
		Northborough - legal fees			
		60080004	53110	Legal Services	
		Northborough - legal fees			
	Total				
	\$100,000.00				

Department Head signature:

Auditor signature:

Comptroller signature:


[Handwritten Signature]
[Handwritten Signature]
[Handwritten Signature]


CITY OF MARLBOROUGH
BUDGET TRANSFERS --


DEPT: DPW - Facilities and Administration

FISCAL YEAR: 2023

Available Balance	Amount	FROM ACCOUNT:	Org Code	Object	Account Description:	Amount	TO ACCOUNT:	Org Code	Object	Account Description:	Available Balance
\$97,950.22	\$20,000.00	11920003	50560	Custodian	\$20,000.00	11920006	52469	Rep/Maint Buildings	\$91,529.03		
	Reason: Excess due to vacancy						Increased building repair				
\$42,300.00	\$42,300.00	11920001	50291	Asst. Comm. - Facilities	\$42,300.00	13032006	52469	Rep/Maint Buildings	\$177,563.27		
	Reason: Excess due to vacancy						Increased building repair				
\$26,140.00	\$8,000.00	13032001	50291	Asst. Comm. - Facilities	\$8,000.00	11920006	53999	Other Services	\$52,639.91		
	Reason: Excess due to vacancy						Increased material cost				
	\$700.00	13032001	50291	Asst. Comm. - Facilities	\$700.00	14001002	50062	Financial Analyst	\$24,789.27		
	Reason: Excess due to vacancy						Former employee benefit cost				
	Reason:										
	Total				\$71,000.00	Total					

Department Head signature: 

Auditor signature: 

Finance Director signature: 

CITY OF MARLBOROUGH
BUDGET TRANSFERS --


DEPT: DPW - Fleet and RDF


FISCAL YEAR: 2023


FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$66,100	\$7,000.00	60081001	50750	Equipment Operator	\$7,000.00	14001403	51310	Overtime - Regular	\$3,091.72
	Reason:		Excess due to vacancy				Usage due to vacancy		
\$66,100	\$30,000.00	60081001	50750	Equipment Operator	\$30,000.00	14003003	51310	Overtime - Regular	\$4,915.69
	Reason:		Excess due to vacancy				Usage due to vacancy		
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
\$37,000.00	Total				\$37,000.00	Total			

Department Head signature: 

Auditor signature: 

Comptroller 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 3, 2023

Patrick Jones, Comptroller
City of Marlborough
140 Main Street
Marlborough, MA 01752

REF: MFD FY2023 Mid-Year Budget Review

Dear Mr. Jones:

In response to Auditor Diane Smith's January 13, 2023, email, please find attached a spreadsheet detailing Marlborough Fire Department's FY2023 mid-year budget review to include our year end projections. Working with Finance Assistant, Heather Clark, we have identified an anticipated surplus of \$38,000 for FY2023 (See attached). However, we also request the following adjustments (transfer requests) within our FY2023 operating budget:

Acct.# 12200003-51300	Additional Gross Overtime	\$	80,000
Acct.# 12200003-51328	Call Fire Overtime	\$	30,000
Acct.# 12200003-51490	Holiday	\$	40,000
Acct.# 12200006-51990	Meal Allowances	\$	1,500
Acct.# 12200006-52560	Vehicle Repair and Maintenance	\$	50,000
Acct.# 12200006-58590	Protective Equipment	\$	10,000
Acct.# 12200007-58512	Fire Department Equipment	\$	25,000

Kindly let us know if we can provide any additional information or answer any questions.

Sincerely,

Kevin J. Breen
Fire Chief

Heather Clark
Finance Assistant

W/Attachments

Cc: Hon. Arthur G. Vigeant, Mayor
Diane Smith, Auditor

Marlborough Fire Department FY2023 Mid-Year Budget Review Submission			Original Approp	Transfers/Adj.	Revised		SURPLUS/DEFICIT	Adjusted FY2023 Budget
2200	FIRE DEPARTMENT							
12200001	50130	FIRE CHIEF	\$ 175,484	\$ -	\$ 175,484		\$ -	\$ 175,484
12200001	50330	ASSISTANT CHIEF	\$ 276,801	\$ -	\$ 276,801		\$ -	\$ 276,801
12200001	50334	BATTALION CHIEF	\$ 387,133	\$ -	\$ 387,133		\$ -	\$ 387,133
12200001	50450	FIREFIGHTER	\$ 3,820,753	\$ (23,398)	\$ 3,797,355		\$ 100,000	\$ 3,697,355
12200001	50800	FIRE CAPTAINS	\$ 354,704	\$ -	\$ 354,704		\$ -	\$ 354,704
12200001	50805	FIRE INSPECTOR	\$ 82,093	\$ -	\$ 82,093		\$ 50,000	\$ 32,093
12200001	50810	FIRE LIEUTENANTS	\$ 733,334	\$ -	\$ 733,334		\$ 60,000	\$ 673,334
12200001	51210	CIVIL DEFENSE DIRECTOR	\$ 16,500	\$ -	\$ 16,500		\$ -	\$ 16,500
12200002	50062	FINANCE ASSISTANT	\$ 69,800	\$ -	\$ 69,800		\$ -	\$ 69,800
12200002	50400	PART TIME CLERK	\$ 20,007	\$ -	\$ 20,007		\$ 12,000	\$ 8,007
12200003	51226	FIRE DEPART/FIRST RESPONDER	\$ 105,928	\$ -	\$ 105,928		\$ -	\$ 105,928
12200003	51300	ADDITIONAL GROSS-OVERTIME	\$ 582,177	\$ -	\$ 582,177		\$ (80,000)	\$ 662,177
12200003	51324	OVERTIME/VEHICLE MAINTENANCE	\$ 46,001	\$ -	\$ 46,001		\$ -	\$ 46,001
12200003	51328	CALL FIRE OVERTIME	\$ 92,342	\$ -	\$ 92,342		\$ (30,000)	\$ 122,342
12200003	51412	HAZMAT PAY	\$ 107,500	\$ -	\$ 107,500		\$ 12,500	\$ 95,000
12200003	51430	LONGEVITY	\$ 147,230	\$ -	\$ 147,230		\$ 20,000	\$ 127,230
12200003	51440	EDUCATIONAL INCENTIVE	\$ 358,254	\$ -	\$ 358,254		\$ 10,000	\$ 348,254
12200003	51450	NIGHT SHIFT DIFFERENTIAL	\$ 154,391	\$ -	\$ 154,391		\$ -	\$ 154,391
12200003	51480	EMERGENCY MEDICAL TRAINING	\$ 229,798	\$ -	\$ 229,798		\$ 10,000	\$ 219,798
12200003	51481	OVERTIME SPECIAL SERVICES	\$ 10,000	\$ -	\$ 10,000		\$ -	\$ 10,000
12200003	51490	HOLIDAY	\$ 487,536	\$ -	\$ 487,536		\$ (40,000)	\$ 527,536
12200003	51920	SICK LEAVE BUY BACK	\$ 135,710	\$ 21,824	\$ 157,534		\$ -	\$ 157,534
12200003	51940	CLOTHING ALLOWANCE	\$ 97,250	\$ 5,390	\$ 102,640		\$ -	\$ 102,640
12200003	51980	LICENSE/PERMIT FEES	\$ 6,815	\$ -	\$ 6,815		\$ -	\$ 6,815
12200005	53490	COMMNCTN MAINT & SUPPLIES	\$ 4,350	\$ -	\$ 4,350		\$ -	\$ 4,350
12200005	55000	OPERATION SUPPLIES	\$ 20,000	\$ 936	\$ 20,936		\$ -	\$ 20,936
12200006	51990	MEAL ALLOWANCES	\$ 2,500	\$ 1,574	\$ 4,074		\$ (1,500)	\$ 5,574
12200006	52500	REP/MAINT EQUIPMENT	\$ 17,000	\$ 1,747	\$ 18,747		\$ -	\$ 18,747
12200006	52560	VEHICLE REPAIR & MAINTENANCE	\$ 238,123	\$ 46,505	\$ 284,628		\$ (50,000)	\$ 334,628
12200006	55890	EMERGENCY MANAGEMENT	\$ 23,100	\$ -	\$ 23,100		\$ -	\$ 23,100
12200006	57340	DUES & SUBSCRIPTIONS	\$ 5,000	\$ -	\$ 5,000		\$ -	\$ 5,000
12200006	58590	PROTECTIVE EQUIPMENT	\$ 71,775	\$ 54,049	\$ 125,824		\$ (10,000)	\$ 135,824
12200007	58512	FIRE DEPT EQUIPMENT	\$ 48,000	\$ 18,360	\$ 66,360		\$ (25,000)	\$ 91,360
TOTAL	FIRE DEPARTMENT		\$ 8,927,389	\$ 126,987	\$ 9,054,376		\$ 38,000	\$ 9,016,376

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: FIRE

FISCAL YEAR: 2023

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$337,330.59	\$50,000.00	12200001	50810	Fire Lieutenant	\$50,000.00	12200006	52560	Vehicle Repair & Maint.	\$96,934.49
	Reason: Vacancy							Cost increases due to service issues w/ fleet	
\$20,007.00	\$1,500.00	12200002	50400	Part time Clerk	\$1,500.00	12200006	51990	Meal allowance	\$940.82
	Reason: Vacancy								
\$337,330.59	\$10,000.00	12200001	50810	Fire Lieutenant	\$10,000.00			Significant events requiring mutual aid from several communities increased rehab expenses	\$10,812.37
	Reason: Vacancy							Equipment for new Squad 1	
\$55,005.86	\$15,000.00	12200003	51430	Longevity	\$15,000.00	12200007	58512	Fire Dept Equipment	\$10,812.37
	Reason: Retirements							Equipment for new Squad 1	
\$20,007.00	\$10,000.00	12200002	50400	Part time Clerk	\$10,000.00	12200006	58590	Protective Equipment	\$22,494.80
	Reason: Vacancy							New hire cost over runs	
	Total				\$86,500.00			Total	

Department Head signature:

Auditor signature:

Comptroller signature:

Kevin P. [Signature]
Debbie [Signature]
John [Signature]



City of Marlborough

140 MAIN STREET

MARLBOROUGH, MASSACHUSETTS 01752

TEL. (508) 460-3763 FACSIMILE (508) 481-6058

mgibbs@marlborough-ma.gov

February 8, 2023

TO: Mayor, City Council
FROM: Mark Gibbs, Information Technology Director

FY 2023 Mid-Year Review

The IT Department has been working diligently with the State due to our phone system being out of compliance for R911. To get everyone in the City and Schools compliant we needed to fast track our phone system from our obsolete system to the current IP-based system throughout the City and Schools. Moving to the new system means that every phone in the city is required to have a direct DID "inward phone number" for the R911 system, meaning that if a teacher or anyone calls 911 from a phone it must have the ability for 911 dispatchers to call the phone back directly and not go through a phone queue or a front desk to be transferred. I have attached to 2 laws (Kari's Law & RAY BAUM'S act) that are the main cause of us moving forward and making sure everyone in the City and Schools are safe, these laws have been in place since 2020.

Unfortunately, the city has been grandfathered into this old analog phone system with Verizon called centric. This older technology did not support this new type of calling and was much less expensive than the IP-based system we are moving to, hence the need for the additional \$59,500.

Thus far we have converted most departments, except for the Fire Department, for which we are waiting for grant moneys to add cabling for the new system.

I can explain in more detail the discussions with the state and how the laws work and effect the city and schools.

[Multi-line Telephone Systems – Kari's Law and RAY BAUM'S Act 911 Direct Dialing, Notification, and Dispatchable Location Requirements | Federal Communications Commission \(fcc.gov\)](#)

Thank You,
Mark

CITY OF MARLBOROUGH
BUDGET TRANSFERS -

DEPT: IT

FISCAL YEAR: 2023

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Objct	Account Description:	Amount	Org Code	Objct	Account Description:	Available Balance
\$80,000.00	\$29,000.00	11550002	50520	Principal Contr - IT	\$29,750.00	11550006	53420	Telephone-City	\$12,891.00
	Reason: Position vacant for part of the year							Due to upgrade of phone switches	
\$128,758.84	\$30,500.00	16100003	51281	Part-Time Library Clerks	\$39,750.00	11550008	53421	Telephone-School	\$2,533.53
	Reason: Vacancies							Due to upgrade of phone switches	
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
\$59,500.00	Total				\$59,500.00	Total			

Department Head signature:
Auditor signature:
Finance Director signature:

[Handwritten signatures]



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

BEATRIZ R. ALVES
PARALEGAL

February 8, 2023

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

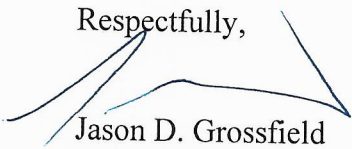
Re: Mid-Year Transfer – FY 23

Dear Honorable Mayor Vigeant:

Enclosed please find a transfer request to the legal services account to maintain anticipated necessary funds being available for legal services, due to unbudgeted outside counsel services associated with various legal matters.

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

Respectfully,


Jason D. Grossfield
City Solicitor

Enclosure

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Legal FISCAL YEAR: 2023

FROM ACCOUNT:

TO ACCOUNT:

Available Balance

Available Balance

Amount

Org Code Object Account Description:

Amount

Org Code Object Account Description:

\$29,093.62

11510001 50030 Paralegal

\$48,500.00

11510004 53110 Legal Services

Position vacant for part of the year

10000 35900 Undesignated Fund Balance

Needed to fully fund through June 30th

Reason:

\$5,906,264.80

\$40,500.00

Reason:

Reason:

Reason:

Reason:

Reason:

\$48,500.00

Total

\$48,500.00

Total

Department Head signature:

Auditor signature:

Finance Director signature:

[Handwritten signature]
[Handwritten signature]
[Handwritten signature]

Memo

To: Arthur G. Vigeant, Mayor

From: John Harmon, Director of Human Resources

Date: February 8, 2023

RE: Mid-year funding request – Human Resources Budget

Per the Auditor's department request for mid-year transfers, I am requesting the following transfers for a total of \$22,775.

The HR Director salary line has been used to pay for a few Human Resources Directors during the FY23 budget. This has created a need for additional funds in the salary line. Therefore, I am requesting a mid-year transfer into our Human Resources Director account #11520001-50530, in the amount of \$15,000 to cover the anticipated salary needs through June 30, 2023.

The Conference and Training account #11520006-57380 has allocated funds to cover the departments' upcoming trainings. There have been requests exceeding the training budget. Therefore, I am requesting \$7,775.00 in additional funds to cover the current requests for expected expenses through June 30, 2023.

CITY OF MARLBOROUGH
BUDGET TRANSFERS -

DEPT:

Human Resources

FISCAL YEAR:

2023

FROM ACCOUNT:

TO ACCOUNT:

Available
Balance

Amount

Org Code Object

Account Description:

Amount

Org Code Object

Account Description:

Available
Balance

\$129,758.84

\$22,775.00

16100003 51261

Part-Time Library Clerks

\$15,000.00

11520001 50530

HR Director

\$32,102.15

Reason:

Vacancies

Needed to fully fund through June 30th

Reason:

\$7,775.00

11520006 57390

Conference & Training

\$33,190.22

Reason:

To cover requested training through June 30th

Reason:

Reason:

Reason:

Reason:

\$22,775.00

Total

\$22,775.00

Total

Department Head signature:

Auditor signature:

Finance Director signature:

[Handwritten signatures]



CITY OF MARLBOROUGH

BOARD OF HEALTH

140 Main Street, Lower Level

Marlborough, Massachusetts 01752

Facsimile (508) 460-3638 TDD (508) 460-3610

James Griffin, Chair

Joseph Tennyson, MD, Vice Chair

Tel (508) 460-3751

MEMORANDUM

To: Mayor Vigeant

From: John Garside, Director of Public Health

Date: 2/8/2023

Subject: Midyear BOH budget transfer request

Principal Clerk Tina Nolin's line item is short \$1,072. She was paid slbb and longevity that was not budgeted correctly. The Sealer's line item has an excess to accommodate. Thank you.



IN CITY COUNCIL

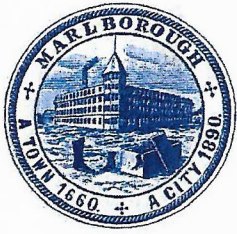
Marlborough, Mass., FEBRUARY 13, 2023

ORDERED:

That the City Council authorizes increasing the maximum amount that may be expended from the Public Safety Revolving Fund during fiscal year 2023 as set forth in Council Order No. 22-1008604B-1, from \$120,000.00 to \$203,000.00, be and is herewith referred to the **FINANCE COMMITTEE**

ADOPTED

ORDER NO. 23-1008807
X 22-1008604B-1



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2023 FEB -9 AM 11:30

7

City of Marlborough
Office of the Mayor

Arthur G. Vigeant
MAYOR

Patricia M. Bernard
CHIEF OF STAFF

Candace McGrath
EXECUTIVE ADMINISTRATOR

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

February 9, 2023

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

Re: Request to increase Public Safety Revolving Fund

Honorable President Ossing and Councilors:

Enclosed for your review and acceptance is an order to increase the spending limit for the Public Safety Revolving Fund for the remainder of Fiscal Year 2023 to \$203,000.00

Patriot Ambulance pays annual dispatch fees to the City in the amount of \$116,869.80 that may be used for any public safety expenditures. Enclosed is a summary of the account and expenditures to date. Chiefs Breen and Giorgi anticipate utilizing this fund for additional training and equipment upgrades through year's end.

Please let me know if you have any questions.

Thank you in advance for your cooperation.

Sincerely,


Arthur G. Vigeant
Mayor

Enclosures

f/c



CITY OF MARLBOROUGH

Office of the City Auditor

140 Main St.

Marlborough, MA 01752

February 8, 2023

MEMORANDUM

TO: Mayor Arthur G. Vigeant

FROM: Diane Smith, City Auditor

DS

RE: Public Safety Training Revolving Account

The income and expenditures of the Public Safety Training Revolving account are as follows:

Beginning balance as of July 1, 2022	\$ 86,067.42
Funds received to date	116,869.80
Expenditures to date-	
Police Academy	(22,400.00)
Federal Ammunition	(4,448.70)
Hazardous Materials Training	(2,909.59)
Atlantic Tactical	(6,483.75)
Motorola Portable Radios	(25,335.36)
Jurek Bros Firearms & Holsters	(3,740.00)
MHQ Municipal Vehicles	(54,430.06)
Subtotal	(119,747.46)
Encumbrances	-
Balance as of February 8, 2023	\$ <u>83,189.76</u>



IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 13, 2023

ORDERED:

PAGE 1

That the Communication from the Mayor, re: Proposed Order to Amend the Senior Citizen Property Tax Work Off Program, to increase the amount of the tax deduction from \$1,000.00 to \$1,500.00 to eligible seniors, be and is herewith referred to the **FINANCE COMMITTEE**.

WHEREAS, the City of Marlborough accepted Massachusetts General Laws Chapter 59, § 5K (City Council Order No. 12-1004062) authorizing the establishment of a property tax work-off program for senior citizens beginning in FY 2013;

WHEREAS, the City adopted local rules for the program as set forth in City Council Order No. 12-1004062, later amended in 2019 by City Council Order No. 19-1007547;

WHEREAS, the City seeks to increase the maximum abatement that senior citizen volunteers may earn for a fiscal year in this program from \$1,000.00 to \$1,500.00;

NOW THEREFORE, it is hereby ordered that the City adopts the following local rules for the program, superseding the above-referenced prior adopted local rules, effective _____:

CITY OF MARLBOROUGH

SENIOR CITIZEN PROPERTY TAX WORK-OFF ABATEMENT PROGRAM RULES

- A. Age. The individual applying to participate in the program must have attained the age of sixty (60) years prior to the start of the tax year for which that applicant seeks a reduction in his or her real property tax obligation.
- B. Property Ownership. The applicant seeking the reduction must have resided in the City for at least five (5) consecutive calendar years prior to the start of the tax year for which that applicant seeks a reduction in his or her real property tax obligation.

The property as to which the tax reduction is sought must be owned by, or serve as the primary residence of, the applicant seeking the reduction. Qualified rental properties must be owner-occupied.

The property as to which the tax reduction is sought shall be eligible for only one (1) abatement per tax year, no matter how many individuals may be the record owners of that property.

- C. Qualifications. The applicant seeking the reduction must have annual gross income, as calculated by the Department of Revenue, that qualifies for the senior circuit breaker tax credit in the calendar year prior to the start of the tax year for which that applicant seeks a reduction in his or her real property tax obligations.

No individual is eligible to seek a reduction in his or her real property tax obligations if, for the tax year he or she would otherwise be eligible, he or she is employed by the City of Marlborough on either a full-time or part-time basis.



IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 13, 2023

PAGE 2

ORDERED:

All individuals will be required to disclose any potential or perceived conflicts of interest on their application, including but not limited to, residing in the same residence or household with a full or part-time City employee, and working for a business or entity that performs contractual services for the City.

D. Maximum Abatement and Hourly Rate The maximum abatement that a participant may earn is \$1,500.00 per fiscal year. A participant will receive credit for their services at an hourly rate equal to the state's minimum wage rate (currently \$15.00 per hour, therefore, a participant must work a total of 100 hours to receive the maximum abatement).

E. Program Administration Limitations If the number of eligible applicants for this program exceeds the number of available positions in a given fiscal year, a lottery shall be held by the Council on Aging to determine placement. From time to time, eligible applicants who possess unique skills or talents that would aid municipal operations may be placed in positions upon direct approval of the Mayor. The number of annual participants will not exceed 30 (fractional volunteers can be combined to equal one participant) without prior City Council approval.

The Council on Aging, in cooperation with the Assessor's Office and the Personnel Department of the City, shall have the responsibility to maintain a record for each applicant participating in the program, including but not limited to records for the number of hours of service volunteered by each applicant and the total amount by which his or her real property tax obligation has been reduced on his or her tax bill. A copy of such records shall be provided to the applicant prior to the issuance of his or her actual tax bill.

Prior to the end of each fiscal year, the Mayor's office shall furnish an annual report and summary of this program to the City Council.

Be and is herewith referred to the **FINANCE COMMITTEE**.

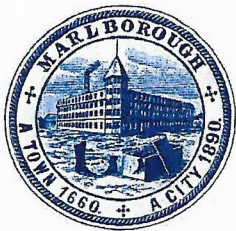
ADOPTED

ORDER NO. 23-1008808

X 12-1004062A

X 19-1007547B

8



City of Marlborough
Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2023 FEB -9 AM 11:30

Arthur G. Vigeant
MAYOR

Patricia M. Bernard
CHIEF OF STAFF

Candace McGrath
EXECUTIVE ADMINISTRATOR

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

February 9, 2023

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

Re: Proposed amended order for Senior Citizen Tax Work Off program

Honorable President Ossing and Councilors:

Enclosed for your review and acceptance is a proposed amended order that would allow the City to increase the amount of tax reduction from \$1,000.00 to \$1,500.00 to eligible senior citizens who participate in the Senior Citizen Tax Work Off Program (SCRPT) in exchange for 100 hours of work. These changes will be effective March 1, 2023 based on City Council approval.

The program will continue to be funded through the Overlay Account.

This increase will be beneficial to our eligible seniors who are on fixed incomes and struggle with the increase in groceries and average cost of living expenses.

Please let me know if you have any questions.

Thank you in advance for your cooperation.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure

**PREVIOUS ORDERS
RELATED TO
SENIOR TAX WORK
OFF PROGRAM**

12-1004062A

19-1007547B



IN CITY COUNCIL

Marlborough, Mass., MARCH 25, 2019

ORDERED:

That the City Council of the City of Marlborough hereby amends City Council Order No. 12-1004062A (copy attached), as follows:

1. By deleting provision f) in its entirety and inserting in place thereof the following:

The applicant seeking the reduction must have annual gross income, as calculated by the Department of Revenue, that qualifies for the senior circuit breaker tax credit in the calendar year prior to the start of the tax year for which that applicant seeks a reduction in his or her real property tax obligations.

2. By deleting provision i) in its entirety and inserting in place thereof the following:

If the number of eligible applicants for this program exceeds the number of available positions in a given fiscal year, a lottery shall be held by the Council on Aging to determine placement. From time to time, eligible applicants who possess unique skills or talents that would aid municipal operations may be placed in positions upon direct approval of the Mayor. The number of annual participants will not exceed 30 (fractional volunteers can be combined to equal one participant) without prior City Council approval.

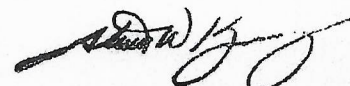
3. By deleting provisions k) and m) in their entirety.
4. By re-numbering provision l) as provision k), and provision n) as provision l).

Be and is herewith **APPROVED**.

ADOPTED
In City Council
Order No. 19-1007547B

Approved by Mayor
Arthur G. Vigeant
Date: March 28, 2019

A TRUE COPY
ATTEST:


Acting City Clerk



IN CITY COUNCIL

Marlborough, Mass., _____

JULY 23, 2012

PAGE 1

ORDERED:

Suspension of the rules requested – granted

THAT the City Council for the City of Marlborough hereby accepts the provisions of M.G.L. c. 59, § 5K, which authorizes the City to establish a program for persons over the age of sixty (60) to volunteer their services to the City in exchange for a reduction, not to exceed \$1,000.00 in a given tax year, in the real property tax obligations of such persons;

AND, FURTHER, THAT, pursuant to M.G.L. c. 59, § 5K, the City Council for the City of Marlborough hereby adopts the following provisions regarding the implementation of this program:

- a) The program is to begin in Fiscal Year (tax year) 2013;
- b) The individual applying to participate in the program must have attained the age of sixty (60) years prior to the start of the tax year for which that applicant seeks a reduction in his or her real property tax obligation;
- c) The applicant seeking the reduction must have resided in the City for at least five (5) consecutive calendar years prior to the start of the tax year for which that applicant seeks a reduction in his or her real property tax obligation;
- d) The property as to which the tax reduction is sought must be owned by, or serve as the primary residence of, the applicant seeking the reduction. Qualified rental properties must be owner-occupied;
- e) The property as to which the tax reduction is sought shall be eligible for only one (1) abatement per tax year, no matter how many individuals may be the record owners of that property;
- f) The applicant seeking the reduction must have an annual gross income less than \$52,000 if a single filer, less than \$65,000 if filing as Head of Household, or less than \$78,000 if filing married or jointly, for the calendar year prior to the start of the tax year for which that applicant seeks a reduction in his or her real property tax obligations;
- g) No individual is eligible to seek a reduction in his or her real property tax obligations if, for the tax year he or she would otherwise be eligible, he or she is employed by the City of Marlborough on either a full-time or part-time basis;
- h) All individuals will be required to disclose any potential or perceived conflicts of interest on their application, including but not limited to, residing in the same residence or household with a full or part-time City employee, and working for a business or entity that performs contractual services for the City;



IN CITY COUNCIL

JULY 23, 2012

Marlborough, Mass., _____ PAGE 2

ORDERED:

- i) If the number of eligible applicants for this program exceeds the number of available positions in a given fiscal year, a lottery shall be held to determine placement. From time to time, eligible applicants who possess unique skills or talents that would aid municipal operations may be placed in positions upon direct approval of the Mayor. The number of annual participants will not exceed 25 (fractional volunteers can be combined to equal one participant) without prior City Council approval;
- j) The Council on Aging, in cooperation with the Assessor's Office and the Personnel Department of the City, shall have the responsibility to maintain a record for each applicant participating in the program, including but not limited to records for the number of hours of service volunteered by each applicant and the total amount by which his or her real property tax obligation has been reduced on his or her tax bill. A copy of such records shall be provided to the applicant prior to the issuance of his or her actual tax bill;
- k) The Mayor's office will approve and authorize the placement of all program participants and the corresponding departments in which they are placed, and shall make such authorizations known to the City Council within 30 days of placement;
- l) Prior to the end of each fiscal year, the Mayor's office shall furnish an annual report and summary of this program to the City Council;
- m) During the annual Tax Classification process, the Mayor shall forward a request to the City Council to fund the program through the Overlay Account; and
- n) No provisions of this order shall be changed unless approved by the Mayor and City Council.

Yea: 11- Nay: 0

Yea: Delano, Jenkins, Elder, Tunnera, Seymour, Clancy, Landers, Ossing, Pope, Oram & Robey

ADOPTED

In City Council

Order No. 12-1004062A

Approved by Mayor

Arthur G. Vigeant

Date: July 26, 2012

A TRUE COPY

ATTEST:

City Clerk