

City of Marlborough Public Meeting Posting

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Meeting Name: City Council Finance Committee

2023 APR 12 PM 4:09

Date: April 19, 2023

Time: 7:00 PM

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

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).

04-10-23 – Order No.23-1008850: Communication from Mayor Vigeant together with Transfer requests totaling \$748,290.00 from Economic Development to MEDC Funding for the FY2024
-REFER TO FINANCE

04-10-23 – Order No.23-1008851: Communication from Mayor Vigeant together with Transfer request in the amount of \$393,854.64 from PEG Funds [Public Educational and Government Access Channels] to Marlborough Cable Trust to fund WMCT-TV's operations and capital requests for FY2024
-REFER TO FINANCE

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., APRIL 10, 2023

ORDERED:

PAGE 1

That the Transfer Requests totaling \$748,290.00 from Economic Development to MEDC Funding for the FY 2024 Operating Budget for MEDC (\$648,290.00), and the Economic Development Toolbox (\$100,000.00), be and is herewith referred to **FINANCE COMMITTEE**.

CITY OF MARLBOROUGH										
BUDGET TRANSFERS --										
DEPT:		Mayor				FISCAL YEAR:		2023		
FROM ACCOUNT:					TO ACCOUNT:					
Available									Available	
Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Balance	
\$1,291,812.60	\$648,290.00	27000099	42440	Economic Development	\$648,290.00	11740006	53950	MEDC Funding	\$0.00	
Reason:		To allow the MEDC to continue it's work in promoting the economic development of the City for FY24								
	\$648,290.00	Total			\$648,290.00	Total				



IN CITY COUNCIL

Marlborough, Mass., APRIL 10, 2023

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ORDERED:

CITY OF MARLBOROUGH BUDGET TRANSFERS --									
		DEPT: Mayor				FISCAL YEAR: 2023			
FROM ACCOUNT:					TO ACCOUNT:				
Available									Available
Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Balance
\$1,291,812.60	\$100,000.00	27000099	42440	Economic Development	\$100,000.00	11740006	53950	MEDC Funding	\$0.00
Reason:		To replenish the Economic Development Toolbox for FY24							
	\$100,000.00	Total			\$100,000.00	Total			

ADOPTED

ORDER NO. 23-1008850



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
APR -6 AM 11:50

City of Marlborough
Office of the Mayor

4
Arthur G. Vigeant
MAYOR

Patricia M. Bernard
CHIEF OF STAFF

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

Meredith Roberts
INTERIM
EXECUTIVE ADMINISTRATOR

April 6, 2023

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

Re: Transfer request to fund the Marlborough Economic Development Corp.

Honorable President Ossing and Councilors:

Enclosed please find two transfer requests from Economic Development to the Marlborough Economic Development Corp. (MEDC) in the amount of \$648,290.00 to fund the operating budget and special projects, as well as \$100,000.00 to fund the Economic Development Toolbox to support small business.

Marlborough maintains the lowest commercial vacancy rate in the area while the MEDC continues to bring on average annually, 20 new or expanded businesses increasing job growth while supporting small businesses. *New employees potentially become new customers in our community.*

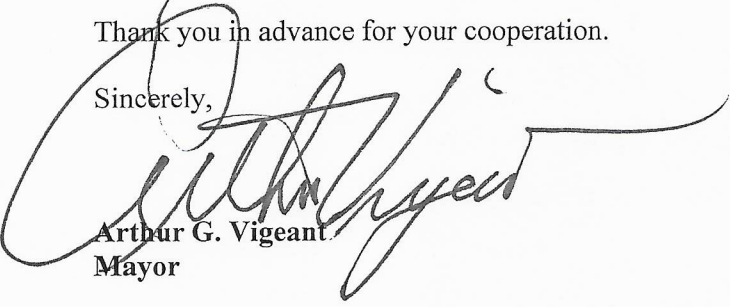
The Economic Development Toolbox will continue to help small businesses with beautification, amenities, rental assistance, and property tax-based reimbursement.

Also enclosed is the FY '24 Operating Budget for your review.

Executive Director Meredith Harris and I will be available at a future meeting to discuss.

Thank you in advance for your cooperation.

Sincerely,



Arthur G. Vigeant
Mayor


Enclosures

f/c

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT:	Mayor	FISCAL YEAR:	2023
Amount	FROM ACCOUNT:	TO ACCOUNT:	Account Description:
\$100,000.00	Org Code	Org Code	Object
\$100,000.00	27000099	11740006	53950
	42440		MEDC Funding
Reason:	To replenish the Economic Development Toolbox for FY24		
Reason:			
Reason:			
Reason:			
Reason:			
Reason:			
Total	\$100,000.00	Total	\$0.00

Department Head signature: 

Auditor signature: 

Finance Director signature: _____

ECONOMIC DEVELOPMENT FUNDING

FY2012	State Aid	\$634,334.05
FY2013	State Aid	\$644,404.83
FY2014	State Aid	\$699,949.65
9/30/2014	State Aid	\$225,891.57
12/31/2014	State Aid	\$215,368.61
3/31/2015	State Aid	\$139,754.81
6/30/2015	State Aid	\$181,957.00
9/30/2015	State Aid	\$246,477.46
12/31/2015	State Aid	\$243,518.11
3/31/2016	State Aid	\$147,152.99
6/30/2016	State Aid	\$188,289.73
9/30/2016	State Aid	\$250,636.64
12/31/2016	State Aid	\$261,571.54
3/31/2017	State Aid	\$144,194.44
6/30/2017	State Aid	\$199,405.00
9/30/2017	State Aid	\$260,640.83
12/31/2017	State Aid	\$280,764.79
3/31/2018	State Aid	\$158,551.10
6/30/2018	State Aid	\$213,203.36
9/28/2018	State Aid	\$263,084.77
12/31/2018	State Aid	\$290,454.60
3/29/2019	State Aid	\$205,890.60
6/28/2019	State Aid	\$186,235.82
9/30/2019	State Aid	\$279,841.59
12/31/2019	State Aid	\$276,743.06
3/31/2020	State Aid	\$176,712.01
6/30/2020	State Aid	\$67,841.56
9/30/2020	State Aid	\$90,942.83
12/31/2020	State Aid	\$44,716.83
3/31/2021	State Aid	\$70,231.92
6/30/2021	State Aid	\$98,171.48
9/30/2021	State Aid	\$175,161.58
12/31/2021	State Aid	\$228,184.86
3/31/2022	State Aid	\$174,026.27
6/30/2022	State Aid	\$188,679.89
9/30/2022	State Aid	\$300,600.23
12/31/2022	State Aid	\$308,263.19

Total Funding		<u>\$8,761,849.60</u>
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12/5/2011	CO# 11-1003048	-\$146,837.00
12/19/2011	CO# 11-1004004	-\$3,163.00
5/21/2012	CO# 12-1005008	-\$200,000.00
12/17/2012	CO# 12-1005205	-\$277,099.00
6/3/2013	CO# 13-1005418A	-\$499,000.00
6/30/2014	CO# 14-1005840	-\$513,915.00
6/1/2015	CO# 15-1006198A	-\$731,875.00
6/20/2016	CO# 16-1006569A	-\$647,580.00
6/20/2016	CO# 16-1006569B	-\$75,000.00
6/5/2017	CO# 17-1006923A	-\$660,077.00
6/18/2018	CO# 18-1007280A	-\$679,841.00
5/6/2019	CO# 19-1007624A	-\$699,088.00
8/26/2019	CO# 19-1007732A	-\$200,000.00
6/8/2020	CO# 20-1008019	-\$485,133.00
10/5/2020	CO# 20-1008091A	-\$440,000.00
6/21/2021	CO# 21-1008313A	-\$546,738.00
4/25/2022	CO# 22-1008581	-\$75,000.00
5/9/2022	CO# 22-1008567A	-\$589,691.00

Total Transfers		<u>-\$7,470,037.00</u>
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Available for future transfers		\$1,291,812.60
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April 5, 2023

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

RE: FY'24 Operating Budget Transfer Request & Economic Development Toolbox Fund Replenishment

Dear Mayor Vigeant:

I write to you today seeking a transfer request for MEDC's operations and special projects for FY'24, as well as a request for a separate appropriation from the City to replenish the Economic Development Toolbox fund.

On behalf of the Marlborough Economic Development Corporation (MEDC), I am herewith submitting this letter proposing MEDC's fiscal year 2024 total budget in the amount of \$693,290 and requesting a transfer of funds to MEDC in the amount of \$648,290. The reason for this reduced transfer request is due to MEDC's current staffing levels and decreased contractor services. MEDC plans to apply the unused funds in these line items to fulfill the total budget amount of \$693,290 to fund the organization's operations and special projects for FY'24.

Additionally, MEDC is requesting a separate appropriation from the City in the amount of \$100,000 to replenish the Economic Development Toolbox fund to continue to support MEDC's small business financial incentive grant programs.

I would appreciate your approving the above transfer request in the amount of \$648,290 and a separate appropriation of \$100,000 to replenish the Economic Development Toolbox fund. Please forward on to the City Council allowing MEDC an opportunity to update the City Council on our progress to date and to discuss the organization's FY'24 goals and objectives.

Thank you for your kind attention to this matter and should you have any questions please do not hesitate to contact me at your earliest convenience.

Sincerely,



Meredith Harris
Executive Director

Attachments

A: FY'24 Operational Budget

Cc: Diane Smith, City Auditor
Patrick Jones, Finance Director

Attachment A

FY'24 Operational Budget

The Marlborough Economic Development Corporation (MEDC) requests a total budget of \$693,290 to fund its' operations and special projects for FY'24 with a budget **transfer request of \$648,290**. MEDC will not be utilizing all funds as anticipated for the remainder of FY'23 in salaries and contracted services. MEDC plans to apply the unused funds to fulfill the total budget amount of \$693,290 to fund the organization's operations and special projects for FY'24.

The budget is divided into 3 categories which represent salaries, expenses and special projects. The following total budget summary consists of total line-item allocations for the above listed categories.

Salaries and Benefits

\$355,990 in personnel, employer taxes, insurance and fringe benefits are allocated to salaries and benefits.

Payroll / Total Salaries	\$296,490
Employee Benefits	\$ 33,900
Employer Payroll Taxes & Liability	\$ 25,600

Operating and Administrative Expenses

\$124,300 is allocated to operating and administrative expenses in order to conduct business.

Materials & Supplies	\$43,800
Contracted Services	\$35,800
Occupancy	\$44,700

Special Projects

\$213,000 is allocated to special projects in order for MEDC to carry out the goals and objectives of the organization.

Business Retention & Expansion	\$80,000
Hospitality & Sports Tourism	\$73,000
Urban Village & Community Development	\$10,000
City Planning Services	\$50,000

Additionally, MEDC is requesting a separate appropriation from the City in the amount of **\$100,000 to replenish the Economic Development Toolbox fund** to continue to support MEDC's small business financial incentive grant programs.

In 2015, MEDC and its' leadership team implemented these financial assistance programs as a way to attract and retain new and growing businesses to the city. Since then, the Toolbox has been helping to expand the local economy and create a business-friendly climate for entrepreneurs and companies searching for their perfect location. There are four reimbursement grant programs available that cover business expenses – amenities funding, beautification grants, rental assistance, and a property tax-based reimbursement.

To date, the Toolbox has awarded over \$400k in reimbursement grants, filled approximately 147k SF of vacant space, retained over 70 jobs and added over 230 new jobs to the market. In addition, MEDC granted about \$130k to 33 establishments in the city, which offered short term financial relief to these small businesses impacted by the COVID-19 pandemic.

Marlborough Economic Development Corporation Budget Overview July 2023 through June 2024

	Jul '23 - Jun '24
Ordinary Income/Expense	
Expense	
Payroll Expenses	
Employee Benefits	\$ 33,900.00
Employer Payroll Taxes	\$ 25,000.00
Salaries	\$ 296,490.00
Workers' Comp	\$ 600.00
Total Payroll Expenses	\$ 355,990.00
Advertising/Marketing	\$ 1,800.00
Computer Services & Licenses	\$ 9,100.00
Conferences/Meetings	\$ 3,800.00
Dues and Subscriptions	\$ 21,500.00
Insurance	\$ 3,000.00
Internet service	\$ 4,700.00
Maintenance & Repair	\$ 500.00
Media Contractor	\$ 20,000.00
Office Supplies	\$ 2,500.00
Payroll Fees	\$ 3,900.00
Phone	\$ 2,100.00
Printing and Reproduction	\$ 1,800.00
Professional Fees	\$ 7,000.00
Reimbursable Expenses	\$ 3,000.00
Rent	\$ 36,000.00
Utilities	\$ 3,600.00
Subtotal Expense	\$ 480,290.00
Special Project Expenses	
Special Projects	\$ 213,000.00
Total Special Project Expenses	\$ 213,000.00
Total Expense	693,290.00

Expenses

Expenses	MATERIALS AND SUPPLIES	Amount Requested
This category covers collectively all operating supplies and services, which are defined as consumable commodities, necessary to conduct business: for example, office and custodial supplies, printing and reproducing marketing collateral, subscriptions, postage, repairs and office maintenance, etc.		
ITEMIZE AND JUSTIFY		
Advertising/Marketing Supplies & Services (Ex. E-Newsletter & E-Survey Services, Creative Services, etc.)		\$ 1,800
Conferences/Meetings (Ex. Registration Fees for business events, luncheons, receptions & misc. attendance & hosting expenditures)		\$ 3,800
Maintenance & Repair (Ex. Office Water Dispenser Cleaning, Office Fixtures & Dry Cleaning/Carpet Cleaning)		\$ 500
Membership Fees/Subscriptions (Ex. CoStar Realty Services, Yearly Newspaper Subscriptions & Membership Dues)		\$ 21,500
Office Supplies (Ex. Paper, pens, notepads, binders, paper clips, staples, labels, coffee, water, etc. - Including small/light office equip <\$100)		\$ 2,500
Printing & Reproduction (Ex. Kyocera Copier Services, Re-print Marketing Collateral & Special Article Poster Prints)		\$ 1,800
Reimbursable Expenses (Ex. Employee mileage for business use, office supplies, etc.)		\$ 3,000
Website Services (Ex. Hosting Services, Domains, Internet)		\$ 6,400
Office Equipment >\$1000 (Ex. Server, Laptop replacement for staff)		\$ 2,500
TOTAL MATERIALS & SUPPLIES		\$ 43,800

Expenses

Expenses	CONTRACTED SERVICES			
Covers operating services obtained by contract with outsourced vendor. For example: accounting services, marketing & communications vendor, payroll services, etc.				
ITEMIZE AND JUSTIFY:				
Accounting/Book Keeping				
- CPA on Retainer/Yearly Filings			\$7,000	
- Annual Financial Audit				
- Fiscal End Process				
Professional/Consultant Fees				
Media Contractor			\$20,000	
IT Services				
- Tech on Retainer/Maintenance			\$4,900	
- Computer Services & Licenses				
ADP Payroll Services				
- Processing Charges/Fees			\$3,900	
- Tax Services				
- Year End Processing				
TOTAL			\$35,800	

Expenses

Expenses	OCCUPANCY		Requested Amount
Marlborough Economic Development Corporation (MEDC) 91 Main Street, Suite 203A / 203B / 204			
Lease Agreement			\$ 36,000
Directors & Office Liability Insurance			\$ 3,000
Utilities			\$ 5,700
- Phone Services			
- Electricity Supply			
TOTAL			\$ 44,700

Expenses

Expenses	SPECIAL PROJECTS	AMOUNT FY24
SPECIAL PROJECTS:		
Business Retention & Expansion		
Founders Reception	Annual Thank You event	\$ 5,000
Marketing Collateral	General MEDC Ads/Marketing Collateral (i.e. RLF Program, Toolbox, Flyers, etc.)	\$ 3,500
Co-hosted Business Event(s)	Marlborough Community events	\$ 5,000
Hosted Outreach Events (Attraction)	4 Outreach events (i.e. w/ MassEcon - Site Selectors, BIO International)	\$ 10,000
Job Fair / Workshops	Annual Workforce events	\$ 5,000
Conferences, Meetings, Events & Tradeshows	Conferences, Business Meetings, Events, Tradeshows (i.e. AUVSI, MD&M, CoreNet)	\$ 12,500
Focus Group/Event (Retention)	Targeted event (i.e. Commercial Brokers)	\$ 4,000
Media Buy Branding Campaign	Targeted print/digital campaigns - Branding & Promoting Marlborough	\$ 35,000
	Total	\$ 80,000
Hospitality & Sports Tourism		
Visit-Marlborough Website	Maintenance & Development	\$ 3,000
Marlborough Restaurant Association - Training	Training Initiative (ServSafe & CPR classes)	\$ 12,500
Hospitality Business Development	Hotel / Restaurant & Sports Tourism (i.e. Dine Local, Be Local, Restaurant Week)	\$ 12,500
Phantom Gourmet	Marketing Partnership	\$ 45,000
	Total	\$ 73,000
Urban Village Development / Community		
Downtown & French Hill Beautification	Lighting, Landscaping, Flags, Signs, etc.	
	Total	\$ 10,000
City Services		
City Planning Services - City of Marlborough	Analysis & Technical Assistance	\$ 50,000
	Total	\$ 50,000
	TOTAL SPECIAL PROJECTS	\$ 213,000

Marlborough Economic Development Corporation
Profit & Loss
 July 2022 through March 2023

	Jul '22 - Mar 23
Ordinary Income/Expense	
Income	
4020 · Economic Development Fund	442,268.28
4030 · Cultural District Grant	15,000.00
4035 · Transportation Fund	
4045 · Marlborough Shuttle Bus	250,000.00
Total 4035 · Transportation Fund	250,000.00
4055 · REDO Grant	17,733.10
49900 · Uncategorized Income	0.00
Total Income	725,001.38
Gross Profit	725,001.38
Expense	
Payroll Expenses	
5096 · Short Term Disability	165.84
5150 · Dental Insurance	319.69
5160 · ER Taxes	16,080.77
5165 · Health Insurance	5,772.31
5170 · Salaries	194,404.36
5270 · Retirement Plan	5,534.10
Total Payroll Expenses	222,277.07
5000 · Permit Fees	26.74
5005 · Advertising/Marketing	36,769.75
5030 · Computer Services & Licenses	1,657.17
5035 · Conferences/Meetings	7,734.94
5045 · Contracted Services	173,028.44
5050 · Contributions	355.50
5060 · Dues and Subscriptions	19,834.98
5065 · Events	8,425.15
5070 · Gifts and Promotions	303.95
5075 · Grants Awarded	
Reimbursement Grant	42,400.00
Total 5075 · Grants Awarded	42,400.00
5076 · Insurance	
5080 · Director's insurance	2,556.00
5085 · General Liability	2,932.20
Total 5076 · Insurance	5,488.20
5100 · Internet service	3,294.92
5105 · Maintenance & Repair	6,390.99
5135 · Media Contractor	12,915.00
5140 · Office Supplies	8,651.41
5180 · Payroll Fees	3,227.82
5185 · Phone	1,486.95
5190 · Postage and Delivery	243.00
5195 · Printing and Reproduction	1,544.04
5205 · Professional Fees	28,340.71
5210 · Reimbursable Expenses	
5215 · Cell Phone	958.39
5220 · Meals	965.45
5225 · Mileage	547.19
5230 · Travel Business	1,660.96
5210 · Reimbursable Expenses - Other	25.23
Total 5210 · Reimbursable Expenses	4,157.22
5235 · Rent	26,356.50
5240 · Service Charges	-56.11
5245 · Software	1,794.08
5260 · Utilities	2,296.82
5265 · Web design and maintenance	7,312.05
Total Expense	626,257.29
Net Ordinary Income	98,744.09
Net Income	98,744.09



IN CITY COUNCIL

Marlborough, Mass., APRIL 10, 2023

ORDERED:

That the Transfer Request in the amount of \$393,854.64 from PEG Funds to Marlboro Cable Trust to fund the operation of WMCT-TV for FY 2024, be and is herewith referred to **FINANCE COMMITTEE.**

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

CITY OF MARLBOROUGH									
BUDGET TRANSFERS --									
		DEPT: Mayor				FISCAL YEAR: 2023			
FROM ACCOUNT:					TO ACCOUNT:				
Available									Available
Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Balance
\$644,371.44	\$393,854.64	27000099	47750	Receipts Reserved-PEG Funds	\$393,854.64	89000	25581	Marlboro Cable Trust	\$0.00
Reason:		To fund WMCTS FY24 Budget							
	\$393,854.64	Total			\$393,854.64	Total			

ADOPTED

ORDER NO. 23-1008851

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH



City of Marlborough
Office of the Mayor

APR 10 AM 8:48
Arthur G. Vigeant
MAYOR

Patricia M. Bernard
CHIEF OF STAFF

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

Meredith Roberts
INTERIM EXECUTIVE
ADMINISTRATOR

April 6, 2023

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

Re: Transfer requests to fund WMCT-TV's operations and capital requests for FY24

Honorable President Ossing and Councilors:

Enclosed for your review and acceptance is a transfer request in the amount of \$393,854.64 for operational costs and WMCT-TV's capital items from the Marlborough Public Educational and Government Access Channels (PEG).

You may recall that you approved a \$100,000.00 transfer earlier this year, and that funding combined with \$133,120.00 remaining funds and the enclosed transfer will cover the full \$526,974.64 FY24 operating budget and capital requests. Also enclosed is the WMCT-TV operating budget and capital items for review.

WMCT-TV plans to replace outdated and broken equipment and purchase additional equipment for streaming services from remote locations as outlined in the enclosed worksheet.

Executive Director Ryan Maylar has done an exceptional job with enhancing the studio, and I recommend stopping by if you haven't seen it. Due to his successful community outreach, he's able to bring new programming to the studio.

Mr. Maylar and I will be on hand at a future meeting to answer any questions.

Thank you in advance for your cooperation.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

FISCAL YEAR: 2023

Mayor

DEPT:

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$644,371.44	\$393,854.64	27000099	47750	Receipts Reserved-PEG Funds	\$393,854.64	89000	25581	Marlboro Cable Trust	\$0.00

Reason: To fund WMCT'S FY24 Budget

Reason:

Reason:

Reason:

Reason:

Total \$393,854.64

Total \$393,854.64

Department Head signature:

Auditor signature:

Finance Director signature:

[Handwritten Signature]

PEG FEES

8/29/2017 Verizon	\$111,192.81
8/29/2017 Comcast	\$105,212.77
11/7/2017 Comcast	\$104,451.39
11/29/2017 Verizon	\$108,894.94
2/27/2018 Verizon	\$105,934.98
2/27/2018 Comcast	\$105,579.17
4/2/2018 Verizon-franchise	\$3,295.50
5/8/2018 Comcast	\$96,069.98
5/21/2018 Verizon	\$107,727.46
8/23/2018 Comcast	\$95,348.01
8/23/2018 Verizon	\$103,894.13
11/16/2018 Comcast	\$94,728.72
12/4/2018 Verizon	\$102,511.93
2/20/2019 Comcast	\$95,246.35
2/20/2019 Verizon	\$97,007.90
3/4/2019 Verizon-franchise	\$5,026.30
3/25/2019 Verizon-annual fee	\$2,997.00
3/25/2019 Comcast-annual	\$3,208.00
5/17/2019 Comcast	\$92,916.51
5/31/2019 Verizon	\$99,268.12
8/15/2019 Comcast	\$91,956.97
8/15/2019 Verizon	\$96,147.32
10/31/2019 Verizon-franchise	\$4,981.72
11/27/2019 Comcast	\$91,515.93
11/27/2019 Verizon	\$96,284.00
2/19/2020 Verizon	\$95,552.00
2/19/2020 Comcast	\$91,062.00
3/6/2020 Comcast	\$3,039.00
3/26/2020 Verizon	\$2,699.00
5/21/2020 Verizon	\$106,515.37
5/21/2020 Comcast	\$90,576.14
8/14/2020 Comcast	\$88,411.98
8/31/2020 Verizon	\$87,273.27
11/25/2020 Comcast	\$89,038.41
11/25/2020 Verizon	\$85,497.52
2/19/2021 Comcast	\$86,807.95
2/19/2021 Verizon	\$84,913.83
3/26/2021 Xfinity	\$2,736.00
4/27/2021 Verizon	\$2,397.00
5/12/2021 Verizon	\$73,186.77
5/17/2021 Comcast	\$88,389.83
6/24/2021 Verizon	\$19,114.97
8/24/2021 Verizon	\$76,754.57
11/16/2021 Comcast	\$87,055.28
11/30/2021 Verizon	\$81,924.58

12/23/2021 Comcast	\$85,384.78
2/28/2022 Comcast	\$87,283.11
2/28/2022 Verizon	\$81,969.36
3/22/2022 Verizon	\$2,163.00
3/31/2022 Comcast	\$2,454.50
5/31/2022 Verizon	\$94,515.87
5/31/2022 Comcast	\$88,354.82
8/18/2022 Verizon	\$76,366.48
8/31/2022 Comcast	\$86,708.21
11/30/2022 Verizon	\$69,874.97
11/30/2022 Comcast	\$85,182.89
2/8/2023 Verizon	\$71,134.25
2/17/2023 Verizon	\$3,685.71
2/28/2023 Comcast	\$83,531.36
3/20/2023 Verizon	\$1,937.50

Total Funding	<u>\$4,284,890.19</u>
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12/18/2017 co#17-1007095A	-\$282,100.00 IT
5/21/2018 co# 18-1007263A	-\$355,519.00 WMCT FY19 Budget
10/15/2018 co# 18-1007352A	-\$254,000.00 IT
3/11/2019 co# 19-1007565A	-\$510,832.30 WMCT FY20 Budget
9/9/2019 co# 19-1007730A	-\$220,000.00 IT
9/23/2019 co# 19-1007751A	-\$30,000.00 WMCT Capital
3/23/2020 co# 20-1007940A	-\$473,846.52 WMCT FY21 Budget
12/21/2020 co# 20-1008140	-\$80,000.00 IT
3/22/2021 co# 21-1008202A	-\$370,000.00 WMCT FY22 Budget
4/5/2021 co# 21-1008229A	-\$243,000.00 IT
7/19/2021 co# 21-1008325A	-\$213,852.00 IT
11/22/2021 co# 21-1008427A	-\$146,288.00 IT
3/28/2022 co# 22-1008525A	-\$361,080.93 WMCT FY23 Budget
2/27/2023 co# 23-1008794A	-\$100,000.00 WMCT FY23 Budget

Total Transfers	<u>-\$3,640,518.75</u>
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Available for future transfers	\$644,371.44
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91 Main Street, Suite 201
Marlborough, MA 01752

April 6, 2022

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

Mayor Vigeant,

I am writing to request the transfer of funds from The City of Marlborough's PEG Fund to Marlborough Cable Trust dba WMCT-TV to fund our FY 2024 operating and capital budget. The Fiscal Year for WMCT-TV began April 1st 2023 and ends March 31st, 2024.

The operating budget for WMCT-TV is \$502,274.64. The 2024 Capital budget is \$24,700.00. The total budget for FY 24 is \$526,974.64.

The current balance in the trust is \$133,120.00 which includes a transfer in FY 23 in the amount of \$100,000.00 and the remainder of unspent funds of \$33,120.00. Those remaining funds will carry over towards our FY 2024 total budget.

We kindly request a a transfer in the amount \$393,854.64 to fund WMCT-TV operations and capital for FY 24.

FY 24 Operational	\$502,274.64
FY 24 Capital	\$24,700.00
Total Budget FY 24	\$526,974.64
FY 23 Transfer	-\$100,000.00
FY 23 Carry Over Funds	-\$33,120.00
FY 23 Total Carry Over	-\$133,120.00
Appropriation Request	\$393,854.64

Thank you for your time and attention to this matter. Please let me know if you have any further questions or concerns.

Sincerely,

Ryan Malyar

Executive Director

Marlborough Cable Trust

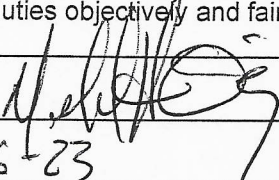
WMCT TV Budget FY 2024				
Expenditures	Budget 2023	Budget 2024	Change from FY 23 to FY24 (\$)	Change FY 23- FY24 (%)
Insurance Expense				
Directors & Officers	\$ 1,200.00	\$ 1,200.00	\$ -	0%
General Liability Insurance	\$ 5,000.00	\$ 5,000.00	\$ -	0%
Medical Insurance				
Dental Insur.	\$ 2,914.72	\$ 4,163.88	\$ 1,249.16	43%
Employee 30% Contribution	\$ (17,380.87)	\$ (24,572.16)	\$ (7,191.29)	41%
Health Insur.	\$ 57,936.24	\$ 77,743.68	\$ 19,807.44	34%
Worker's Compensation	\$ 1,200.00	\$ 1,200.00	\$ -	0%
Total Insurance Expense	\$ 50,870.09	\$ 64,735.40	\$ 13,865.31	27%
Office				
Accounting	\$ 16,000.00	\$ 10,000.00	\$ (6,000.00)	-38%
Advertising and Promotion	\$ 3,000.00	\$ 3,000.00	\$ -	0%
Continued Education	\$ 2,000.00	\$ 2,000.00	\$ -	0%
Dues and Subscriptions	\$ 3,000.00	\$ 4,000.00	\$ 1,000.00	33%
Kitchen	\$ 500.00	\$ 1,000.00	\$ 500.00	100%
Office Supplies	\$ 2,000.00	\$ 2,000.00	\$ -	0%
Postage and Delivery	\$ 100.00	\$ 100.00	\$ -	0%
Rent Expense	\$ 52,676.40	\$ 53,600.24	\$ 923.84	2%
Security System	\$ 350.00	\$ 350.00	\$ -	0%
State Tax	\$ 125.00	\$ 125.00	\$ -	0%
Telephone-Internet	\$ 7,000.00	\$ 7,600.00	\$ 600.00	9%
Utilities	\$ 6,000.00	\$ 6,000.00	\$ -	0%
Total Office	\$ 92,751.40	\$ 89,775.24	\$ (2,976.16)	-3%
Payroll				
ER- Employer Taxes	\$ 17,000.00	\$ 22,393.00	\$ 5,393.00	32%
Freelance Labor	\$ 2,880.00	\$ 600.00	\$ (2,280.00)	-79%
IRA ER Match	\$ 7,368.74	\$ 6,500.00	\$ (868.74)	-12%
Payroll Processing Fees	\$ 3,350.00	\$ 3,350.00	\$ -	0%
Trustee Stipends	\$ 8,100.00	\$ 8,100.00	\$ -	0%
Wages-Existing	\$ 204,425.30	\$ 231,250.00	\$ 26,824.70	13%
EE- Employee Taxes	\$ 71,825.14	\$ 61,471.00	\$ (10,354.14)	-14%
Total Wages-Existing (Wages Existing)	\$ 276,250.44	\$ 292,721.00	\$ 16,470.56	6%
Total Payroll	\$ 314,949.18	\$ 333,664.00	\$ 18,714.82	6%
Production				
Gas-TRAVEL	\$ 1,500.00	\$ 600.00	\$ (900.00)	-60%
Meals and Entert.-TRAVEL	\$ 1,500.00	\$ 1,000.00	\$ (500.00)	-33%
Small Equip-Non Capital Less \$25	\$ 4,000.00	\$ 8,000.00	\$ 4,000.00	100%
Tech Support	\$ 2,500.00	\$ 2,000.00	\$ (500.00)	-20%
Web Development	\$ 2,500.00	\$ 2,500.00	\$ -	0%
Total Production	\$ 12,000.00	\$ 14,100.00	\$ 2,100.00	18%
Total Expenditures	\$ 470,570.67	\$ 502,274.64	\$ 31,703.97	7%

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

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2023 APR -7 AM 7:33

PUBLIC EMPLOYEE INFORMATION	
Name of public employee:	Michael Ossing
Title or Position:	City Councilor
Agency/Department:	Marlborough City Council
Agency address:	City Hall, 2 nd Floor 140 Main Street Marlborough, MA 01752
Office Phone:	(508) 460-3711
Office E-mail:	citycouncil@marlborough-ma.gov
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
APPEARANCE OF FAVORITISM OR INFLUENCE	
Describe the issue that is coming before you for action or decision.	I am a member of the Marlborough City Council and currently serve as the City Council President. A request has been submitted by the Mayor to the City Council requesting that the Council approve a transfer of \$393,854.64 from the PEG fee account to fund WMCT-TV operations, Marlborough's local access cable station.
What responsibility do you have for taking action or making a decision?	The above transfer request is on the April 10, 2023 City Council agenda. I will be participating in any Committee discussions as well as voting on whether to approve the transfer request at the full City Council meeting.
Explain your relationship or affiliation to the person or organization.	My wife, Linda Ossing, currently serves on the Marlborough Cable Trust Committee, which oversees expenditures on behalf of the Trust to support cable PEG access services and programming for Marlborough residents, which are provided by WMCT-TV.
How do your official actions or decision matter to the person or organization?	The PEG fee account was established as a special revenue fund when the City Council voted to accept G.L. c. 44, § 53F ^{3/4} in January 2017; see Council Order No. 16/17-1006761A. This account reserves certain cable-related fees and revenues for appropriation to, among other things, support cable PEG access services and programming for Marlborough residents. The pending transfer request, if approved by the Council, would appropriate \$393,854.64 of those funds in order to fund the WMCT-TV operations.

Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee signature:	
Date:	4-6-23

Attach additional pages if necessary.

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

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

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

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

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