

City of Marlborough Public Meeting Posting

Meeting Name: City Council Finance Committee
Date: January 29, 2024
Time: 7:00 PM
Location: City Council Chamber, 2nd Floor, City Hall, 140 Main Street

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2024 JAN 24 PM 1:21

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).

- 1) 01-22-24 – Order No.24-1009067: Communication from Mayor Dumais with Transfer in the amount of \$40,000.00 which moves funds from Free Cash to IT Equipment for Website Upgrade and Redesign Project.
- 2) 01-22-24 – Order No.24-1009068: Communication from Mayor Dumais with Transfer in the amount of \$100,000.00 from the Public Educational and Government Access Channels (PEG) Fund to fund WMCT-TV Operations.
- 3) 01-22-24 – Order No.24-1009070: Communication from Mayor Dumais with request to increase the spending limit for the Public Safety Revolving Fund from \$120,000.00 to \$143,000.00 for the remainder of FY2024.
- 4) 01-22-24 – Order No.24-1009072: Communication from Mayor Dumais with proposed amendments to the City Code, Chapter 125 “Personnel” §6 ‘Salary Schedule’ relative to positions at the Library and Public Facilities and the proposed job descriptions pursuant to Chapter 125 “Personnel” §5 ‘Preparation of Classification Descriptions’ for new positions in the Public Library and Public Facilities Departments.

THE LISTING OF TOPICS THAT THE CHAIR REASONABLY ANTICIPATES WILL BE DISCUSSED AT THE MEETING IS NOT INTENDED AS A GUARANTEE OF THE TOPICS THAT WILL HAVE BEEN DISCUSSED. NOT ALL TOPICS LISTED MAY IN FACT BE DISCUSSED, AND OTHER TOPICS NOT LISTED MAY ALSO BE BROUGHT UP FOR DISCUSSION TO THE EXTENT PERMITTED BY LAW.

The public should take due notice that the Marlborough City Council may have a quorum in attendance due to Standing Committees of the City Council consisting of both voting and non-voting members. However, members attending this duly posted meeting are participating and deliberating only in conjunction with the business of the Standing Committee.

Electronic devices, including laptops, cell phones, pagers, and PDAs must be turned off or put in silent mode upon entering the City Council Chamber, and any person violating this rule shall be asked to leave the chamber. Express authorization to utilize such devices may be granted by the President for recordkeeping purposes.



IN CITY COUNCIL

Marlborough, Mass., JANUARY 22, 2024

ORDERED:

That the Transfer Request in the amount of \$40,000.00 (Forty thousand dollars) which moves funds from Free Cash to IT Equipment for Website Upgrade & Redesign Project, be and is herewith referred to **FINANCE COMMITTEE**.

CITY OF MARLBOROUGH									
BUDGET TRANSFERS -									
		DEPT: IT				FISCAL YEAR: 2024			
FROM ACCOUNT:					TO ACCOUNT:				
Available									Available
Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Balance
\$7,602,846.40	\$40,000.00	10000	35900	Undesignated Fund	\$40,000.00	19300006	58618	IT Equipment	\$0.00
	Reason:	Website redesign							
	\$40,000.00	Total			\$40,000.00	Total			

ADOPTED

ORDER NO. 24-1009067



City of Marlborough

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

J. Christian Dumais, Mayor

Office of the Mayor

2024 JAN 18 AM 11:56

140 Main Street

Marlborough, MA 01752

(508) 460-3770

Mayor@marlborough-ma.gov

January 18, 2024

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

RE: Transfer request from Free Cash to IT Department for Website Upgrade & Redesign Project

Dear Council President Ossing and Councilors,

I am excited to share that we have begun the initial stages of the Website Upgrade & Redesign Project for the city website. We have started conversations with CivicPlus, our current website vendor, and received a favorable quote for the upgrade and redesign. In order to fund the project, I have enclosed a transfer request in the amount of \$40,000 from Free Cash to the IT Department to support the Website Design Project.

It has been almost a decade since our city website has been upgraded. Due to that, we have been limited in our ability to serve residents in a modern, accessible manner. Our city website is the central point of information for the city, its residents, business owners, stakeholders, and employees. It is imperative that we continue to invest in our city's digital infrastructure and seize fiscally responsible opportunities, such as this, to do so.

This upgrade and redesign will include improved functionality for both external and internal users, increased ADA compliance tools, additional features increasing accessibility to services for residents and business owners, and will include the cutting-edge "ChatBot" feature. I would like to particularly point out the addition of "ChatBot", which is an AI powered feature that assists our external users to better navigate the website and receive services. In addition to increased accessibility for users, the intended benefit of ChatBot is to reduce call volumes to city departments by answering basic questions and easily directing users to common services and information located on our website. It should be noted that this upgrade also includes enhanced security features that are necessary to respond to the ever-changing digital security dynamics at play throughout the world today.

This letter represents only a basic highlight of the great improvements that this upgrade and design project will bring. Which is why I am also requesting that you consider a suspension of the rules to take this matter up and vote at your February 12th meeting. We look forward to getting this project officially started to better serve the residents, business owners, employees, elected officials, and other stakeholders of our city. Should the Council grant the suspension, we can begin the process with CivicPlus immediately after and expect the project to have a timeframe of six months to completion.

I ask for your support and encourage your partnership on this project.

Please do not hesitate to contact me or my office with any questions.

Sincerely,

J. Christian Dumais
Mayor

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: IT

FISCAL YEAR: 2024

FROM ACCOUNT:

TO ACCOUNT:

Available
Balance

Amount

Org Code Object

Account Description:

Amount

Org Code Object

Account Description:

Available
Balance

\$7,602,846.40

\$40,000.00

10000 35900

Undesignated Fund

\$40,000.00

19300006 58618

IT Equipment

\$0.00

Reason:

Website redesign

Reason:

Reason:

Reason:

\$40,000.00

Total

\$40,000.00

Total

Department Head signature:

Auditor signature:

Comptroller Treasurer

Handwritten signatures for the Department Head, Auditor, and Comptroller Treasurer, each over a horizontal line.



IN CITY COUNCIL

Marlborough, Mass., JANUARY 22, 2024

ORDERED:

That the Transfer Request in the amount of \$100,000.00 (One hundred thousand dollars) which moves funds from PEG Funds to Marlborough Cable Trust to fund WMCT FY 2025 operations, 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:		2024	
	FROM ACCOUNT:				TO ACCOUNT:				
Available									Available
Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Balance
\$791,930.97	\$100,000.00	27000099	47750	Receipts Reserved-PEG Funds	\$100,000.00	89000	25581	Marlboro Cable Trust	\$0.00
	Reason:	To partially fund WMCTS FY25 Budget							
	\$100,000.00	Total			\$100,000.00	Total			

ADOPTED

ORDER NO. 24-1009068

DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST
AS REQUIRED BY G. L. c. 268A, § 23(5)(3) CLERK'S OFFICE
 CITY OF MARLBOROUGH

2024 JAN 22 PM 5:27

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 \$100,000.00 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 January 22, 2024, 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, § 53F¾ 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 \$100,000.00 of those funds to fund the WMCT-TV operations.



5

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

City of Marlborough
Office of the Mayor

2024 JAN 18 AM 11:56

J. Christian Dumais, Mayor

140 Main Street
Marlborough, MA 01752
(508) 460-3770
Mayor@marlborough-ma.gov

January 18, 2024

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

RE: Transfer request for WMCT-TV FY25 Operations

Dear Council President Ossing and Councilors,

Enclosed for your review and acceptance is a transfer request in the amount of \$100,000 from the Marlborough Public Educational and Government Access Channels (PEG) to fund WMCT-TV operations for the remainder of the fiscal year. The fiscal year for WMCT-TV is a different timeline than the city's and runs from April 1st to March 31st.

Historically, funding for the Cable Trust operating budget has been split into two fiscal years to alleviate unnecessary annual audits. A request from Mayor Vigeant was sent down on January 19, 2023, for the same amount and purpose. In addition to regular operating expenses, you will see in the enclosed letter from WMCT-TV Executive Director Ryan Malyar that these funds will support an emergency technology replacement which took place recently.

Please do not hesitate to contact myself or my office with any questions.

Sincerely,

J. Christian Dumais
Mayor

Enclosures



91 Main Street, Marlborough, MA 01752
Phone: 508-481-1373 Email: Ryan@wmct-tv.com

Mayor J. Christian Dumais
City Hall, 4th Floor
Marlborough, MA 01752
1/11/2024

Transfer request to fund WMCT-TV's operations for FY25

Mayor J. Christian Dumais:

Presented for your review and acceptance is a transfer request in the amount of \$100,000.00 from the Marlborough Public Educational and Government Access Channels (PEG Fund) to fund WMCT- TV operations.

As we have in previous years, we prefer to split the funding for the Cable Trust operating budget into two fiscal years to alleviate unnecessary annual audits. You may recall that WMCT-TV's fiscal year runs April 1st to March 31st.

A similar transfer was presented to the City Council Finance Committee in January of 2023. This year's transfer is also necessary to replenish funds that were depleted due to an emergency technology replacement that is occurring in December 2023-January 2024 at a cost of \$36,440.00. This technology expense is an emergency replacement of our failing playback system, the main component of broadcasting our content on cable television. Please let me know if you have any questions.

Total: \$100,000.00

A handwritten signature in black ink that reads "Ryan Malyar". The signature is written in a cursive, flowing style.

Ryan Malyar
Executive Director, WMCT-TV

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Mayor

FISCAL YEAR: 2024

FROM ACCOUNT:

TO ACCOUNT:

Available
Balance

Amount

Org Code Object

Account Description:

Amount

Org Code Object

Account Description:

Available
Balance

\$791,930.97

\$100,000.00

27000099

47750

Receipts Reserved-PEG Funds

\$100,000.00

89000

25581

Marlboro Cable Trust

\$0.00

Reason: To partially fund WMCT'S FY25 Budget

Reason:

Reason:

Reason:

Reason:

\$100,000.00

Total

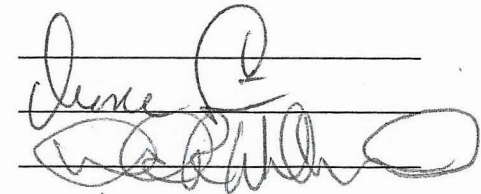
\$100,000.00

Total

Department Head signature:

Auditor signature:

Finance Director 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
3/31/2023 Comcast	\$2,131.00
5/16/2023 Verizon	\$73,194.54
5/31/2023 Comcast	\$82,403.50
8/28/2023 Verizon	\$73,601.75
8/31/2023 Comcast	\$81,776.37
11/1/2023 Verizon	\$77,500.00
11/27/2023 Verizon	\$72,495.92
11/30/2023 Comcast	\$78,311.09

Total Funding	<u>\$4,826,304.36</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 FY24 Budget
5/8/2023 co# 23-1008851A	-\$393,854.64	WMCT FY24 Budget

Total Transfers	<u>-\$4,034,373.39</u>
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Available for future transfers	\$791,930.97
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IN CITY COUNCIL

Marlborough, Mass., JANUARY 22, 2024

ORDERED:

That the Request to increase the spending limit for the Public Safety Revolving Fund from \$120,000.00 to \$143,520.00 for the remainder of FY 2024, be and is herewith referred to **FINANCE COMMITTEE**.

ADOPTED

ORDER NO. 24-1009070
X 23-1008882B



City of Marlborough

RECEIVED

CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Christian Dumais, Mayor

Office of the Mayor

2024 JAN 18 AM 11:56

140 Main Street

Marlborough, MA 01752

(508) 460-3770

Mayor@marlborough-ma.gov

January 18, 2024

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

RE: Request to increase Public Safety Revolving Fund cap

Dear Council President Ossing and Councilors,

Enclosed for your review and acceptance is a request for an increase to the spending cap for the Public Safety Revolving account to \$143,520.00 for the remainder of FY24.

Patriot Ambulance pays an annual dispatch fee to the city in the amount of \$142,038.97 that may be used for any public safety expenditures. Both the Police Chief and Fire Chief, who utilize this account for their departments, anticipate using this account for vital training for new officers/firefighters, professional development, uniforms, and equipment upgrades through the end of the year.

Attached herein for your review is a current income and expenditure report. Diane and myself will be available at a future meeting to discuss further.

Please do not hesitate to contact me or my office with any questions.

Sincerely,

J. Christian Dumais
Mayor

Enclosures

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CITY OF MARLBOROUGH

Office of the City Auditor

140 Main St.

Marlborough, MA 01752

January 17, 2024

Mayor J. Christian Dumais
City Hall
140 Main Street
Marlborough, MA 01752

RE: Request to increase Public Safety Revolving Fund cap

Enclosed herewith is a request to increase the spending cap for the Public Safety Revolving account for the remainder of the Fiscal Year to \$143,520.00.

Patriot Ambulance pays an annual dispatch fee to the City in the amount of \$142,038.97 that may be used for any public safety expenditures. Chiefs Giorgi and Breen anticipate utilizing this fund for additional training and equipment upgrades through year's end.

I have attached a current income and expenditure report for your review.

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

Sincerely,

Diane Smith, CGA
City Auditor



CITY OF MARLBOROUGH

Office of the City Auditor

140 Main St.

Marlborough, MA 01752

January 17, 2024

MEMORANDUM

TO: Mayor J. Christian Dumais

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, 2023	\$ 1,480.86
Funds received to date	142,038.87
Expenditures to date-	
Trippi's Initial Equipment	(18,735.00)
Dedham Sportsmans Ammunition	(9,494.00)
Hazardous Materials Training	(6,842.96)
Tactical Wellness Screening	(3,156.00)
Student Officer Training	(3,200.00)
Hunt's Photo-Police Station cameras	(23,780.75)
Metrowest Drug Task Force	(11,163.90)
Axon Enterprise Cartridges	(1,503.40)
Mass Fire Hazmat Training	(4,610.00)
Taser Training	(16,869.80)
Safety & Survival Conference	(800.00)
Atlantic Tactical	(1,436.41)
Subtotal	(101,592.22)
Encumbrances	(6,017.58)
Balance as of January 17, 2024	\$ <u>35,909.93</u>

ORDERED:

That the City Council authorizes increasing the maximum amount that may be expended from the Public Safety Revolving Fund during fiscal year 2024 as set forth in Council Order No. 23-1008882B, from \$120,000 to \$143,520.

ADOPTED
In City Council
Order No. 24-
Adopted

Approved by Mayor
J. Christian Dumais
Date:

A TRUE COPY
ATTEST:



IN CITY COUNCIL

Marlborough, Mass., JUNE 12, 2023

ORDERED:

That no more than one hundred twenty thousand dollars (\$120,000.00) shall be expended from the Public Safety Revolving Fund during fiscal year 2024, unless otherwise authorized by City Council and Mayor, be and is herewith **APPROVED**.

ADOPTED
In City Council
Order No. 23-1008882B

Approved by Mayor
Arthur G. Vigeant
Date: June 21, 2023

A TRUE COPY
ATTEST:

City Clerk



IN CITY COUNCIL

Marlborough, Mass., — JANUARY 22, 2024 —

ORDERED:

That the Proposed Amendments to the City Code, Chapter 125 "Personnel", §6 "Salary Schedule" relative to positions at the Library and Public Facilities and the Proposed Job Descriptions (attached hereto) pursuant to Chapter 125 "Personnel" §5 "Preparation of Classification Descriptions", for new positions within the Public Library and Public Facilities Departments, be and is herewith referred to the **FINANCE COMMITTEE & ADVERTISE**.

ADOPTED

ORDER NO. 24-1009072
X 23-1008938



City of Marlborough

Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

J. Christian Dumais, Mayor

2024 JAN 18 AM 11:56

140 Main Street
Marlborough, MA 01752
(508) 460-3770

Mayor@marlborough-ma.gov

January 18, 2024

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

RE: Changes to Various City Positions

Dear Council President Ossing and Councilors,

Enclosed for your review and approval is a resubmittal of several proposed change requests to various city positions within the Marlborough Public Library and Department of Public Works. As mentioned, this is a resubmittal from the previous administration and all changes, except for the Electrician, are reflected within the FY24 budget. The Department of Public Works Director will be working on a transfer to cover the cost of the increased Electrician salary, if needed. Below is a breakdown of each:

The changes within the **Marlborough Public Library** include the addition of two non-union positions, Head of Adult Services and Technology, and a Programming and Outreach Librarian. In addition, the changes include a pay-raise for our Library Pages (non-union) from \$10.77 per hour to \$15.00 per hour, in order to be aligned with the state minimum wage. The two new positions have job description orders, job descriptions, a comparable communities chart, and salary ordinances. Attached for the Library Pages is a salary ordinance.

The changes within the **Department of Public Works**, Public Facilities Division include a pay-increase for the city's Houseworker position, the addition of a Plumber position, and bringing the Electrician salary to match the Plumber position (union positions). The Houseworker position is currently at \$17.80 and will be increased by \$2.50 to catch up with the higher rates that the School Houseworkers receive. The Plumber position will be added, a job description, a job description order, and a salary ordinance is attached. The existing Electrician salary will be increased, a job description, job description order, and salary ordinance is attached. The Houseworker salary ordinance is attached.

Please do not hesitate to contact me or my office with any questions.

Sincerely,

J. Christian Dumais
Mayor

Enclosures



City of Marlborough
Marlborough Public Library
255 Main Street
Marlborough, MA 01752
Phone 508-624-6900 FAX 508-485-1494

Sara Belisle
Library Director

Dear Mayor Vigeant,

Below are the proposed new positions and the functions they will be providing to the Marlborough community. Both positions will be non-union.

Head of Adult Services/Technology:

This position supervises the Adult Services Department and requires a master's degree in Library Science. They are our liaison to the City IT department and part of the Library supervisory team. This person will provide technology help in the form of one-on-one and group classes. They oversee all services and staff relating to adults including booking study rooms and using the equipment in each space, exam proctoring, digital resources, local history, library website, ordering materials and more. This person will investigate the viability of emerging technology for the library including material pickup lockers, book vending machines, 3D printers and other makerspace related technology. They will also staff the public information desk.

Programming and Outreach Librarian:

This position is within the Adult Services department and requires a master's degree in Library Science. This person will oversee organizing, leading, and promoting programming for adults. They will partner with city departments and other local organizations to offer a variety of diverse programs for the community including but not limited to ESL programming, speaker series, art exhibits, local book clubs. They will work with other staff to lead programs as well which will be more maker focused. They will also oversee organizing community outreach including our home delivery program. They will also staff the public information desk.

I would be happy to answer any questions you may have.

Thank you for your consideration.

Sara Belisle

ORDERED:

That pursuant to City Code Chapter 125 (Personnel), Section 125-5 (Preparation of Classification Descriptions), the job description for the new positions of Head of Adult Services/Technology and Programming and Outreach Librarian (attached hereto), BE AND IS HERewith APPROVED.

ADOPTED
In City Council
Order No. 24-
Adopted

Approved by Mayor
J. Christian Dumais
Date:

A TRUE COPY
ATTEST:

CITY OF MARLBOROUGH

HEAD OF ADULT SERVICES AND TECHNOLOGY

DEFINITION

Under the supervision of the Library Director, directs and supervises all activities of the Adult Services Department and available technology in the library. Actively promotes and provides exemplary programming and services for adults in a vibrant, multi-cultural community.

ESSENTIAL JOB FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Supervises the Adult Services department which includes Programming and Outreach librarian and Part-Time Reference Librarians.
- Responsible for service outcomes at the 1st floor Information Desk. Promotes and provides exemplary customer service to patrons and staff. Provides positive and proactive reference and information services for patrons, using a variety of resources in both print and electronic formats.
- Responsible for the overall suite of digital resources and services.
- Plans and executes marketing, materials for programs, and services as they related to the Adult Services department. Including but not limited to: technology classes, exam proctoring, and one-on-one technology help.
- Works with IT Department to maintain and enhance library technology, including managing users and equipment, documenting existing systems, serving as liaison to IT Department and technology vendors (such as CW Mars Library Network and various database vendors). Monitors computer problems, fixes, responds, or escalates as needed.
- Assists with the Library's website, social media, email newsletter, and other platforms.
- Oversees with collection management for the adult collection which includes selecting materials and maintaining the collection with weeding and shelf reading.
- Oversees reader's advisory services for adults.
- Oversees the Local History collection and related services. Including but not limited to: microfilm access, local history collection, and partnerships with local organizations.
- Oversees community use of the library study rooms and technology within.
- Develops technology competencies for staff and manages staff training of library technology.
- Investigates the viability of emerging technologies and stays abreast of trends in libraries.
- Serves as a member of the library supervisory team.
- Helps promote library services outside the library through community outreach initiatives.
- Explains library policies and procedures.
- Monitors safety of the library facility for employees and the public. Responds appropriately to emergencies and keeps fellow supervisors and/or library administration informed of any problematic situation.
- Participates in long range planning process for the library, including recommending changes or improvements and develops new types of service and operations.
- Contributes to statistical reporting for ARIS state report and additional statistics as requested or assigned.
- Covers for other departments as necessary or assigned.
- Follows safe work practices.
- Other projects as directed or assigned.

SUPERVISION RECEIVED

Works under the direction of the Library Director and Assistant Director. May be periodically required to report on department achievements.

SUPERVISION EXERCISED

The Head of Adult Services and Technology responsible for the direction and success of one full-time and up to 3 part-time staff. Responsible for creating workflow and departmental procedures, coaching staff, recommending individual goals, and developing plans for achieving short and long-range objectives.

JUDGMENT

The work requires examining analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting.

COMPLEXITY

The work consists of employing many different concepts, theories, principles, techniques and practices relating to a library. Assignments typically concern such matters as studying trends in the field for application to the work, assessing services and recommending improvements.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Protects confidentiality of patron records according to library policy and Mass General Law.

EDUCATION AND EXPERIENCE

Master's in library science from an accredited program. 1-3 years of public library experience. Prior supervisory experience desirable.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of reference and library services. Library automation, library technologies and collection development.

Abilities: Ability to communicate effectively and clearly. Ability to multi-task and manage conflict. Leadership ability and a high degree of motivation, initiative, and resourcefulness. Ability to analyze and interpret job requirements and carry out assigned projects to their completion. Ability to maintain confidential and sensitive information. Ability to maintain good public relations and to maintain effective collaborative working relationships with other departments. Ability to meet deadlines. Ability to work independently.

Skills: Excellent interpersonal skills and emotional intelligence. Strong communication, problem solving and computer skills.

WORK ENVIRONMENT

The work is performed in an office environment.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills: The work involves physical skills typical of a library environment, including sitting, standing, walking and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to forty (40) pounds.

Motor Skills: The work may require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes and frequent computer usage.

CITY OF MARLBOROUGH

PROGRAMMING AND OUTREACH LIBRARIAN

DEFINITION

Under the supervision of the Head of Adult Services and Technology, provides a variety of programming and informational services for the public with a focus on adults. Actively promotes and provides exemplary customer services and outreach services in a vibrant, multi-cultural community.

ESSENTIAL JOB FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Promotes and provides exemplary customer service to patrons and staff at 1st floor Information Desk. Provides positive and proactive reference and information services for patrons, using a variety of resources in both print and electronic formats.
- Plans and executes active and passive programming for adults. Including but not limited to: speaker series, ELL programming, maker programs, art exhibits, staff led book clubs and summer reading.
- Responsible for the marketing and outcomes of programming for adults following the branding guidelines set by the library.
- Promotes library services outside the library through community outreach initiatives. Including but not limited to: home delivery, attending community events, local book clubs, and partnering with city organizations.
- Assists with the Library's website, social media, email newsletter, and other platforms.
- Assists with collection management for the adult collection, which includes selecting materials and maintaining the collection with weeding and shelf reading.
- Promotes, advises and assists patrons in selecting, locating, and utilizing library resources.
- Instructs the public in the use of the library catalog, digital resources, and technology.
- Provides reader's advisory services for adults.
- Assists with the Local History collection and related services. Including but not limited to: microfilm access, local history collection, and partnerships with local organizations.
- Stays abreast of current library trends in relation to programming and outreach services.
- Troubleshoots public and staff computers and other library technology.
- Explains library policies and procedures.
- Monitors safety of the library facility for employees and the public. Responds appropriately to emergencies and keeps fellow supervisors and/or library administration informed of any problematic situation.
- Participates in long range planning process for the library, including recommending changes or improvements and develops new types of service and operations.
- Contributes to statistical reporting for ARIS state report and additional statistics as requested or assigned.
- May act as supervisor in absence of department head.
- Covers for other departments as necessary or assigned.
- Follows safe work practices.
- Other duties as directed or assigned.

SUPERVISION RECEIVED

Works under the direction of the Head of Adult Services and Technology. Responsible for the reporting of program statistics, partnerships made, and other achievements.

SUPERVISION EXERCISED

None

JUDGMENT

The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents which may be complex or conflicting.

COMPLEXITY

The work consists of employing many different concepts, theories, principles, techniques and practices relating to a library. Assignments typically concern such matters as studying trends in the field for application to the work, assessing services, and recommending improvements.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Protects confidentiality of patron records according to library policy and Mass General Law.

EDUCATION AND EXPERIENCE

Master's in library science from an accredited program. 1 year of public library experience.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of reference and library services. Library automation, library technologies and collection development.

Abilities: Ability to communicate effectively and clearly. Ability to multi-task and manage conflict. Leadership ability and a high degree of motivation, initiative, and resourcefulness. Ability to analyze and interpret job requirements and carry out assigned projects to their completion. Ability to maintain confidential and sensitive information. Ability to maintain good public relations and to maintain effective collaborative working relationships with other departments. Ability to meet deadlines. Ability to work independently.

Skills: Excellent interpersonal skills and emotional intelligence. Strong communication, problem solving and computer skills.

WORK ENVIRONMENT

The work is performed in an office environment.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills: The work involves physical skills typical of a library environment, including sitting, standing, walking and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to forty (40) pounds.

Motor Skills: The work may require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes and frequent computer usage.



City of Marlborough
Marlborough Public Library
 255 Main Street
 Marlborough, MA 01752
 Phone 508-624-6900 FAX 508-485-1494

Sara Belisle
 Library Director

Comparison of similar positions

	Head of Adult Services/Tech			Programming Librarian		
Beverly	\$59,951		\$71,945	\$33,451	-	\$55,764
Billerica	\$58,822	-	\$80,371	\$46,319	-	\$63,281
Braintree	N/A	-		\$54,709	-	\$63,427
Everett	N/A			\$56,365	-	\$66,976
Fitchburg	\$57,038	-	\$73,327	\$47,756	-	\$62,080
Framingham	\$55,892	-	\$84,939	\$44,681	-	\$64,337
Leominster	N/A	-	N/A	\$57,384	-	\$74,074
Marlborough		-			-	
Natick	\$66,193	-	\$76,549	\$58,094	-	\$69,942
Salem	\$53,580		\$55,692	28683 (PT)	-	45700 (PT)
Shrewsbury	\$54,545	-	\$73,637	\$49,576	-	\$66,939
Westfield	\$39,985		\$46,664	\$34,270	-	\$40,950
Woburn	N/A		N/A	\$47,684	-	\$59,095

AVERAGE SALARIES		\$55,751		\$70,390		\$48,208.09		\$62,442.27
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Head of Adult Services/Technology

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7/MAX
	6					
Start	months	1 year	2 years	3 years	4 years	5 years
\$60,970	\$62,189	\$63,433	\$64,695	\$65,995	\$67,313	\$68,668
\$33.50	\$34.17	\$34.85	\$35.55	\$36.26	\$36.99	\$37.73

Programming and Outreach Librarian

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7/MAX
	6					
Start	months	1 year	2 years	3 years	4 years	5 years
\$53,870	\$54,949	\$57,158	\$58,309	\$59,479	\$60,667	\$61,873
\$29.60	\$30.19	\$31.41	\$32.04	\$32.68	\$33.33	\$34.00

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:

Position: Head of Adult Services/Technology (40 hours per week)

Position: Programming and Outreach Librarian (40 hours per week)

STEP/LEVEL		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	Effective Upon Passage	Start	6 months of service	1 year of service	2 years of service	3 years of service	4 years of service	5 years of service
Head of Adult Services /Technology	HOURLY RATE:	\$29.3125	\$29.8986	\$30.4966	\$31.1034	\$31.7284	\$32.3620	\$33.0135
Programming and Outreach Librarian	HOURLY RATE:	\$25.8990	\$26.4178	\$27.4798	\$28.0332	\$28.5957	\$29.1668	\$29.74663

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

ADOPTED
 In City Council
 Order No. 24-XXX
 Adopted

Approved by Mayor
 J. Christian Dumais
 Date:

A TRUE COPY
 ATTEST:



City of Marlborough
Marlborough Public Library
255 Main Street
Marlborough, MA 01752
Phone 508-624-6900 FAX 508-485-1494

Sara Belisle
Library Director

5/2/2023

Dear Mayor Vigeant,

I am requesting that the Library Page non-union position pay be raised from \$10.56 an hour to \$15.00. This will bring this position up to state minimum wage. The library has been having trouble attracting applications for this position and I believe that increasing the pay to minimum wage will help with this.

This position reshelves all library materials, helps manage our returns, assists with filling requests for library materials, and a variety of other tasks as assigned. It is an integral part of daily library operations.

Please let me know if you have any questions that I can assist with.

Sincerely,

Sara Belisle

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:

Position	Effective Date	Minimum	Step 1	Step 2	Maximum
Library Page	Upon Passage				\$15.00 Per Hour.

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

ADOPTED
In City Council
Order No. 24-XXX
Adopted

Approved by Mayor
J. Christian Dumais
Date:

A TRUE COPY
ATTEST:

ORDERED:

That pursuant to City Code Chapter 125 (Personnel), Section 125-5 (Preparation of Classification Descriptions), the job description for the new position of Plumber (attached hereto), BE AND IS HEREWITH APPROVED.

ADOPTED
In City Council
Order No. 24-
Adopted

Approved by Mayor
J. Christian Dumais
Date:

A TRUE COPY
ATTEST:

CITY OF MARLBOROUGH
MARLBOROUGH PUBLIC FACILITIES
PLUMBER

DEFINITION

The purpose of this position is to perform journeyman's level of work for the installation, maintenance, inspection, modification, remodel, and repair of mechanical plumbing equipment and fixtures for water, gas, oil, steam, sewage, fire sprinkler, and refrigeration-related plumbing and HVAC systems; act as lead worker with plumbing related projects with other classified staff; and performs related work as required.

ESSENTIAL JOB FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Incumbents maintain, troubleshoot, and test plumbing systems; assemble, install, and repair pumps, pipes, fittings, and fixtures; cut and thread; assemble and install valves, pipe fittings and pipes; inspect completed work for conformance with specifications, requirements, and compliance with applicable building and safety codes and regulations; inspect related work performed by contractors; estimate cost, time and materials for plumbing projects; participate in the maintenance and operations of a plumbing shop; clean, maintain and service tools and equipment used in the performance of duties.

Examples of key duties are interpreted as being descriptive and not restrictive in nature. The following duties are listed both as trade-specific and shared responsibilities.

1. Maintains, repairs, and installs plumbing and related fixtures and components.
2. Repairs piping of various sizes and types.
3. Checks safety equipment and replaces components such as washers, gaskets, and filters.
4. Inspects, repairs, or replaces pumps, valves, and boiler systems, including swimming pool pumps.
5. Service air compressors.
6. Works on low-pressure hot water heating boilers.
7. Works on fire sprinkler system and booster pumps.
8. Adjusts building automation systems.
9. May monitor work performed by outside contractors for adherence to Plumbing Code Requirements and reports back to supervisor.
10. Performs all other manual duties related to plumbing work as assigned by Supervisor.
11. Researches, purchases, and inventories equipment parts, chemicals, and supplies.
12. Responds to routine and emergency calls for repairs and service.

SUPERVISION RECEIVED

Works under the supervision of the General Foreman of Facilities and Head HVAC Technician. The employee may also receive direction from the DPW Commissioner and Assistant Commissioner of Facilities.

JUDGMENT

Created 10/18/2023

DPW

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the functional area's authority in interpreting the guidelines,

COMPLEXITY

The work consists of employing many different concepts, theories, principles, techniques and practices relating to the plumbing field

NATURE AND PURPOSE OF CONTACTS

Relationships involve constant interaction with local, state, and federal government officials, community leaders, and any other individuals to protect and promote the organization's overall interest. The position requires a high degree of diplomacy and judgment and must be able to work effectively with, and influence, all types of persons. Duties require a well-developed sense of strategy and timing in representing the organization effectively in critical and important situations that may influence the well-being of the organization.

CONFIDENTIALITY

The employee has regular access at the departmental level to a variety of sensitive and confidential information.

WORK ENVIRONMENT

Work is performed indoors and outdoors in varying weather conditions. Outdoors, employee may be exposed to equipment/machinery, noise, odors, dust, heat and cold, oil, dirt or grease, and risk of personal injury. Indoors, employee operates in an office environment with typical office equipment.

EDUCATION AND EXPERIENCE

This classification requires minimum Journeyman's Massachusetts Plumbers License. This classification requires the use of the personal or city vehicle while conducting city business, must possess a valid Massachusetts driver's license and an acceptable driving record. Minimum of two years as a journey-level plumber/fitter in a commercial, industrial, or facilities operations setting.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of the methods, materials, tools, and equipment used in the plumbing trade; operation of building automation systems, applicable state and federal health and safety code requirements; methods and practices followed in the maintenance of tools, machinery, and equipment; safety precautions to be observed in the maintenance and installation of electronic and mechanical equipment.

Abilities: Operate and use required tools and equipment skillfully and safely; perform heavy physical labor; read and comprehend plans and blueprints as appropriate to the plumbing trade; install, maintain and repair broad range of plumbing fixtures and components, pumps, valves, boiler systems, compressors, alarm systems, and chemical treatment systems; read and comprehend plans and blueprints as appropriate to trade; analyze and respond safely and appropriately to emergency situations; train and direct the work of other classified staff in the area; follow and give oral and written

instructions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

Skills: General plumbing, basic computer skills, and problem-solving skills.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills: The work involves physical skills typical of an office environment, including sitting, standing, walking and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to thirty (30) pounds.

Motor Skills: The work may require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes and frequent computer usage.

ORDERED:

That pursuant to City Code Chapter 125 (Personnel), Section 125-5 (Preparation of Classification Descriptions), the job description for the position of Electrician (attached hereto), BE AND IS HEREWITH APPROVED.

ADOPTED
In City Council
Order No. 24-
Adopted

Approved by Mayor
J. Christian Dumais
Date:

A TRUE COPY
ATTEST:

CITY OF MARLBOROUGH
DEPARTMENT OF PUBLIC WORKS
ELECTRICIAN

PURPOSE:

This position installs, maintains, operates, repairs and/or initiates repairs on building systems such as; electric, electronic, electro-mechanical controls, card access/security, fire alarm, communication equipment and their related devices and performs other related work as required, including but not limited to, repairs and/or initiates repairs on building systems such as; control systems, heating and ventilation (HVAC) systems, cooling towers, pumps and related equipment.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Perform skilled electrical work at the journeyman level
- Install, test, repair and maintain electrical circuits, wiring systems, fixtures, appliances and equipment
- May oversee outside electrical contractors on various projects
- Responsible for troubleshooting and repairing of all electrical issues, such as faulty electrical wiring, defective electrical equipment and machinery in city buildings, schools, wastewater treatment plants, pump stations, and recreation facilities.
- Responsible for troubleshooting and repairing of all Fire Alarms, CO Detectors, Sprinklers, and Security Alarms.
- Assists with head Electrician the oversight of all new electrical service installs in all city and school buildings.
- Oversees generator transfer power switches and monitoring systems
- Oversees inspections and testing of Elevators, Fire Alarms, sprinklers, generator load tests, etc.
- Maintains all electric car charging stations.
- Maintains UPS battery systems for emergency lighting, camera, security panels and communication devices, including installation.
- Maintains all parking and building lighting throughout the city properties.
- Assists with city camera install, as well as Fire and Police radios and communication systems.
- Assist HVAC Techs with Controls, troubleshooting motors, pumps, drives, air handlers, HVAC new equipment installs, exhaust fans, generators, etc..
- Performs special projects in conjunction with the Marlborough Economic Development Corporation, the Community Food Pantry and the Marlborough Housing Authority.
- May act as Liaison to all power emergencies and electricals upgrade with National Grid
- Assists Assabet Teachers/ Students when we have them working on city electrical projects.
- All other duties as assigned by the General Foreman of Facilities, Foreman of Facilities, DPW Commissioner and the Assistant Commissioner of Facilities.

SUPERVISION RECEIVED:

Under the direct supervision of the Head Electrician. The employee may also receive direction from the DPW Commissioner, Assistant Commissioner of Facilities, General Foreman of Facilities and/or Facilities Foreman.

SUPERVISION EXERCISED:

May supervise the activities of other employees and outside contractors in the performance of daily tasks.

JUDGEMENT

The work involves numerous standardized practices, procedures, or general instructions that govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

COMPLEXITY

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers, vendors and the public, involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations.

CONFIDENTIALITY

Employee has access at the departmental level to a variety of sensitive and confidential information.

JOB ENVIRONMENT

Working conditions involve occasional exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work requires performance of tasks in extreme heat and confined spaces. Employee may be required to work beyond normal business hours in response to emergency situations.

EDUCATION AND EXPERIENCE

A high school or vocational high school diploma or equivalent. A Massachusetts Journeyman Electrical license required with at least 5 years of experience in residential, commercial, and industrial electrical work. A valid Class D driver's license required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge: Thorough knowledge of the methods, materials, scheduling, tools, and equipment used in the operation of the electrical trade. Knowledge of the occupational hazards and safety precautions, practices, and procedures of the electrical trade, specifically as it relates to work around high voltage. Knowledge of the National Electrical Code, laws, rules, theories, and standards pertaining to construction, maintenance, and repair of electrical systems and equipment. Knowledge and understanding of pneumatic/hydraulic, electrical, security, fire alarms and electronic systems. Knowledge of computer software applications such as Microsoft and other applications tailored to specific departmental needs.

Abilities: Ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations. Ability to communicate effectively both verbally and in writing; to establish positive public relations for the City, department and/or division; and to interact effectively with a wide variety of people. Ability to operate manual and power hand tools, and other discipline specific equipment and machinery. Ability to work above or below ground floor level, on ladders, scaffolding, staging, bucket hoists, catwalks, etc. and within confined areas among energized high voltage lines and equipment. Ability to inspect materials and equipment for quality and safety and to estimate labor and materials required to complete assigned projects. Ability to read and interpret blueprints, sketches, ladder diagrams, wiring diagrams, schematics, electrical drawings, and equipment manufacturer's specifications. Ability to create work orders, order parts, and maintain inventory for electrical maintenance. Ability to respond quickly and perform strenuous work under emergency and all-weather conditions.

Skills: Skilled in locating and adjusting defects in electrical systems and equipment. Skilled in the use and care of electricians' tools and equipment. Good interpersonal skills.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills: Duties may require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring uncomfortable physical positions; may work on damp or uneven surfaces; crouch, sit, stand, walk, bend, crawl, kneel, pull, reach, push, twist, climb ladders and sloping surfaces, grasp, drag, lift and carry items weighing up to 50 pounds; work above shoulder level with power and/or hand tools for sustained periods of time; may be exposed to dust and fumes; electrical and mechanical hazards, vibration and noise, work with machinery; may require the exercise of caution when operating heavy equipment.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes.

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:

Position	Effective Date	Minimum	Step 1	Step 2	Maximum
Plumber (40 hours per week)	Upon Passage				\$34.3450 Per Hour.
Electrician (40 hours per week)	Upon Passage				\$34.3450 Per Hour.

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

ADOPTED
In City Council
Order No. 24-XXX
Adopted

Approved by Mayor
J. Christian Dumais
Date:

A TRUE COPY
ATTEST:

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:

Position		Step 0	Step 1	Step 2	Step 3 Maximum
Houseworker	Effective upon Passage	\$20.3096	\$21.0214	\$21.7623	\$22.5333 Per Hour.

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

ADOPTED
In City Council
Order No. 24-XXX
Adopted

Approved by Mayor
J. Christian Dumais
Date:

A TRUE COPY
ATTEST: