

## City of Marlborough Public Meeting Posting

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CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2024 MAR 26 PM 4: 33

**Meeting Name:** City Council Finance Committee  
**Date:** April 1, 2024  
**Time:** 7:00 PM  
**Location:** City Council Chamber, 2<sup>nd</sup> 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](http://www.marlborough-ma.gov)).

03-25-2024—Order No.24-1009118: Communication from Mayor Dumais, together with a Transfer in the amount of **\$477,122.41** from PEG Funds to the Marlborough Cable Trust to fund Capital items and the operation of the WMCT-TV for FY2025. – Refer to Finance Committee

03-25-2024—Order No.24-1009119: Communication from Mayor Dumais, together with a Transfer in the amount of **\$34,020.00** from Reserve for Salaries to HR Director to cover the accruals incurred and to replenish the account. – Refer to Finance Committee

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., MARCH 25, 2024

**ORDERED:**

That the Transfer Request in the amount of \$477,122.41 (Four hundred seventy-seven thousand, one hundred twenty-two dollars and forty-one cents) from PEG Funds to Marlborough Cable Trust to fund the operation of WMCT-TV for FY2025 and Capital Items, 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 Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$763,795.25	\$477,122.41	27000099	47750	Receipts Reserved-PEG Funds	\$477,122.41	89000	25581	Marlboro Cable Trust	\$0.00
Reason:		To fund the balance of WMCTS FY25 Budget							
\$477,122.41	Total				\$477,122.41	Total			

ADOPTED

ORDER NO. 24-1009118

## DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST

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CLERK'S OFFICE  
CITY OF MARLBOROUGH

AS REQUIRED BY G. L. c. 268A, § 23(b)(3) 2024 MAR 22 PM 3: 02

<b>PUBLIC EMPLOYEE INFORMATION</b>	
Name of public employee:	Michael Ossing
Title or Position:	City Councilor
Agency/Department:	Marlborough City Council
Agency address:	City Hall, 2 <sup>nd</sup> 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>
<b>APPEARANCE OF FAVORITISM OR INFLUENCE</b>	
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 \$477,122.41 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 March 25, 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



# City of Marlborough

*Office of the Mayor*

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CITY OF MARLBOROUGH

Christian Dumais, Mayor

2024 MAR 21 AM 11:40

140 Main Street

Marlborough, MA 01752

(508) 460-3770

[Mayor@marlborough-ma.gov](mailto:Mayor@marlborough-ma.gov)

March 21, 2024

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

## **RE: Transfer Request for WMCT-TV FY25 Operating Budget**

Dear Council President Ossing and Councilors,

Enclosed for your review and approval is a transfer request in the amount of \$477,122.41 from the Marlborough Public Educational and Government Access Channels (PEG) account to WMCT-TV to fund their FY25 Operating Budget and capital items.

The FY25 budget reflects a total increase of \$50,147.77 over the FY24 budget. The Marlborough Cable Trust voted unanimously to recommend the budget as presented as attached. His budget request represents only a modest increase which is well documented and will go toward the improvement of the station and servicing the city.

Ryan and his team at WMCT-TV continue to bring the station into the 21<sup>st</sup> century and provide engaging, community focused programming.

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

Sincerely,

**J. Christian Dumais**  
Mayor





**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
2/21/2024 Verizon	\$68,324.17
2/29/2024 Verizon	\$3,540.11

Total Funding	<u>\$4,898,168.64</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
2/26/2024 co# 24-1009068A	-\$100,000.00 WMCT FY25 Budget

Total Transfers -\$4,134,373.39

Available for future transfers \$763,795.25





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  
3/21/2024

**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 **\$477,122.41** from the Marlborough Public Educational and Government Access Channels (PEG Fund) to fund WMCT- TV operations.

WMCT-TV's fiscal year runs April 1st to March 31st.

The total combined budget for WMCT-TV FY 2025 is \$577,122.41, as approved by the board of the Marlborough Cable Trust. The transfer request amount is the total amount less the funds received from the mid-year transfer in the amount of \$100,000 approved in March by Marlborough City Council.

I have highlighted some of the budget changes below that may be of interest to the Council.

**Total Budget is increased by \$50,147.77 (FY24: \$526,974.64, FY25: \$577122.41)**

**Total Payroll increase \$18,957.86 (FY24: \$333,664.00, FY25: \$352,621.86)**

- One additional part-time employee for evening meeting/sports coverage
- Specialized labor (Electric) to address concerns and safety in the studio.
- Budget increased to reflect maximum potential contribution matches for IRA accounts

**Continued Below**



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

**Total Production increase \$17,550.00 (FY24 \$38,800.00, FY25: \$56,350.00)**

- Last year's emergency systems replacement put all capital projects on hold as the total cost of the project exceeded our capital budget for FY 24. The cost of the replacement was \$36,440.00 and our capital budget was \$24,700.
- Implementing technology to stream meetings of Council and School Committee live to facebook and youtube for increased accessibility and engagement as well as instant replay.
- We will also be building a new studio set which will elevate our productions to a new level.
- Revamp the WMCT website with a redesign estimated at \$2,500.00

I am available to answer any questions you may have.  
Best,

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

WMCT TV Budget FY 2025

Updated March 1, 2024

<b>Expenditures</b>		Budget 2025
<b>Insurance Expense</b>		
Directors & Officers	\$	1,400.00
General Liability Insurance	\$	6,000.00
<b>Medical Insurance</b>		
Dental Insur.	\$	5,300.00
Employee 30% Contribution	\$	(25,224.44)
Health Insur.	\$	82,000.00
Worker's Compensation	\$	1,300.00
<b>Total Insurance Expense</b>	\$	<b>70,775.56</b>
<b>Office</b>		
Accounting	\$	10,000.00
Advertising and Promotion	\$	5,000.00
Continued Education	\$	3,000.00
Dues and Subscriptions	\$	5,000.00
Kitchen	\$	1,500.00
Office Supplies	\$	2,000.00
Postage and Delivery	\$	100.00
Rent Expense	\$	55,000.00
Security System	\$	450.00
State Tax	\$	125.00
Telephone-Internet	\$	7,900.00
Utilities	\$	7,300.00
<b>Total Office</b>	\$	<b>97,375.00</b>
<b>Payroll</b>		
ER- Employer Taxes	\$	22,500.00
Freelance Labor	\$	5,000.00
IRA ER Match	\$	8,583.10
Payroll Processing Fees	\$	3,350.00
Trustee Stipends	\$	8,100.00
Total Wages-Wages Existing inclu	\$	305,086.76
<b>Total Payroll</b>	\$	<b>352,621.86</b>
<b>Production</b>		
Gas-TRAVEL	\$	350.00
Meals and Entert.-TRAVEL	\$	1,000.00
Small Equip-Non Capital Less \$25	\$	10,000.00
CAPITAL	\$	36,000.00
Tech Support	\$	4,000.00
Web Development	\$	5,000.00
<b>Total Production</b>	\$	<b>56,350.00</b>
<b>Total Budget Expenditures</b>	<b>\$</b>	<b>577,122.41</b>
FY 25 TRANSFER in March 20:		-\$100,000
<b>FY 25 REMAINDER APPRO</b>	<b>\$</b>	<b>\$477,122.41</b>
PEG FUND Jan 29, 2024		\$791,930.97
March 2024 Transfer Forthcoming		-\$100,000.00
FY 25 APPROPRIATION		-\$477,122.41
<b>PEG FUND BALANCE</b>		<b>\$214,808.56</b>

WMCT-TV 2025 Capital Budget

Item/Category	Purpose	Quantity	Cost	Cost
New MacBook Pro	Stream City Council/ School Committee Meetings to Youtube/Facebook	2	\$3,000.00	\$6,000.00
Studio Set Design/Construction/Le	Outsource skilled design and labor to improve set design in studio	1	\$15,000.00	\$15,000.00
Memory and Storage	Record video from switcher and back up archives for posterity	1	\$1,600	\$1,600
Lighting Elements	Continue replacing aging fixtures with energy saving LEDs	1	\$5,000	\$5,000
Wireless Comms for Studio	Eartec HUB8S UltraLITE 8-Person HUB Intercom System (USA)	1	\$1,940.00	\$1,940.00
Mac Editing Stations	For community members/part-time employees/ interns	2	\$2,000	\$4,000
Lens for Canon M50	Zoom lens for closeups	1	\$300	\$300
Magewell USB Capture SDI USB	: Convert Signal for City Council Meetings to Broadcast Online	3	\$299	\$897
Wireless handheld Mics Kit of 4	4 handhelds and receiver for studio interviews VocoPro UHF-5805-9 Professiona	1	\$550	\$550
<b>TOTAL</b>				\$35,287.00
<b>BUFFER</b>				\$713.00
<b>BUDGET</b>				\$36,000.00





# IN CITY COUNCIL

Marlborough, Mass., MARCH 25, 2024

**ORDERED:**

That the Transfer Request in the amount of \$34,020.00 (Thirty-four thousand twenty dollars) from Reserve for Salaries to HR Director, to cover the accruals incurred and to replenish the account, be and is herewith referred to **FINANCE COMMITTEE**.

CITY OF MARLBOROUGH BUDGET TRANSFERS --									
DEPT:		HR		FISCAL YEAR:		2024			
FROM ACCOUNT:					TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$91,600.00	\$34,020.00	11990006	57820	Reserve for Salaries	\$34,020.00	11520001	50530	HR Director	\$28,501.32
Reason:		Available funds			To fund exit payout and new hire through June 30th.				
\$34,020.00	Total				\$34,020.00	Total			

ADOPTED

ORDER NO. 24-1009119



# City of Marlborough

*Office of the Mayor*

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2024 MAR 21 AM 11:44

J. Christian Dumais, Mayor

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

March 21, 2024

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

**RE: Transfer Request for HR Director Line Item**

Dear Council President Ossing and Councilors,

Enclosed for your review and approval is a transfer request in the amount of \$34,020 from Reserve for Salaries to the HR Director Salary Line Item. The transfer is to cover the accruals incurred and to replenish the account.

The transfer sheet is enclosed.

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

Sincerely,

**J. Christian Dumais**  
*Mayor*

