

CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Finance Committee

Date: Monday, February 1, 2021

Time: 6:30 PM

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

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2021 JAN 27 P 5:27

This meeting will be held virtually with Councilors attending in person and/or remotely. **NO PUBLIC ATTENDANCE WILL BE PERMITTED.** This 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 website (www.marlborough-ma.gov).

Order No.21-1008183: Transfer in the amount of \$1,504,785.40 from Undesignated Fund (Free Cash) to OPEB Trust pursuant to the financial policy of the City

Order No.21-1008184: Transfer in the amount of \$1,504,785.40 from Undesignated Fund (Free Cash) to Undesignated Stabilization pursuant to the financial policy of the City

Order No.21-1008185: Transfer in the amount of \$579,275.76 from Undesignated Fund (Free Cash) to Miscellaneous Mitigation account to be used to finish mitigation costs related to trench repair

Order No.21-1008186: Transfer in the amount of \$39,447.00 from various departments for FY21 which moves funds from and to accounts noted in the spreadsheet included with the request

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 25, 2021

ORDERED:

That the Transfer Request in the amount of \$1,504,785.40 which moves funds from Undesignated Fund (Free Cash) to OPEB Trust pursuant to the financial policy of the city, be and is herewith referred to the **FINANCE COMMITTEE**.

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT:		Mayor			FISCAL YEAR:		2021		
		FROM ACCOUNT:					TO ACCOUNT:		
Available									Available
Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Balance
<u>\$15,047,854.00</u>	<u>\$1,504,785.40</u>	<u>10000</u>	<u>35900</u>	<u>Undesignated Fund</u>	<u>\$1,504,785.40</u>	<u>87500</u>	<u>35900</u>	<u>OPEB Trust</u>	<u>\$12,287,064.87</u>
Reason:		<u>Transfer funds to OPEB trust</u>							
	<u>\$1,504,785.40</u>	<u>Total</u>			<u>\$1,504,785.40</u>	<u>Total</u>			

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

ADOPTED

ORDER NO. 21-1008183



City of Marlborough
Office of the Mayor

RECEIVED

CITY CLERK'S OFFICE

Arthur G. Vigeant
MAYOR

2021 JAN 21

A 11:35

Patricia M. Bernard
EXECUTIVE AIDE

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

Michelle A. O'Brien
EXECUTIVE SECRETARY

Finner

January 21, 2021

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

Honorable President Ossing and Councilors:

Re: Transfer Request – OPEB Trust

Honorable President Ossing and Councilors:

Please find enclosed for your review a transfer request in the amount of \$1,504,785.40 from our Undesignated Fund ("Free Cash") to the OPEB Trust.

This transfer is in accordance with our financial policies which require annual transfers to ensure that we continue investing in our future fiscal stability. Our collaborative efforts have enabled us to grow our stabilization fund, continue paying down our pension liability, and take steps to lower our OPEB liability.

Thank you for your consideration.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Mayor

FISCAL YEAR: 2021

FROM ACCOUNT:

TO ACCOUNT:

Available
Balance

Amount

Org Code

Object

Account Description:

Amount

Org Code

Object

Account Description:

Available
Balance

\$15,047,854.00

\$1,504,785.40

10000

35900

Undesignated Fund

\$1,504,785.40

87500

35900

OPEB Trust

\$12,287,064.87

Reason:

Transfer funds to OPEB trust

Reason:

Reason:

Reason:

\$1,504,785.40

Total

\$1,504,785.40

Total

Department Head signature:

Auditor signature:

Finance Director signature:

June 1
1964



IN CITY COUNCIL

Marlborough, Mass., JANUARY 25, 2021

ORDERED:

That the Transfer Request in the amount of \$1,504,785.40 which moves funds from Undesignated Fund (Free Cash) to Undesignated Stabilization pursuant to the financial policy of the city, be and is herewith referred to the **FINANCE COMMITTEE.**

BUDGET TRANSFERS --

DEPT: Mayor

FISCAL YEAR: 2021

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$15,047,854.00</u>	<u>\$1,504,785.40</u>	<u>10000</u>	<u>35900</u>	<u>Undesignated Fund</u>	<u>\$1,504,785.40</u>	<u>83600</u>	<u>32925</u>	<u>Undesignated Stabilization</u>	<u>\$15,294,571.21</u>
Reason:		<u>To increase undesignated stabilization funds</u>							
	<u>\$1,504,785.40</u>	Total			<u>\$1,504,785.40</u>	Total			

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

ADOPTED

ORDER NO. 21-1008184



City of Marlborough
Office of the Mayor

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

RECEIVED
CITY CLERK'S OFFICE
2021 JAN 21 A 11:35
Arthur G. Vigeant
MAYOR
Patricia M. Bernard
EXECUTIVE AIDE

Michele A. O'Brien
EXECUTIVE SECRETARY

Finance

January 21, 2021

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

Honorable President Ossing and Councilors:

Re: Transfer Request – Undesignated Stabilization

Honorable President Ossing and Councilors:

Enclosed for your approval is a transfer request in the amount of \$1,504,785.40 from the Undesignated Fund into the City's Undesignated Stabilization Account to ensure the City's fiscal stability.

This transfer will come from our free cash account as we continue utilizing these funds available in free cash to improve our financial stability.

I will be available during the City Council meeting to discuss this transfer in greater detail and to answer any questions.

Thank you in advance for your consideration.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

	DEPT:	Mayor				FISCAL YEAR:		2021	
		FROM ACCOUNT:				TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$15,047,854.00</u>	<u>\$1,504,785.40</u>	<u>10000</u>	<u>35900</u>	<u>Undesignated Fund</u>	<u>\$1,504,785.40</u>	<u>83600</u>	<u>32925</u>	<u>Undesignated Stabilization</u>	<u>\$15,294,571.21</u>
	Reason:	<u>To increase undesignated stabilization funds</u>							
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	Reason:								



IN CITY COUNCIL

Marlborough, Mass., JANUARY 25, 2021

ORDERED:

That the Transfer Request in the amount of \$579,275.76 from Undesignated Fund (Free Cash) to Miscellaneous Mitigation account to be used to finish mitigation costs related to trench repair, be and is herewith referred to the **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH BUDGET TRANSFERS -

DEPT:		DPW		FISCAL YEAR:		2021			
		FROM ACCOUNT:				TO ACCOUNT:			
Available							Available		
Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Balance
<u>\$15,047,854.00</u>	<u>\$579,275.76</u>	<u>10000</u>	<u>35900</u>	<u>Undesignated Fund</u>	<u>\$579,275.76</u>	<u>31040506</u>	<u>59573</u>	<u>FY20 Streets Reconstruction</u>	<u>\$1,325,323.20</u>
Reason:		Funds received from Eversource							
\$579,275.76		Total		\$579,275.76		Total			

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

ADOPTED

ORDER NO. 21-1008185



City of Marlborough
Office of the Mayor

RECEIVED

2021 JAN 21 11:35
Arthur G. Vigeant
MAYOR

Patricia M. Bernard
EXECUTIVE AIDE

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

Michele A. O'Brien
EXECUTIVE SECRETARY

Finance

January 21, 2021

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

Re: Transfer Request – Department of Public Works

Honorable President Ossing and Councilors:

I am submitting for your review and approval a transfer in the amount of \$579,275.76 from the Undesignated Fund, or "Free Cash," to the Miscellaneous Mitigation account.

These funds from Eversource are to be used to finish mitigation costs related to trench repair where the City had planned resurfacing projects as noted in City Engineer Thomas DiPersio's attached memo.

If you have any questions, please contact me or City Engineer Thomas DiPersio.

Thank you for your consideration.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure



City of Marlborough
Department of Public Works

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

SEAN M. DIVOLL, P.E.
COMMISSIONER

Date: January 20, 2021
To: Mayor Vigeant
From: Thomas DiPersio, Jr., City Engineer
Copy: Sean Divoll, Commissioner of Public Works
Re: Transfer of Eversource payments

The City is in receipt of \$579,275.76 from Eversource, for payment of invoices sent from the Engineering Division in 2020. This money has been paid to the City in lieu of completing the final trench repairs on several of their infrastructure projects over the past two years. Through coordination with the Engineering Division, Eversource completed certain projects in areas where the City had resurfacing projects planned. Since the City would be paving the streets, Eversource did not complete their required final trench repairs; and instead the costs to do the final repairs was paid to the City. The funding is to be used for road resurfacing projects, and I am requesting transfer of the funds into a capital bond account 31040506-59573.

I am happy to discuss further if you have any questions.

THEODORE L. SCOTT, P.E.
ASST. COMMISSIONER, OPERATIONS

CHRISTOPHER S. LAFRENIERE
ASST. COMMISSIONER, UTILITIES

THOMAS DIPERSIO, JR., P.E., P.L.S.
CITY ENGINEER

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: DPW

FISCAL YEAR: 2021

FROM ACCOUNT:

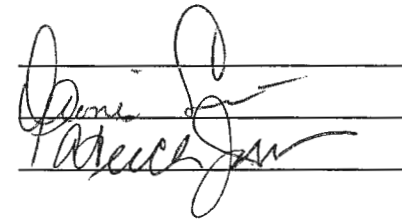
TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$15,047,854.00</u>	<u>\$579,275.76</u>	<u>10000</u>	<u>35900</u>	<u>Undesignated Fund</u>	<u>\$579,275.76</u>	<u>31040506</u>	<u>59573</u>	<u>FY20 Streets Reconstruction</u>	<u>\$1,325,323.20</u>
	Reason:	<u>Funds received from Eversource</u>							
	Reason:								
	Reason:								
	Reason:								
	Reason:								
	\$579,275.76	Total			\$579,275.76	Total			

Department Head signature:

Auditor signature:

Finance Director signature:



01/20/2021 09:55
 6876dsmi

 CITY OF MARLBOROUGH
 G/L ACCOUNT DETAIL

 P 1
 glactinq

 Org: 10093 Object: 48001
 MISC MITIGATION

100 -00-93-0000-00-0-0000-0-48001

YEAR	PER	JOURNAL	EFF DATE	SRC	T	PO/REF2	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VDR NAME/ITEM DESC	COMMENTS
2021	07	304	01/08/2021	CRP	1	3118101		-34,650.00	Y		0	NSTAR DBA EVERSOU	MISC-MITI
2021	06	646	12/24/2020	CRP	1	3114013		-32,313.60	Y		0	NSTAR DBA EVERSOU	MISC-MITI
2021	06	646	12/24/2020	CRP	1	3114012		-27,720.00	Y		0	NSTAR DBA EVERSOU	MISC-MITI
2021	06	646	12/24/2020	CRP	1	3114011		-117,295.20	Y		0	NSTAR DBA EVERSOU	MISC- MIT
2021	06	646	12/24/2020	CRP	1	3114010		-14,810.40	Y		0	NSTAR DBA EVERSOU	MISC - MI
2021	06	390	12/11/2020	CRP	1	3110703		-352,486.56	Y		0	NSTAR GAS/EVERSOU	MISC MIT

Total Amount: -579,275.76

** END OF REPORT - Generated by Diane Smith **



IN CITY COUNCIL

Marlborough, Mass., JANUARY 25, 2021

ORDERED:

That the Transfer Request in the amount of \$39,447.00 from various departments for FY 21, which moves funds from and to accounts as noted on the spreadsheet, be and is herewith referred to the **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT:		Various				FISCAL YEAR: 2021				
		FROM ACCOUNT:				TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$76,260.00	\$30,492.00	11990006	57820	Reserve for salaries	\$5,572.00	11510001	50175	Paralegal	\$16,964.80	
	Reason:							To cover pay increase through June 30th		
					\$3,440.00	15120001	50605	Director of BOH	\$38,698.63	
	Reason:							To cover pay increase through June 30th		
					\$7,380.00	15430001	50080	Veterans Director	\$20,213.31	
	Reason:							To cover pay increase through June 30th		
					\$14,100.00	14001103	51183	Planning Board Members	\$600.00	
	Reason:							To fully fund through June 30th		
\$10,935.00	\$2,500.00	11620004	53932	Election Programming	\$1,460.00	11610002	50770	Senior Clerk	\$18,450.96	
	Reason:			Surplus				To fund comp time paid out in January		
\$8,294.52	\$685.00	11610004	53180	Clerks-Professional & Tech	\$1,725.00	11610001	50050	City Clerk	\$37,345.68	
	Reason:			Surplus				To fully fund through June 30th		
\$38,414.46	\$5,770.00	11410002	50550	Head Clerk	\$5,770.00	11410004	53180	Assessors-Prof & Tech	\$0.00	
	Reason:			Surplus due to a retirement				To fully fund RRG contract through June 30th		
	\$39,447.00	Total			\$39,447.00	Total				

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

ADOPTED

ORDER NO. 21-1008186



City of Marlborough
Office of the Mayor

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

RECEIVED

CITY CLERK'S OFFICE

Arthur G. Vigeant
MAYOR

2021 JAN 21

A 11:35

Patricia M. Bernard
EXECUTIVE AIDE

Michele A. O'Brien
EXECUTIVE SECRETARY

Finance

January 21, 2021

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

RE: Mid-year Transfer Requests

Honorable President Ossing and Councilors:

Enclosed for your approval are mid-year transfer requests from several City Departments.

As always, Department Heads who have requested transfers will be in attendance at a future Finance Committee meeting to discuss these requests with you in greater detail.

Thank you in advance for your consideration and please do not hesitate to let me know if you have any questions.

Sincerely,


Arthur G. Vigeant
Mayor

Enclosures



CITY OF MARLBOROUGH

Office of the City Auditor

140 Main St.

Marlborough, MA 01752

January 20, 2021

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

RE: Mid-Year Review Transfer Request

Enclosed herewith is a transfer request to fund newly approved salary schedules for the Paralegal, the Public Health Director, the Veterans Director and Planning Board members through June 30, 2021.

An additional transfer is required to fully fund the FY21 contract for Assessing Services with Regional Resource Group. The wrong amount was used in preparing the FY21 budget.

The City Clerk will be submitting a separate letter to address his transfer request.

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

Sincerely,

Diane Smith
City Auditor



City of Marlborough
Office of the City Clerk

140 Main Street
Marlborough, Massachusetts 01752
Telephone (508) 460-3775 Facsimile (508) 460-3723

Steven W. Kerrigan
City Clerk

Wilson Chu
Assistant City Clerk

January 20, 2021

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

RE: Transfer Request – City Clerk's Office

Honorable President Ossing and Councilors:

After a thorough review of our FY 2021 budget we have identified two salary accounts that will need additional funding to take us through the remainder of the fiscal year. There are sufficient funds in accounts within the City Clerk/Elections budgets to cover the identified areas.

The shortfall in the City Clerk line item is due to a calculation error when the original budget request was submitted. For the Senior Clerk position, the payout of compensatory time was not anticipated so we did not factor these funds into the budget.

As always, any questions please feel free to let us know.

Sincerely,

Steven W. Kerrigan
City Clerk

Wilson Chu
Assistant City Clerk

Enclosure

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Various

FISCAL YEAR: 2021

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$76,260.00</u>	<u>\$30,492.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for salaries</u>	<u>\$5,572.00</u>	<u>11510001</u>	<u>50175</u>	<u>Paralegal</u>	<u>\$16,964.80</u>
	Reason:				Reason:			<u>To cover pay increase through June 30th</u>	
					<u>\$3,440.00</u>	<u>15120001</u>	<u>50605</u>	<u>Director of BOH</u>	<u>\$38,698.63</u>
	Reason:				Reason:			<u>To cover pay increase through June 30th</u>	
					<u>\$7,380.00</u>	<u>15430001</u>	<u>50080</u>	<u>Veterans Director</u>	<u>\$20,213.31</u>
	Reason:				Reason:			<u>To cover pay increase through June 30th</u>	
					<u>\$14,100.00</u>	<u>14001103</u>	<u>51183</u>	<u>Planning Board Members</u>	<u>\$600.00</u>
	Reason:				Reason:			<u>To fully fund through June 30th</u>	
<u>\$10,935.00</u>	<u>\$2,500.00</u>	<u>11620004</u>	<u>53932</u>	<u>Election Programming</u>	<u>\$1,460.00</u>	<u>11610002</u>	<u>50770</u>	<u>Senior Clerk</u>	<u>\$18,450.96</u>
	Reason:			<u>Surplus</u>	Reason:			<u>To fund comp time paid out in January</u>	
<u>\$8,294.52</u>	<u>\$685.00</u>	<u>11610004</u>	<u>53180</u>	<u>Clerks-Professional & Tech</u>	<u>\$1,725.00</u>	<u>11610001</u>	<u>50050</u>	<u>City Clerk</u>	<u>\$37,345.68</u>
	Reason:			<u>Surplus</u>	Reason:			<u>To fully fund through June 30th.</u>	
<u>\$38,414.46</u>	<u>\$5,770.00</u>	<u>11410002</u>	<u>50550</u>	<u>Head Clerk</u>	<u>\$5,770.00</u>	<u>11410004</u>	<u>53180</u>	<u>Assessors-Prof & Tech</u>	<u>\$0.00</u>
	Reason:			<u>Surplus due to a retirement</u>	Reason:			<u>To fully fund RRG contract through June 30th</u>	
	<u>\$39,447.00</u>	<u>Total</u>			<u>\$39,447.00</u>	<u>Total</u>			

Department Head signature:

Auditor signature:

Finance Director signature: