

# CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Finance Committee

Date: Monday, March 15, 2021

Time: 6:30 PM

Location: City Council Chamber, 2<sup>nd</sup> Floor, City Hall, 140 Main Street

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2021 MAR 10 P 4:58

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](http://www.marlborough-ma.gov)).

Order No.21-1008229: Transfer in the amount of \$243,000.00 from PEG fund to IT Department to fund various upgrades to equipment and software programs

Order No.21-1008212A: Communication from Mayor Vigeant together with request from Public Works Commissioner Sean Divoll to create the position of 'Resident Drop-Off Station Attendant' with job description. The position would report to the Assistant Commissioner of Operations through the Drop-Off Station Foreman.

Order No.21-1008212B: Proposed Salary Ordinance, Chapter 125, Personnel, Salary Schedule, to add the position of RESIDENT DROP-OFF STATION ATTENDANT, Annual Salary Minimum \$32,760.00 – Maximum \$37,028.16

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 8, 2021

## ORDERED:

That the Transfer Request in the amount of \$243,000.00 from PEG fund to IT to fund various upgrades to equipment and software programs, be and is herewith referred to the **FINANCE COMMITTEE.**

### CITY OF MARLBOROUGH BUDGET TRANSFERS--

DEPT: IT FISCAL YEAR: 2021

FROM ACCOUNT: TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$436,486.54	\$243,000.00	27000099	47750	Receipts Reserved-PEG Funds	\$243,000.00	19300006	58618	IT Equipment	\$0.00
		Reason: <u>Use PEG funds for network monitoring system</u>							
	\$243,000.00	Total			\$243,000.00	Total			

Yea: 11 – Nay: 0

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

ADOPTED

ORDER NO. 21-1008229



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

6  
RECEIVED  
CITY CLERK'S OFFICE  
Arthur G. Vigeant  
CITY OF MARLBOROUGH  
MAYOR  
2021 MAR -4 A 11:35  
Patricia M. Bernard  
EXECUTIVE AIDE

Michele A. O'Brien  
EXECUTIVE SECRETARY

f/c

March 4, 2021

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

**RE: Transfer request for IT Department for replacing network monitoring software**

Honorable President Ossing and Councilors:

I am submitting a transfer request in the amount of \$243,000.00 from the PEG fund account to the IT department to fund various upgrades for the IT department.

Attached is a memo from IT Director Mark Gibbs outlining the capital expenditures that are needed for the IT department to maintain our network security, Vision software upgrade to support our Assessor's department, wireless antennas and network devices.

If you have any questions, please contact me or IT Director Mark Gibbs.

Thank you for your consideration.

Sincerely,

Arthur G. Vigeant  
Mayor

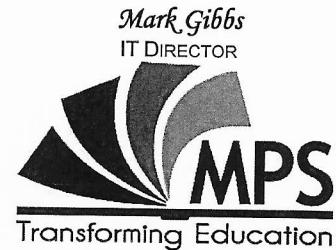
Enclosures





*City of Marlborough* &  
*Marlborough Public Schools*  
*Information Technology*

140 MAIN STREET  
MARLBOROUGH, MASSACHUSETTS 01752  
TEL. (508) 460-3763  
[mgibbs@marlborough-ma.gov](mailto:mgibbs@marlborough-ma.gov)



**January 26 2021**

TO: Mayor's Office  
FROM: Mark Gibbs, Information Technology Director

Mayor,

I would like to respectfully request Peg funds for the following projects in order of priority:

1. Due to the SolarWinds hack of several government entities and over 18,000 companies we must replace our network monitoring software at an estimated cost of **\$70,000** for the next 3 years.
2. Upgrade & Conversion the Assessor's Department's property assessments software – Vision. Support for the current version will be ending sometime next year. The new version will include a cloud base solution and provide new data exports. The estimated cost is **\$51,000**.
3. Replace outdated wireless antennas at 3 elementary schools to handle the large amount of data when kids return from school next year at an estimated cost of **\$50,000** After ERate.
4. Replace outdated iSCSI switches. These switches handle traffic to and from our local storage area network device. The current switches are running at 70% utilization creating a bottleneck. The estimated cost is **\$72,000**.

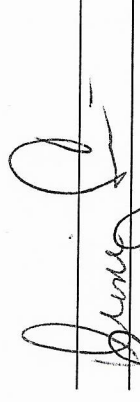

Please feel free to contact me with any questions or concerns. I can be reached at 508-460-3763 or [mgibbs@marlborough-ma.gov](mailto:mgibbs@marlborough-ma.gov).

Sincerely,

Mark Gibbs,  
Information Technology Director

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

	DEPT:	IT	FISCAL YEAR:	2021		Available Balance	
	Amount		TO ACCOUNT:	Org Code	Object	Account Description:	Available Balance
\$436,486.54	\$243,000.00	27000099	47750	20000066	58618	IT Equipment	\$0.00
	Reason:	Use PEG funds for network monitoring system					
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	Reason:	_____					_____
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_____	Reason:	_____					_____
_____	Reason:	_____					_____
_____	Reason:	_____					_____
_____	Reason:	_____					_____
	Total						Total
	\$243,000.00						\$243,000.00

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	\$102,247.17
2/27/2018 Comcast-franchise	\$3,332.00
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	\$101,215.51
8/28/2018 Verizon-franchise	\$2,678.62
11/16/2018 Comcast	\$94,728.72
12/4/2018 Verizon	\$97,462.08
12/4/2018 Verizon-franchise	\$5,049.85
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	\$91,540.94
11/27/2019 Verizon-franchise	\$4,743.06
2/19/2020 Verizon	\$90,845.00
2/19/2020 Comcast	\$91,062.00
2/19/2020 Verizon-franchise	\$4,707.00
3/6/2020 Comcast	\$3,039.00
3/26/2020 Verizon	\$2,699.00
5/21/2020 Verizon	\$87,007.22
5/21/2020 Verizon-video	\$19,508.15
5/21/2020 Comcast	\$90,576.12
8/14/2020 Comcast	\$88,411.98
8/31/2020 Verizon	\$82,974.09
8/31/2020 Verizon	\$4,299.18
11/25/2020 Comcast	\$89,038.41
11/25/2020 Verizon	\$81,285.83
11/25/2020 Verizon	\$4,211.69
2/19/2021 Comcast	\$86,807.95
2/19/2021 Verizon	\$80,730.88
2/19/2021 Verizon	\$4,182.95

Total Funding	<u>\$2,932,784.36</u>
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12/18/2017 co#17-1007095A	-\$282,100.00
5/21/2018 co# 18-1007263A	-\$355,519.00
10/15/2018 co# 18-1007352A	-\$254,000.00
3/11/2019 co# 19-1007565A	-\$510,832.30
9/9/2019 co# 19-1007730A	-\$220,000.00
9/23/2019 co# 19-1007751A	-\$30,000.00
3/23/2020 co# 20-1007940A	-\$473,846.52
12/21/2020 co# 20-1008140	-\$80,000.00
pending	-\$370,000.00

Total Transfers	<u>-\$2,576,297.82</u>
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Available for future transfers	\$356,486.54
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# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 22, 2021

## ORDERED:

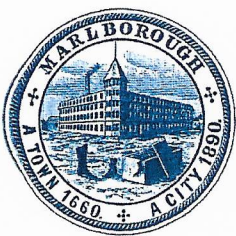
That the request of the Department of Public Works to create the new position of Resident Drop-Off Station Attendant to be included in the Marlborough Municipal Employee Association (MMEA) as outlined in the attached Job Description pursuant to Chapter 125 entitled "Personnel" §5 "Preparation of Classification Descriptions" of the Code of the City of Marlborough, be and is herewith referred to **FINANCE COMMITTEE**.

**Yea: 11 – Nay: 0**

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

ADOPTED

ORDER NO. 21-1008212A



# City of Marlborough Office of the Mayor

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
MAYOR  
*Arthur G. Vigeant*

2021 FEB 18 A 10:55

*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

February 18, 2021

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

F/C

**RE: Resident Drop-off Station Attendant**

Honorable President Ossing and Councilors:

I am submitting for your approval a request to create a new position in the Marlborough Municipal Employees union as a permanent resident drop off station attendant. The City has been functioning with seasonal attendants for some time, and we would like to provide consistency and maintain a maximum level of customer service to residents as noted in Commissioner Sean Divoll's memo attached.

The salary table was derived by researching similar size communities. Additionally, the job description and salary has been discussed with the MMEA as required by our collective bargaining agreement.

Thank you for your consideration and please do not hesitate to contact me or Commissioner Divoll with any questions.

Sincerely,

**Arthur G. Vigeant**  
Mayor

Enclosures





*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:** February 2, 2021

**To:** Mayor Vigeant

**From:** Sean M. Divoll, Commissioner of Public Works

**Copy:** David Brumby, Interim HR Director  
Theodore L. Scott, Assistant Commissioner of Operations

**Re:** Resident Drop-Off Station Attendant

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This memo serves as a request of the City to create the position of "Resident Drop-Off Station Attendant" (Attendant) with a proper job description and salary schedule. As you know the DPW has been operating the facility for the better part of a year with seasonal Attendants and our experience tells us that the position is vital to maintaining a high level of service. The abridged list of essential functions is:

- Maintain the facility in accordance with the rules and regulations
- Open & close
- Issue stickers
- Check in customers
- Direct customers on how to use the facility
- Monitor dumpster capacity and coordinate the pickup of when full
- Perform snow removal
- Perform yard maintenance when necessary

Our vision is to have one full-time Attendant and one or more seasonal Attendants depending on facility demand.

The position reports to the Assistant Commissioner of Operations through the Drop-Off Station Foreman.

I am happy to answer any questions you or the City Council may have.

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**  
**DEPARTMENT OF PUBLIC WORKS**

---

**DPW**  
**RESIDENT DROP-OFF STATION ATTENDANT**

**Definition/Purpose**

The purpose of this position is to provide support for the Resident Drop-Off Station, focused on assisting residents at the Drop-Off station and the delivery of exceptional service to the community. The Drop-Off Station is located at 860 Boston Post Road East, Marlborough.

**Supervision Required:**

Under the supervision of the Resident Drop-Off Station foreman. This employee may also receive direction from the DPW Commissioner and Assistant Commissioner of Operations.

**Supervisory Responsibility:**

None.

**Work Environment:**

Work is performed inside and outdoors in weather conditions. Employee may be exposed to equipment/machinery, noise, odors, chemical fumes, dust, heat and cold, oil, dirt or grease, and risk of personal injury. The employee operates a personal computer and/or tablet including Microsoft Office, email, telephone, fax, scanning and copy machines.

**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.)*

- Open and close the Drop-Off Station according to the schedule.
- Maintain Drop-Off Station in accordance with rules and regulations.
- Operate all compactors and balers as needed.
- Check all vehicles entering the transfer station for a valid City of Marlborough sticker.
- Issue City of Marlborough Drop-Off stickers.
- Complete all associated paperwork and tracking.
- Answer phones
- Must ensure that no hazardous waste is disposed of at the facility
- Perform yard maintenance as necessary.
- Monitor dumpster capacity and coordinate with vendors to pick up dumpsters when full.
- Perform some snow removal.
- Perform other related work as required.
- Performs other duties as requested by the Resident Drop-Off Station Foreman, Assistant Commissioner of Operations and/or the Commissioner of Public Works.

**Education and Experience:**

Must have a High School Diploma or equivalent.

**Special Requirements:**

- Valid Class D Massachusetts Driver’s License;

**Knowledge, Abilities and Skill**

- Ability to establish positive communication and interaction with customers and staff.
- Ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
- Ability to establish positive public relations for the City and/or department; and to interact effectively with a wide variety of people.
- Ability to quickly easily adapt to customer situations and changes in procedures.
- Ability to multi-task.
- Must be computer literate; familiar with computer software applications such as Microsoft, Facility software system and other applications tailored to specific departmental needs.
- Thorough knowledge of the methods, materials, scheduling, and tools and equipment used in the operation of the Resident Drop-Off Facility.
- Working knowledge of the hazards and safety precautions common to Streets division work.

**Physical Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Duties require frequent and extended periods of outside work, subject to weather conditions; continuous walking, standing, and climbing; may work on damp or uneven surfaces; grasp, drag, lift and carry items weighing up to 30 pounds; work may be performed above shoulder level; 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; mobility, vision, hearing, dexterity and use of hands and legs appropriate to the duties to be performed.

Position:	<u>  X  </u>	Union	<u>      </u>	Non-Union	<u>      </u>	Contract
Class:	<u>  X  </u>	Full-Time	<u>      </u>	Part-Time	<u>      </u>	Intermittent
	<u>      </u>	Provisional	<u>  X  </u>	Permanent	<u>      </u>	Temporary





# IN CITY COUNCIL

Marlborough, Mass., FEBRUARY 22, 2021

## ORDERED:

That the Proposed Amendment to Chapter 125 "Personnel" §6 "Salary Schedule" of the Code of the City of Marlborough relative to the proposed new position of Resident Drop-Off Station Attendant as submitted by the Mayor, be and is herewith referred to the **FINANCE COMMITTEE**.

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:

STEP/LEVEL	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	\$18.0000	\$126.0000	\$630.00	\$32,760.00
01	\$18.7500	\$131.2500	\$656.25	\$34,125.00
02	\$19.5313	\$136.7191	\$683.60	\$35,547.20
03	\$20.3451	\$142.4157	\$712.08	\$37,028.16

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

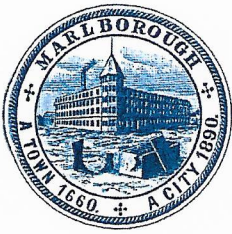
Yea: 11 – Nay: 0

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

ADOPTED

ORDER NO. 21-1008212B





# City of Marlborough Office of the Mayor

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MAYOR  
2021 FEB 18 A 10:55  
Patricia M. Bernard  
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Michele A. O'Brien  
EXECUTIVE SECRETARY

February 18, 2021

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

F/C

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Thank you for your consideration and please do not hesitate to contact me or Commissioner Divoll with any questions.

Sincerely,

**Arthur G. Vigeant**  
Mayor

Enclosures



*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:** February 2, 2021  
**To:** Mayor Vigeant  
**From:** Sean M. Divoll, Commissioner of Public Works  
**Copy:** David Brumby, Interim HR Director  
Theodore L. Scott, Assistant Commissioner of Operations  
**Re:** Resident Drop-Off Station Attendant

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Our vision is to have one full-time Attendant and one or more seasonal Attendants depending on facility demand.

The position reports to the Assistant Commissioner of Operations through the Drop-Off Station Foreman.

I am happy to answer any questions you or the City Council may have.

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

CHRISTOPHER S. LAFRENIERE  
ASST. COMMISSIONER, UTILITIES

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

**RESIDENT DROP-OFF STATION ATTENDANT  
SALARY TABLE**

<b>STEP/LEVEL</b>	<b>HOURLY RATE</b>	<b>DAILY RATE (7 hrs./day)</b>	<b>PERIOD SALARY (35 hrs./week)</b>	<b>ANNUAL SALARY</b>
00	18.0000	126.0000	630.00	32,760.00
01	18.7500	131.2500	656.25	34,125.00
02	19.5313	136.7191	683.60	35,547.20
03	20.3451	142.4157	712.08	37,028.16