

City of Marlborough Meeting Posting

Meeting Name: City Council Finance Committee
Date: June 14, 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 JUN -8 P 4: 32

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).

1)5-24-21 – Order No.21-1008303: Proposed City Code Amendment, Chapter 67, “Finance” s.26.1 “Departmental Resolving Funds” to establish a Water and Sewer Revolving Fund and to amend the spending purposes for the Public Safety Revolving Fund—Advertisement Ordered.

2)5-24-21 – Order No.21-1008304A: That no more than Three Hundred Fifty Thousand (\$350,000.00) Dollars shall be expended from the Parks and Recreation Revolving Fund during the Fiscal year 2022 unless otherwise authorized by the City Council and Mayor

3)5-24-21 – Order No.21-1008304B: That no more than One Hundred and Twenty Thousand (\$120,000.00) Dollars shall be expended from the Public Safety Revolving Fund during the Fiscal year 2022 unless otherwise authorized by the City Council and Mayor.

4)5-24-21 – Order No.21-1008304C: That no more than Seventy Thousand (\$70,000.00) Dollars shall be expended from the Council on Aging Revolving Fund during the Fiscal year 2022 unless otherwise authorized by the City Council and Mayor.

5)5-24-21 – Order No.21-1008304D: X21-1008303: That no more than Seventy Thousand (\$500,000.00) Dollars shall be expended from the Proposed Water and Sewer Revolving Fund during the Fiscal year 2022 unless otherwise authorized by the City Council and Mayor.

6)5-24-21 – Order No.21-1008305: Communication from Mayor Vigeant requesting transfer from the Department of Public Works (\$2,356,437.77) and Auditor (\$55,475.00) totalling \$2,411,912.77 to fund various accounts for the remainder of FY2021 as outlined in the transfer sheets.

7)6-7-21 – Order No.21-1008313: MEDC FY22 Operating Budget in the amount of \$546,738.00.

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., _____ MAY 24, 2021

PAGE 1

ORDERED:

That the Proposed Ordinance Amendment to Chapter 67 "Finance", §26.1 "Departmental Revolving Funds" to establish a Water and Sewer Revolving Fund and to amend the spending purposes for the Public Safety Revolving Fund, be and is herewith referred to **FINANCE COMMITTEE AND ADVERTISE**.

Yea: 11 – Nay: 0

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

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 AS FOLLOWS:

- I. By amending Chapter 67, Article V, Section 67-26.1, entitled "Departmental Revolving Funds.", by **inserting** a new Section 67-26.1(E)(4) to read as follows:
 - 4 Water and Sewer Revolving Fund
 - a. Fund Name. There shall be a separate fund called the Water and Sewer Revolving Fund for the use of the Department of Public Works.
 - b. Revenues. The City Auditor shall establish the Water and Sewer Revolving Fund as a separate account and credit to the fund all entrance fees paid for the purpose of connecting buildings to the municipal water and sewer systems.
 - c. Purposes and Expenditures. During each fiscal year, the Commissioner of Public Works may incur liabilities against, and spend monies from, the Water and Sewer Revolving Fund for the purposes of infrastructure projects associated with the demand of all new development on the water and sewer systems.
 - d. Reports. The Commissioner of Public Works shall prepare a year-end report identifying funds received, funds expended, a description of expenditures, and the year-end balances.
 - e. Fiscal Years. The Water and Sewer Revolving Fund shall operate for fiscal years that begin on or after July 1, 2021.
- II. By amending Chapter 67, Article V, Section 67-26.1, entitled "Departmental Revolving Funds.", by **amending** Section 67-26.1(E)(3)(c) to read as follows:
 - c. Purposes and expenditures. During each fiscal year, the Mayor may incur liabilities against, and spend monies from, the Public Safety Revolving Fund for the purposes of public safety related expenses.



IN CITY COUNCIL

Marlborough, Mass., MAY 24, 2021

PAGE 2

ORDERED:

ADOPTED

ORDER NO. 21-1008303

8



City of Marlborough

Arthur G. Vigeant
MAYOR

Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
MARLBOROUGH

Patricia M. Bernard
EXECUTIVE AIDE

140 Main Street

2021 MAY 20 A 11: 10

Marlborough, Massachusetts 01752

Ryan P. Egan
EXECUTIVE SECRETARY

Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610
www.marlborough-ma.gov

May 20, 2021

*F/C
Advise*

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

Re: Amendment to Chapter 67, Article V, Sec 67-26.1 Department Revolving Funds

Honorable President Ossing and Councilors:

Please find enclosed for your review an amendment to Chapter 67, Article V, Sec 67-26.1 Department Revolving Funds to establish a Water and Sewer Revolving Fund and amend the spending purposes for the existing Public Safety Revolving Fund.

The creation of the Water and Sewer Fund will allow the City to segregate collected entrance fees paid for the purpose of connecting buildings to the City's water and sewer system.

Auditor Diane Smith and I will be available for any questions regarding this requested amendment.

Thank you in advance for your cooperation.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure

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 AS FOLLOWS:

I. By amending Chapter 67, Article V, Section 67-26.1, entitled “Departmental Revolving Funds.”, by **inserting** a new Section 67-26.1(E)(4) to read as follows:

4. Water and Sewer Revolving Fund

a. Fund Name. There shall be a separate fund called the Water and Sewer Revolving Fund for the use of the Department of Public Works.

b. Revenues. The City Auditor shall establish the Water and Sewer Revolving Fund as a separate account and credit to the fund all entrance fees paid for the purpose of connecting buildings to the municipal water and sewer systems.

c. Purposes and Expenditures. During each fiscal year, the Commissioner of Public Works may incur liabilities against, and spend monies from, the Water and Sewer Revolving Fund for the purposes of infrastructure projects associated with the demand of all new development on the water and sewer systems.

d. Reports. The Commissioner of Public Works shall prepare a year-end report identifying funds received, funds expended, a description of expenditures, and the year-end balances.

e. Fiscal Years. The Water and Sewer Revolving Fund shall operate for fiscal years that begin on or after July 1, 2021.

II. By amending Chapter 67, Article V, Section 67-26.1, entitled “Departmental Revolving Funds.”, by **amending** Section 67-26.1(E)(3)(c) to read as follows:

c. Purposes and expenditures. During each fiscal year, the Mayor may incur liabilities against, and spend monies from, the Public Safety Revolving Fund for the purposes of public safety related expenses.

ADOPTED
In City Council
Order No. 21-
Adopted

Approved by Mayor

**CITY OF MARLBOROUGH
OFFICE OF THE CITY CLERK
MARLBOROUGH, MASSACHUSETTS 01752**

LEGAL NOTICE

At a regular meeting of the Marlborough City Council held on Monday, May 24, 2021, the following proposed amendment to the Code of the City of Marlborough, to amended Chapter 67 "Finance", §26.1 "Departmental Revolving Funds", having been read was **ORDERED ADVERTISED**.

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 AS FOLLOWS:

- I. By amending Chapter 67, Article V, Section 67-26.1, entitled "Departmental Revolving Funds.", by **inserting** a new Section 67-26.1(E)(4) to read as follows:

4 Water and Sewer Revolving Fund

- a. Fund Name. There shall be a separate fund called the Water and Sewer Revolving Fund for the use of the Department of Public Works.
- b. Revenues. The City Auditor shall establish the Water and Sewer Revolving Fund as a separate account and credit to the fund all entrance fees paid for the purpose of connecting buildings to the municipal water and sewer systems.
- c. Purposes and Expenditures. During each fiscal year, the Commissioner of Public Works may incur liabilities against, and spend monies from, the Water and Sewer Revolving Fund for the purposes of infrastructure projects associated with the demand of all new development on the water and sewer systems.
- d. Reports. The Commissioner of Public Works shall prepare a year-end report identifying funds received, funds expended, a description of expenditures, and the year-end balances.
- e. Fiscal Years. The Water and Sewer Revolving Fund shall operate for fiscal years that begin on or after July 1, 2021.

- II. By amending Chapter 67, Article V, Section 67-26.1, entitled "Departmental Revolving Funds.", by **amending** Section 67-26.1(E)(3)(c) to read as follows:

- c. Purposes and expenditures. During each fiscal year, the Mayor may incur liabilities against, and spend monies from, the Public Safety Revolving Fund for the purposes of public safety related expenses.

Per Order of the City Council
21-1008303

This Legal Advertisement will be published on www.wickedlocal.com and <http://masspublicnotices.org>.

Please publish in the Marlborough Enterprise on Thursday, June 10, 2021.

Please bill City Clerk's Office
140 Main Street
Marlborough, MA 01752

Steven Kerrigan

From: Steven Kerrigan
Sent: Wednesday, May 26, 2021 2:13 PM
To: 'legals@wickedlocal.com'
Cc: City Council; Wilson Chu
Subject: Legal Advertisement, Proposed Ordinance Change, Revolving Funds, Order No. 21-1008303
Attachments: Order No. 21-1008303, Legal Notice, Proposed Ordinance Change, Revolving Funds - 67-26.1, BEFORE passage.docx
Importance: High

Good Afternoon,

Attached is a Legal Advertisement that we would like run in the Marlborough Enterprise on Thursday, June 10, 2021.

Please send proof, cost estimate, tear sheets and bill to this office. Any questions, please let me know.

Regards,

STEVEN W. KERRIGAN
CITY CLERK

COMMISSIONER TO QUALIFY
JUSTICE OF THE PEACE
NOTARY PUBLIC

MARLBOROUGH CITY HALL
140 MAIN STREET
MARLBOROUGH, MA 01752
PHONE: 508-460-3775
VISIT US AT: WWW.MARLBOROUGH-MA.GOV

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IN CITY COUNCIL

Marlborough, Mass., _____ MAY 24, 2021

ORDERED:

That no more than three hundred fifty thousand dollars (\$350,000.00) shall be expended from the Parks and Recreation Revolving Fund during fiscal year 2022, unless otherwise authorized by City Council and Mayor, 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. 21-1008304A



City of Marlborough

Office of the Mayor

140 Main Street

Marlborough, Massachusetts 01752

Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610

www.marlborough-ma.gov

Arthur G. Vigeant
MAYOR

RECEIVED
CITY CLERK'S OFFICE
OF MARLBOROUGH

Patricia M. Bernard
EXECUTIVE AIDE

2021 MAY 20 A 11:10

Ryan P. Egan
EXECUTIVE SECRETARY

9

May 20, 2021

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

F/C

Re: FY22 Revolving Funds Spending Limit

Honorable President Ossing and Councilors:

Please find enclosed for your review an order to set spending limits on the City's four revolving funds (pending the approval of the added Water and Sewer revolving account that is a separate item on tonight's agenda). The additional three revolving funds are Parks and Recreation, Council on Aging, and Public Safety.

I am requesting approval for expenditures from each of the revolving funds, not to exceed the following amounts:

1. Parks and Recreation Revolving Fund \$350,000.00
2. Council on Aging Revolving Fund \$70,000.00
3. Public Safety revolving Fund \$120,000.00
4. Water and Sewer Revolving Fund \$500,000.00 (pending Council approval)

Our department heads will be available to discuss and answer any questions and speak in greater detail at the upcoming Finance Committee meeting.

Thank you in advance for your cooperation.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures

ORDERED:

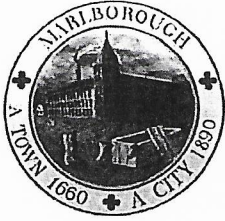
That the City Council hereby approves the maximum amount that shall be expended during fiscal year 2022 from each of the revolving funds as established by city ordinance, unless otherwise authorized by City Council and Mayor, as follows:

<u>Revolving Fund</u>	<u>FY2022 Spending Limit</u>
Parks and Recreation Revolving Fund	\$350,000.00
Council on Aging Revolving Fund	\$70,000.00
Public Safety Revolving Fund	\$120,000.00
Water and Sewer Revolving Fund (effective only if fund established by ordinance)	\$500,000.00

ADOPTED
In City Council
Order No. 21-
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:



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: May 19, 2021

To: Mayor Vigeant

SMD

From: Sean M. Divoll, Commissioner of Public Works

Re: Parks and Recreation Revolving Account: 26244401-52415

The Revenue and Expenditures for the Parks and Recreation Revolving Account are as follows:

Balance as of July 1, 2020	\$47,161.63
Encumbrance Carry Forward	\$403,479.37
Revenue received between July 1, 2019 And May 18, 2021	<u>\$335,753.86</u>
Subtotal	\$786,394.86
Expenses incurred between July 1, 2019 And May 18, 2021	\$318,435.19
Encumbrance Outstanding	<u>\$104,588.83</u>
Available Balance	\$363,370.84

Expenditures		
Vendor	Amount	Comments
A Jandris & Sons	\$ (600.00)	Return Pallet PD CE20021
Bentley Services	\$ 4,043.65	TRD 2017-Cat Concrete Splash Pad
Concord Electric	\$ 1,183.51	Various electrical supplies
Custom Insulation	\$ 9,497.00	Insulation
Electric Wholesalers	\$ 426.14	Various electrical supplies
O'Brien & Sons	\$ 206,797.00	Stevens Park Splash Pad equipment
P.M. Nasuti Plumbing	\$ 12,535.00	Various plumbing work at pools and park restrooms
Ronald A. Marini	\$ 68,967.89	Contract ED 2019-08 Ghiloni Park parking lot improvements
Steel in the Air	\$ 6,000.00	Wireless Assessment Services
The Northern Corporation	\$ 9,585.00	Restroom partitions
Total	\$ 318,435.19	

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

CHRISTOPHER S. LAFRENIERE
ASST. COMMISSIONER, UTILITIES

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



IN CITY COUNCIL

Marlborough, Mass., MAY 24, 2021

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 2022, unless otherwise authorized by City Council and Mayor, 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. 21-1008304B



City of Marlborough

Office of the Mayor

Arthur G. Vigeant
MAYOR

RECEIVED
CITY CLERK'S OFFICE
OF MARLBOROUGH

Patricia M. Bernard
EXECUTIVE AIDE

140 Main Street

Marlborough, Massachusetts 01752

Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610

www.marlborough-ma.gov

2021 MAY 20 A 11:10

Ryan P. Egan
EXECUTIVE SECRETARY

9

May 20, 2021

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

F/C

Re: FY22 Revolving Funds Spending Limit

Honorable President Ossing and Councilors:

Please find enclosed for your review an order to set spending limits on the City's four revolving funds (pending the approval of the added Water and Sewer revolving account that is a separate item on tonight's agenda). The additional three revolving funds are Parks and Recreation, Council on Aging, and Public Safety.

I am requesting approval for expenditures from each of the revolving funds, not to exceed the following amounts:

1. Parks and Recreation Revolving Fund \$350,000.00
2. Council on Aging Revolving Fund \$70,000.00
3. Public Safety revolving Fund \$120,000.00
4. Water and Sewer Revolving Fund \$500,000.00 (pending Council approval)

Our department heads will be available to discuss and answer any questions and speak in greater detail at the upcoming Finance Committee meeting.

Thank you in advance for your cooperation.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures

ORDERED:

That the City Council hereby approves the maximum amount that shall be expended during fiscal year 2022 from each of the revolving funds as established by city ordinance, unless otherwise authorized by City Council and Mayor, as follows:

<u>Revolving Fund</u>	<u>FY2022 Spending Limit</u>
Parks and Recreation Revolving Fund	\$350,000.00
Council on Aging Revolving Fund	\$70,000.00
Public Safety Revolving Fund	\$120,000.00
Water and Sewer Revolving Fund (effective only if fund established by ordinance)	\$500,000.00

ADOPTED
In City Council
Order No. 21-
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:



CITY OF MARLBOROUGH

Office of the City Auditor

140 Main St.

Marlborough, MA 01752

May 10, 2021

MEMORANDUM

TO: Mayor Arthur G. Vigeant

FROM: Diane Smith, City Auditor

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, 2020	\$ 19,512.35
Funds received to date	118,746.79
Expenditures to date-	
Trench Rescue Team Drill	(3,231.31)
District Dive Team Drill	(313.40)
Hazardous Materials Training	(1,600.00)
Infection Contral Training	(606.08)
Hypothesis Development	(1,877.00)
Bullet Proof Vests	(2,453.85)
Taser Training/Recertification	(36,180.89)
Subtotal	(46,262.53)
Encumbrances	-
Balance as of May 10, 2021	<u>\$ 91,996.61</u>



IN CITY COUNCIL

Marlborough, Mass., MAY 24, 2021

ORDERED:

That no more than seventy thousand dollars (\$70,000.00) shall be expended from the Council on Aging Revolving Fund during fiscal year 2022, unless otherwise authorized by City Council and Mayor, 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. 21-1008304C



City of Marlborough

Office of the Mayor

Arthur G. Vigeant
MAYOR

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Patricia M. Bernard
EXECUTIVE AIDE

140 Main Street
Marlborough, Massachusetts 01752
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610
www.marlborough-ma.gov

2021 MAY 20 A 11:10

Ryan P. Egan
EXECUTIVE SECRETARY

9

May 20, 2021

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

FIC

Re: FY22 Revolving Funds Spending Limit

Honorable President Ossing and Councilors:

Please find enclosed for your review an order to set spending limits on the City's four revolving funds (pending the approval of the added Water and Sewer revolving account that is a separate item on tonight's agenda). The additional three revolving funds are Parks and Recreation, Council on Aging, and Public Safety.

I am requesting approval for expenditures from each of the revolving funds, not to exceed the following amounts:

1. Parks and Recreation Revolving Fund \$350,000.00
2. Council on Aging Revolving Fund \$70,000.00
3. Public Safety revolving Fund \$120,000.00
4. Water and Sewer Revolving Fund \$500,000.00 (pending Council approval)

Our department heads will be available to discuss and answer any questions and speak in greater detail at the upcoming Finance Committee meeting.

Thank you in advance for your cooperation.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures

ORDERED:

That the City Council hereby approves the maximum amount that shall be expended during fiscal year 2022 from each of the revolving funds as established by city ordinance, unless otherwise authorized by City Council and Mayor, as follows:

<u>Revolving Fund</u>	<u>FY2022 Spending Limit</u>
Parks and Recreation Revolving Fund	\$350,000.00
Council on Aging Revolving Fund	\$70,000.00
Public Safety Revolving Fund	\$120,000.00
Water and Sewer Revolving Fund (effective only if fund established by ordinance)	\$500,000.00

ADOPTED
In City Council
Order No. 21-
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:



City of Marlborough
Council on Aging and Senior Center

40 New Street
Marlborough, Massachusetts 01752
Telephone (508) 485-6492 Facsimile (508) 460-3726

Patricia A. Pope
EXECUTIVE DIRECTOR

May 13, 2021

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

Re: Council on Aging/Senior Center Revolving Account Reauthorization

Dear Mayor Vigeant,

The Revolving Account was authorized in October of 2015 for the sole purpose of program funding at the Senior Center. We have been fortunate in the past to hold a bevy of programs for our older adults to enjoy.

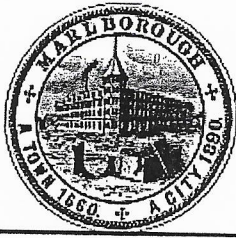
When the Center reopened in April, we stopped serving curbside lunches and are focused on bringing seniors back into the building or onto the patio to enjoy classes, programs and events. Although many programs held are initially at a higher cost (i.e. holding the same program twice in one week to allow social distancing, etc.) I do feel that this will change in the not too distant future.

FY'21 has been a truly unique year and we are extremely appreciative of the approval of our request to increase spending limit this past year due to the effects of COVID-19. I am optimistic for the upcoming year and feel that returning the spending limit to \$70,000.00 should allow us to continue to meet the needs and expand program offerings for our older adults. If the increased costs continue, I would like the option of returning to the City Council if needed.

As always, we remain extremely grateful for the support the Senior Center receives from the City. Please do not hesitate to contact me with any questions.

Respectfully,

Patricia A. Pope
Executive Director



CITY OF MARLBOROUGH

Council on Aging/ Senior Center

40 New Street

Marlborough, MA 01752

508.485.6492

MEMORANDUM

TO: Mayor Arthur G. Vigeant
FROM: Trish Pope
DATE: May 13, 2021
RE: Council on Aging Revolving Account

Pursuant to the provisions of the City Council Order #15-1006306, the revolving account established by this order had income and expenses shown below:

Balance as of 7/1/20	\$	99,390.77
Total revenue generated (7/1/20 – 5/13/21)	\$	50,281.00
Funds expended (7/1/20 – 5/13/21)	\$	50,537.00
Funds encumbered	\$	0
Current Balance:	\$	99,134.77

The revenue generated represents fees associated with curbside lunch, programs and classes run through the Council on Aging. The expenditures represent payment for instructors, programs, and food costs.

The account balance remains high due to the Center being closed for most of this fiscal year.

Detailed information attached.

05/17/2021 10:06
6876ppop

CITY OF MARLBOROUGH
G/L ACCOUNT DETAIL

P
glacting

Org: 26254101 Object: 57072
PROGRAM FUNDING

262 -00-00-5410-00-0-0000-6-57072

YEAR	PER JOURNAL	EFF DATE	SRC TR PO/REF2	REFERENCE	AMOUNT	POSTED
2021	08	697	02/26/2021 BUA 5	REVENUE	65.00	Y
2021	08	640	02/18/2021 BUA 5	REVENUE	730.00	Y
2021	08	406	02/03/2021 BUA 5	REVENUE	14,093.00	Y
2021	07	769	01/20/2021 BUA 5	REVENUE	330.00	Y
2021	07	379	01/06/2021 BUA 5	REVENUE	1,780.00	Y
2021	06	674	12/29/2020 BUA 5	REVENUE	1,745.00	Y
2021	06	670	12/15/2020 BUA 5	REVENUE	768.00	Y
2021	06	307	12/04/2020 BUA 5	REVENUE	4,326.00	Y
2021	05	562	11/19/2020 BUA 5	REVENUE	475.00	Y
2021	05	337	11/10/2020 BUA 5	REVENUE	758.00	Y
2021	05	199	11/04/2020 BUA 5	REVENUE	3,103.00	Y
2021	04	812	10/21/2020 BUA 5	REVENUE	1,385.00	Y
2021	04	444	10/06/2020 BUA 5	REVENUE	2,018.00	Y
2021	03	681	09/29/2020 BUA 5	REVENUE	963.00	Y
2021	03	601	09/22/2020 BUA 5	REVENUE	971.00	Y
2021	03	464	09/15/2020 BUA 5	REVENUE	1,080.00	Y
2021	03	379	09/09/2020 BUA 5	REVENUE	1,740.00	Y
2021	02	682	08/27/2020 BUA 5	REVENUE	1,470.00	Y
2021	02	448	08/18/2020 BUA 5	REVENUE	7,020.00	Y
2021	02	366	08/13/2020 BUA 5	REVENUE	1,085.00	Y
2021	02	235	08/05/2020 BUA 5	REVENUE	1,475.00	Y
2021	01	847	07/30/2020 BUA 5	REVENUE	635.00	Y
2021	01	727	07/24/2020 BUA 5	REVENUE	710.00	Y
2021	01	724	07/15/2020 BUA 5	REVENUE	760.00	Y
2021	01	361	07/09/2020 BUA 5	REVENUE	1,610.00	Y

Total Amount: 51,095.00

** END OF REPORT - Generated by Patricia Pope **

05/17/2021 10:06
6876ppop

CITY OF MARLBOROUGH
G/L ACCOUNT DETAIL

P
glacting

Org: 26254101 Object: 57072
PROGRAM FUNDING 262 -00-00-5410-00-0-0000-6-57072

YEAR	PER	JOURNAL	EFF	DATE	SRC	TR	PO/REF2	REFERENCE	AMOUNT	POSTED
2021	09	170	03/04/2021	BUA	5			CE21069	-125.00	Y
2021	08	366	02/11/2021	BUA	5			CE21063	-5.00	Y
2021	08	366	02/11/2021	BUA	5			CE21063	-10.00	Y
2021	08	366	02/11/2021	BUA	5			CE21063	-10.00	Y
2021	08	366	02/11/2021	BUA	5			CE21063	-5.00	Y
2021	06	662	12/31/2020	BUA	5			CE21053	-5.00	Y
2021	06	662	12/31/2020	BUA	5			CE21053	-5.00	Y
2021	06	662	12/31/2020	BUA	5			CE21053	-20.00	Y
2021	06	662	12/31/2020	BUA	5			CE21053	-5.00	Y
2021	06	662	12/31/2020	BUA	5			CE21053	-5.00	Y
2021	06	662	12/31/2020	BUA	5			CE21053	-5.00	Y
2021	06	661	12/17/2020	BUA	5			CE21049	-5.00	Y
2021	04	977	10/31/2020	BUA	5			REVENUE	-10.00	Y
2021	04	897	10/29/2020	BUA	5			CE21035	-20.00	Y
2021	04	672	10/22/2020	BUA	5			CE21033	-509.00	Y
2021	03	104	09/03/2020	BUA	5			CE21019	-15.00	Y
2021	02	580	08/27/2020	BUA	5			CE21017	-20.00	Y
2021	02	580	08/27/2020	BUA	5			CE21017	-40.00	Y

Total Amount: -814.00

** END OF REPORT - Generated by Patricia Pope **

Org: 26254101 Object: 57072
PROGRAM FUNDING 262 -00-00-5410-00-0-0000-6-57072

YEAR	PER	JOURNAL	EFF	DATE	SRC	T	PO/REF2	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VDR NAME/ITEM DESC	COMMENTS
2021	11	345		05/13/2021	API	1		W CE21089	300.00	Y	517459CE21089		CARDEN, INC.	
2021	09	266		03/11/2021	API	1		W CE21071	756.00	Y	515645CE21071		CARDEN, INC.	
2021	09	80		03/04/2021	API	1		W CE21069	438.00	Y	515473CE21069		CARDEN, INC.	
2021	08	557		02/25/2021	API	1		W CE21067	721.00	Y	515172CE21067		CARDEN, INC.	
2021	08	557		02/25/2021	API	1		W CE21067	450.00	Y	515172CE21067		CARDEN, INC.	
2021	08	423		02/18/2021	API	1		W CE21065	420.00	Y	515172CE21067		CARDEN, INC.	
2021	08	423		02/18/2021	API	1		W CE21065	432.00	Y	515030CE21065		CARDEN, INC.	
2021	08	294		02/11/2021	API	1		W CE21063	432.00	Y	514802CE21063		CARDEN, INC.	
2021	08	294		02/11/2021	API	1		W CE21063	567.00	Y	514802CE21063		CARDEN, INC.	
2021	08	294		02/11/2021	API	1		W CE21063	360.00	Y	514802CE21063		CARDEN, INC.	
2021	08	294		02/11/2021	API	1		W CE21063	742.00	Y	514802CE21063		CARDEN, INC.	
2021	08	294		02/11/2021	API	1		W CE21063	528.00	Y	514802CE21063		CARDEN, INC.	
2021	08	294		02/11/2021	API	1		W CE21063	426.00	Y	514802CE21063		CARDEN, INC.	
2021	07	613		01/28/2021	API	1		W CE21059	552.00	Y	514802CE21063		CARDEN, INC.	
2021	07	448		01/21/2021	API	1		W CE21057	540.00	Y	514426CE21059		CARDEN, INC.	
2021	07	445		01/21/2021	API	1		W CE21057	450.00	Y	514127CE21057		CARDEN, INC.	
2021	07	445		01/21/2021	API	1		W CE21057	330.00	Y	514127CE21057		CARDEN, INC.	
2021	07	445		01/21/2021	API	1		W CE21057	546.00	Y	514127CE21057		CARDEN, INC.	
2021	07	263		01/14/2021	API	1		W CE21055	280.00	Y	514127CE21057		CARDEN, INC.	
2021	07	263		01/14/2021	API	1		W CE21055	456.00	Y	513898CE21055		CARDEN, INC.	
2021	07	263		01/14/2021	API	1		W CE21055	486.00	Y	513898CE21055		CARDEN, INC.	
2021	06	562		12/31/2020	API	1		W CE21053	595.00	Y	513898CE21055		CARDEN, INC.	
2021	06	562		12/31/2020	API	1		W CE21053	350.00	Y	513564CE21053		CARDEN, INC.	
2021	06	560		12/31/2020	API	1		W CE21051	636.00	Y	513564CE21053		CARDEN, INC.	
2021	06	443		12/23/2020	API	1		W CE21051	576.00	Y	513564CE21053		CARDEN, INC.	
2021	06	442		12/23/2020	API	1		W CE21051	320.00	Y	513488CE21051		CARDEN, INC.	
2021	06	442		12/17/2020	API	1		W CE21049	1,070.00	Y	513459CE21051		CARDEN, INC.	
2021	06	400		12/17/2020	API	1		W CE21049	756.00	Y	513459CE21051		CARDEN, INC.	
2021	06	400		12/17/2020	API	1		W CE21049	360.00	Y	513265CE21049		CARDEN, INC.	
2021	06	218		12/10/2020	API	1		W CE21047	791.00	Y	513265CE21049		CARDEN, INC.	
2021	06	218		12/10/2020	API	1		W CE21047	570.00	Y	513265CE21049		CARDEN, INC.	
2021	06	218		12/10/2020	API	1		W CE21047	582.00	Y	513265CE21049		CARDEN, INC.	
2021	05	612		11/25/2020	API	1		W CE21043	360.00	Y	513145CE21047		CARDEN, INC.	
2021	05	612		11/25/2020	API	1		W CE21043	480.00	Y	513145CE21047		CARDEN, INC.	
2021	05	612		11/25/2020	API	1		W CE21043	504.00	Y	513145CE21047		CARDEN, INC.	
2021	05	610		11/25/2020	API	1		W CE21043	1,026.00	Y	512815CE21043		CARDEN, INC.	
2021	05	610		11/25/2020	API	1		W CE21043	474.00	Y	512815CE21043		CARDEN, INC.	
2021	05	610		11/25/2020	API	1		W CE21043	365.00	Y	512815CE21043		CARDEN, INC.	
2021	05	610		11/25/2020	API	1		W CE21043	532.00	Y	512815CE21043		CARDEN, INC.	
2021	05	610		11/25/2020	API	1		W CE21043	540.00	Y	512815CE21043		CARDEN, INC.	
2021	05	610		11/25/2020	API	1		W CE21043	623.00	Y	512815CE21043		CARDEN, INC.	
2021	05	610		11/25/2020	API	1		W CE21043	770.00	Y	512815CE21043		CARDEN, INC.	
2021	05	231		11/12/2020	API	1		W CE21037	665.00	Y	512815CE21043		CARDEN, INC.	
2021	05	126		11/05/2020	API	1		W CE21037	504.00	Y	512383CE21039		CARDEN, INC.	
2021	05	124		11/05/2020	API	1		W CE21037	777.00	Y	512383CE21039		CARDEN, INC.	
2021	04	836		10/29/2020	API	1		W CE21035	540.00	Y	512134CE21037		CARDEN, INC.	
2021	04	836		10/29/2020	API	1		W CE21035	623.00	Y	511925CE21035		CARDEN, INC.	
2021	04	836		10/29/2020	API	1		W CE21035	600.00	Y	511925CE21035		CARDEN, INC.	
2021	04	836		10/29/2020	API	1		W CE21035	510.00	Y	511925CE21035		CARDEN, INC.	

05/17/2021 10:43
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CITY OF MARLBOROUGH
G/L ACCOUNT DETAIL

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| glacting

Org: 26254101 Object: 57072
PROGRAM FUNDING

262 -00-00-5410-00-0-0000-6-57072

YEAR	PER	JOURNAL	EFF	DATE	SRC	T	PO/REF2	REFERENCE	AMOUNT	P	CHECK	NO	WARRANT	VDR	NAME/ITEM	DESC	COMMENTS
2021	04	836	10/29/2020	API	1			W CE21035	576.00	Y	511925	CE21035	CARDEN, INC.				
2021	04	579	10/22/2020	API	1			W CE21033	679.00	Y	511662	CE21033	CARDEN, INC.				
2021	04	579	10/22/2020	API	1			W CE21033	588.00	Y	511662	CE21033	CARDEN, INC.				
2021	04	579	10/22/2020	API	1			W CE21033	540.00	Y	511662	CE21033	CARDEN, INC.				
2021	04	388	10/15/2020	API	1			W CE21031	100.00	Y	511525	CE21031	RALPH L. LAMBERT				10/9/20
2021	04	386	10/15/2020	API	1			W CE21031	390.00	Y	511495	CE21031	CARDEN, INC.				
2021	04	386	10/15/2020	API	1			W CE21031	348.00	Y	511495	CE21031	CARDEN, INC.				
2021	04	198	10/08/2020	API	1			W CE21029	735.00	Y	511347	CE21029	CARDEN, INC.				
2021	04	20	10/01/2020	API	1			W CE21027	315.00	Y	511008	CE21027	CARDEN, INC.				
2021	04	20	10/01/2020	API	1			W CE21027	570.00	Y	511008	CE21027	CARDEN, INC.				
2021	04	20	10/01/2020	API	1			W CE21027	432.00	Y	511008	CE21027	CARDEN, INC.				
2021	04	20	10/01/2020	API	1			W CE21027	300.00	Y	511008	CE21027	CARDEN, INC.				
2021	03	560	09/24/2020	API	1			W CE21025	420.00	Y	511054	CE21027	BEMIS FARMS NURSE				
2021	03	558	09/24/2020	API	1			W CE21025	770.00	Y	510887	CE21025	CARDEN, INC.				
2021	03	556	09/24/2020	API	1			W CE21025	567.00	Y	510887	CE21025	CARDEN, INC.				
2021	03	556	09/24/2020	API	1			W CE21025	618.00	Y	510887	CE21025	CARDEN, INC.				
2021	03	556	09/24/2020	API	1			W CE21025	540.00	Y	510887	CE21025	CARDEN, INC.				
2021	03	556	09/24/2020	API	1			W CE21025	728.00	Y	510887	CE21025	CARDEN, INC.				
2021	03	385	09/17/2020	API	1			W CE21023	450.00	Y	510734	CE21023	CARDEN, INC.				
2021	03	155	09/10/2020	API	1			W CE21021	420.00	Y	510423	CE21021	CARDEN, INC.				
2021	03	155	09/10/2020	API	1			W CE21021	735.00	Y	510423	CE21021	CARDEN, INC.				
2021	03	11	09/03/2020	API	1			W CE21019	525.00	Y	510280	CE21019	CARDEN, INC.				
2021	03	10	09/03/2020	API	1			W CE21019	390.00	Y	510280	CE21019	CARDEN, INC.				
2021	02	568	08/27/2020	API	1			W CE21017	612.00	Y	510071	CE21017	CARDEN, INC.				
2021	02	567	08/27/2020	API	1			W CE21017	595.00	Y	510071	CE21017	CARDEN, INC.				
2021	02	454	08/20/2020	API	1			W CE21015	450.00	Y	509877	CE21015	CARDEN, INC.				
2021	02	452	08/20/2020	API	1			W CE21015	354.00	Y	509877	CE21015	CARDEN, INC.				
2021	02	451	08/20/2020	API	1			W CE21015	616.00	Y	509877	CE21015	CARDEN, INC.				
2021	02	451	08/20/2020	API	1			W CE21015	324.00	Y	509877	CE21015	CARDEN, INC.				
2021	02	451	08/20/2020	API	1			W CE21015	444.00	Y	509877	CE21015	CARDEN, INC.				
2021	02	53	08/06/2020	API	1			W CE21011	518.00	Y	509551	CE21011	CARDEN, INC.				
2021	02	53	08/06/2020	API	1			W CE21011	384.00	Y	509551	CE21011	CARDEN, INC.				
2021	02	51	08/06/2020	API	1			W CE21011	320.00	Y	509551	CE21011	CARDEN, INC.				
2021	02	51	08/06/2020	API	1			W CE21011	306.00	Y	509551	CE21011	CARDEN, INC.				
2021	01	707	07/30/2020	API	1			W CE21009	444.00	Y	509551	CE21011	CARDEN, INC.				
2021	01	707	07/30/2020	API	1			W CE21009	504.00	Y	509309	CE21009	CARDEN, INC.				
2021	01	707	07/30/2020	API	1			W CE21009	444.00	Y	509309	CE21009	CARDEN, INC.				
2021	01	707	07/30/2020	API	1			W CE21009	456.00	Y	509309	CE21009	CARDEN, INC.				
2021	01	474	07/23/2020	API	1			W CE21007	588.00	Y	509309	CE21009	CARDEN, INC.				
2021	01	474	07/23/2020	API	1			W CE21007	300.00	Y	509177	CE21007	BEMIS FARMS NURSE				WORKSHOP-
2021	01	474	07/23/2020	API	1			W CE21007	728.00	Y	509177	CE21007	CARDEN, INC.				
2021	01	333	07/15/2020	API	1			W CE21005	282.00	Y	508929	CE21005	CARDEN, INC.				SENIOR CT
2021	01	333	07/15/2020	API	1			W CE21005	576.00	Y	508929	CE21005	CARDEN, INC.				SENIOR CT
2021	01	333	07/15/2020	API	1			W CE21005	511.00	Y	508929	CE21005	CARDEN, INC.				SENIOR CT
2021	01	333	07/15/2020	API	1			W CE21005	360.00	Y	508929	CE21005	CARDEN, INC.				SENIOR CT
2021	01	333	07/15/2020	API	1			W CE21005	570.00	Y	508929	CE21005	CARDEN, INC.				



IN CITY COUNCIL

Marlborough, Mass., MAY 24, 2021

ORDERED:

That no more than five hundred thousand dollars (\$500,000.00) shall be expended from the Proposed Water and Sewer Revolving Fund during fiscal year 2022, unless otherwise authorized by City Council and Mayor, 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. 21-1008304D
X 21-1008303



City of Marlborough

Office of the Mayor

Arthur G. Vigeant
MAYOR

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Patricia M. Bernard
EXECUTIVE AIDE

140 Main Street

Marlborough, Massachusetts 01752

Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610

www.marlborough-ma.gov

2021 MAY 20 A 11:10

Ryan P. Egan
EXECUTIVE SECRETARY

9

May 20, 2021

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

F/C

Re: FY22 Revolving Funds Spending Limit

Honorable President Ossing and Councilors:

Please find enclosed for your review an order to set spending limits on the City's four revolving funds (pending the approval of the added Water and Sewer revolving account that is a separate item on tonight's agenda). The additional three revolving funds are Parks and Recreation, Council on Aging, and Public Safety.

I am requesting approval for expenditures from each of the revolving funds, not to exceed the following amounts:

1. Parks and Recreation Revolving Fund \$350,000.00
2. Council on Aging Revolving Fund \$70,000.00
3. Public Safety revolving Fund \$120,000.00
4. Water and Sewer Revolving Fund \$500,000.00 (pending Council approval)

Our department heads will be available to discuss and answer any questions and speak in greater detail at the upcoming Finance Committee meeting.

Thank you in advance for your cooperation.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosures

ORDERED:

That the City Council hereby approves the maximum amount that shall be expended during fiscal year 2022 from each of the revolving funds as established by city ordinance, unless otherwise authorized by City Council and Mayor, as follows:

<u>Revolving Fund</u>	<u>FY2022 Spending Limit</u>
Parks and Recreation Revolving Fund	\$350,000.00
Council on Aging Revolving Fund	\$70,000.00
Public Safety Revolving Fund	\$120,000.00
Water and Sewer Revolving Fund (effective only if fund established by ordinance)	\$500,000.00

ADOPTED
In City Council
Order No. 21-
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:



IN CITY COUNCIL

Marlborough, Mass., MAY 24, 2021

ORDERED:

PAGE 1

That the Transfer Requests from the Department of Public Works (\$2,356,437.77) and Auditor (\$55,475.00) totaling \$2,411,912.77 to fund various accounts for the remainder of FY 21 as outlined in the transfer sheets, be and is herewith referred to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH BUDGET TRANSFERS --

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$82,282.19</u>	<u>\$475.00</u>	<u>15430006</u>	<u>57710</u>	<u>Veterans Benefits</u>	<u>\$475.00</u>	<u>15430001</u>	<u>50080</u>	<u>Veterans Director</u>	<u>\$7,213.51</u>
	Reason:	<u>Benefits running lower than expected</u>			Reason:	<u>To fund step increase at higher salary ordinance</u>			
<u>\$5,000.00</u>	<u>\$5,000.00</u>	<u>11210004</u>	<u>53080</u>	<u>Audit Services</u>	<u>\$55,000.00</u>	<u>11940006</u>	<u>57410</u>	<u>Property Liability Ins</u>	<u>\$1,587.04</u>
	Reason:	<u>Audit complete</u>			Reason:	<u>To fund additional insurance for Library move</u>			
<u>\$37,745.62</u>	<u>\$33,000.00</u>	<u>11330002</u>	<u>50520</u>	<u>Principal Clerk</u>					
	Reason:	<u>Position filled end of March</u>							
<u>\$4,203.23</u>	<u>\$4,203.23</u>	<u>11330002</u>	<u>50588</u>	<u>Part Time Mail Clerk</u>					
	Reason:	<u>Vacant position</u>							
<u>\$97,500.00</u>	<u>\$12,796.77</u>	<u>11330006</u>	<u>57850</u>	<u>Bond Expense</u>					
	Reason:	<u>Bond expenses down from previous years</u>							
	<u>\$55,475.00</u>	<u>Total</u>			<u>\$55,475.00</u>	<u>Total</u>			

CITY OF MARLBOROUGH BUDGET TRANSFERS --

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$4,059,007.44</u>	<u>\$38,500.00</u>	<u>10000</u>	<u>35900</u>	<u>Undesignated Fund</u>	<u>\$38,500.00</u>	<u>83600</u>	<u>32918</u>	<u>Stabilization-Open Space</u>	<u>\$629,483.26</u>
	Reason:	<u>To transfer annual wireless antennae payments received by the City in fiscal year 2020 to Open Space Stabilization</u>							
	<u>\$38,500.00</u>	<u>Total</u>			<u>\$38,500.00</u>	<u>Total</u>			



IN CITY COUNCIL

Marlborough, Mass., MAY 24, 2021

ORDERED:

PAGE 2

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT:		Public Facilities				FISCAL YEAR:		2021	
FROM ACCOUNT:						TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$732,937.77</u>	<u>\$732,937.77</u>	<u>27000099</u>	<u>48470</u>	<u>Insurance Proceeds over 150K</u>	<u>\$732,937.77</u>	<u>19300006</u>	<u>58255</u>	<u>Capital Outlay-Compost Bldg</u>	<u>\$0.00</u>
Reason:		<u>Insurance Claims</u>				<u>Insurance proceeds for Compost Building damage</u>			
	<u>\$732,937.77</u>	Total			<u>\$732,937.77</u>	Total			
Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Balance
<u>\$4,059,007.44</u>	<u>\$1,042,000.00</u>	<u>10000</u>	<u>35900</u>	<u>Undesignated Fund</u>	<u>\$227,216.00</u>	<u>14001203</u>	<u>51390</u>	<u>Overtime-Snow & Ice</u>	<u>-\$227,215.36</u>
Reason:		<u>To fund the snow & ice deficit for FY21</u>							
					<u>\$342,402.00</u>	<u>14001206</u>	<u>52960</u>	<u>Snow Removal</u>	<u>-\$342,401.79</u>
Reason:									
					<u>\$472,382.00</u>	<u>14001206</u>	<u>57040</u>	<u>Operating Expenses</u>	<u>-\$471,386.56</u>
	<u>\$1,042,000.00</u>	Total			<u>\$1,042,000.00</u>	Total			

Yea: 11 – Nay: 0

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

ADOPTED

ORDER NO. 21-1008305



City of Marlborough

Office of the Mayor

140 Main Street
Marlborough, Massachusetts 01752
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610
www.marlborough-ma.gov

10
Arthur G. Vigeant
MAYOR

Patricia M. Bernard
EXECUTIVE AIDE

Ryan P. Egan
EXECUTIVE SECRETARY

May 20, 2021

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

Re: Year End Transfer Requests

Honorable President Ossing and Councilors:

Please find enclosed for your review and approval the year end transfer requests for the following departments:

Department of Public Works:

1. MIIA claim payment for the building damage at the Compost Building for \$732,937.77 to be transferred into Capital Outlay Compost Building. Please see the attached letter from Commissioner Sean Divoll regarding this item.
2. Transfer request in the amount of \$1,042,000.00 from the Undesignated Fund to fund the snow and ice deficit for FY21.
3. Transfer request in the amount of \$38,500.00 from the Undesignated Fund to the Open Space Stabilization account.
4. Transfer request in the amount of \$543,000.00 from available funds to cover items in the attached letter from Commissioner Sean Divoll.

Auditor:

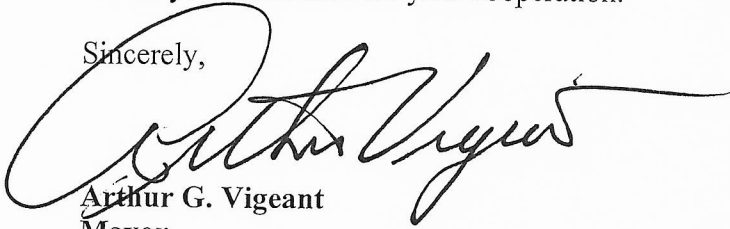
1. Transfer request in the amount of \$475.00 from Veterans Benefits to Veterans Director to fund a salary step increase for the Veterans Agent.
2. Transfer request in the amount of \$55,000.00 from various accounts to fund additional liability insurance for the Marlborough Public Library.

These transfers are needed to fund accounts for the remainder of FY21.

Our department heads will be available to discuss and answer any questions and speak in greater detail at the upcoming Finance Committee meeting.

Thank you in advance for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Arthur G. Vigeant". The signature is fluid and cursive, with a large initial "A" and a long horizontal flourish extending to the right.

Arthur G. Vigeant
Mayor

Enclosures

DPW	Auditor
\$ 732,937.77	\$ 475.00
\$ 1,042,000.00	\$ 55,000.00
\$ 38,500.00	
\$ 543,000.00	
\$ 2,356,437.77	\$ 55,475.00

\$ 2,411,912.77



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

May 19, 2021

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

Dear Mayor Vigeant:

The City is in receipt of an insurance award from MIIA in the amount of \$732,937.77 for wind damage sustained at the City's compost building located at the Easterly Wastewater Treatment Plant. Metal roof panels dislodged from the structural purlins and beams rendering the building unsafe, unusable, and not feasible to fix due to its age and overall condition. The building was in use by the City to cost effectively process sludge generated at the Easterly Plant and the Westerly Plant for off-site disposal. The building has since been demolished to protect the safety of personnel working around the building.

It is our intent to rebuild with a steel and fabric structure so that we are able to resume processing sludge in the very near future.

I hereby request the insurance award be deposited in an account that the DPW can use for readying the site and constructing the building. I also request that the award is made available for extra sludge processing costs in the interim.

I kindly ask for your consideration in asking City Council to move as expeditiously as possible given the volatility of building material cost and availability.

Very truly yours,

Sean M. Divoll, P.E.
Commissioner

cc. Theodore Scott, P.E., Assistant Commissioner Operations
Christopher LaFreniere, Assistant Commissioner Utilities
Thomas DiPersio, Jr. P.E., P.L.S., City Engineer

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:	Public Facilities	FISCAL YEAR:	2021
FROM ACCOUNT:		TO ACCOUNT:	
Org Code	Object	Account Description:	Available Balance
27000099	48470	19300006	58255
	Insurance Claims		Capital Outlay-Compost Bldg
Amount		Amount	\$0.00
\$732,937.77		\$732,937.77	
Reason:		Insurance proceeds for Compost Building damage	
Reason:			
Reason:			
Reason:			
Reason:			

\$732,937.77 Total

\$732,937.77 Total

Department Head signature: [Signature] 5/19/2021
 Auditor signature: [Signature]
 Finance Director signature: [Signature]

CHECK # 187870

INSURED: Marlborough, City of
 POLICY #: P00039PC2020
 CLAIM #: M21PR927362-0001
 CLAIMANT NAME:
 DATE OF ACCIDENT: 3/2/2021
 LOCATION: <Not Assigned>
 IN PAYMENT OF: Wind Damage Compast Building 2500 Deductible
 PAYMENT TYPE: PR/Blds/Bus/Per Prop
 CHECK DATE: 5/6/2021
 CHECK AMOUNT: \$ 732,937.77
 TAX I.D. #:
 VENDOR CODE:

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER



Boston Private Bank and Trust Company
Ten Post Office Square
Boston, Massachusetts 02109-4603

CHECK NO.
187870

PROPERTY / LIABILITY CLAIMS

NOT VALID AFTER 1 YEAR FROM DATE

PAY SEVEN HUNDRED THIRTY-TWO THOUSAND NINE HUNDRED THIRTY-SEVEN
EXACTLY DOLLARS AND 77 / 100**

DATE	AMOUNT
5/6/2021	\$ 732,937.77

Marlborough, City of
140 Main Street
Marlborough, MA 01752

Stephen W. Baker
D. W. Doh

VOID IF NOT CASHED WITHIN 90 DAYS

⑈ 187870⑈ ⑆ 011002343⑆ 943482488⑈

CITY OF MARLBOROUGH



BUDGET REPORT AS OF MAY 13, 2021

FOR 2021 99

ORIGINAL APPROP TRANSFRS/ADJUSTMTS REVISED BUDGET YTD EXPENDED ENC/REQ AVAILABLE BUDGET PCT USED

I00 GENERAL FUND

4000 DEPARTMENT OF PUBLIC WORKS


0120 STREETS-SNOW & ICE


14001203	51390	OVERTIME-SNOW &	0	125,000	352,215.36		-227,215.36	281.8%
14001206	52960	SNOW REMOVAL	0	275,000	617,401.79		-342,401.79	224.5%
14001206	57040	OPERATING EXPENS	24,750	124,750	585,973.09	10,163.47	-471,386.56	477.9%
		TOTAL STREETS-SNOW & ICE	24,750	524,750	1,555,590.24	10,163.47	-1,041,003.71	298.4%
		TOTAL DEPARTMENT OF PUBLIC WORKS	24,750	524,750	1,555,590.24	10,163.47	-1,041,003.71	298.4%
		TOTAL GENERAL FUND	24,750	524,750	1,555,590.24	10,163.47	-1,041,003.71	298.4%
		GRAND TOTAL	24,750	524,750	1,555,590.24	10,163.47	-1,041,003.71	298.4%

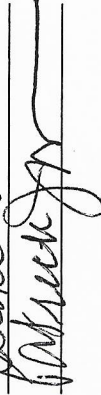
** END OF REPORT - Generated by Diane Smith **

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT:	Mayor	FISCAL YEAR:	2021	Available Balance				
	FROM ACCOUNT:	TO ACCOUNT:						
Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$38,500.00	10000	35900	Undesignated Fund	\$38,500.00	83600	32918	Stabilization-Open Space	\$629,483.26
Reason:	To transfer annual wireless antennae payments received by the City in fiscal year 2020 to Open Space Stabilization							
Reason:								
Reason:								
Reason:								
Reason:								
Reason:								
Total								\$38,500.00
Total								\$38,500.00

Department Head signature: 

Auditor signature: 

Finance Director signature: 

STABILIZATION FUND ANALYSIS FY21:

	Open Space	Downtown Econ Development	Undesignated	Total
7/1/2020 TOTAL	628,090.71	800,000.00	15,292,998.63	\$16,721,089.34
3/8/2021 CO# 21-1008184A(Free Cash)			1,504,752.40	
3/31/2021 Interest July thru March	1,392.55		3,370.08	
Total	629,483.26	800,000.00	16,801,121.11	\$18,230,604.37



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: May 19, 2021

To: Mayor Vigeant

SMD

From: Sean M. Divoll, Commissioner of Public Works

Re: Budget Transfer Requests

Attached herewith are budget transfer requests in the amount of \$543,000 from available funds to cover costs relative to:

1. Unexpected liquid sludge removal
2. Cleaning and rock removal from Bolton Street Pump Station
3. MWRA assessment for FY2021
4. Additional legal expenses for Northborough case
5. Performing water system hydraulic modeling
6. Replace Whitcomb Middle School bathroom partitions and HVAC controls at schools
7. Covering cost of electricity and gas for the remainder of Fiscal Year

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT:

Department of Public Works/Public Facilities

FISCAL YEAR: 2021

FROM ACCOUNT:

Org Code Object Account Description: Amount

TO ACCOUNT:
Org Code Object Account Description: Available Balance

Available Balance					
\$11,985					\$136.22
	\$7,200.00				
Reason:					
		14001002	50520	Principal Clerk	
		Excess due to prior vacancy			
\$60,121	\$36,000.00	14001301	50690	Foreman	
Reason:					
		Excess due to prior vacancy			
\$12,542	\$2,700.00	60080001	50630	Asst. Comm Utilities	
Reason:					
		Excess due to step increases			
\$45,711	\$30,000.00	11920001	50291	Public Facilities Director	
Reason:					
		Reduced Architect services			
					\$75,900.00
					Total

\$75,900.00 Total

Department Head signature:

[Signature] 5/19/2021

Auditor signature:

[Signature]

Comptroller signature:

[Signature]

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT:	Department of Public Works/Public Facilities		FISCAL YEAR:	2021			
Available Balance	Amount	FROM ACCOUNT:	TO ACCOUNT:	Org Code	Object	Account Description:	Available Balance
\$59,466	\$50,000.00	11920001	11920006	52200	Natural Gas	\$528.00	
	Reason:	Excess due to vacancy	Cover natural gas expense thru end of Fiscal Year				
\$82,334	\$65,000.00	13032001	60080006	55660	Pump Stations	\$1,449.00	
	Reason:	Excess due to prior vacancy	Cleaning and rock removal at Bolton St Pump Station				
			61090006	52320	MWRA	\$6,764.00	
			Cover assessment from MWRA for FY21				
\$124,940	\$90,000.00	61090001	60080004	53110	Legal Services	\$1,392.50	
	Reason:	Excess due to vacancy	Cover legal expenses				
\$15,084	\$10,000.00	61090002					
	Reason:	Excess due to prior vacancy					
	\$215,000.00	Total	\$215,000.00	Total			

Department Head signature: *[Signature]* 5/19/2021
 Auditor signature: *[Signature]*
 Comptroller signature: *[Signature]*

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT:	Department of Public Works/Public Facilities		FISCAL YEAR:	2021
Available Balance	FROM ACCOUNT:		TO ACCOUNT:	Available Balance
	Amount	Org Code Object Account Description:	Org Code Object Account Description:	
\$43,220	\$22,000.00	14001101 50710 Junior Civil Engineer	14001104 53180 Prof. & Tech Services	\$87,353.37
	Reason:	Excess due to vacancy	Perform water modeling study	
\$10,800	\$9,050.00	14001103 51240 Tempora Part/Time		
	Reason:	Excess due to Covid-19		
\$21,605	\$8,950.00	14001101 50700 Grade 2 Engineering Aide		
	Reason:	Excess due to vacancy		
\$33,281	\$24,800.00	60081001 50910 Chief Treatment Plant Op	60086006 52935 Solid Waste	\$32,780.00
	Reason:	Excess due to prior vacancy	Cover unexpected liquid sludge removal cost	
\$10,194	\$7,200.00	60081001 50750 Equipment Operator		
	Reason:	Excess due to vacancy		
\$104,020	\$18,000.00	61090001 50740 Equipment Operator		
	Reason:	Excess due to vacancy		
	Total		Total	
	\$90,000.00		\$90,000.00	

Department Head signature: [Signature] 5/19/2021
 Auditor signature: [Signature]
 Comptroller signature: [Signature]

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

FISCAL YEAR: 2021

DEPT: Department of Public Works/Public Facilities

Available Balance	DEPT: Amount	FROM ACCOUNT:		Amount	TO ACCOUNT:		Available Balance
		Org Code	Object	Account Description:	Org Code	Object	Account Description:
\$15,907	\$15,900.00	11920002	50520	Principal Clerk	11920006	52120	Electricity
	Reason:	Excess due to position not being filled		\$162,100.00	Cover electricity bills for remainder of FY21		
\$154,617	\$75,000.00	14001303	50740	Equipment Operator			
	Reason:	Excess due to vacancy					
\$44,993	\$33,500.00	14003003	51240	Attendant			
	Reason:	Excess due to vacancy					
\$43,912	\$18,600.00	14001501	50690	Foreman			
	Reason:	Excess due to vacancy					
\$102,512	\$13,400.00	14001503	50740	Equipment Operators			
	Reason:	Excess due to vacancy					
\$19,724	\$5,700.00	14001403	50745	Equipment Operators			
	Reason:	Excess due to vacancy					
	Total			\$162,100.00			Total

Department Head signature: *[Signature]* 5/19/2021
 Auditor signature: *[Signature]*
 Comptroller signature: *[Signature]*



CITY OF MARLBOROUGH
Office of the City Auditor
140 Main St.
Marlborough, MA 01752

May 19, 2021

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

RE: Year-End Transfer Request

Enclosed herewith is a transfer request to fund a step increase due to the Veterans Director and an increase to Property Liability Insurance to cover additional premiums associated with the Library project.

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

Sincerely,

Diane Smith, CGA
City Auditor



IN CITY COUNCIL

Marlborough, Mass., JUNE 7, 2021

ORDERED:

That the Transfer Request in the amount of \$546,738.00 which moves funds from Economic Development to MEDC to fund the FY22 operations of Marlborough Economic Development Corporation, be and is herewith referred to **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>\$1,030,154.10</u>	<u>\$546,738.00</u>	<u>27000099</u>	<u>42440</u>	<u>Economic Development</u>	<u>\$546,738.00</u>	<u>11740006</u>	<u>53950</u>	<u>MEDC Funding</u>	<u>\$0.00</u>
Reason:		<u>To allow the MEDC to continue it's work in promoting the economic development of the City for FY22</u>							
	\$546,738.00	Total			\$546,738.00	Total			

Yea: 11 – Nay: 0

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

ADOPTED

ORDER NO. 21-1008313



City of Marlborough

Office of the Mayor

Arthur G. Vigeant
MAYOR

Patricia M. Bernard
EXECUTIVE AIDE

Ryan P. Egan
EXECUTIVE SECRETARY

140 Main Street

Marlborough, Massachusetts 01752

Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610

www.marlborough-ma.gov

RECEIVED
CITY CLERK'S OFFICE
MARLBOROUGH
2021 JUN - 3 A 10:40

4

F/C

June 3, 2021

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

Re: Transfer request to fund FY22 Marlborough Economic Development Corporation's Operating Budget

Honorable President Ossing and Councilors:

Please find enclosed for your review and approval a transfer request in the amount of \$546,738.00 to fund the MEDC's FY22 operating budget.

Even through conditions of a pandemic, the MEDC has been successful in bringing in new businesses to our community. In 2020, over a dozen companies either moved to or expanded in Marlborough filling 200,000 SF of space while adding 400 jobs to our city. In addition, the MEDC granted \$130,000 to 33 small businesses, handed out over 70 bags with personal protective equipment and purchased 25 barriers for downtown restaurants to support outdoor dining in Marlborough. Most recently, BJ's Wholesale Club announced plans to move their corporate headquarters to The Campus bringing over 800 jobs to Marlborough. We are fortunate to continue this trend as it is instrumental in stabilizing the tax burden on our residents.

Also through the pandemic, MEDC continued with the annual Marlborough Works Job Fair connecting our residents with 19 employers hiring in Marlborough. They began directly connecting our student population with our large employers by utilizing video technology.

Enclosed for your review is the MEDC operating budget. Executive Director Meredith Harris looks forward to discussing this in more detail at a future Finance Committee meeting.

Thank you in advance for your cooperation.

Sincerely,


Arthur G. Vigeant
Mayor

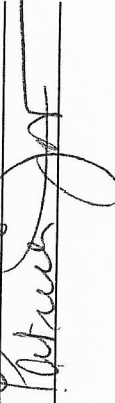
Enclosures

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT:	Amount	FROM ACCOUNT:	Account Description:	Amount	TO ACCOUNT:	Account Description:	Available Balance
Mayor		Org Code	Object		Org Code	Object	
	\$546,738.00	27000099	42440	\$546,738.00	11740006	53950	\$0.00
	Reason:	To allow the MEDC to continue it's work in promoting the economic development of the City for FY22					
	Reason:						
	Reason:						
	Reason:						
	Reason:						
	Reason:						
	Total			\$546,738.00			

Total \$546,738.00

Department Head signature: 

Auditor signature: 

Finance Director signature: _____

ECONOMIC DEVELOPMENT FUNDING

9/30/2011 State Aid	\$165,166.12
12/31/2011 State Aid	\$190,224.55
3/31/2012 State Aid	\$132,447.82
6/29/2012 State Aid	\$146,495.56
9/30/2012 State Aid	\$185,400.20
12/31/2012 State Aid	\$182,736.99
3/31/2013 State Aid	\$123,837.95
6/28/2013 State Aid	\$152,429.69
9/20/2013 State Aid	\$196,053.08
12/30/2013 State Aid	\$204,331.94
3/31/2014 State Aid	\$134,171.82
6/30/2014 State Aid	\$165,392.81
9/30/2014 State Aid	\$225,891.57
12/31/2014 State Aid	\$215,368.61
3/31/2015 State Aid	\$139,754.81
6/30/2015 State Aid	\$181,957.00
9/30/2015 State Aid	\$246,477.46
12/31/2015 State Aid	\$243,518.11
3/31/2016 State Aid	\$147,152.99
6/30/2016 State Aid	\$188,289.73
9/30/2016 State Aid	\$250,636.64
12/31/2016 State Aid	\$261,571.54
3/31/2017 State Aid	\$144,194.44
6/30/2017 State Aid	\$199,405.00
9/30/2017 State Aid	\$260,640.83
12/31/2017 State Aid	\$280,764.79
3/31/2018 State Aid	\$158,551.10
6/30/2018 State Aid	\$213,203.36
9/28/2018 State Aid	\$263,084.77
12/31/2018 State Aid	\$290,454.60
3/29/2019 State Aid	\$205,890.60
6/28/2019 State Aid	\$186,235.82
9/30/2019 State Aid	\$279,841.59
12/31/2019 State Aid	\$276,743.06
3/31/2020 State Aid	\$176,712.01
6/30/2020 State Aid	\$67,841.56
9/30/2020 State Aid	\$90,942.83
12/31/2020 State Aid	\$44,716.83
3/31/2021 State Aid	\$70,231.92
Total Funding	<u>\$7,288,762.10</u>

12/5/2011 CO# 11-1003048	-\$146,837.00
12/19/2011 CO# 11-1004004	-\$3,163.00
5/21/2012 CO# 12-1005008	-\$200,000.00
12/17/2012 CO# 12-1005205	-\$277,099.00
6/3/2013 CO# 13-1005418A	-\$499,000.00
6/30/2014 CO# 14-1005840	-\$513,915.00
6/1/2015 CO# 15-1006198A	-\$731,875.00
6/20/2016 CO# 16-1006569A	-\$647,580.00
6/20/2016 CO# 16-1006569B	-\$75,000.00
6/5/2017 CO# 17-1006923A	-\$660,077.00
6/18/2018 CO# 18-1007280A	-\$679,841.00
5/6/2019 CO# 19-1007624A	-\$699,088.00
8/26/2019 CO# 19-1007732A	-\$200,000.00
6/8/2020 CO# 20-1008019	-\$485,133.00
10/5/2020 CO# 20-1008091A	<u>-\$440,000.00</u>
Total Transfers	-\$6,258,608.00

Available for future transfers \$1,030,154.10

June 1, 2021

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

RE: FY'22 Operating Budget Transfer Request

Dear Mayor Vigeant:

I write to you today seeking a transfer request for MEDC's operations and special projects for FY'22.

On behalf of the Marlborough Economic Development Corporation (MEDC), I am herewith submitting this letter proposing MEDC's fiscal year 2022 total budget in the amount of \$673,338 and requesting a transfer of funds to MEDC in the amount of \$546,738. The reason for this reduced transfer request is due to the COVID-19 pandemic. MEDC will not be utilizing funds as anticipated for the remainder of FY'21 as a result of COVID-19 and plans to apply those unused funds to fulfill the total proposed budget amount to fund the organization's FY'22 operations and special projects.

I would appreciate your approving the above transfer request of \$546,738 as soon as possible and forwarding on to the City Council allowing MEDC an opportunity to update the City Council on the progress made thus far in implementing the City's Economic Development Master Plan and to discuss the goals and objectives for FY'22.

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

Sincerely,



Meredith Harris
Executive Director

Attachments

A: FY'22 Operational Budget

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

Attachment A

FY'22 Operational Budget

The Marlborough Economic Development Corporation (MEDC) requests a **total budget of \$673,338** to fund its' operations and special projects for FY'22 with a budget **transfer request of \$546,738**. The reason for this reduced transfer request is due to the COVID-19 pandemic. MEDC will not be using funds as anticipated for the remainder of FY'21 as a result of COVID-19 and plans to apply those unused funds to fulfill the total budget amount of \$673,338 to fund the organization's operations and special projects for FY'22.

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

Salaries and Benefits

\$348,238 in personnel, employer taxes, insurance and fringe benefits are allocated to salaries and benefits.

Personnel & Benefits	\$323,238
Employer Payroll Taxes	\$ 25,000

Operating and Administrative Expenses

\$137,600 is allocated to operating and administrative expenses in order to conduct business.

Materials & Supplies	\$41,200
Contracted Services	\$52,700
Occupancy	\$43,700

Special Projects

\$187,500 is allocated to special projects in order for MEDC to carry out the goals and objectives of the organization.

Business Retention & Expansion	\$75,000
Hospitality & Sports Tourism	\$52,500
Urban Village & Community Development	\$10,000
City Planning Services	\$50,000

Marlborough Economic Development Corporation
Budget Overview
 July 2021 through June 2022

	<u>Jul '21 - Jun '22</u>
Ordinary Income/Expense	
Expense	
Payroll Expenses	
Employee Benefits	\$ 27,500.00
Employer Payroll Taxes	\$ 25,000.00
Salaries	\$ 295,138.00
Workers' Comp	\$ 600.00
Total Payroll Expenses	\$ 348,238.00
Advertising/Marketing	\$ 2,500.00
Computer Services & Licenses	\$ 7,000.00
Conferences/Meetings	\$ 3,000.00
Dues and Subscriptions	\$ 19,500.00
Insurance	\$ 3,200.00
Internet service	\$ 2,800.00
Maintenance & Repair	\$ 500.00
Media Contractor	\$ 40,000.00
Office Supplies	\$ 5,000.00
Payroll Fees	\$ 3,900.00
Phone	\$ 2,100.00
Printing and Reproduction	\$ 2,000.00
Professional Fees	\$ 5,800.00
Reimbursable Expenses	\$ 1,900.00
Rent	\$ 35,000.00
Utilities	\$ 3,400.00
Subtotal Expense	\$ 485,838.00
Special Project Expenses	
Special Projects	\$ 187,500.00
Total Special Project Expenses	\$ 187,500.00
Total Expense	673,338.00

Payroll Expenses

Salaries Full-time		PERMANENT FULL TIME						
Salaries with standard annual salary increase of up to 3%								
(A) NAME	(B) TITLE	(C) WEEKLY SALARY FY'21	(D) HOURLY FLAT RATE	(E) TOTAL SALARY	(F) WEEKLY SALARY FY'22	(G) HOURLY FLAT RATE	(H) TOTAL SALARY FOR YEAR <i>Rounded up</i>	
Meredith Harris	Executive Director	1818.13	45.45	94,543	1,872.67	46.82	\$ 97,679	
Linda Martins	Director of Operations	1287.50	32.19	66,950	1,326.13	33.15	\$ 68,959	
Lindsey Jaworek	Hospitality & Tourism Manager / Admin.	923.08	23.08	48,000	1,153.85	28.85	\$ 60,000	
VACANT	Business Development Manager				55,000.00		\$ 55,000	
Salaries Full-time Total							\$ 281,638	
Salaries Part-time		PART TIME						
NAME	TITLE	Hours/ week	Hourly rate	Weeks	Total Salary for Budget Year <i>Rounded up</i>			
MEDC Intern	Internships / Summer 2021	32	13.50	8	\$ 3,500			
Salaries Part-time Total							\$ 3,500	
Grand Total Salaries							\$ 285,138	
		Employee Benefits / Payroll Taxes						
		ITEMIZE AND JUSTIFY:						AMOUNT
		Health, Dental, Retirement, etc.						\$ 37,500
		Employer Payroll Taxes						\$ 25,000
		Workers' Compensation Ins. Plan						\$ 600
		Total						\$ 63,100
Grand Total Payroll Expenses							\$ 285,138	
								348,238

Expenses

Expenses	MATERIALS AND SUPPLIES	Amount Requested
This category covers collectively all operating supplies and services, which are defined as consumable commodities, necessary to conduct business: for example, office and custodial supplies, printing and reproducing marketing collateral, subscriptions, postage, repairs and office maintenance, etc.		
ITEMIZE AND JUSTIFY		
Advertising/Marketing Supplies & Services (Ex. E-Newsletter & E-Survey Services, Creation of Marketing Flyers such as Retail/Case Studies/Incentives Toolbox, etc.)		\$ 2,500
Conferences/Meetings (Ex. Registration Fees for business events, luncheons, receptions & misc. attendance & hosting expenditures)		\$ 3,000
Maintenance & Repair (Ex. Office Water Dispenser Cleaning, Office Fixtures & Dry Cleaning/Carpet Cleaning)		\$ 500
Membership Fees/Subscriptions (Ex. CoStar Realty Services, Yearly Newspaper Subscriptions & Membership Dues)		\$ 19,500
Office Supplies (Ex. Paper, pens, notepads, binders, paper clips, staples, labels, coffee, water, etc. - Including small/light office equip <\$100)		\$ 5,000
Printing & Reproduction (Ex. Kyoocera Copier Services, Re-print Marketing Collateral & Special Article Poster Prints)		\$ 2,000
Reimbursable Expenses (Ex. Employee mileage for business use, office supplies, etc.)		\$ 1,900
Website Services (Ex. Hosting Services, Domains, Internet)		\$ 2,800
Office Equipment >\$1000 (Ex. Server, Laptop replacement for staff)		\$ 4,000
TOTAL MATERIALS & SUPPLIES		\$ 41,200

Expenses

Expenses	CONTRACTED SERVICES			
	Covers operating services obtained by contract with outsourced vendor. For example: accounting services, marketing & communications vendor, payroll services, etc.			
ITEMIZE AND JUSTIFY:			AMOUNT	
Accounting/Book Keeping				
- CPA on Retainer/Yearly Filings			\$5,800	
- Annual Financial Audit				
- Fiscal End Process				
Professional/Consultant Fees				
Media Contractor			\$40,000	
IT Services				
- Tech on Retainer/Maintenance			\$3,000	
- Computer Services & Licenses				
ADP Payroll Services				
- Processing Charges/Fees			\$3,900	
- Tax Services				
- Year End Processing				
TOTAL			\$52,700	

Expenses

Expenses	OCCUPANCY	Requested Amount
Marlborough Economic Development Corporation (MEDC) 91 Main Street, Suite 203A / 203B / 204		
Lease Agreement		\$ 35,000
Directors & Office Liability Insurance		\$ 3,200
Utilities		
- Phone Services		\$ 5,500
- Electricity Supply		
TOTAL		\$ 43,700

Expenses

Expenses	SPECIAL PROJECTS	AMOUNT FY22
SPECIAL PROJECTS:		
Business Retention & Expansion		
Founders Reception	Annual Thank You event	\$ 3,500
Marketing Collateral	General MEDC Ads/Marketing Collateral (i.e. RLF Program, Toolbox, Flyers, etc.)	\$ 3,500
Co-hosted Business Event(s)	Marlborough Chamber (i.e. Passing the Torch Series)	\$ 2,500
Hosted Outreach Events (Attraction)	4 Outreach events (i.e. w/ MassEcon - Site Selectors, BIO International)	\$ 13,250
Job Fair / Workshops	Annual Workforce events	\$ 4,000
Conferences, Meetings, Events & Tradeshows	Conferences, Business Meetings, Events, Tradeshows (i.e. AUVSI, MD&M, CoreNet)	\$ 8,250
Focus Group/Event (Retention)	Targeted event (i.e. Commercial Brokers)	
Media Buy Branding Campaign	Targeted print/digital campaigns/video series - Branding & Promoting Marlborough	\$ 40,000
	Total	\$ 75,000
Hospitality & Sports Tourism		
Visit-Marlborough Website	Maintenance & Development	\$ 1,000
Marlborough Restaurant Association - Training	Training Initiative (ServSafe & CPR classes)	\$ 12,500
Hospitality Business Development	Hotel / Restaurant & Sports Tourism (i.e. Dine Local)	\$ 10,000
Phantom Gourmet	Marketing Partnership	\$ 29,000
	Total	\$ 52,500
Urban Village Development / Community		
Downtown & French Hill Beautification	Lighting, Landscaping, Flags, Signs, etc.	
	Total	\$ 10,000
City Services		
City Planning Services - City of Marlborough	Analysis & Technical Assistance	\$ 50,000
	Total	\$ 50,000
	TOTAL SPECIAL PROJECTS	\$ 187,500