



City of Gardner, Massachusetts
Office of the City Council

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CALENDAR FOR THE MEETING

of

TUESDAY, JULY 5, 2016

COUNCIL CHAMBER

7:30 P.M.

**ORDER OF BUSINESS**

**I. CALL TO ORDER**

**II. CALL OF THE ROLL OF MEMBERS**

**III. OPENING PRAYER**

**IV. PLEDGE OF ALLEGIANCE**

**V. ANNOUNCEMENT OF OPEN MEETING RECORDINGS**

Any person may make a video or audio recording of an open session of a meeting, or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement and operation of equipment used so as not to interfere with the conduct of the meeting. Any person intending to make such recording shall notify the Chair forthwith. All documents and exhibits used or referenced at the meeting must be submitted in duplicate to the City Clerk, as they become part of the Meeting Minutes.

**VI. READING OF MINUTES OF PRIOR MEETING(S)**

Reading and Approval of the Minutes of the June 20, 2016 Informal and Regular Meetings, and the June 21, 2016 Informal and Special Meetings.

**VII. PUBLIC HEARINGS**

**VIII. COMMUNICATIONS FROM THE MAYOR**

**APPOINTMENTS**

**9668** – A Measure Confirming the Mayor’s Appointment of Jennifer Dymek to the Position of Director of Purchasing and Civil Enforcement for term expiring June 21, 2019 (*Finance Committee*).

**9669** – A Measure Confirming the Mayor’s Appointments of Election Officers for terms expiring September 1, 2017 (*Finance Committee*).

**IX. PETITIONS, APPLICATIONS, ETC.**

**9670** – A Measure Releasing a Permanent Easement for Land of the Gardner Trout Club (*Finance Committee*).

**9671** – A Petition for Legislation Authorizing the City of Gardner , on Behalf of Montachusett Veterans Outreach Center, Inc., to Convey Certain Land to the Commonwealth of Massachusetts (*Finance Committee*).

## **X. REPORTS OF STANDING COMMITTEES**

### **PUBLIC SAFETY COMMITTEE**

**9629** – An Ordinance to Amend the Code of the City of Gardner, Chapter 600, Thereof, Entitled “Vehicles and Traffic,” Various Sections (*In City Council and Referred to Public Safety Committee 5/16/2016*).

### **COMMITTEE OF THE WHOLE**

**9234** – Law Department Charter Review (*Referred to the City Solicitor 10/20/2014; Charter Review Received and Referred to the Committee of the Whole 3/3/2015*).

**9661** – An Order Appropriating \$15,000.00 from Sewer Surplus to Sewer, Dewatering Design (*In City Council and Referred to Committee of the Whole 6/20/2016*).

## **XI. UNFINISHED BUSINESS AND MATTERS FOR RECONSIDERATION**

**9662** – An Ordinance to Amend the Code of the City of Gardner, Chapter 171-68, Entitled “Personnel,” to Change Compensation Schedule 2, effective July 1, 2016 (FY2017) (*In City Council and Ordered to First Printing 6/20/2016; First Printing 6/24/2016*).

## **XII. NEW BUSINESS**

## **XIII. CLOSING PRAYER**

## **XIV. ADJOURNMENT**

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Items listed on the Council Calendar are those reasonably anticipated by the Council President to be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

**INFORMAL MEETING OF JUNE 20, 2016**

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Informal Meeting of the City Council was held in the City Council Chamber, Room 219, City Hall, on Monday evening, June 20, 2016.

**CALL TO ORDER**

Council President James Walsh called the informal meeting to order at 7:00 o'clock p.m.

**ATTENDANCE**

Eleven (11) Councillors were present, including President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance.

Others: Mayor Mark Hawke and representing the Honeywell Team were Doreen Hamilton, Account Executive, Energy; Edward Daly, Regional General Manager, Energy; and Eian Kurro, Project Operations Leader.

President Walsh announced that the meeting was called to hear a presentation from Honeywell concerning the proposed Resolution supporting the Performance Guaranteed Energy Auditing and Contracting Agreement with Honeywell International, Inc.

Doreen Hamilton, Account Executive, referenced Honeywell's Handout entitled "Introduction to Energy Performance Contracting." She stated that Honeywell has developed the investment-grade audit over the last six months. She noted the history of performance-based contracting in Massachusetts which originated from a grant through the Department of Energy.

She noted the following:

- \$1.8M of infrastructure projects in the proposed program would be removed from the City's Capital Improvement Program List.
- 30% total energy base-line savings for both municipal and school buildings.
- A tax-exempt lease purchase program at no cost to taxpayers, as all costs are paid from energy savings.
- \$395K projected annual in energy and operational costs for a term of 19 years.
- Savings are guaranteed.

**Project Overview and Timing**

- Honeywell awarded Energy Performance Contract 1/15/16
- Kick off meeting and site surveys begin 2/3/16
  - Develop timeline and deliverables

INFORMAL MEETING OF JUNE 20, 2016

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- Honeywell develops 30% report of building surveys 3/18/16
  - Identifies potential upgrades
  - Gathers energy data/square footage
  - Develops overview of building/Review report
- Honeywell develops 60% report of energy measures 4/8/16
- Potential cost/savings are identified
  - Building scope is reviewed/modifications/deletions
  - Develop list of final measures/scope/term
  - Measurement & Verification Options reviewed
- Honeywell develops 90% report of energy measures 5/9/16
  - Final energy savings & scope developed- guarantee finalized
  - Final Investment Grade Audit (IGA) & contracts are developed
  - Finance Review/RFP review
  - Set board meetings/Financing/Contract legal review
  - Summer Construction

**Energy and Infrastructure Scope**

- LED Lighting & Lighting Controls
- Boiler Plant Replacement/Upgrades
  - Domestic Hot water replacements
- Replace Kitchen Equipment
  - Kitchen hood/freezer controllers
- De stratification Fans
- Installation of Infrared Heaters
- Heat Pump Replacement
- Energy Management Controls
- Replace Unit ventilators
- Refurbish Air Handling Units
- Building Envelope Improvements
- Steam Trap Replacement
- Pipe Insulation
- Solar PV upgrades
- Computer Power Management
- Plug Load Peripherals
- Transformer Replacement
- Water Conservation




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 INFORMAL MEETING OF JUNE 20, 2016
 

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**Financial Overview**

|                                                |             |
|------------------------------------------------|-------------|
| ○ Total Implementation Cost                    | \$6,675,188 |
| ○ Contingency                                  | \$66,752    |
| ○ Total Financed Amount                        | \$6,741,940 |
| ○ Finance Term                                 | 19 Years    |
| ○ Annual Energy & Operational Savings          | \$ 395,375  |
| ○ Total Utility Incentive Estimate (Projected) | \$201,000   |
| ○ Total Utility Incentive Estimate (Carried)   | \$150,000   |
| ○ Estimated Annual Positive Cash Flow          | \$ 3,600    |

President Walsh noted that the proposed lease-purchase does not require borrowing on the City's part; thereby, having no effect on the City's borrowing limits or bonding capacity.

Councillor Paul Tassone questioned the reason that the Police Station was not included in the audit.

Edward Daly stated that the Police Station operates 24 hours per day, 7 days per week; whereas, the other municipal and school buildings are closed and opportunities are greater to make mechanical changes. He added that opportunities for energy improvements at the Police Station could be addressed in another phase.

Mayor Hawke added that Phase II might also include street lights.

Councillor Matthew Vance stated that one of the greatest savings is Waterford Street School and that the City is looking to build a new elementary school in the future. "The payback is only \$3,600 per year, so if we lose that building, then would the City be losing money," he said.

Mayor Hawke stated that there are also savings identified for the Prospect School building, so the savings would be immediate within the first five years.

Councillor Karen Hardern asked the amount of savings for each of Honeywell's customers.

Edward Daly stated that the savings is different for every customer.

Eian Kurro, Project Operations Leader, stated that savings is dependent upon the types, sizes, and other characteristics of a municipality's buildings. He said that generally, 15%, 20%, and up to 30% in savings is realized. He added that it is in Honeywell's best interest to be aggressive in energy savings.



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**INFORMAL MEETING OF JUNE 20, 2016**

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Mayor Hawke added that “there is a quick payback” in converting lighting systems, citing immediate savings at Elm Street School.

Councilor Scott Graves questioned if the City has any risk with the program.

Edward Daly stated that the only risk to the City is in long-term maintenance, noting that energy and operational savings are guaranteed by Honeywell. He stated that when the project is finished, Honeywell will ask that the City work with them in order to maintain the systems. In order for the savings to be guaranteed in perpetuity, the City has to maintain the systems for the life of the buildings. The City would be able to choose the firm that would maintain the systems, he added.

Councillor James Boone remarked that the project includes replacing the air vents at Elm Street School, as well as the kitchen at Gardner High School. He questioned if maintenance costs are included with the program.

Mr. Daly replied that maintenance costs are not included with the program.

Councillor Marc Morgan questioned the routine annual maintenance costs.

Edward Daly said that Honeywell looked at the City’s operational costs and estimates “are not out of bounds from what you’re spending now,” but that it depends on the City’s level of maintenance. He said that some communities perform routine maintenance in-house, while others outsource maintenance.

Doreen Hamilton added that the City has the option to tweak the systems that could result in greater energy and cost savings.

Councillor Paul Tassone questioned whether any schools would be disrupted due to the proposed work.

Eian Kurro, Project Operations Leader, stated that Honeywell will coordinate the work with the City in order to minimize any disruptions, noting that the bulk of the work is planned for the summer months while the schools are closed. He added that some of the work can be performed while the schools are closed (after hours).

The meeting was adjourned at 7:29 p.m.

**Accepted by the City Council:**

**REGULAR MEETING OF JUNE 20, 2016**

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Regular Meeting of the City Council was held in the City Council Chamber, 2<sup>nd</sup> Floor, City Hall, on Monday evening, June 20, 2016.

**CALL TO ORDER**

President James Walsh called the meeting to order at 7:30 o'clock p.m. and declared a brief recess. The Council resumed its business at 7:35 p.m.

**CALL OF THE ROLL**

City Clerk Alan Agnelli called the Roll of Members. Eleven (11) Councillors were present, including President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance.

**OPENING PRAYER**

President Walsh led the Council in reciting the Opening Prayer.

**PLEDGE OF ALLEGIANCE**

President Walsh led the Council in reciting the "Pledge of Allegiance".

**OPEN MEETING RECORDING & PUBLIC RECORDS ANNOUNCEMENT**

President Walsh announced to the assembly that the Open Meeting Recording and Public Records Announcement is posted at the entrance to the Chamber, and that any person planning to record the meeting by any means should identify themselves.

**READING & ACCEPTANCE OF MINUTES**

On a motion by Councillor Ronald Cormier and seconded by Councillor James Johnson, it was voted viva voce, eleven (11) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance, to waive reading and to accept the Minutes of the June 6, 2016 Regular Meeting, as printed.

**PUBLIC HEARING**

**#9652**

President Walsh opened the Public Hearing on a petition by National Grid and Verizon New England, Inc. for permission to relocate 1 jointly-owned pole on Montvale Road beginning at a point approximately 120 feet northeast of the centerline of the intersection of Sunset Road and continuing approximately 25 feet in a northerly direction.



REGULAR MEETING OF JUNE 20, 2016

Iris Price, National Grid, testified that the plan is to relocate the existing pole in order to reduce the distance between two existing poles.

The President called thrice for persons wishing to testify in favor of the Petition. There being none, the President called thrice for persons wishing to testify in opposition to the Petition. There being none, the President declared the public hearing closed.

On a motion by Councillor Scott Graves and seconded by Councillor Nathan Boudreau, on recommendation of the Public Service Committee, it was voted viva voce, eleven (11) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson to grant the Petition and to Order the following:

**ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS**

By the City Council of the City of Gardner, Massachusetts

Notice having been given and public hearing held, as provided by law,

IT IS HEREBY ORDERED:

That NATIONAL GRID and VERIZON NEW ENGLAND, INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said companies dated the 27<sup>th</sup> day of May, 2016.

All construction under this order shall be in accordance with the following conditions:-

Poles shall be of sound timber, and reasonably straight, and shall be set substantially at the points indicated upon the plan marked – Montvale Road – Gardner, Massachusetts.

No. #21708402.....Dated: May 27, 2016 - filed with this order.

There may be attached to said poles by NATIONAL GRID and VERIZON NEW ENGLAND, INC. such wires, cables and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referenced to may be erected, and the number of poles which may be erected thereon under this order:-

Montvale Road – National Grid to relocate 1 JO pole beginning at a point approximately 120' feet northeast of the centerline of the intersection of Sunset Road and continuing approximately 25' feet in a northerly direction.



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**REGULAR MEETING OF JUNE 20, 2016**

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Also for permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

**COMMUNICATIONS FROM THE MAYOR****ORDERS****#9656**

On a motion by Councillor Ronald Cormier and seconded by Councillor Marc Morgan, on recommendation of the Finance Committee, it was voted on roll call, eleven (11) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance, to adopt the following Order:

AN ORDER APPROPRIATING FROM FREE CASH TO CITY HALL REPAIRS AND MAINTENANCE.

ORDERED: That there be and is hereby appropriated the sum of Fifty Thousand Dollars and No Cents (\$50,000.00) from Free Cash to City Hall Repairs and Maintenance.

Presented to Mayor for Approval – June 21, 2016

Approved – June 21, 2016

MARK P. HAWKE, Mayor

**#9657**

Reporting for the Finance Committee, Councillor Ronald Cormier informed the Council that the appropriation would provide funding for an additional 500 feet of road resurfacing.

On a motion by Councillor Ronald Cormier and seconded by Councillor Marc Morgan, on recommendation of the Finance Committee, it was voted on roll call, eleven (11) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance, to adopt the following Order:

AN ORDER APPROPRIATING A SUM OF MONEY FROM FREE CASH TO PUBLIC WORKS DEPARTMENT – ROAD RESURFACING

ORDERED: That there be and is hereby appropriated the sum of Twenty-Three Thousand Dollars and No Cents (\$23,000.00) from Free Cash to Public Works – Road Resurfacing.

Presented to Mayor for Approval – June 21, 2016

Approved – June 21, 2016

MARK P. HAWKE, Mayor

REGULAR MEETING OF JUNE 20, 2016

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**#9658**

On a motion by Councillor Ronald Cormier and seconded by Councillor Marc Morgan, on recommendation of the Finance Committee, it was voted on roll call, eleven (11) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance, to adopt the following Order:

AN ORDER APPROPRIATING FROM SOLID WASTE SURPLUS TO SOLID WASTE TRASH DISPOSAL.

ORDERED: That there be and is hereby appropriated the sum of Six Thousand Dollars and No Cents (\$6,000.00) from Solid Waste Surplus to Solid Waste Trash Disposal.

Presented to Mayor for Approval – June 21, 2016

Approved – June 21, 2016

MARK P. HAWKE, Mayor

**#9659**

On a motion by Councillor Ronald Cormier and seconded by Councillor Marc Morgan, it was voted viva voce, eleven (11) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance, to approve the Mayor's request for leave to withdraw Calendar #9641, An Order to Raise and Appropriate \$10,437,391.00 for the Various Departments for the Salary & Labor Budgets for FY2017 and admitting in place thereof, the following:

AN ORDER TO RAISE AND APPROPRIATE A SUM OF MONEY FOR THE VARIOUS DEPARTMENTS FOR THE SALARY AND LABOR BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 TO JUNE 30, 2017.

ORDER: To raise and appropriate for the expense of the City of Gardner for the Fiscal Year beginning July 1, 2016 to June 30, 2017 sums as designated for the expenditures of the various departments, Salary and Labor budgets, according to the detailed schedule hereto annexed and made a part of this money order in the amount of TEN MILLION, FOUR HUNDRED FOURTY-ONE THOUSAND, FOUR HUNDRED FORTY-ONE DOLLARS (\$10,441,441.00).

**#9660**

Councillor Ronald Cormier moved to grant the Mayor's request for leave to withdraw Calendar #9643, An Order to Raise and Appropriate \$22,067,952.00 for the School Department Budget for Fiscal Year 2017 and admitting in place thereof, An Order to Raise and Appropriate \$22,112,952.00 for the School Department Budget for Fiscal Year 2017. He added that the increased appropriation would retain one High School teaching position.

REGULAR MEETING OF JUNE 20, 2016

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Councillor Marc Morgan seconded the motion.

On the motion, Councillor James Boone stated that he was struggling with the fact that the School Committee and School Administration was aware that the School was operating in a budget deficit, but then negotiated a pay raise for staff and administrators, retroactive to July 1, 2015. He said that the current budget provides for pay raises while staff are being laid off and suggested that if the Mayor had not advocated for an additional \$350,000, then “where would they [School Department] be now?”

Councillor Paul Tassone remarked that the School Department also cut two Guidance Counselor positions, one each at the Gardner Middle School and Elm Street School, as well as an Adjustment Counselor. He noted that there is a need for these positions as they serve at two of the largest schools in the City, and added that he hopes that the Administration is able to find a way to restore these positions.

On the motion, it was voted viva voce, eleven (11) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance, to approve the Mayor’s request for leave to withdraw Calendar #9643, An Order to Raise and Appropriate \$22,067,952.00 for the School Department Budget for Fiscal Year 2017 and admitting in place thereof, the following:

AN ORDER TO RAISE AND APPROPRIATE A SUM OF MONEY FOR THE SCHOOL DEPARTMENT BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 TO JUNE 30, 2017.

ORDER: To raise and appropriate for the expense of the City of Gardner for the Fiscal Year beginning July 1, 2016 to June 30, 2017 sums as designated for the expenditures of the School Department according to the detailed schedule hereto annexed and made a part of this money order in the amount of TWENTY-TWO MILLION, ONE HUNDRED TWELVE THOUSAND, NINE HUNDRED FIFTY-TWO DOLLARS (\$22,112,952.00).

**#9661**

Reporting for the Finance Committee, Councillor Ronald Cormier informed the Council that the proposed appropriation is insignificant in comparison to the overall cost of the project; however, “[Passage] could conceivably lead to the way in which it [sludge disposal] operates in the future.” He said that for this reason, the Finance Committee voted unanimously to recommend that the Order be referred to the Council as Committee of the Whole.

REGULAR MEETING OF JUNE 20, 2016

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On a motion by Councillor Ronald Cormier and seconded by Councillor Marc Morgan, on recommendation of the Finance Committee, it was voted viva voce, eleven (11) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance, to refer the following Order to the Council as a Committee of the Whole for study and report:

AN ORDER APPROPRIATING FROM SEWER SURPLUS TO SEWER DESIGN OF THE DEWATERING.

ORDER: That there be and is hereby appropriated the sum of Fifteen Thousand Dollars and No Cents (\$15,000.00) from Sewer Surplus to Sewer Design of the Dewatering.

**ORDINANCE****#9662**

Reporting for the Finance Committee, Councillor Ronald Cormier informed the Council that the Mayor's proposed FY2017 Compensation Schedule reflects two-percent across-the-board cost-of-living adjustments for all listed positions. He added that due to a scrivener's error, the Library Director's position is listed as "G-9" whereas it should read "G-10."

On a motion by Councillor Ronald Cormier and seconded by Councillor Marc Morgan, on recommendation of the Finance Committee, it was voted viva voce, eleven (11) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance, to Order the following Ordinance to First Printing:

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 171 THEREOF, ENTITLED "PERSONNEL," TO CHANGE COMPENSATION SCHEDULE 2.

Be it Ordained by the City Council of the City of Gardner as follows:

Section 1. Section 171-68 of Chapter 171, Personnel, of the Code of the City of Gardner is hereby amended by deleting and repealing Schedule 2 – Compensation Schedule and replacing it to read as follows:

A classification plan is hereby established for offices and positions in the service of the City, and establishing compensation grades thereof.

All appointive officers and all positions in the City of Gardner, except those filled by popular election and those under the direction and control of the School Committee, shall be classified into positions, groups, and grades according to their duties pertaining to each as herein provided.



REGULAR MEETING OF JUNE 20, 2016

CLASSIFICATION CLASS TITLE

| <u>Pay Grade</u> | <u>Class/Title</u>                                                                   |
|------------------|--------------------------------------------------------------------------------------|
| S-4              | Certified Pool Operator (Seasonal)                                                   |
| S-5              | Head Lifeguard                                                                       |
| S-6              | Lifeguard (includes seasonal employees)                                              |
| T-4              | Temporary Seasonal Employees (Department of Public Works)                            |
| T-5              | Temporary Seasonal Recreational Playground Supervisor                                |
| T-6              | Temporary Seasonal Technical                                                         |
| GC-4             | Golf Course Laborers/Pro-Shop Assistants - Temporary Seasonal Employment             |
| GC-5             | Golf Course Groundsman                                                               |
| GC-6             | Golf Course Ranger                                                                   |
| GC-8             | Grounds Maintenance Man or Motor Equipment Repairman                                 |
| GC-9             | Working Foreman Grounds Maintenance Man or Working Foreman Motor Equipment Repairman |

The officers, positions, and classifications are hereby allocated and fixed into salary grades in accordance with the following schedule:

**COMPENSATION SCHEDULE**

**A. DEPARTMENT HEADS**

| Position                                     | Grade | 07/01/16           |             |
|----------------------------------------------|-------|--------------------|-------------|
|                                              |       | Annual             | Weekly      |
| Building Commissioner                        | G-10  | \$75,116.88        | \$1,444.56  |
| Chief of Police                              | G-13  | \$97,266.18        | \$1,870.50  |
| City Assessor                                | G-9   | \$68,919.36        | \$1,325.37  |
| City Auditor                                 | G-10  | \$76,587.96        |             |
|                                              |       | MGL c. 32, §20(6)  | \$3,000.00  |
|                                              |       | Total Compensation | \$79,587.96 |
| City Clerk                                   | G-10  | \$75,116.88        |             |
|                                              |       | MGL c. 41, §19F    | \$3,500.00  |
|                                              |       | MGL c. 41, §19G    | \$550.00    |
|                                              |       | Total Compensation | \$79,166.88 |
| City Collector/Treasurer                     | G-10  | \$79,267.10        |             |
|                                              |       | MGL c. 32, §20     | \$300.00    |
|                                              |       | Total Compensation | \$79,567.10 |
| City Engineer                                | G-11  | \$95,113.52        | \$1,829.11  |
| City Solicitor                               | G-10  | \$75,981.53        | \$1,461.18  |
| Council on Aging Director                    | G-6   | \$53,222.70        | \$1,023.48  |
| Director of Community Development & Planning | G-10  | City               | \$62,041.50 |
|                                              |       | GRA                | \$20,967.12 |
|                                              |       | CDBG               | \$4,368.66  |
|                                              |       | Total Compensation | \$87,377.28 |



REGULAR MEETING OF JUNE 20, 2016

|                                                      |        |                    |             |            |
|------------------------------------------------------|--------|--------------------|-------------|------------|
| Director of Local Origination & Educational Planning | G-6    |                    | \$60,160.53 | \$1,156.93 |
| Director of Public Health                            | G-10** | Step 1**           | \$66,300.00 | \$1,275.00 |
|                                                      |        | Step 2**           | \$73,950.00 | \$1,422.12 |
| Fire Chief                                           | G-12   |                    | \$89,236.74 | \$1,716.09 |
| Golf Course Driving Range/Superintendent             | G-9    |                    | \$72,155.48 | \$1,387.61 |
| Human Resources Director                             | G-11   |                    | \$81,868.26 | \$1,580.46 |
| Information Technology Director                      | G-10   | City               | \$45,190.29 |            |
|                                                      |        | School             | \$44,525.73 |            |
|                                                      |        | Total Compensation | \$89,716.03 | \$1,725.31 |
| Library Director                                     | G-10   |                    | \$71,061.68 | \$1,366.57 |
| Public Works Director                                | G-12   |                    | \$94,320.17 | \$1,813.85 |
| Purchasing Agent/Civil Enforcement Director          | G-10   |                    | \$72,566.88 |            |
|                                                      |        | MGL c. 148A, §5    | \$2,500.00  |            |
|                                                      |        | Total Compensation | \$75,116.88 | \$1,444.56 |
| Veterans' Director                                   | G-6    |                    | \$54,662.82 | \$1,051.21 |

**B. NON-UNION DIRECT AND SUPERVISORY STAFF POSITIONS**

| Position                                      | Grade |                    | 07/01/16    |            |         |
|-----------------------------------------------|-------|--------------------|-------------|------------|---------|
|                                               |       |                    | Annual      | Weekly     | Hourly  |
| Executive Secretary                           | G-4   |                    | \$44,810.64 | \$861.74   | \$23.29 |
| Assistant City Clerk                          | G-3   |                    | \$41,104.98 | \$790.48   | \$21.36 |
| Assistant City Engineer                       | G-8   |                    | \$63,232.86 | \$1,216.02 |         |
| Assistant City Solicitor                      | G-3   |                    | \$41,998.53 | \$807.66   |         |
| Assistant Director of Community Development** |       | City               | \$3,261.96  |            |         |
|                                               | G-7   | CDBG               | \$61,969.08 |            |         |
|                                               |       | Total Compensation | \$65,231.04 | \$1,254.44 |         |
| Assistant Director of Public Health           | G-5   |                    | \$50,292.53 | \$967.16   |         |
| Assistant Library Director                    | G-6   |                    | \$55,051.62 | \$1,058.69 |         |
| Deputy Chief of Police                        | G-11  |                    | \$81,268.26 | \$1,574.39 |         |
| Economic Development Coordinator**            |       | City               | \$47,409.60 |            |         |
|                                               | G-7   | Other              | \$10,730.40 |            |         |
|                                               |       | Total Compensation | \$58,140.00 | \$1,118.08 |         |
| GIS Technician                                | G-5   |                    | \$49,196.54 | \$946.09   |         |
| Golf Professional                             | G-6   |                    |             | \$1,207.34 |         |
| Golf Pro Manager                              | G-6   |                    |             | \$1,040.40 |         |
| Local Inspector                               | G-6   |                    | \$56,849.55 | \$1,093.26 |         |
| Producer                                      | G-2   |                    | \$45,594.65 | \$876.82   |         |
| Senior Animal Control Officer                 | G-2   |                    | \$38,263.97 | \$735.85   |         |
| Systems Manager                               | G-6   |                    | \$60,129.00 | \$1,156.33 |         |



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| Position                     | Grade | 07/01/16      |                |         |
|------------------------------|-------|---------------|----------------|---------|
|                              |       | Annual        | Weekly         | Hourly  |
| Electrical Inspector         | G-6   |               |                | \$29.55 |
| Plumbing Inspector           | G-6   |               |                | \$27.66 |
| Transfer Station Supervisor  | G-3   |               |                | \$20.89 |
| Conservation Agent           | G-6   |               |                | \$27.84 |
| Planning Agent               | G-6   |               |                | \$29.96 |
| Executive Aide               |       |               |                | \$25.50 |
|                              |       | <b>Annual</b> | <b>Monthly</b> |         |
| Civil Defense Director       |       | \$8,642.87    | \$720.24       |         |
| Sealer of Weights & Measures |       | \$8,802.59    | \$733.55       |         |

**C. NON-UNION STAFF POSITIONS**

| Position                                    | Grade              | 07/01/16      |               |               |
|---------------------------------------------|--------------------|---------------|---------------|---------------|
|                                             |                    | Annual        | Weekly        | Hourly        |
| Animal Control Officer                      |                    | \$31,620.00   | \$608.08      | \$16.44       |
|                                             |                    | <b>Step 1</b> | <b>Step 2</b> | <b>Step 3</b> |
| Administrative Coordinator                  |                    | \$13.30       | \$15.67       | \$18.03       |
| Administrative Clerk                        |                    | \$12.88       | \$14.97       | \$17.06       |
| Animal Shelter Attendant                    |                    | \$11.00       |               |               |
| Assistant Animal Control Officer            |                    | \$11.00       |               |               |
| Budget/Project Manager**                    | City               | \$1.03        |               |               |
|                                             | GRA                | \$0.62        |               |               |
|                                             | CDBG               | \$21.53       |               |               |
|                                             | Total Compensation | \$23.17       |               |               |
| Building Maintenance Craftsman              |                    | \$17.05       | \$19.24       | \$21.42       |
| Building Maintenance Man                    |                    | \$15.59       | \$17.71       | \$19.82       |
| Council on Aging Coordinator                |                    | \$12.19       |               |               |
| Financial Administrator                     |                    | \$14.21       | \$16.94       | \$19.98       |
| Financial Clerk                             |                    | \$13.05       | \$15.35       | \$17.91       |
| <b>Golf Course Positions</b>                |                    |               |               |               |
| Golf Pro Shop Supervisor                    |                    | \$13.26       | \$13.77       | \$14.28       |
| Grounds Maintenance Man                     | GC-8               | \$15.61       | \$17.17       | \$18.99       |
| Motor Equipment Repairman                   | GC-8               | \$15.61       | \$17.17       | \$18.99       |
| Working Foreman - Grounds Maintenance Man   | GC-9               | \$19.18       |               |               |
| Working Foreman - Motor Equipment Repairman | GC-9               | \$19.18       |               |               |
| <b>Library Department Positions</b>         |                    |               |               |               |
| Staff Librarian                             |                    | \$20.60       |               |               |
| Senior Library Technician                   |                    | \$18.76       |               |               |



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|                          |         |         |         |
|--------------------------|---------|---------|---------|
| Library Technician       | \$17.70 |         |         |
| Library Clerical Staff   | \$12.38 | \$12.63 |         |
| Library Custodian        | \$15.12 | \$17.16 | \$19.21 |
| Head Life Guard          | \$10.89 | \$11.89 | \$15.76 |
| Parking Meter Clerk      | \$13.66 |         |         |
| Production Assistant     | \$13.92 |         |         |
| Transfer Station Monitor | \$11.00 |         |         |

**D. NON-UNION STAFF: TEMPORARY, SEASONAL AND INTERMITTENT POSITIONS**

| Position                               |      | 07/01/16 |         | 01/01/17 |
|----------------------------------------|------|----------|---------|----------|
|                                        |      | Step 1   | Step 2  |          |
| Alternate Animal Control Officer       |      | \$11.00  |         |          |
| Certified Pool Operator                | S-4  | \$20.81  |         |          |
| Golf Course Laborer/Pro Shop Assistant | GC-4 | \$11.00  |         |          |
| Golf Course Groundsman                 | GC-5 | \$13.68  |         |          |
| Golf Course Ranger                     | GC-6 | \$11.00  |         |          |
| Lifeguard                              | S-6  | \$11.00  | \$11.25 |          |
| Temporary Seasonal Technical           | T-6  | \$13.53  |         |          |
| Election Warden                        |      | \$12.00  |         | \$13.00  |
| Election Inspector                     |      | \$10.00  |         | \$11.00  |
| Election Clerk                         |      | \$11.00  |         | \$12.00  |
| Special Detail Police Officer          |      |          |         | \$42.00  |

|                                    |     | 01/01/17 |         |         |         |         |
|------------------------------------|-----|----------|---------|---------|---------|---------|
|                                    |     | Step 1   | Step 2  | Step 3  | Step 4  | Step 5  |
| Temporary Seasonal Laborer         | T-4 | \$11.00  | \$11.79 | \$11.97 | \$13.56 | \$14.25 |
| Recreational Playground Supervisor | T-5 | \$11.00  | \$11.78 | \$13.37 |         |         |

\*\*Compensation increase contingent upon positive evaluation of oversight commission, Board or Mayor

%Community Development & Planning Administrative Coordinator Wages paid for by City, CDBG and GRA in the following approximate percentages: City - 84.5%, GRA 10.5% and CDBG 5%.

Section 2. This Ordinance shall be effective July 1, 2016.

**FIRST PRINTING – JUNE 24, 2016**

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PETITIONS, APPLICATIONS, ETC.

#9663

On a motion by Councillor Ronald Cormier and seconded by Councillor Marc Morgan, it was voted viva voce, eleven (11) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance, to adopt the following Resolution:

SUPPORTING THE PERFORMANCE GUARANTEED ENERGY AUDITING  
AND CONTRACTING AGREEMENT WITH HONEYWELL INTERNATIONAL INC.

WHEREAS, the City of Gardner (City), based on the achieved multi-million dollar energy and operational savings of other similarly situated municipalities, commenced a formal RFQ process to enter into a performance guaranteed energy auditing and contracting agreement with the selected firm;

WHEREAS, after the appropriate on site interviews a selection committee comprised of City staff selected, Honeywell International Inc, based on its technical expertise, sense for community involvement and guaranteed projected fiscal savings to conduct a full-fledged energy usage audit and to make the necessary Energy Conservation recommendations for all municipal buildings;

WHEREAS, Honeywell completed the audit and its report in May 2016 and worked with various municipal officials to finalize its recommendations;

WHEREAS, the Honeywell recommendations include the replacement of boilers, lighting upgrades, HVAC system upgrades, building envelope improvements, boiler control replacements, water conservation measures, electrical upgrades, the creation of an energy portal and the upgrading of all energy management systems with the latest technology to control costs and energy expenditures;

WHEREAS, the recommendations will assist the City and its taxpayers by avoiding approximately \$6.7 million in capital outlays in the proposed capital plan which is in addition to the overall projected \$7 million in savings from energy, operational and sustainability costs. These savings are guaranteed by Honeywell thereby creating a positive cash flow project;

WHEREAS, the overall project will be completed within 12 months and will be turnkey in nature with the necessary long term maintenance plan included in the agreement and will be of a great benefit to the City's citizens in terms of its fiscal and environmental impact;

WHEREAS, the City desires to purchase and/or lease to own certain equipment, with a cost not to exceed \$7 million dollars constituting personal property necessary for the City to perform essential governmental functions and to maintain and improve the operations of City

REGULAR MEETING OF JUNE 20, 2016

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facilities in terms of energy efficiency and cost effectiveness as detailed in the agreement between the City and Honeywell;

WHEREAS, the City proposes to enter into the appropriate Equipment Lease to own and/or Purchase agreements, to submit the necessary applications and seek qualification for the appropriate taxable energy conservation bonds and/or for any other tax-exempt avenues available to it to finance the overall project agreement with the appropriate financing entity in conjunction with Honeywell International, Inc.;

WHEREAS, any such financing will be subject to the City granting the financing entity a security interest in any equipment provided pursuant to said Equipment Lease to Own and/or Purchase agreements;

NOW THEREFORE, BE IT RESOLVED that the City Council of Gardner hereby authorizes the City by and through the Mayor to finance the lease and/or purchase of certain Energy Conservation equipment to be installed in City properties in an amount not to exceed \$7 million dollars and to further authorize the City to grant to any financing agency a security interest in said equipment.

Presented to Mayor for Approval – June 21, 2016

Approved – June 21, 2016

MARK P. HAWKE, Mayor

**#9664**

On a motion by Councillor Ronald Cormier and seconded by Councillor Marc Morgan, on recommendation of the Finance Committee, it was voted viva voce, eleven (11) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance, to adopt the following Resolution:

## RESOLUTION

WHEREAS, in the opinion of the City Council of the City of Gardner that the intent and purpose of the Community Development Housing Rehabilitation Program is to maintain safe, affordable housing units for low to moderate income families by financially assisting owners of such properties, it is therefore resolved that:

The Mayor is duly authorized to execute the Subordination for case #11-293 in amount of \$26,000.00 subject to review and approval as to form by the City Solicitor. The term of the loan is 15 years expiring on June 7, 2028.

Presented to Mayor for Approval – June 21, 2016

Approved – June 21, 2016

MARK P. HAWKE, Mayor

REGULAR MEETING OF JUNE 20, 2016

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**#9665**

Councillor Ronald Cormier, on the recommendation of the Finance Committee, moved to declare surplus for the purpose of disposal, in accordance with prevailing General Laws, all land and buildings at 185 Washington Street, further identified on the City of Gardner Assessor's Map as R22-16-33, to establish as a minimum amount of \$15,000.00 to be paid for any conveyance of said property, and to authorize the Mayor to convey said land, or part thereof, for such amount or a larger amount, and upon such other terms as the mayor shall consider proper in accordance with this Vote. Councillor Marc Morgan seconded the motion.

Councillor Matthew Vance questioned the reason for seeking only \$15,000.00 as the minimum sale amount when the property was taken through Tax Title for \$15,996.71. He offered that the City should seek to recover the entire cost through the sale of the property.

Mayor Hawke addressed the Council, suggesting that the Council could amend the Measure to increase the minimum sale amount.

Councillor Vance moved to amend the motion to increase the minimum amount to read "\$16,000.00." Councillor Nathan Boudreau seconded the motion.

On the motion, it was voted viva voce, ten (10) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance one (1) nay, Councillor Scott Graves, to adopt the amendment.

On the motion, as amended, it was voted viva voce, ten (10) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance one (1) nay, Councillor Scott Graves, to adopt the following Measure:

DECLARING SURPLUS FOR PURPOSE OF DISPOSAL  
LAND AND BUILDINGS AT 185 WASHINGTON STREET

To declare surplus for the purpose of disposal, in accordance with prevailing General Laws, all land and buildings at 185 Washington Street, further identified on the City of Gardner Assessor's Map as R22-16-33, to establish as a minimum amount of \$16,000.00 to be paid for any conveyance of said property, and to authorize the Mayor to convey said land, or part thereof, for such amount or a larger amount, and upon such other terms as the mayor shall consider proper in accordance with this Vote.

Presented to Mayor for Approval – June 21, 2016

Approved – June 21, 2016

MARK P. HAWKE, Mayor



**REGULAR MEETING OF JUNE 20, 2016**

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**#9666**

On a motion by Councillor Paul Tassone and seconded by Councillor Karen Hardern, on recommendation of the Public Safety Committee, it was voted viva voce, eleven (11) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance, to grant to HOPEful Boutique a License to Deal in Second Hand Articles at 33 Parker Street for the license period expiring April 30, 2017.

**#9667**

On a motion by Councillor Paul Tassone and seconded by Councillor Karen Hardern, on recommendation of the Public Safety Committee, it was voted viva voce, eleven (11) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance, to grant to Tanguay Jewelers a License to Deal in Second Hand Articles at 19 Connors Street for the license period expiring April 30, 2017.

**REPORTS OF STANDING COMMITTEES**

**PUBLIC SAFETY COMMITTEE**

**#9629**

There being no objections, the Public Safety Committee was granted more time to study and to report on the following Ordinance:

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 600 THEREOF, ENTITLED "VEHICLES AND TRAFFIC."

Be it ordained by the City Council of the City of Gardner as follows:

Section 1. Section 600-28 of Chapter 600, Vehicles and Traffic, Parking Time Limited in Designated Spaces, of the Code of the City of Gardner, is amended by adding the following:

D. Two Hour Parking. No person shall park a vehicle for a period of time longer than two hours on the following described streets or parts thereof between the hours of 9:00 a.m. and 6:00 p.m., except on Sundays and holidays:

|                  |       |                                                                                                            |
|------------------|-------|------------------------------------------------------------------------------------------------------------|
| City Hall Avenue | North | Beginning 33 feet from the corner of<br>Connors Street easterly for a distance<br>of 115 feet (10 spaces). |
|------------------|-------|------------------------------------------------------------------------------------------------------------|

Section 2. The Code of the City of Gardner is hereby amended by deleting and repealing § 600-29 (B), Police Vehicle Parking Only.

Section 3. Section 600-32 of Chapter 600, Vehicles and Traffic, Angle Parking, of the Code of the City of Gardner, is hereby amended by deleting and repealing the following:



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| Name of Street   | Side  | Location                                                                                                                                                                                   |
|------------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| City Hall Avenue | North | Beginning 33 feet from the corner of Connors Street easterly for a distance of 115 feet (10 parking spaces), in front of the police station for police cruiser and official business only. |
| City Hall Avenue | South | 151.5 feet from Pleasant Street a distance of 42 feet (4 angle spaces) (police business only).                                                                                             |

Section 4. Section 600-32 of Chapter 600, Vehicles and Traffic, Angle Parking, of the Code of the City of Gardner, is amended by adding thereto the following:

|                  |       |                                                                                                                               |
|------------------|-------|-------------------------------------------------------------------------------------------------------------------------------|
| City Hall Avenue | South | 130 feet from Pleasant Street, a distance of 63 feet (6 spaces).<br>Vehicles shall not remain in spaces longer than 12 hours. |
|------------------|-------|-------------------------------------------------------------------------------------------------------------------------------|

Section 5. This Ordinance shall take effect upon passage and publication as required by law.

**COMMITTEE OF THE WHOLE**

**#9234**

President Walsh informed the Council that he has not received a written response from the Assistant Attorney General, Municipal Law Unit. There being no objections, the Committee of the Whole was granted more time.

**FY2017 BUDGET ORDERS**

There being no objections, the Council as Committee of the Whole was granted more time for study and report on the following FY2017 Budget Orders:

**#9642**

AN ORDER TO RAISE AND APPROPRIATE A SUM OF MONEY FOR THE VARIOUS DEPARTMENTS FOR THE EXPENSE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 TO JUNE 30, 2017.

ORDER: To raise and appropriate for the expense of the City of Gardner for the Fiscal Year beginning July 1, 2016 to June 30, 2017 sums as designated for the expenditures of the various departments, other than what was presented to City Council in the Salary and Labor budget, according to the detailed schedule hereto annexed and made a part of this money order in the amount of EIGHTEEN MILLION, EIGHT HUNDRED NINETY THOUSAND, TWO HUNDRED SIXTY-SIX DOLLARS (\$18,890,266.00).



## REGULAR MEETING OF JUNE 20, 2016

**#9644**

AN ORDER APPROPRIATING A SUM OF MONEY FROM AVAILABLE FUNDS- PARKING METER RECEIPTS RESERVED TO VARIOUS ACCOUNTS FOR THE FICAL YEAR BEGINNING JULY 1, 2016 TO JUNE 30, 2017.

ORDER: That there be and is hereby appropriated for the Fiscal Year beginning July 1, 2016 to June 30, 2017 the sum of SEVENTY THOUSAND, SIX HUNDRED NINETY DOLLARS (\$70,690.00) from Available Funds-Parking Meter Receipts Reserved to the following accounts:

|                |                            |             |
|----------------|----------------------------|-------------|
| City Treasurer | Parking Meter Clerk Salary | \$10,690.00 |
| City Treasurer | Parking Meter Maintenance  | 20,000.00   |
| Public Works   | Parking Meter Maintenance  | 40,000.00   |

**#9645**

AN ORDER APPROPRIATING A SUM OF MONEY FROM AVAILABLE FUNDS-CABLE COMMISSION FEES RESERVED TO CABLE COMMISSION BUDGET FOR THE FICAL YEAR BEGINNING JULY 1, 2016 TO JUNE 30, 2017

ORDER: That there be and is hereby appropriated for the Fiscal Year beginning July 1, 2016 to June 30, 2017 the sum of ONE HUNDRED SEVENTY-SIX THOUSAND, FIVE HUNDRED FOUR DOLLARS (\$176,504.00) from Available Funds-Cable Commission Fees Reserved to the Cable Commission budget.

**#9646**

AN ORDER APPROPRIATING A SUM OF MONEY FROM AVAILABLE ENTERPRISE FUNDS-VARIOUS RECEIPTS RESERVED TO VARIOUS ACCOUNTS FOR THE FICAL YEAR BEGINNING JULY 1, 2016 TO JUNE 30, 2017

ORDER: That there be and is hereby appropriated for the Fiscal Year beginning July 1, 2016 to June 30, 2017 the sum of EIGHT MILLION, EIGHT HUNDRED NINETEEN THOUSAND, ONE HUNDRED EIGHTY-ONE DOLLARS (\$8,819,181.00) from Available Enterprise Funds-Receipts Reserved to the following accounts:

|                  |                 |                |
|------------------|-----------------|----------------|
| Sewer Dept       | Enterprise Fund | \$2,826,423.00 |
| Water Dept       | Enterprise Fund | 3,796,195.00   |
| Golf Course      | Enterprise Fund | 752,072.00     |
| Landfill Closure | Enterprise Fund | 87,000.00      |
| Solid Waste      | Enterprise Fund | 1,357,491.00   |



## REGULAR MEETING OF JUNE 20, 2016

#9647

## AUTHORIZING FY2017 REVOLVING FUNDS

M.G.L. CH.44, S.53E½

ORDER: To authorize and direct the City Treasurer to establish the following revolving funds for the fiscal year beginning July 1, 2016 to June 30, 2017 in accordance with M.G.L. Chapter 44, section 53E½:

| Revolving Fund                           | Authorized to Expend      | Revenue Source                                  | Purpose of Fund                                                            | Spending Limit                                   |
|------------------------------------------|---------------------------|-------------------------------------------------|----------------------------------------------------------------------------|--------------------------------------------------|
| Airport Fuel                             | Airport Commission        | Sale of airplane fuel                           | Purchase of fuel, airport programs, and improvements                       | Available balance or \$20,000, whichever is less |
| Wetland Protection                       | Conservation Commission   | Local wetland filing fees                       | Costs associated with wetland protection activities                        | Available balance or \$20,000, whichever is less |
| Council on Aging Recreational Activities | Council on Aging Director | Recreation Fees                                 | Salaries and expenses relating to recreational activities at Senior Center | Available balance or \$20,000, whichever is less |
| Gardner's Summer Celebration             | Mayor                     | Collections and donations                       | Costs associated with Gardner's Summer Celebration                         | Available balance or \$20,000, whichever is less |
| Planning Board Publications              | Planning Board            | Sale of Planning Board publications             | Preparation and production of Planning Board publications                  | Available balance or \$3,000, whichever is less  |
| Road Resurfacing                         | Public Works Director     | Fees charged for cutting into newly paved roads | Costs associated with road resurfacing and road maintenance                | Available balance or \$20,000, whichever is less |
| High School Summer Football Camp         | School Department         | Camp fees and donations                         | Salaries and expenses for the High School Summer Football Camp             | Available balance or \$20,000, whichever is less |



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|                        |                   |                                        |                                                         |                                                  |
|------------------------|-------------------|----------------------------------------|---------------------------------------------------------|--------------------------------------------------|
| Summer Basketball Camp | School Department | Camp fees and donations                | Salaries and expenses for the Summer Basketball Camp    | Available balance or \$12,000, whichever is less |
| Transportation         | School Department | Bus passes and fees for transportation | Salaries and expenses relating to school transportation | Available balance or \$20,000, whichever is less |

As per M.G.L., interest earned on these funds shall be treated as general fund revenue.

The person or persons authorized to expend from each fund shall report annually to the Mayor and City Council the total amount of receipts and expenditures for the prior fiscal year and for the current fiscal year through December 31<sup>st</sup>, along with any other information that City Council may by vote require.

In the event any fund is not reauthorized for the following fiscal year or the city changes the purpose of the revolving fund, the balance in the fund shall revert to surplus revenue, unless City Council and the Mayor vote to transfer the funds to another revolving fund established in accordance with M.G.L. Chapter 44, section 53E½.

**#9659 (Formerly #9641)**

AN ORDER TO RAISE AND APPROPRIATE A SUM OF MONEY FOR THE VARIOUS DEPARTMENTS FOR THE SALARY AND LABOR BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 TO JUNE 30, 2017.

ORDER: To raise and appropriate for the expense of the City of Gardner for the Fiscal Year beginning July 1, 2016 to June 30, 2017 sums as designated for the expenditures of the various departments, Salary and Labor budgets, according to the detailed schedule hereto annexed and made a part of this money order in the amount of TEN MILLION, FOUR HUNDRED FORTY-ONE THOUSAND, FOUR HUNDRED FORTY-ONE DOLLARS (\$10,441,441.00).

**#9660 (Formerly #9643)**

AN ORDER TO RAISE AND APPROPRIATE A SUM OF MONEY FOR THE SCHOOL DEPARTMENT BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 TO JUNE 30, 2017.

ORDER: To raise and appropriate for the expense of the City of Gardner for the Fiscal Year beginning July 1, 2016 to June 30, 2017 sums as designated for the expenditures of the School Department according to the detailed schedule hereto annexed and made a part of this money order in the amount of TWENTY-TWO MILLION, ONE HUNDRED TWELVE THOUSAND, NINE HUNDRED FIFTY-TWO DOLLARS (\$22,112,952.00)

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UNFINISHED BUSINESS

#9628

On a motion by Councillor Paul Tassone and seconded by Councillor Matthew Vance, it was voted viva voce, eleven (11) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance, to pass the following Ordinance and to order it to second and Final Printing:

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 428, THEREOF, ENTITLED HAWKERS AND PEDDLERS, TO ADD A NEW ARTICLE PROVIDING FOR DOOR-TO-DOOR SOLICITORS.

Be it ordained by the City Council of the City of Gardner as follows:  
Section 1.

Section 428 of the Code of the City of Gardner is hereby amended by adding new Article III, Door-to-Door Solicitors, to read as follows:

**§ 428-7. Purpose.**

It is the purpose of this chapter is to regulate persons or organizations engaged in door-to-door soliciting in the City of Gardner through the issuance and imposition of other limitations on such conduct for the purpose of protecting the city's residents from disruption of the peaceful enjoyment of their residences and from crime and fraud, and further, to allow reasonable access to residents in their homes by persons or organizations who wish to engage in commercial solicitation.

**§ 428-8. Definitions.**

A door-to-door solicitor or solicitor as used herein is defined as any individual, whether a resident of the City of Gardner or not, traveling either by foot, motor vehicle, or any other type of conveyance, from place to place, house to house, taking or attempting to take orders for sale of goods, wares, merchandise, personal property of any nature for immediate or future delivery, or for services or utilities to be furnished or performed immediately or in the future on behalf of themselves or another person or business and whether or not he or she collects advance payments on such sales.

**§ 428-9. License required.**

It shall be unlawful for any solicitor as defined in § 428-8 of this chapter to engage in such business in the City of Gardner without first obtaining a license in compliance with the provisions of this chapter. Such license shall be obtained from the chief of police, and upon

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payment of a one hundred dollar (\$100.00) license fee. This requirement shall not apply to any door-to-door solicitation of newspapers, religious publications, ice, flowering plants and flowers, and wild fruits, nuts and berries. This requirement shall further not apply to an individual licensed by the Commonwealth pursuant to M.G.L. c. 101, § 22 and conducting sales in accordance with said license, provided that such licensees shall be subject to § 428-13 and § 428-15 of this chapter and any other applicable city ordinance or regulation.

Any person who is not properly licensed under this chapter shall be ordered to immediately cease and desist all solicitation in the city until they attain a proper license.

Nothing in this chapter shall be construed to impose any license requirement or otherwise restrict or in any way regulate any activity for noncommercial purposes, including but not limited to any activity for religious, charitable, civic or political purposes, regardless of whether such activity includes acts that would otherwise constitute soliciting. Nor shall anything in this chapter be construed to impose any license requirement or otherwise restrict or in any way regulate any person under the age of eighteen (18), who is not engaged in an organized business, either individually or as an employee, from conducting any activity related to taking or attempting to take orders for sale of personal services (such as babysitting, snow shoveling, lawn mowing, or yard maintenance) to be furnished or performed immediately or in the future

**§ 428-10. Application and fee.**

A. Each individual applicant for a license under this chapter shall submit to the chief of police or his/her designee an application along with a fee of one hundred dollars (\$100.00) (per individual applicant) payable to the City of Gardner which will be used to cover the cost of processing permits and conducting the investigation of the application.

B. Each applicant must complete a sworn application in writing, at least ten working days prior to the requested starting date for solicitation, on a form provided by the police department. Said form shall include the following information:

1. Name, physical description, and date of birth;
2. Social Security number of the applicant;
3. Permanent home address as well as full local address for the applicant;
4. A brief description of the nature of the business and/or goods to be sold;
5. If employed, name and address of employer, including credentials which establish the exact relationship;
6. The length of time for which the license is desired (not to exceed ninety days);

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7. Names of manufacturer, of source of merchandise, and proposed method of delivery;
8. Two photographs of the applicant, taken within the past sixty days prior to filing of the application, showing only the head and shoulders of the applicant in a clear and distinguishing manner;
9. A statement as to whether or not the applicant has been convicted of any crime listed in § 428-11 of the chapter or is a level 2 or level 3 sex offender required to register with the Sex Offender Registry Board.

**§ 428-11. Investigation and issuance of license.**

A. If after an investigation into the facts contained in the license application the police chief is satisfied the applicant is of suitable character, the police chief, or his designee, shall grant the requested license.

B. The police chief or his designee shall refuse to issue a license to any organization or individual whose license has been revoked for violation of this chapter within the previous two-year period or who has been convicted of murder/manslaughter, rape, robbery, arson, burglary/breaking and entering, felony assault, or larceny over two hundred fifty dollars, as such persons pose a substantial degree of dangerousness to minors and other persons vulnerable to becoming victims of the violent crimes so listed. The police chief shall also refuse to grant a license to a person who is a sex offender required to register with the Sex Offender Registry Board and who is finally classified as level 2 or level 3 sex offender, as such persons have been found to have a moderate to high risk of re-offense and pose a substantial degree of dangerousness to minors and other persons vulnerable to becoming victims of sex crimes.

**§ 428-12. Identification card.**

The police department, after a review of the information contained in the license application, but in no event more than ten working days after receipt of a fully completed application, shall issue to each qualified applicant an identification card which shall contain the words "licensed solicitor," the individual's picture, identification and expiration date of the license. Persons engaged in solicitation or peddling as defined in this chapter must carry the registration card while soliciting or peddling and present the card to any police officer or person solicited upon request.

**§ 428-13. Solicitation hours & Daily Check-in.**

A properly licensed solicitor shall check in with the Gardner Police Department on each day during which he or she seeks to solicit to provide the geographic area of the city in which the solicitation will take place. On such days, the solicitor may only solicit between the following hours:

REGULAR MEETING OF JUNE 20, 2016

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A. Monday through Friday: 9:00 A.M. through 7:00 P.M.

B. Saturday, Sunday and holidays: 10:00 A.M. through 6:00 P.M.

**§ 428-14. Records.**

The chief of police shall maintain all pertinent records of licenses issued and violations recorded.

**§ 428-15. - Enforcement and penalties.**

- A. Whoever continues to solicit in the city in willful violation of this chapter, by continuing to solicit after being informed by a police officer to cease and desist, may be arrested without a warrant by a police officer in accordance with the provisions of M.G.L. c. 272, § 59, and subject to a fine of three times the application fee up to but not to exceed three hundred dollars for each violation.
- B. Notwithstanding the above licensing procedures, no licensee may enter private property after being forbidden to do so either directly by the person in charge of the property or by a conspicuously posted notice of "No Trespassing" or "No Soliciting." Such trespass violations are controlled by M.G.L. c. 266, § 120, which authorizes the arrest (without a warrant) of a person found committing such a trespass in the presence of a police officer.
- C. After investigation by a police officer, licenses issued under the provisions of this chapter may be revoked by the chief of police or his designee after notice and hearing; provided, however, that a license may be suspended immediately, without notice and a hearing, if the public safety or welfare so requires, for any of the following causes:
- (1) Fraud, misrepresentation, or false statement contained in the license application;
  - (2) Fraud, misrepresentation, or false statements made in the course of carrying on the business of solicitation;
  - (3) Any violation of this chapter;
  - (4) Conviction of any crime listed in § 428-11 of this chapter or classification as a Level 2 or Level 3 sex offender;
  - (5) Conducting the business of soliciting or peddling in an unlawful manner or in such a manner as to constitute a breach of the peace, or to constitute a menace to health, safety, or the general welfare of the public; and
  - (6) High-pressure tactics, harassment, or a refusal to accept a refusal as an answer, when verified in writing.
- D. If a license is suspended under the provisions of this section, notice of a hearing with regard to the same shall be given forthwith in accordance with the following subsections:

REGULAR MEETING OF JUNE 20, 2016

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- (1) Notice of hearing for revocation or suspension of a license shall be given in writing, setting forth specifically the grounds of the complaint and a time and place of the hearing.
  - (2) Such notice shall be hand delivered to the licensee or forwarded by certified mail to the licensee at his or her last known address at least five days prior to the hearing date.
- E. The liability for any fine instituted in accordance herewith shall be joint and several between the individual and any other individual or entity on whose behalf the solicitation is being conducted.
- F. Pursuant to M.G.L. c. 40, § 21D, in lieu of a criminal disposition of any violation of this Ordinance, the City of Gardner, by and through its Police Department, may give to any offender a notice to appear before the Clerk of the Gardner District Court not later than 21-days after the date of the notice to appear.

§ 428-16. - Expiration of license.

All licenses for soliciting in the city are valid only for the particular dates or time period specified thereon, and in no case for longer than ninety days.

§ 428-17. - Appeals.

Any person or organization who is denied a license or whose license has been revoked may appeal by filing a written notice of appeal with the City of Gardner Police Chief or his or her designee. Such appeal must be filed within five days after receipt of the notice or denial or revocation. Within five business days, the Chief or his or her designee shall hear the appeal; provided, however, that if the Chief or his or her designee fails to make a determination within thirty days after the filing of the appeal, the license shall be deemed granted or reinstated, as the case may be.

§ 428-18. - Severability.

The provisions of this chapter are declared to be severable, and if any section, sentence, clause or phrase of this chapter shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses and phrases of this chapter they shall remain in effect, it being the legislative intent that this chapter shall stand, notwithstanding the invalidity of any part.

Section 2. Section 428-4 of the Code of the City of Gardner is amended by deleting subsection B in its entirety and replacing it to read as follows:

- B. Licensed Hawkers and Peddlers may operate within 1000' of a park or playground on any day of the week upon written approval of the Director of Public Works, if the Director deems that public interest and/or convenience will be served.

Section 3. This Ordinance shall become effective upon passage and publication as required by law.



## REGULAR MEETING OF JUNE 20, 2016

In City Council – May 16, 2016  
 Ordered Printed – June 6, 2016  
 First Printing – June 10, 2016  
 Ordinance Passed – June 20, 2016  
 Presented to Mayor for Approval – June 21, 2016  
 Approved – June 21, 2016  
 MARK P. HAWKE, Mayor  
 FINAL PRINTING – June 24, 2016

**#9653**

On a motion by Councillor James Boone and seconded by Councillor Marc Morgan, it was voted viva voce, eleven (11) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance, to pass the following Ordinance and to order it to second and Final Printing:

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 171 THEREOF, ENTITLED "PERSONNEL," TO CHANGE THE COMPENSATION OF THE COUNCIL ON AGING DIRECTOR AND DIRECTOR OF PUBLIC HEALTH.

Be it ordained by the City Council of the City of Gardner as follows:

Section 1. Section 171-68 of Chapter 171, Personnel, of the Code of the City of Gardner is hereby amended to change the compensation of the Council on Aging Director and Director of Public Health to read as follows:

## A. Department Heads

|                           |                   | <u>Effective 4/19/16</u> |               |
|---------------------------|-------------------|--------------------------|---------------|
|                           |                   | <u>Annual</u>            | <u>Weekly</u> |
| Council on Aging Director |                   | \$52,179.00              | \$1,003.44    |
|                           |                   | <u>Effective 5/25/16</u> |               |
|                           |                   | <u>Annual</u>            | <u>Weekly</u> |
| Director of Public Health | Step 1            | \$65,000.00              | \$1,250.00    |
|                           | Step 2 $\diamond$ | \$72,500.00              | \$1,394.23    |

$\diamond$ Increase to Step 2 upon receipt of Registered Sanitarian certification.

In City Council – June 6, 2016  
 Ordered Printed – June 6, 2016  
 First Printing – June 10, 2016  
 Ordinance Passed – June 20, 2016  
 Presented to Mayor for Approval – June 21, 2016  
 Approved – June 21, 2016  
 MARK P. HAWKE, Mayor  
 FINAL PRINTING – June 24, 2016

REGULAR MEETING OF JUNE 20, 2016

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**NEW BUSINESS**

On a motion by Councillor Nathan Boudreau and seconded by Councillor James Johnson, it was voted viva voce, eleven (11) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance, to consider New Business.

**Skate Park Public Meeting**

Councillor Karen Hardern announced that a public meeting is scheduled for Wednesday, June 22, 2016 at 6:00 p.m. in the City Hall Annex concerning the proposed Skate Park.

**Snow and Ice Account**

Councillor Scott Graves informed the Council that the \$55,491.57 balance of the Snow & Ice Account, as listed on the Auditor's Ledger Balance Sheet, will be used toward the purchase of a new sidewalk tractor/snow plow.

**CLOSING PRAYER**

President Walsh led the Council in the Closing Prayer.

**ADJOURNMENT**

On a motion by Councillor James Johnson and seconded by Councillor Paul Tassone, it was voted viva voce, eleven (11) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance, to adjourn at 7:58 o'clock p.m.

Accepted by the City Council:



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**INFORMAL MEETING OF JUNE 21, 2016**

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Informal Meeting of the City Council was held in the City Council Chamber, Room 219, City Hall, on Tuesday evening, June 21, 2016.

**CALL TO ORDER**

Council President James Walsh called the informal meeting to order at 6:00 o'clock p.m.

**ATTENDANCE**

Eleven (11) Councillors were present, including President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance. Mayor Mark Hawke and City Auditor John Richard were also present.

**FY2017 BUDGET REVIEW****Mayor's Budget**

Administrative Assistant Salary & Wages (51011) – The Mayor's recommendation is to increase the hours of the AA to full-time, from 19 hours currently to 37 hours beginning July 1, 2016. President Walsh stated that the Mayor will submit a progress/achievement report to the Finance Committee in January, 2017 for its evaluation.

Councillor Karen Hardern suggested that the AA's hours should be maintained at the current level, in order to give the incumbent more time to show the Council her value, adding that she's unsure about the increase at this time.

President Walsh asked Councillor Hardern if she recommends an amount to be cut from the Mayor's proposed budget request.

Councillor Hardern responded that she'd like to maintain the 19 hours/week schedule.

Mayor Hawke cited difficulty in maintaining the 19 hours/week position, since the position is "project-based." He said that the AA currently works 4 days per week/5 hours per day, with Fridays out of the office. He said that since the AA is available only during the mornings, he is unable to have the AA handle certain projects such as contract negotiations and attending meetings in Boston or elsewhere. He cited a number of projects that need to be addressed; however, due to the demands on his schedule, he is unable to address them.

**City Auditor's Budget**

Professional Services (52190) – Increase is due to the hiring of a new outside auditing firm that provides more comprehensive services, as well as for training for the new Auditor.

INFORMAL MEETING OF JUNE 21, 2016

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**Assessors Budget**

Temporary Project Salary & Wages (51023) – For part-time employees performing residential listings.

**Human Resources Budget**

Professional Services (52190) – Budget higher in prior FY due to additional training (MUNIS) for the former Auditor.

Medical Exams (52192) – For medical and psychological exams for 7 new firefighters, plus medical exams other new municipal and school employees.

**Information Technology Budget**

Information Technology (52040) – Budget increase for tablets or iPads for Councillors.

**Conservation Commission Budget**

Conservation Agent Salary & Wages (51011) – Increase in Conservation Agent's hours from 32 to 37 per week.

**Community Development Budget**

Economic Development Coordinator (51015) – Increase to cover shortfall due to loss of \$10,000 in EPA grant funding for position, plus a 2% COLA.

**Cable Commission Budget**

Cable Commission Budget fully-funded through Comcast Cable Contract Agreement.

**Mayor's Unclassified Budget**

Salary & Wages – Reserve (51010) – \$5,000 contingency for unanticipated salary or wage adjustments.

Capital Improvement Plan (58000) – Increase in budget to achieve eventual goal of funding capital improvements through the operating budget, as opposed to drawing from Free Cash, as recommended in the DOR Local Services Financial Management Review.

**Police Department Budget**

Overtime (51030) – \$300,000 proposed for FY2017; \$282,000 expended YTD (through second week of June).

New Police Vehicles (55090) – \$78,000 expended in FY2016 with \$108,000 recommended for FY2017 to purchase three new vehicles in FY2017 (2 and 3 vehicle purchase cycle).

INFORMAL MEETING OF JUNE 21, 2016

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**Fire Department Budget**

Overtime (51030) – \$240,000 recommended by the Mayor, \$319,000 expended YTD as of June 8, per Mayor.

Councillor Boone questioned whether overtime is projected to decrease with the addition of 7 new Firefighter/EMT's (Ambulance).

The Mayor anticipates that OT should decrease in FY2017.

Councillor Tassone anticipates that (Ambulance) revenues should cover additional OT.

Mayor Hawke stated that the ambulance purchased from the Town of Westminster should arrive in Gardner in July. One-half of new Firefighter/EMT recruits have begun the Fire Academy.

Councillor Morgan questioned the continued dispatching of large Fire fighting vehicles along with the Ambulance on certain types of emergency calls.

The Mayor said that that practice would change a little; however, the nature of certain emergency calls requires that larger department vehicles be dispatched.

**Dispatchers Budget**

The Mayor stated that the Gardner-Athol Regional Dispatch Center, provided for under a grant from the Commonwealth's E911 Office, is approximately one year from full implementation. The FY2018 Budget will provide for the new regional operation and that revenue from the Town of Athol will offset a portion of operational expenses.

Part-time Dispatchers Salaries (51022) – Councillor Boone questioned the proposed increase to part-time salaries.

Mayor Hawke stated that there is a significant turnover in part-time Dispatcher staffing, so the Department is seeking to increase its pool of part-timers.

**Building Inspector Budget**

Assistant Building Inspector Salaries & Wages (51011) – Increase represents an additional Local Inspector to address the backlog of 110/R2 safety inspections. The Mayor noted that fees generated from the inspections should cover the cost of the additional inspector.

INFORMAL MEETING OF JUNE 21, 2016

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Clerk/Asst. Salary & Wages (51012) – Figure of “\$111,470” under “FY2017 Department Request” is a scrivener’s error.

Plumbing & Gas Inspector Wages (51018) – Increase represents wages for additional hours required for additional inspections associated with significant building renovations at OEV, with plumbing and gas fees expected to offset the additional labor costs.

**Weights & Measures Department Budget**

Mayor advised \$4,000 fees generated annually.

**Animal Control Officer Budget**

Councillor Paul Tassone noted that the Safety Committee anticipated that savings would result due to the regionalization of animal control services with the Towns of Ashburnham, Hubbardston and Westminster.

Mayor Hawke stated that “the savings is on the revenue side and not the expense side.” He said that the budget is based on the original projected costs, plus 2½% increase every fiscal year from each town. He added that the \$115,000 budget includes \$40,000 in revenues from the three towns and that the salary budget includes three full-time positions.

**Civil Defense Budget**

Councillor Morgan questioned whether the Department is mandatory.

Mayor Hawke stated that the Director annually submits grant applications that generates between \$10,000 and \$25,000 for public safety-related needs.

Councillor James Johnson noted that the Director provides CERT Training annually.

Minor Equipment (52050) – Noting that no funds were spent in this account in FY2016, the Council recommended reducing the line item from \$2,000 to \$500.

**Animal Shelter Budget**

Overtime (51030) – Noting that minimal overtime was spent in FY2015 and in FY2016, the Council recommended reducing the line item from \$2,000 to \$500.

**Civil Enforcement Budget**

Professional Services (52190) – Line item provides for ticket/citation processing through Kelley and Ryan, Associates. The Mayor added the account is revenue neutral, as the City retrieves in collections what it expends for professional collections services.

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**Regional School Assessments**

Monty Tech Assessment (56500) – Councillor James Boone, a Gardner Representative to the Monty Tech School Committee, stated that the Committee recognized that it needed to keep its budget limited, so its budget increased approximately ½% over FY2016. He said that Gardner has 153 students attending Monty Tech, which are four fewer students than in the prior year.

**Survey/Engineering Department Budget**

Information Technology (52040) – Supports ESRI License (ArcGIS).

**Public Works Budget**

Vehicle Fuel (52243) – \$125,000 spent YTD, per Mayor. Most expended during winter months. All municipal vehicles obtain fuel from the DPW (Fire, Police, City Hall, etc.)

**Airport Budget**

Mayor Hawke stated that annual revenues are slightly less than the operating budget; however, it is anticipated that revenues will increase in FY2017.

Repairs & Maintenance (52020) – Councillor Marc Morgan noted that the Mayor's recommended cut of \$7,500 affects the Airport Commission's ability to hire a private contractor to paint the main hangar; however, it could be handled in-house.

**Health Department Budget**

Department Head Salary & Wages (51010) – Mayor Hawke explained that a series of salary steps have been implemented for the new Director whereby salary adjustments would become effective upon State certification as a Registered Sanitarian and then as a Certified Health Officer.

**Council on Aging Budget**

Building Repairs (57800) – Mayor Hawke explained that Building Repairs was combined with Repairs & Maintenance (52030).

Professional Development & Travel (52170) – Mayor Hawke explained that the increase is due to training and certification requirements for the new Director.

**Veterans Department Budget**

Veterans Benefits (57100) – Councillor Marc Morgan explained that the City has appropriated additional funds in the current fiscal year for Chapter 115 Benefits and noted that the Veterans Office currently serves 76 veterans that reside in the City of Gardner. Of these, 40 hail from the immediate area, while the others hail from outside the immediate area and out-of-state. He added that the State provides reimbursement to the City at the

INFORMAL MEETING OF JUNE 21, 2016

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rate of 75% of benefits paid and that reimbursement payments are made within 12 months and on a quarterly basis.

Mayor Hawke said that in FY2006, the City expended only \$206,000 in benefits.

**Library Budget**

Mayor Hawke stated that in order for the Library to qualify to receive State Library Aid, the City must provide a certain level of funding.

Salaries & Wages, generally – Councillor Morgan noted that with the current staffing plan, the Library Director is able to address management and administrative matters, while staff focuses on the patrons.

Overtime (51030) – Additional overtime expenses are provided for through State Aid or the Library Trust.

**Recreation Budget**

Professional Services (52190) – \$12,500 committed for the Summer UP Program.

Playground Improvements (58150) – The Mayor stated that approximately \$10,000 is planned for Ovila Case Playground to replace the ballfield netting.

Councillor Scott Graves stated that DPW Director Dane Arnold has been considering constructing a small playground area at the Greenwood Memorial Pool.

**Greenwood Memorial Pool Budget**

P/T Lifeguards Salary & Wages (51013) – The Certified Pool Operator position is paid from this account.

**Employee Benefits Budget**

Worker's Compensation (57010) – Premiums are experience-rated and based on the number of employees.

Health/Dental Insurance (57060) – Municipal/School Budgets are consolidated and then apportioned by the Auditor at the end of the FY. School costs are reimbursed indirectly.

**Insurances Budget**

Property & General Liability Insurance (57501) – The Mayor stated that the addition of the ambulance to the Fire Department would not increase the City's premium.

INFORMAL MEETING OF JUNE 21, 2016

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Motor Vehicle Floater (57504) – Mayor stated that the budget projection was provided by the City’s insurance carrier and that the addition of one ambulance might add another \$1,000 to the premium.

**Sewer Budget**

Cold Storage Building (55123) – Councillor Scott Graves stated that the cost of the Cold Storage Building is apportioned in both the Sewer Department and Water Department budgets.

Office Supplies (52230) – Councillor Vance questioned the increase in FY2017 for office supplies. Councillor Craig Cormier explained that the increase for office supplies/furniture is due to the relocation of a number of employees from the current DPW Office Building into the new Administration facility in FY2017.

**Golf Course Budget**

Mayor stated that Golf Course revenues are greater than what it expended in order to build reserves. City Auditor John Richard added that the Golf Course currently has \$85,000 in the Reserve account.

Repairs & Maintenance (52030) – Councillor Vance questioned FY2016 YTD expenses. The Mayor noted that \$19,000 has been expended YTD and that \$1,200 has been encumbered.

Councillor Boone stated that he had heard that fees were raised and that the Golf Course has been losing members.

The Mayor responded, saying that if revenues decline, then the budget follows suit.

Indirect Costs Reimbursement (52380) – Councillor Morgan stated that the Golf Course pays for its employees benefits through the indirect costs reimbursement.

**Solid Waste Budget**

Trash Bags (52232) – Councillors questioned the \$15,000 request for trash bags. The Mayor noted that \$2,335 was expended in FY2014 and added that any unexpended account balances revert to surplus at the close of the fiscal year.

**School Department Expenses**

President Walsh advised that the City Council can only reduce the bottom line of the School Budget.



INFORMAL MEETING OF JUNE 21, 2016

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Councillor James Boone expressed disappointment that the School Committee granted salary increases to staff and administrators while laying-off employees.

Councillor Paul Tassone expressed thanks that the City is able to add \$354,645 toward Net School Spending.

Councillor Marc Morgan remarked that the Public Welfare Committee sought answers to a number of questions; however, responses had yet to be received.

The meeting was adjourned at 7:36 p.m.

**Accepted by the City Council:**

UNACCEPTED/UNCORRECTED PROOF

**SPECIAL MEETING OF JUNE 21, 2016**

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Special Meeting of the City Council was held in the City Council Chamber, 2<sup>nd</sup> Floor, City Hall, on Tuesday evening, June 21, 2016.

**CALL TO ORDER**

President James Walsh called the Special Meeting to order at 7:00 o'clock p.m. and immediately declared a recess in order for the Council to resume its budget deliberations in the Informal session. President Walsh reopened the Special Meeting at 7:40 p.m.

**CALL OF THE ROLL**

City Clerk Alan Agnelli called the Roll of Members. Eleven (11) Councillors were present, including President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance.

**FY2017 BUDGET ORDERS****#9642**

On a motion by Councillor Ronald Cormier and seconded by Councillor Marc Morgan, it was voted on roll call, eleven (11) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance, to adopt the following Order:

AN ORDER TO RAISE AND APPROPRIATE A SUM OF MONEY FOR THE VARIOUS DEPARTMENTS FOR THE EXPENSE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 TO JUNE 30, 2017.

ORDERED: To raise and appropriate for the expense of the City of Gardner for the Fiscal Year beginning July 1, 2016 to June 30, 2017 sums as designated for the expenditures of the various departments, other than what was presented to City Council in the Salary and Labor budget, according to the detailed schedule hereto annexed and made a part of this money order in the amount of EIGHTEEN MILLION, EIGHT HUNDRED EIGHTY-EIGHT THOUSAND, SEVEN HUNDRED SIXTY-SIX DOLLARS (\$18,888,766.00).

IN ACCORDANCE WITH SECTION 30 OF THE CITY CHARTER, APPROPRIATIONS BY THE CITY COUNCIL UNDER SECTION THIRTY-TWO OF CHAPTER FORTY-FOUR OF THE GENERAL LAWS ARE NOT PRESENTED TO THE MAYOR FOR HIS APPROVAL.



## SPECIAL MEETING OF JUNE 21, 2016

**#9644**

On a motion by Councillor Ronald Cormier and seconded by Councillor James Johnson, it was voted on roll call, eleven (11) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance, to adopt the following Order:

AN ORDER APPROPRIATING A SUM OF MONEY FROM AVAILABLE FUNDS-PARKING METER RECEIPTS RESERVED TO VARIOUS ACCOUNTS FOR THE FICAL YEAR BEGINNING JULY 1, 2016 TO JUNE 30, 2017.

ORDERED: That there be and is hereby appropriated for the Fiscal Year beginning July 1, 2016 to June 30, 2017 the sum of SEVENTY THOUSAND, SIX HUNDRED NINETY DOLLARS (\$70,690.00) from Available Funds-Parking Meter Receipts Reserved to the following accounts:

|                |                            |             |
|----------------|----------------------------|-------------|
| City Treasurer | Parking Meter Clerk Salary | \$10,690.00 |
| City Treasurer | Parking Meter Maintenance  | 20,000.00   |
| Public Works   | Parking Meter Maintenance  | 40,000.00   |

IN ACCORDANCE WITH SECTION 30 OF THE CITY CHARTER, APPROPRIATIONS BY THE CITY COUNCIL UNDER SECTION THIRTY-TWO OF CHAPTER FORTY-FOUR OF THE GENERAL LAWS ARE NOT PRESENTED TO THE MAYOR FOR HIS APPROVAL.

**#9645**

On a motion by Councillor Ronald Cormier and seconded by Councillor Nathan Boudreau, it was voted on roll call, eleven (11) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance, to adopt the following Order:

AN ORDER APPROPRIATING A SUM OF MONEY FROM AVAILABLE FUNDS-CABLE COMMISSION FEES RESERVED TO CABLE COMMISSION BUDGET FOR THE FICAL YEAR BEGINNING JULY 1, 2016 TO JUNE 30, 2017

ORDERED: That there be and is hereby appropriated for the Fiscal Year beginning July 1, 2016 to June 30, 2017 the sum of ONE HUNDRED SEVENTY-SIX THOUSAND, FIVE HUNDRED FOUR DOLLARS (\$176,504.00) from Available Funds-Cable Commission Fees Reserved to the Cable Commission budget.

IN ACCORDANCE WITH SECTION 30 OF THE CITY CHARTER, APPROPRIATIONS BY THE CITY COUNCIL UNDER SECTION THIRTY-TWO OF CHAPTER FORTY-FOUR OF THE GENERAL LAWS ARE NOT PRESENTED TO THE MAYOR FOR HIS APPROVAL.



## SPECIAL MEETING OF JUNE 21, 2016

**#9646**

On a motion by Councillor Ronald Cormier and seconded by Councillor Paul Tassone, it was voted on roll call, ten (10) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Paul Tassone, and Matthew Vance; one (1) nay, Councillor Marc Morgan, to adopt the following Order:

AN ORDER APPROPRIATING A SUM OF MONEY FROM AVAILABLE ENTERPRISE FUNDS-VARIOUS RECEIPTS RESERVED TO VARIOUS ACCOUNTS FOR THE FICAL YEAR BEGINNING JULY 1, 2016 TO JUNE 30, 2017

ORDERED: That there be and is hereby appropriated for the Fiscal Year beginning July 1, 2016 to June 30, 2017 the sum of EIGHT MILLION, EIGHT HUNDRED NINETEEN THOUSAND, ONE HUNDRED EIGHTY-ONE DOLLARS (\$8,819,181.00) from Available Enterprise Funds-Receipts Reserved to the following accounts:

|                  |                 |                |
|------------------|-----------------|----------------|
| Sewer Dept       | Enterprise Fund | \$2,826,423.00 |
| Water Dept       | Enterprise Fund | 3,796,195.00   |
| Golf Course      | Enterprise Fund | 752,072.00     |
| Landfill Closure | Enterprise Fund | 87,000.00      |
| Solid Waste      | Enterprise Fund | 1,357,491.00   |

IN ACCORDANCE WITH SECTION 30 OF THE CITY CHARTER, APPROPRIATIONS BY THE CITY COUNCIL UNDER SECTION THIRTY-TWO OF CHAPTER FORTY-FOUR OF THE GENERAL LAWS ARE NOT PRESENTED TO THE MAYOR FOR HIS APPROVAL.

**#9647**

On a motion by Councillor Ronald Cormier and seconded by Councillor James Boone, it was voted viva voce, eleven (11) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance, to adopt the following:

AUTHORIZING FY2017 REVOLVING FUNDS  
M.G.L. CH.44, S.53E½

ORDERED: To authorize and direct the City Treasurer to establish the following revolving funds for the fiscal year beginning July 1, 2016 to June 30, 2017 in accordance with M.G.L. Chapter 44, section 53E½:



## SPECIAL MEETING OF JUNE 21, 2016

| Revolving Fund                           | Authorized to Expend      | Revenue Source                                  | Purpose of Fund                                                            | Spending Limit                                   |
|------------------------------------------|---------------------------|-------------------------------------------------|----------------------------------------------------------------------------|--------------------------------------------------|
| Airport Fuel                             | Airport Commission        | Sale of airplane fuel                           | Purchase of fuel, airport programs, and improvements                       | Available balance or \$20,000, whichever is less |
| Wetland Protection                       | Conservation Commission   | Local wetland filing fees                       | Costs associated with wetland protection activities                        | Available balance or \$20,000, whichever is less |
| Council on Aging Recreational Activities | Council on Aging Director | Recreation Fees                                 | Salaries and expenses relating to recreational activities at Senior Center | Available balance or \$20,000, whichever is less |
| Gardner's Summer Celebration             | Mayor                     | Collections and donations                       | Costs associated with Gardner's Summer Celebration                         | Available balance or \$20,000, whichever is less |
| Planning Board Publications              | Planning Board            | Sale of Planning Board publications             | Preparation and production of Planning Board publications                  | Available balance or \$3,000, whichever is less  |
| Road Resurfacing                         | Public Works Director     | Fees charged for cutting into newly paved roads | Costs associated with road resurfacing and road maintenance                | Available balance or \$20,000, whichever is less |
| High School Summer Football Camp         | School Department         | Camp fees and donations                         | Salaries and expenses for the High School Summer Football Camp             | Available balance or \$20,000, whichever is less |
| Summer Basketball Camp                   | School Department         | Camp fees and donations                         | Salaries and expenses for the Summer Basketball Camp                       | Available balance or \$12,000, whichever is less |
| Transportation                           | School Department         | Bus passes and fees for transportation          | Salaries and expenses relating to school transportation                    | Available balance or \$20,000, whichever is less |

As per M.G.L., interest earned on these funds shall be treated as general fund revenue.

The person or persons authorized to expend from each fund shall report annually to the Mayor and City Council the total amount of receipts and expenditures for the prior fiscal year and for the current fiscal year through December 31<sup>st</sup>, along with any other information that City Council may by vote require.

SPECIAL MEETING OF JUNE 21, 2016

---

In the event any fund is not reauthorized for the following fiscal year or the city changes the purpose of the revolving fund, the balance in the fund shall revert to surplus revenue, unless City Council and the Mayor vote to transfer the funds to another revolving fund established in accordance with M.G.L. Chapter 44, section 53E½.

Presented to Mayor for Approval – June 22, 2016

Approved – June 22, 2016

MARK P. HAWKE, Mayor

**#9659 (formerly #9641)**

On a motion by Councillor Ronald Cormier and seconded by Councillor Marc Morgan, it was voted on roll call, eleven (11) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance, to adopt the following Order:

AN ORDER TO RAISE AND APPROPRIATE A SUM OF MONEY FOR THE VARIOUS DEPARTMENTS FOR THE SALARY AND LABOR BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 TO JUNE 30, 2017.

ORDERED: To raise and appropriate for the expense of the City of Gardner for the Fiscal Year beginning July 1, 2016 to June 30, 2017 sums as designated for the expenditures of the various departments, Salary and Labor budgets, according to the detailed schedule hereto annexed and made a part of this money order in the amount of TEN MILLION, FOUR HUNDRED THIRTY-NINE THOUSAND, NINE HUNDRED FORTY-ONE DOLLARS (\$10,439,941.00).

IN ACCORDANCE WITH SECTION 30 OF THE CITY CHARTER, APPROPRIATIONS BY THE CITY COUNCIL UNDER SECTION THIRTY-TWO OF CHAPTER FORTY-FOUR OF THE GENERAL LAWS ARE NOT PRESENTED TO THE MAYOR FOR HIS APPROVAL.

**#9660 (formerly #9643)**

On a motion by Councillor Ronald Cormier and seconded by Councillor James Johnson, it was voted on roll call, ten (10) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, Karen Hardern, James Johnson, Paul Tassone, and Matthew Vance; one (1) nay, Councillor Marc Morgan, to adopt the following Order:

AN ORDER TO RAISE AND APPROPRIATE A SUM OF MONEY FOR THE SCHOOL DEPARTMENT BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 TO JUNE 30, 2017.

**SPECIAL MEETING OF JUNE 21, 2016**

---

ORDERED: To raise and appropriate for the expense of the City of Gardner for the Fiscal Year beginning July 1, 2016 to June 30, 2017 sums as designated for the expenditures of the School Department according to the detailed schedule hereto annexed and made a part of this money order in the amount of TWENTY-TWO MILLION, ONE HUNDRED TWELVE THOUSAND, NINE HUNDRED FIFTY-TWO DOLLARS (\$22,112,952.00)

IN ACCORDANCE WITH SECTION 30 OF THE CITY CHARTER, APPROPRIATIONS BY THE CITY COUNCIL UNDER SECTION THIRTY-TWO OF CHAPTER FORTY-FOUR OF THE GENERAL LAWS ARE NOT PRESENTED TO THE MAYOR FOR HIS APPROVAL.

**ADJOURNMENT**

On a motion by Councillor Paul Tassone and seconded by Councillor Scott Graves, it was voted viva voce, eleven (11) yeas, President James Walsh and Councillors James Boone, Nathan Boudreau, Craig Cormier, Ronald Cormier, Scott Graves, James Johnson, Marc Morgan, Paul Tassone, and Matthew Vance, to adjourn at 7:49 o'clock p.m.

Accepted by the City Council:

9668

June 21, 2016

RECEIVED Commonwealth of Massachusetts

Worcester County 2016 JUN 21 P 4: 12

City of Gardner

CITY CLERKS OFFICE GARDNER, MA

CERTIFICATE OF APPOINTMENT

I appoint Jennifer Dymek to the position of Director of Purchasing/ Civil Enforcement, and I certify 18 Coleman Street, Gardner, MA that in my opinion he/she is a person specially fitted by education, training, or experience to perform the duties of said office, and that I make the appointment solely in the interests of the City.

[Handwritten signature of Mark P. Hawke]

Mark P. Hawke

Confirmed by City Council \_\_\_\_\_

\_\_\_\_\_ City Clerk

Alan L. Agnelli

Expires: June 21, 2019 \_\_\_\_\_

Worcester, ss., \_\_\_\_\_

Then personally appeared the above named Jennifer Dymek and made oath that he/she would faithfully and impartially perform the duties of the office of Director of Purchasing/Civil Enforcement according to law and the best of his/her abilities.

Before me,

\_\_\_\_\_ City Clerk

Chapter 303 Acts of 1975 and Chapter 409 Acts of 1983

Received \_\_\_\_\_

9669

# City of Gardner, *Executive Department*

RECEIVED

Mark Hawke, Mayor



2016 JUN 23 A 11: 35

CITY CLERKS OFFICE  
GARDNER, MA

## COMMONWEALTH OF MASSACHUSETTS

WORCESTER COUNTY

CITY OF GARDNER

I appoint the following to the position of Election Officers, Ward 1, Precinct A as designated, and I hereby certify that in my opinion they are persons specially fitted by education, training and experience to perform the duties of said office and that I make the appointments solely in the interest of the City.

\_\_\_\_\_  
Mark P. Hawke, Mayor

Confirmed by City Council \_\_\_\_\_

for terms expiring September 1, 2017

\_\_\_\_\_  
Alan L. Agnelli, City Clerk

### WARD 1A

|           |         |    |            |                     |
|-----------|---------|----|------------|---------------------|
| Warden    | Norman  | H. | Beauregard | 147 Oak Street      |
| Clerk     | Gina    | M. | Kelley     | 212 Crestwood Drive |
| Inspector | Lola    | L. | Beaudoin   | 43 Prospect Street  |
| Inspector | Sally   | Q. | Hartshorn  | 61 Elm Street       |
| Inspector | Erana   | E. | Landry     | 298 Park Street     |
| Inspector | Deborah | F. | Mathieu    | 144 Willis Road     |
| Inspector | Sherry  |    | Szoc       | 130 Highland Street |
| Inspector | Ellen   | T. | Kudravetz  | 90 Cherry Street    |
| Inspector | Michael | L. | Kudravetz  | 90 Cherry Street    |
| Inspector | Glenice | M. | Rossignol  | 103 Highland Street |

# City of Gardner, *Executive Department*



Mark Hawke, Mayor

RECEIVED

2016 JUN 23 A 11: 35

CITY CLERKS OFFICE  
GARDNER, MA

## COMMONWEALTH OF MASSACHUSETTS

WORCESTER COUNTY

CITY OF GARDNER

I appoint the following to the position of Election Officers, Ward I, Precinct B as designated, and I hereby certify that in my opinion they are persons specially fitted by education, training and experience to perform the duties of said office and that I make the appointments solely in the interest of the City.

Mark P. Hawke, Mayor

Confirmed by City Council \_\_\_\_\_

for terms expiring September 1, 2017

Alan L. Agnelli, City Clerk

### WARD 1B

|           |         |    |           |                       |
|-----------|---------|----|-----------|-----------------------|
| Warden    | Lynn    | M. | Roux      | 203 Betty Spring Road |
| Clerk     | Carol   | L. | Saulnier  | 136 Princeton Street  |
| Inspector | Gloria  | C. | Bourgeois | 47 Racette Avenue     |
| Inspector | Robert  | R. | Charland  | 193 Barthel Avenue    |
| Inspector | Carolyn |    | Fournier  | 158 Ash Street        |
| Inspector | Carolyn | A. | LaBonte   | 169 Summer Street     |
| Inspector | Valerie | D. | Spar      | 20 Plymouth Street    |
| Inspector | Linda   | M. | Rice      | 48 James Street       |
| Inspector | Robert  | L. | Rice      | 48 James Street       |

# City of Gardner, Executive Department



Mark Hawke, Mayor

RECEIVED

2016 JUN 23 A 11:36

CITY CLERKS OFFICE  
GARDNER, MA

## COMMONWEALTH OF MASSACHUSETTS

WORCESTER COUNTY

CITY OF GARDNER

I appoint the following to the position of Election Officers, Ward 2, Precinct A as designated, and I hereby certify that in my opinion they are persons specially fitted by education, training and experience to perform the duties of said office and that I make the appointments solely in the interest of the City.

  
\_\_\_\_\_  
Mark P. Hawke, Mayor

Confirmed by City Council \_\_\_\_\_

for terms expiring September 1, 2017

\_\_\_\_\_  
Alan L. Agnelli, City Clerk

### WARD 2A

|           |            |    |             |                        |
|-----------|------------|----|-------------|------------------------|
| Warden    | Paulette   | J. | Rocheleau   | 217 Ash Street         |
| Clerk     | Alice      | P. | Anderson    | 34 Chapman Park        |
| Inspector | Trine      |    | Aschim      | 141 Parker Hill Road   |
| Inspector | Carol      | A. | Cormier     | 47 Lake Street, A207   |
| Inspector | Robert     | J. | Cormier     | 47 Lake Street, A207   |
| Inspector | Audrey     | A. | Faucher     | 156 Green Street       |
| Inspector | David      | R. | Rocheleau   | 217 Ash Street         |
| Inspector | Joseph     | R. | Andrews     | 139 Euclid Street      |
| Inspector | Donna      | M. | Lehtinen    | 203 Green Street       |
| Inspector | Jacqueline | M. | Kraskouskas | 222 Bickford Hill Road |

# City of Gardner, *Executive Department*



RECEIVED  
Mark Hawke, Mayor

2016 JUN 23 A 11: 36

CITY CLERKS OFFICE  
GARDNER, MA

## COMMONWEALTH OF MASSACHUSETTS

WORCESTER COUNTY

CITY OF GARDNER

I appoint the following to the position of Election Officers, Ward 2, Precinct B as designated, and I hereby certify that in my opinion they are persons specially fitted by education, training and experience to perform the duties of said office and that I make the appointments solely in the interest of the City.

\_\_\_\_\_  
Mark P. Hawke, Mayor

Confirmed by City Council \_\_\_\_\_

for terms expiring September 1, 2017

\_\_\_\_\_  
Alan L. Agnelli, City Clerk

### WARD 2B

|           |           |    |           |                      |
|-----------|-----------|----|-----------|----------------------|
| Warden    | Donald    | J. | Cosentino | 131 Lovewell Street  |
| Clerk     | Nancy     | M. | Girouard  | 110 Marquette Street |
| Inspector | Aline     |    | Cosentino | 131 Lovewell Street  |
| Inspector | Val       |    | Cormier   | 166 Acadia Road      |
| Inspector | Patricia  | A. | LeBlanc   | 66 Conant Street     |
| Inspector | Roger     | R. | LeBlanc   | 66 Conant Street     |
| Inspector | Patricia  | A. | Lewis     | 161 Euclid Street    |
| Inspector | Priscilla | J. | Proulx    | 109 Chapel Street    |
| Inspector | Marcia    | J. | White     | 92 Ryan Street       |
| Inspector | Cathy     | T. | Leger     | 134 Greenwood Place  |

# City of Gardner, *Executive Department*



RECEIVED

Mark Hawke, Mayor

2016 JUN 23 A 11: 36

CITY CLERKS OFFICE  
GARDNER, MA

## COMMONWEALTH OF MASSACHUSETTS

WORCESTER COUNTY

CITY OF GARDNER

I appoint the following to the position of Election Officers, Ward 3, Precinct A as designated, and I hereby certify that in my opinion they are persons specially fitted by education, training and experience to perform the duties of said office and that I make the appointments solely in the interest of the City.

Mark P. Hawke, Mayor

Confirmed by City Council \_\_\_\_\_

for terms expiring September 1, 2017

\_\_\_\_\_  
Alan L. Agnelli, City Clerk

### WARD 3A

|           |         |    |          |                    |
|-----------|---------|----|----------|--------------------|
| Warden    | Donald  | R. | Girouard | 52 Draper Road     |
| Clerk     | Bonnie  | G. | Romanson | 87 Century Way     |
| Inspector | Sophie  | A. | DeGrace  | 19 Ford Street #2  |
| Inspector | Mary    | B. | Girouard | 52 Draper Road     |
| Inspector | Barbara | A. | Keaveny  | 112 Champagne Road |
| Inspector | Shirley |    | Monette  | 256 Baker Street   |
| Inspector | Eva     | L. | Stromski | 183 Pelley Street  |
| Inspector | Barbara | M. | Cormier  | 116 Sand Street    |
| Inspector | Rachel  | I. | Blais    | 25 Way Street      |

# City of Gardner, Executive Department



Mark Hawke, Mayor

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2016 JUN 23 A 11:36

CITY CLERKS OFFICE  
GARDNER, MA

## COMMONWEALTH OF MASSACHUSETTS

WORCESTER COUNTY

CITY OF GARDNER

I appoint the following to the position of Election Officers, Ward 3, Precinct B as designated, and I hereby certify that in my opinion they are persons specially fitted by education, training and experience to perform the duties of said office and that I make the appointments solely in the interest of the City

Mark P. Hawke, Mayor

Confirmed by City Council \_\_\_\_\_

for terms expiring September 1, 2017

\_\_\_\_\_  
Alan L. Agnelli, City Clerk

### WARD 3B

|           |          |    |              |                        |
|-----------|----------|----|--------------|------------------------|
| Warden    | Thomas   | H. | Patterson    | 132 Pinewood Drive     |
| Clerk     | Paulette | A. | Burns        | 5 Travers Street       |
| Inspector | Claire   | D. | Baublis      | 150 Bickford Hill Road |
| Inspector | Odette   | R. | Racette      | 44 Jean Street         |
| Inspector | Ernie    | J. | Richard      | 50 Jean Street         |
| Inspector | Juliette | L. | Richard      | 50 Jean Street         |
| Inspector | Dorothy  | M. | Ronn         | 145 Prospect Street    |
| Inspector | Paul     | W. | Ronn         | 145 Prospect Street    |
| Inspector | Adeline  | M. | Aukstikalnis | 9 Ames Avenue          |
| Inspector | Gregory  | P. | Floyd        | 122 Main Street        |

# City of Gardner, *Executive Department*



Mark Hawke, Mayor

RECEIVED

2016 JUN 23 A 11:36

CITY CLERKS OFFICE  
GARDNER, MA

## COMMONWEALTH OF MASSACHUSETTS

WORCESTER COUNTY

CITY OF GARDNER

I appoint the following to the position of Election Officers, Ward 4, Precinct A as designated, and I hereby certify that in my opinion they are persons specially fitted by education, training and experience to perform the duties of said office and that I make the appointments solely in the interest of the City.

Mark P. Hawke, Mayor

Confirmed by City Council \_\_\_\_\_

for terms expiring September 1, 2017

\_\_\_\_\_  
Alan L. Agnelli, City Clerk

### WARD 4A

|           |         |    |            |                        |
|-----------|---------|----|------------|------------------------|
| Warden    | Robert  | J. | Swartz     | 53 Racette Avenue      |
| Clerk     | Janice  |    | Magliacane | 358 Temple Street      |
| Inspector | Pauline | C. | Doiron     | 155 Leamy Street #1    |
| Inspector | Diane   | R. | Jasiewicz  | 36 Robillard Street    |
| Inspector | Judith  | A. | King       | 32 Jay Street          |
| Inspector | Arthur  | E. | Young      | 71 Fairlawn Avenue     |
| Inspector | Ann     | M. | Young      | 71 Fairlawn Avenue     |
| Inspector | Judith  |    | Roy        | 51 Pinewood Drive      |
| Inspector | Ronald  | J. | Roy        | 51 Pinewood Drive      |
| Inspector | Ann     |    | Chandler   | 133 Pleasant Street #2 |

# City of Gardner, *Executive Department*



RECEIVED  
Mark Hawke, Mayor

2016 JUN 23 A 11: 36

CITY CLERKS OFFICE  
GARDNER, MA

## COMMONWEALTH OF MASSACHUSETTS

WORCESTER COUNTY

CITY OF GARDNER

I appoint the following to the position of Election Officers, Ward 4, Precinct B as designated, and I hereby certify that in my opinion they are persons specially fitted by education, training and experience to perform the duties of said office and that I make the appointments solely in the interest of the City.

Mark P. Hawke, Mayor

Confirmed by City Council \_\_\_\_\_

for terms expiring September 1, 2017

\_\_\_\_\_  
Alan L. Agnelli, City Clerk

### WARD 4B

|           |            |    |           |                            |
|-----------|------------|----|-----------|----------------------------|
| Warden    | Richard    | L. | Batt      | 215 Bickford Hill Road     |
| Clerk     | Marjorie   | F. | Tetzloff  | 317 Pine Street            |
| Inspector | Omer       | J. | Cormier   | 196 Chestnut Street        |
| Inspector | Susan      |    | Greninger | 143 Pine Street, 1R        |
| Inspector | Theresa    | H. | Hillman   | 155 Champagne Road         |
| Inspector | Jacqueline | M. | LaPrade   | 322 Pine Street            |
| Inspector | Laurette   | D. | Heglin    | 22 Ken Drive               |
| Inspector | David      | E. | Tetzloff  | 317 Pine Street            |
| Inspector | Charlene   | A. | Wilson    | 44 Olde Colonial Drive, U1 |

# City of Gardner, *Executive Department*



RECEIVED  
Mark Hawke, Mayor

2016 JUN 23 A 11: 36

CITY CLERKS OFFICE  
GARDNER, MA

## COMMONWEALTH OF MASSACHUSETTS

WORCESTER COUNTY

CITY OF GARDNER

I appoint the following to the position of Election Officers, Ward 5, Precinct A as designated, and I hereby certify that in my opinion they are persons specially fitted by education, training and experience to perform the duties of said office and that I make the appointments solely in the interest of the City.

Mark P. Hawke, Mayor

Confirmed by City Council \_\_\_\_\_

for terms expiring September 1, 2017

\_\_\_\_\_  
Alan L. Agnelli, City Clerk

### WARD 5A

|           |          |    |          |                      |
|-----------|----------|----|----------|----------------------|
| Warden    | Agnes    | H. | Blood    | 431 Pearl Street     |
| Clerk     | Barbara  | D. | LeBlanc  | 37 Bayberry Drive    |
| Inspector | Sandra   | J. | Barton   | 337 High Street      |
| Inspector | Carole   | A. | Baublis  | 252 Union Street     |
| Inspector | Judith   | T. | Collette | 47 Kendall Street    |
| Inspector | Charles  | R. | LeBlanc  | 37 Bayberry Drive    |
| Inspector | Lorraine | A. | Manca    | 110 Temple Street    |
| Inspector | Gloria   | M. | O'Malley | 80 Kendall Pond Road |

# City of Gardner, *Executive Department*



RECEIVED  
Mark Hawke, Mayor

2016 JUN 23 A 11: 36

CITY CLERKS OFFICE  
GARDNER, MA

## COMMONWEALTH OF MASSACHUSETTS

WORCESTER COUNTY

CITY OF GARDNER

I appoint the following to the position of Election Officers, Ward 5, Precinct B as designated, and I hereby certify that in my opinion they are persons specially fitted by education, training and experience to perform the duties of said office and that I make the appointments solely in the interest of the City.

Mark P. Hawke, Mayor

Confirmed by City Council \_\_\_\_\_

for terms expiring September 1, 2017

\_\_\_\_\_  
Alan L. Agnelli, City Clerk

### WARD 5B

|           |          |     |           |                    |
|-----------|----------|-----|-----------|--------------------|
| Warden    | Marcelle | S.  | Cormier   | 55 Wickman Drive   |
| Clerk     | Barbara  | A.  | Yablonski | 195 Sherman Street |
| Inspector | Patricia | L.  | Cormier   | 365 Pearl Street   |
| Inspector | Leona    | M.  | Lashua    | 68 Oak Street, #1  |
| Inspector | Leonette | M.  | Roy       | 49 Temple Street   |
| Inspector | Mary     | Ann | Suchocki  | 154 Sand Street    |
| Inspector | Edward   | S.  | Yablonski | 195 Sherman Street |
| Inspector | Doris    | H.  | St. John  | 204 Willis Road    |
| Inspector | William  |     | Edwards   | 4 Sunrise Lane     |

**RELEASE OF PERMANENT EASEMENT**

*VOTE:* To release and abandon the permanent easement granted to the City of Gardner as set forth below:

The City of Gardner, a Municipal Corporation duly organized under the Laws of the Commonwealth of Massachusetts and with a usual place of business at City Hall, 95 Pleasant Street, Gardner, Massachusetts (hereinafter Grantee) has previously been granted a permanent easement for the purpose of the installation, use, inspection, improvement, maintenance and repair of pipes together with all appurtenances relating to and for water systems to be located on land owned by the Grantor.

The easement is situated on land of the Gardner Trout Club (hereinafter Grantor), u/d/t dated November 20, 1953 as from time to time amended and, recorded in Worcester South District Registry of Deeds, Book 3565, Page 540 having a principal mailing address of 36 Watkins Road, Gardner, MA 01440 and is located on the westerly side of Watkins Road, and the easterly side of Princeton Road in Gardner, MA and as described in a deed recorded in Book 23123 Page 26 and as shown on a plan recorded in Plan Book 483 Plan 99 both in the Worcester District Registry of Deeds. The property is one hundred feet (100 feet) wide and two hundred feet (200 feet) in depth, an area of 20,000 square feet.

The permanent easement is twenty feet (20.0 feet) in width parallel to the southerly sideline of the property. The length of the easement is two hundred feet (200.0 feet) from Princeton Street to Watkins Road. The easement is 4,000 square feet in area.

The Grantee, has not used the easement for the purpose intended and both the Grantor and Grantee desire to release the easement. Therefore, the easement previously recorded in Book 48360 on Page 11 at the Worcester County Registry of Deeds and as described in this document is released and abandoned by the Grantee.

9670



**CITY OF GARDNER  
SURVEY DEPARTMENT**

Room 226, City Hall  
95 Pleasant Street  
Gardner Ma 01440-2688  
Tel: (978) 630-4010  
FAX: (978) 630-4896

RECEIVED

2016 JUN 23 A 10:07  
CITY CLERKS OFFICE  
GARDNER, MA

**MEMORANDUM**

**To:** Alan Agnelli  
**From:** Bob Hankinson  
**Cc:** Mayor Hawke  
**Date:** June 22, 2016

**Subject: Easement Release**

Please submit this issue to the Finance Committee for their consideration.

Several years ago the City Water Department extended the water system to parts of the Parker Terrace neighborhood by adding approximately 230 feet of water main on Princeton Street and 200 feet on Watkins Street. The original intent was to install water main from Princeton Street to Watkins Street cross country within an easement obtained from the Gardner Trout Club. When construction actually took place the water pipe was located in Richardson Street and in Watkins Street. As a result, the easement was not used.

This order will dissolve the easement granted to the City by the Trout Club on their property and free their property from any encumbrances such an easement would bring.

Thank you



Property Address: 36 Watkins Road, Gardner, Worcester County, Massachusetts

TEMPORARY AND PERMANENT EASEMENTS

The Gardner Trout Club, w/d/t dated November 20, 1953 as from time to time amended and, recorded in Worcester South District Registry of Deeds, Book 3565, Page 540 having a principal mailing address of 36 Watkins Road, Gardner, MA 01440, and Kevin M. White, Robert P. Martin and Michael S. Bourque, as Trustees of said Trust, (hereinafter Grantor), pursuant to said Trust grants to the City of Gardner, a Municipal Corporation duly organized under the Laws of the Commonwealth of Massachusetts and with a usual place of business at City Hall, 95 Pleasant Street, Gardner, Massachusetts (hereinafter Grantee) temporary and permanent easements for the purpose of the installation, use, inspection, improvement, maintenance and repair of pipes together with all appurtenances relating to and for water systems to be located on land owned by the Grantor and described as follows.

The land is situated on the westerly side of Watkins Road, and the easterly side of Princeton Road in Gardner, MA and as described in a deed recorded in Book 23123 Page 26 and as shown on a plan recorded in Plan Book 483 Plan 99 both in the Worcester District Registry of Deeds. The property is one hundred feet (100 feet) wide and two hundred feet (200 feet) in depth, an area of 20,000 square feet.

The permanent easement shall be twenty feet (20.0 feet) in width parallel to the southerly sideline of the property. The length of the easement shall be two hundred feet (200.0 feet) from Princeton Street to Watkins Road. The temporary construction easement shall increase the width of the easement another ten feet (10 feet) to a total width of thirty feet (30 feet). The easements are 4,000 square feet and 2,000 square feet in area respectively.

The Grantee, its officials, employees and agents shall have the right at all times to enter upon said land for the purposes recited above, and further, said Grantor, for him/her/themselves and his/her/their successors and assigns forever does hereby release and discharge the Grantee, its officials, employees, and agents from any and all claims, liabilities, demands, actions or causes of actions, for damages or injury to persons or property relating to or arising from said easements.

The temporary construction easement shall expire two years from the date of this easement agreement.

SM

In witness whereof, the said trustees of the Gardner Trout Club caused these presents to be signed and sealed this 17<sup>th</sup> day of November, 2011.

Kevin M. White Nov 17, 2011  
Kevin M. White, Trustee

Robert P. Martin  
Robert P. Martin, Trustee

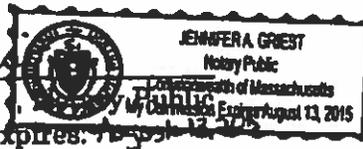
Michael S. Bourque  
Michael S. Bourque, Trustee

**COMMONWEALTH OF MASSACHUSETTS**

Worcester County

On this 17 day of November, 2011, before me, the undersigned notary public, personally appeared Kevin M. White as aforesaid, proved to me through satisfactory evidence of identification, which was his driver's license to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.

Jennifer A. Grest  
My Commission Expires: August 13, 2015



**COMMONWEALTH OF MASSACHUSETTS**

Worcester County

On this 17<sup>th</sup> day of November, 2011, before me, the undersigned notary public, personally appeared Robert Martin as aforesaid, proved to me through satisfactory evidence of identification, which was his driver's license to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.



*Lisa M Targonski*  
Lisa M. Targonski Notary Public  
My Commission Expires: 1-30-2015

**COMMONWEALTH OF MASSACHUSETTS**

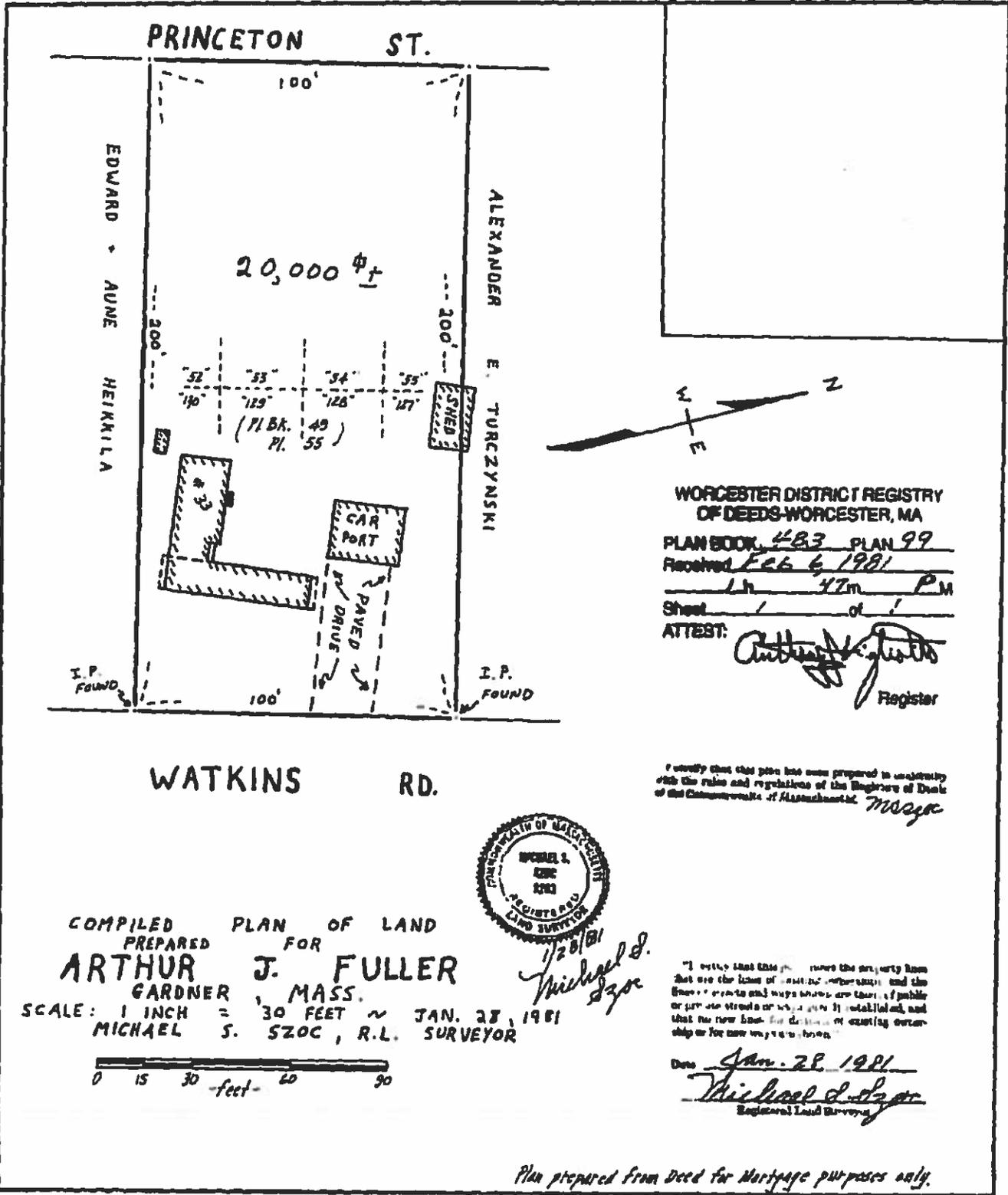
Worcester County

On this 18<sup>th</sup> day of November, 2011, before me, the undersigned notary public, personally appeared Michael S. Borque as aforesaid, proved to me through satisfactory evidence of identification, which was his driver's license to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.



*Lisa M Targonski*  
Lisa M. Targonski Notary Public  
My Commission Expires: 1-30-2015

ATTEST: WORC. Anthony J. Vighotti, Registrar



WORCESTER DISTRICT REGISTRY  
 OF DEEDS-WORCESTER, MA  
 PLAN BOOK 483 PLAN 99  
 Received FEB 6 1981  
 \_\_\_\_\_ 4:17 P.M.  
 Sheet \_\_\_\_\_ of \_\_\_\_\_  
 ATTEST: *Arthur J. Fuller*  
 Register

I certify that this plan has been prepared in conformity with the rules and regulations of the Register of Deeds of the Commonwealth of Massachusetts. *M. Szoc*



COMPILED PLAN OF LAND  
 PREPARED FOR  
**ARTHUR J. FULLER**  
 GARDNER, MASS.  
 SCALE: 1 INCH = 30 FEET ~ JAN. 28, 1981  
 MICHAEL S. SZOC, R.L. SURVEYOR



"I certify that this plan covers the property lines that are the lines of existing mortgages, and the lines of streets and ways shown are those of public or private streets or ways as they are established, and that no new lines for streets or existing ownership or for new ways are shown."  
 Date Jan. 28 1981  
*Michael S. Szoc*  
 Registered Land Surveyor

Plan prepared from Deed for Mortgage purposes only.

RECEIVED

2016 JUN 30 A 11: 55

CITY CLERKS OFFICE  
GARDNER, MA

AN ACT AUTHORIZING THE CITY OF GARDNER, ON BEHALF OF MONTACHUSETT VETERANS OUTREACH CENTER, INC. TO CONVEY CERTAIN LAND TO THE COMMONWEALTH OF MASSACHUSETTS.

VOTE: To petition the General Court that legislation be adopted precisely as follows. The General Court may make clerical or editorial changes of form only to the bill, unless the Mayor and City Council approve amendments to the bill before enactment by the General Court. The Mayor and City Council are hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

An Act authorizing the City of Gardner, on behalf of Montachusett Veterans Outreach Center, Inc., to convey certain land to the Commonwealth of Massachusetts

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

Section 1. Pursuant to Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts and notwithstanding the provisions of any general or special law to the contrary, the City of Gardner, on behalf of Montachusett Veterans Outreach Center, Inc., may convey to the Commonwealth of Massachusetts, that certain parcel of land situated in the city of Gardner, containing approximately 250 acres, known as Bailey Brook Conservation Project, in exchange for a parcel of land containing approximately 7,728 total square feet, described in a deed recorded with the Worcester county registry of deeds in book 7516, page 68, and shown on a plan entitled "Plan of Portion of Lake Street to be Discontinued" dated June 17, 1981, by Arthur E. Young, P.E. - City Eng., and recorded with the Worcester county registry of deeds in book 498, page 36, to be conveyed by the Commonwealth of Massachusetts to Montachusett Veterans Outreach Center, Inc.

Section 2. This act shall take effect upon its passage.

# ORDINANCE

1 AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 600  
2 THEREOF, ENTITLED "VEHICLES AND TRAFFIC."

3  
4 Be it ordained by the City Council of the City of Gardner as follows:

5  
6 Section 1. Section 600-28 of Chapter 600, Vehicles and Traffic, Parking Time Limited in  
7 Designated Spaces, of the Code of the City of Gardner, is amended by adding the following:

8  
9 D. Two Hour Parking. No person shall park a vehicle for a period of time longer than  
10 two hours on the following described streets or parts thereof between the hours of 9:00  
11 a.m. and 6:00 p.m., except on Sundays and holidays:

12  
13 City Hall Avenue North Beginning 33 feet from the corner of  
14 Connors Street easterly for a distance  
15 of 115 feet (10 spaces).  
16

17 Section 2. The Code of the City of Gardner is hereby amended by deleting and repealing § 600-  
18 29 (B), Police Vehicle Parking Only.

19  
20 Section 3. Section 600-32 of Chapter 600, Vehicles and Traffic, Angle Parking, of the Code of  
21 the City of Gardner, is hereby amended by deleting and repealing the following:

| 22 | Name of Street   | Side  | Location                                                                                                                                                                                                           |
|----|------------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 23 | City Hall Avenue | North | Beginning 33 feet from the corner of<br>24 Connors Street easterly for a distance<br>25 of 115 feet (10 parking spaces), in<br>26 front of the police station for police<br>27 cruiser and official business only. |
| 28 | City Hall Avenue | South | 151.5 feet from Pleasant Street a                                                                                                                                                                                  |

# ORDINANCE

---

30 distance of 42 feet (4 angle spaces)  
31 (police business only).

32

33 Section 4. Section 600-32 of Chapter 600, Vehicles and Traffic, Angle Parking, of the Code of  
34 the City of Gardner, is amended by adding thereto the following:

35

|    |                  |       |                                     |
|----|------------------|-------|-------------------------------------|
| 36 | City Hall Avenue | South | 130 feet from Pleasant Street, a    |
| 37 |                  |       | distance of 63 feet (6 spaces).     |
| 38 |                  |       | Vehicles shall not remain in spaces |
| 39 |                  |       | longer than 12 hours.               |

40

41 Section 5. This Ordinance shall take effect upon passage and publication as required by law.

9629

## Alan Agnelli

---

**From:** Mayor  
**Sent:** Tuesday, May 10, 2016 3:45 PM  
**To:** Alan Agnelli; 'Paul Tassone (ptassoneward2gcc@comcast.net)'  
**Subject:** FW: Amendment to Ordinance 600-32  
**Attachments:** TC Meeting March 29, 2016.pdf; Amendment to Ordinance 600-32.docx

Paul and Alan,

Would you please place this on the City Council agenda and/or the Public Safety Committee agenda. There is a new business in the old police station and the Post Office employees are parking in the free spots all day, every day. I've contacted the Postmaster and informed her of the impending change.

Mark

---

**From:** Rachel Stephano (Mayor's Office)  
**Sent:** Tuesday, May 10, 2016 9:09 AM  
**To:** Mayor  
**Subject:** Amendment to Ordinance 600-32

Mayor,

Please review and make any corrections you see fit.

Rach

*Rachel J. Stephano*  
*Executive Assistant to the Mayor*

City Hall  
95 Pleasant Street, Room 125  
Gardner, MA 01440  
Tel: 978-630-1490  
Fax: 978-630-3778  
[rstephano@gardner-ma.gov](mailto:rstephano@gardner-ma.gov)  
Website: [www.gardner-ma.gov](http://www.gardner-ma.gov)

*When responding, please remember the Secretary of State considers e-mail a public record.*

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AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CODE 600-29-B POLICE VEHICLE PARKING ONLY AND CODE 600-32 IN REFERENCE TO ANGLE PARKING.

Be it ordained by the City Council of the City of Gardner as follows:

**Delete Code §600-29-B. Police vehicle parking only.**

**AND**

**Delete Code §600-32 in reference to Angle Parking on City Hall Avenue:**

**NORTH SIDE** which reads (Beginning 33 feet from the corner of Connors Street easterly for a distance of 115 feet (10 spaces), in front of the police station for police cruiser and official business only, and **insert;** (Beginning 33 feet from the corner of Connors Street easterly for a distance of 115 feet (10 spaces) and these spaces shall be designated “non-metered 2 hour parking”).

**AND**

**Amend Code §600-32 (City Hall Avenue)**

**SOUTH SIDE:** Delete 151.5 feet from Pleasant Street, a distance of 42 feet (4 angle spaces) (Police Business only), And **insert,** 130 feet from Pleasant Street, a distance of 63 feet (6 spaces). Vehicles shall not remain in spaces longer than 12 hours.

This ordinance shall become effective upon passage and publication as required by law.



## CITY OF GARDNER TRAFFIC COMMISSION

crossing sign to aid in warning motorist approaching this area of Central. Dane Arnold will also have the safety hash marks painted on each side of the crosswalk to deter vehicles from encroaching from the marked spaces. Commission will revisit other options if these improvements do not provide relief.



6. **PARKING-City Hall Avenue.** The angle space on the north side of City Hall Ave, previously designated for police vehicles has currently no restrictions. Angle spaces on the south side are also by code designated for police official business only. Motion by Dane Arnold, 2<sup>nd</sup> by Trevor Beauregard to recommend to the Public Safety Committee/Council to; **Delete Code 600-29-B (Police Vehicle Parking Only)** And **Delete ;Code 600-32 in reference to Angle Parking on City Hall Avenue :NORTH SIDE** which reads (Beginning 33 feet from the corner of Connors Street easterly for a distance of 115 feet (10 spaces), in front of the police station for police cruiser and official business only, and insert; (Beginning 33 feet from the corner of Connors Street easterly for a distance of 115 feet (10 spaces) and these spaces shall be designated "non-metered 2 hour parking."

Code 600-32 (City Hall Avenue) **SOUTH SIDE:** Delete; 151.5 feet from Pleasant Street, a distance of 42 feet (4 angle spaces) (Police Business only). And **Insert;** 130 feet from Pleasant Street, a distance of 63 feet (6 spaces). Vehicles shall not remain in spaces longer than 12 hours.

7. **METERS UPDATE:** Mary Delaney reported that the Mayor's Meter Ad Hoc Committee on parking meters and is scheduled meet in the upcoming months and discuss further planning to address the aging meters in the downtown district.
8. Motion to adjourn: Motion by Dane, 2<sup>nd</sup> by Trevor to adjourn at; 2:15Pm.

Respectfully submitted:

John A. Bernard  
Deputy Chief



## CITY OF GARDNER TRAFFIC COMMISSION

### MINUTES OF MEETING, MARCH 29, 2016

**Members Present:** Deputy Chief John Bernard, Trevor Beauregard, Chris Coughlin, Dane Arnold, Robert Hankinson, Mary Delaney. (In attendance: Jeffrey Cooke).

**Members Absent:** Councillor Matt Vance.

The meeting was called to order by Deputy Chief Bernard at 1:06 pm.

1. (For courtesy-moved to #6 on agenda): **Protective Barrier** at the Colonial Cooperative Bank. Mr. Joseph Guercio, representative of the bank in attendance. The Deputy Chief informed that a beat officer had noticed walking by bank that motorists came close to the edge of the parking berm recently, and realized the bank has little protection for cars hopping over berm and possibly crashing into the Main Street where cars are parked and people could be on the sidewalk. In efforts to prevent a possible accident, the commission is advising the bank to consider a barrier system such as concrete berms (called "wheel stops") or another device such as a protective guardrail system for safety. Mr. Guercio stated he would research the best option for the bank for this concern.
2. **CROSSWALK-Pearl and Betty Spring**-Several requests were sent to commission for the crosswalk that extends from Pearl St. into Betty Spring be repainted. Motion by Dane Arnold, 2<sup>nd</sup> by Bob Hankinson to discontinue the crosswalk. The crossing was placed when busing was suspended for middle schools students in the early 2000 period, and the school children were walking up from Betty Spring Rd. The crosswalk does not include a wheelchair ramp on the Pearl St. side, and carries pedestrians into the travel lane on Betty Spring, and stops by the edge of the roadway with no sidewalk to carry pedestrians. This is a safety hazard for pedestrians and motorists.
3. **DONATION BOXES**-Several clothing and items boxes are placed around the city in locations that are either unsafe for drop-offs, or are an eyesore with all the items that collect outside the boxes. The commission was made aware of one box, located on the Nouria (Shell Station) property on Timpany Blvd. The box is placed in such a location that drop-offs are done from the travel lane on West Broadway, a very unsafe location, leaving a high risk of a motor vehicle accident. Jeff Cooke (building inspector) has researched this box, which had no contact information located on box, and learned that the shell had no idea how the box landed on their property. This box will be removed by Shell management. This leaves the additional boxes placed around the city still as a concern for the regulations, and rules for placing, contact information, and the eyesore it causes. Further research is needed by the city to regulate such drop off boxes.
4. **STOP SIGN**-Jay and Grant St. A new sign has been replaced by DPW following a complaint it was missing.
5. **CROSSWALK**- Central and Pine St. Several complaints made regarding the site view for pedestrians while crossing at this location. Pedestrian's site is obstructed by cars coming from upper Central St into downtown. Motion by Trevor Beauregard, 2<sup>nd</sup> by Bob Hankinson to install better "Pedestrian Crossing Signs" on both sides of Central and Pine St. Dane Arnold will research funds for a Solar-powered Pedestrian

**PRESIDENT**  
James M. Walsh, Esq.  
**COUNCILLORS AT LARGE**  
James S. Boone  
Craig R. Cormier  
Ronald F. Cormier  
Scott J. Graves, Esq.  
Marc Morgan  
Matthew C. J. Vance

**CITY OF GARDNER**  
**MASSACHUSETTS 01440-2630**

OFFICE OF THE  
CITY COUNCIL



**WARD 1 COUNCILLOR**  
James M. Walsh, Esq.

**WARD 2 COUNCILLOR**  
Paul G. Tassone

**WARD 3 COUNCILLOR**  
Nathan R. Boudreau

**WARD 4 COUNCILLOR**  
Karen G. Hardern

**WARD 5 COUNCILLOR**  
James D. Johnson

June 30, 2016

John M. Flick, Esq., City Solicitor  
City of Gardner Law Department  
144 Central Street, Suite 2  
Gardner, MA 01440

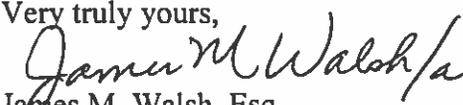
Re: Charter Revision Language

Dear Attorney Flick:

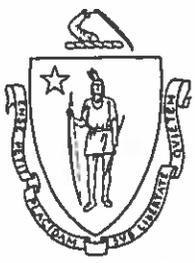
Thank you for providing me with a copy of correspondence dated June 14, 2016 which you received from Assistant Attorney General Kelli E. Gunagan in response to your letter of April 14, 2016 to her requesting an Attorney General's opinion on certain Charter revision language which the City Council requested of you.

Although Attorney Gunagan indicates that her office does not provide such opinions, she has suggested that the examples of Charter language provided by Attorney Michelle Tassinari, Director and Legal Counsel of the Elections Division of the Secretary of State's Office, provide guidance for your use in preparing the language requested by the Council.

I would appreciate it if you could now provide us with proposed revisions to the Charter which were requested of you in my correspondence of February 12, 2016.

Very truly yours,  
  
James M. Walsh, Esq.  
Council President

7237



THE COMMONWEALTH OF MASSACHUSETTS

OFFICE OF THE ATTORNEY GENERAL RECEIVED

RECEIVED CENTRAL MASSACHUSETTS DIVISION  
10 MECHANIC STREET, SUITE 301

JUN 17 2016

2016 JUN 30 A 10:45 WORCESTER, MA 01608

MAURA HEALEY  
ATTORNEY GENERAL

CITY CLERKS OFFICE  
GARDNER, MA

(508) 792-7600  
(508) 795-1991 fax  
www.mass.gov/ago

June 14, 2016

John M. Flick, City Solicitor  
144 Central Street, Suite 201  
Gardner, MA 01440

Dear Mr. Flick:

Please allow this letter to so serve as a follow up to our previous correspondence and your letter of April 14, 2016. In your letter, you asked this Office to give an advisory opinion regarding a charter revision proposed by the Gardner City Council. Specifically, the issue pertains to a Charter revision to Section 23 and Section 43. A letter from Council President James Walsh to you states that the City Council requested that you add a provision to Section 23 to:

establish a deadline by which a councilor-elect must take the oath of office and failure to do so would constitute a vacancy within the meaning of Section 32. The Council has voted to request that you prepare and present a revised Section 23 which would provide an initial deadline period of sixty days but would also give the Council, by a two-thirds vote, within that initial sixty days, the authority to extend the deadline, for good cause shown, for up to an additional sixty days.

Your letter to this Office further states that the City of Gardner Law Department's opinion is that the revisions requested by Council President James Walsh violate the Home Rule Amendment, Mass. Const. amend. Art. 2, § 7 in that these provisions seek to regulate elections. You have informed us that "the issue arises solely from two existing sections of the Gardner City Charter and an apparent lack of a definition for the term 'vacancy.'" Therefore, you have stated that it is the Law Department's opinion that adopting a recall procedure within the charter is the only legal means to resolve the issue.

With that framework, you have asked us for advice before the City of Gardner proceeds with the G.L. c. 43B charter amendment process.

The Attorney General's statutory authority to render formal legal guidance and opinions extends only to opinion requests by state officials, district attorneys, and branches and committees of the Legislature. This limitation on the Attorney General's authority it spelled out in the General Laws at G.L. c. 12, § 3, 6, and 9. More specifically, under G.L. c. 12, § 3, the Attorney General is authorized to provide representation and other legal services to "the commonwealth and... state departments, officers, and commissions [.]" An important additional requirement is that state officials may request opinions only on legal questions that have an

immediate, concrete relationship to those officials' own duties, rather than to the duties of members of the public or of local officials. Therefore, we are unable to provide you with an official legal opinion on this matter.

However, we hope that the following informal information may assist you. We understand that City Council President James Walsh has already received examples from Michelle Tassinari, Director and Legal Counsel, Elections Division of charter provisions adopted by special acts from the Legislature. You may wish to revisit the charter provision examples given by Attorney Tassinari.

Very truly yours,

*Kelli E. Gunagan*

Kelli E. Gunagan

Assistant Attorney General

Municipal Law Unit

9234

# CITY OF GARDNER LAW DEPARTMENT

John M. Flick  
City Solicitor



144 Central Street, Suite 201  
Gardner, MA 01440

Jill A. Romer  
Assistant City Solicitor

Telephone (978) 632-7948  
Fax (978) 630-3703

Writer's Email:

April 14, 2016

Kelli Gunagan, Assistant Attorney General  
Municipal Law Unit  
Ten Mechanic Street, Suite 301  
Worcester, MA 01608

Dear Attorney Gunagan:

I am writing to seek an advisory opinion or similar guidance from the Attorney General's office regarding a charter revision proposed by the Gardner City Council. I have enclosed a copy of a letter from Council President James Walsh regarding the proposed revisions. It is the opinion of the City of Gardner Law Department that the requested revisions violate the Home Rule Amendment, Mass. Const. amend. Art. 2, § 7 in that these provisions seek to regulate elections.

This issue arises solely from two existing sections of the Gardner City Charter and an apparent lack of a definition for the term "vacancy" in any Massachusetts statute governing elections. Currently the relevant Gardner City Charter sections allow as follows:

**SECTION 23.** On the first Monday in January the mayor-elect and the councilors-elect shall meet and be sworn to the faithful discharge of their duties. The oath may be administered by the city clerk or by any justice of the peace, and a certificate that the oath has been taken shall be entered on the journal of the city council. *At any meeting thereafter the oath may be administered, in the presence of the city council, to the mayor, or to any councilor absent from the meeting on the first Monday in January.* [Emphasis Added.]

**SECTION 32.** If a vacancy occurs in the office of mayor before the last six months of the term of office, the city council shall order an election to fill the same for the unexpired term; and if such vacancy occurs in the office of the mayor in the last six months of said term, the president of the city council shall succeed thereto for the unexpired term.

If a vacancy occurs in the position of councilor at large, the city council shall appoint the person who received the seventh highest vote total for the position of councilor at large during the most recent municipal election to fill the vacancy for the unexpired term, if the person is willing to serve, then to the eighth and so on until a person is appointed.

If a vacancy occurs in the position of ward councilor, the city council shall appoint the person from the same ward who received the next highest vote total in the most recent municipal election to fill the vacancy for the unexpired term, except that if there was not another candidate for the ward councilor position, then the city council, by a majority vote, may elect a resident of the same ward to fill the vacancy for the unexpired term.

If the Mayor is absent or unable from any cause temporarily to perform his duties, or if his office is vacant during the first eighteen months of his term, his duties shall be performed by the president of the city council. The person upon whom such duties shall devolve shall be called "acting mayor", and he shall possess the powers of mayor only in matters not admitting of delay, but shall have no power to make permanent appointments.

Should an appointive officer of the city be temporarily unable for any cause to perform his duties, the mayor or the city council, whichever has the power of original appointment, may make a temporary appointment of some person to act until the official shall resume his duties. (Section 32 is given as amended by Chap.590 Acts of 1975.)

In reading these two sections together, it is clear that a person elected to the office of mayor or councilor can take the oath of office at any time during the elected term and the failure to do so in a timely manner would not constitute a vacancy in the office. It is the Law Department's opinion that the only legal means to resolve this issue is to adopt a recall procedure within the Charter. By doing so, the City would maintain the electorate's authority to elect elected officials, thereby preserving the sanctity of the electoral process.

The recommended changes of the City Council seek to establish firm deadlines by which an elected candidate must take the oath of office. The deadlines can only be extended upon a showing of good cause as approved by a 2/3 vote of the City Council. It is the opinion of the Law Department that these provisions constitute unconstitutional regulation of elections, allow for arbitrary and capricious decisions on determining eligibility to extend the taking of the oath of office, and otherwise disenfranchise the voters who elected the successful candidate in question.

For the above reasons, the City of Gardner is seeking the guidance and or advice of the Attorney General's office before proceeding with completing the Charter amendment process. Your assistance is appreciated and I am available should you have any questions.

Very truly yours,



John M. Flick

Enc.

Cc: Mark P. Hawke, Mayor  
James Walsh, Esq., Council President

7234

**RECEIVED CITY OF GARDNER  
LAW DEPARTMENT**

2016 FEB 17 P 2: 44

CITY CLERKS OFFICE  
GARDNER, MA



John M. Flick  
City Solicitor

Jill A. Romer  
Assistant City Solicitor

144 Central Street, Suite 201  
Gardner, MA 01440

Telephone (978) 632-7948  
Fax (978) 630-3703

Writer's Email:

February 17, 2016

**VIA FIRST CLASS MAIL**

James M. Walsh, Esq.  
City of Gardner City Council  
95 Pleasant Street  
Gardner, MA 01440

Re: Charter Revisions

Dear President Walsh:

I am in receipt of your letter dated February 12, 2016 regarding additional requested changes to Sections 23 and 43 of the City Charter of the City of Gardner. Specifically the Council has requested that the Law Department add deadlines to the time periods in which certain elected officials have to take the oath of office. The Law Department has considered this request and for the reasons cited below, will be seeking an advisory opinion from the Massachusetts Attorney General's office regarding the legality of such a provision.

The Council's request is twofold. First, the Council is asking for a sixty day time period in which an elected official must take the oath of office. Second, the Council is looking for a provision that the Council, in its discretion can approve, by a 2/3 vote an extension of this time period. It is the Law Department's legal opinion that both provisions would be contrary to Massachusetts Law.

I refer the Council to the enclosed opinion from the Massachusetts Attorney General's office regarding a similar measure that was passed in the Town of Barre. As you can see from this opinion, the governing of elections is strictly governed by Massachusetts law. The Town of Barre attempted to establish a by-law that required elected officials to take the oath of office within 30 days of the date of election. The Attorney General's office struck down this provision because "there is no statutory provision that would authorize the removal of an elected official from office based upon the official's failure to take to oath of office within a certain time period."

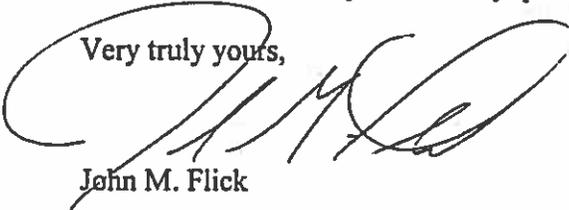
In regard to the provision allowing the Council in its discretion to grant an extension, it is the Law Department's legal opinion that this provision, likewise, is contradictory to the

Massachusetts Constitution. As addressed in the Town of Barre letter, the regulation of elections is strictly regulated by state law and the Constitution of the Commonwealth of Massachusetts. Specifically, the Massachusetts Constitution precludes cities or towns from regulating elections. Allowing the Council discretion to determine which elected persons receive extensions and under what circumstances, allows for arbitrary and capricious decisions to be made and, perhaps the improper disenfranchisement of the electorates' choice of elected officials. In short, the Council lacks the legal authority to regulate elections beyond state law and both of these requested changes seek to regulate elections at the local level. As previously stated, it remains the Law Department's legal opinion that the only appropriate way that the City can address concerns emanating from a failure to take an oath of office is to adopt a recall provision into the Charter.

The Law Department's suggested revisions to Sections 23 and 43 of the City of Gardner Charter are consistent with M.G.L. c. 43, § 59A and therefore, congruent with Massachusetts law regulating elections. Since the Council has requested changes which the Law Department believes are contradictory to Massachusetts law and potentially violate the Massachusetts Constitution, obtaining a legal opinion from the Attorney General's office at this time is prudent.

Please let me know if you have any questions regarding this matter.

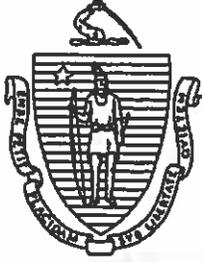
Very truly yours,



John M. Flick

Enc.

Cc: Mark P. Hawke, Mayor



MARTHA COAKLEY  
ATTORNEY GENERAL

THE COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF THE ATTORNEY GENERAL

CENTRAL MASSACHUSETTS DIVISION  
10 MECHANIC STREET, SUITE 301  
WORCESTER, MA 01608

(508) 792-7600  
(508) 795-1991 fax  
[www.mass.gov/ago](http://www.mass.gov/ago)

December 3, 2013

Ellen M. Glidden, Town Clerk  
Town of Barre  
P.O. Box 418  
Barre, MA 01005-0418

**RE: Barre Annual Town Meeting of June 18, 2013 - Case # 6920  
Warrant Articles # 23, 24, and 25 (General)**

Dear Ms. Glidden:

**Articles 23 and 25** - We approve the amendments to the Barre by-laws adopted under these Articles at the June 18, 2013, Annual Town Meeting.

**Article 24** - We approve the amendments to the Barre by-laws adopted under Article 24, except as provided below. [See Page # 2 for Disapproval # 1 of 1]

**A. Summary of Article 24.**

The amendments adopted under Article 24 add a new subsection B to Chapter 119, Section 3, of the Town's general by-laws. The new subsection B provides that an elected official's failure to take the oath of office and complete the paperwork required by the state Conflict of Interest Law<sup>1</sup> and Open Meeting Law<sup>2</sup> will be deemed a vacancy in the elected office, as follows (with emphasis added):

---

<sup>1</sup> General Laws Chapter 268A, Section 27, requires that every public employee be given a summary of the conflict of interest law within 30 days of becoming a public employee, and annually thereafter, and acknowledge receipt of such summaries. Section 28 requires that public employees complete on-line training on the law every other year.

<sup>2</sup> Section 29.04(1) of 940 C.M.R requires the municipal clerk to deliver a copy of the Open Meeting Law, the regulations implementing the Open Meeting Law, and Open Meeting Law educational materials prepared by the Attorney General, to each member of a public body before the member takes office.

All Town Officers whose positions are elected by ballot, must qualify by taking an oath before the Town clerk and completing any necessary paperwork relating to the state conflict of interest and open meeting laws, within 30 days of the date of the election. **Failure to do so will be considered a failure to elect and the Board of Selectmen will proceed in accordance with MGL to fill the vacancy.**

We disapprove the text in bold and underline above because it is inconsistent with the Constitution and laws of the Commonwealth, as more fully explained below. [Disapproval # 1 of 1]

**B. Inconsistency with the Constitution and Laws of the Commonwealth.**

**1. Inconsistency with Section 7 of the Home Rule Amendment.**

The Home Rule Amendment, Mass. Const. amend. Art. 2, § 7, specifically reserves to the state the regulation of elections: “Nothing in this article shall be deemed to grant to any city or town the power to (1) regulate elections other than those prescribed by sections three and four. . . .”<sup>3</sup> Mass. Const. amend. art. 2, § 7. Towns thus have no authority to adopt a by-law that regulates elections.

The second sentence of Article 24 (in bold and underline, above) would regulate elections in that it proposes to make an elected official’s failure to perform certain acts “a failure to elect.” Because this portion of the by-law would regulate elections, it is precluded/preempted by Section 7 of the Home Rule Amendment and must be disapproved and deleted.

**2. Inconsistency with State Law.**

We must also disapprove and delete the second sentence of Article 24 on the additional basis that it is inconsistent with state law. The election, removal, and replacement of town elected officials are the subject of comprehensive state statutes. See Turner v. City of Boston, 462 Mass. 511, 516 (2012). Municipalities may not remove an elected official from office in the absence of a statutory provision authorizing such removal. Id.; see also Attorney Gen. v. Stratton, 194 Mass. 51, 53 (1907) (vote by Town Meeting to remove members of board of health unlawful); Del Duca v. Town Adm’r of Methuen, 368 Mass. 1, 7 (1975) (terms of an existing elected planning board could not be cut short by changing the board to an appointed board).

There are a number of state statutes pertaining to the removal of an elected official. See, e.g., G.L. c. 41, § 109 (elected official’s voluntary resignation or change of residence to another municipality); G.L. c. 279, § 30 (automatic removal of an elected official when he is sentenced to prison on a felony conviction in state or federal court.) However, there is no statutory provision that would authorize the removal of an elected official from office based upon the official’s failure to take the oath of office within a certain time period or the official’s failure to complete

---

<sup>3</sup> Mass. Const. amend. art. 2, §§ 3 and 4 allow cities and towns to adopt or amend charters to regulate elections in certain respects, but those sections are not applicable here.

the paperwork required by G.L. c. 30A, §§ 18-25 (the Open Meeting Law)<sup>4</sup> or G.L. c. 268A (the Conflict of Interest Law).<sup>5</sup> Because the second sentence of Article 24 purports to remove an elected official from office in the absence of a specific statutory authorization, we must disapprove and delete this portion of the proposed by-law, as indicated in bold and underline above.

**Note: Pursuant to G.L. c. 40, § 32, neither general nor zoning by-laws take effect unless the town has first satisfied the posting/publishing requirements of that statute. Once this statutory duty is fulfilled, (1) general by-laws and amendments take effect on the date that these posting and publishing requirements are satisfied unless a later effective date is prescribed in the by-law, and (2) zoning by-laws and amendments are deemed to have taken effect from the date they were voted by Town Meeting, unless a later effective date is prescribed in the by-law.**

Very truly yours,  
MARTHA COAKLEY  
ATTORNEY GENERAL

*Kelli E. Gunagan*

by: Kelli E. Gunagan, Assistant Attorney General  
Municipal Law Unit  
Ten Mechanic Street, Suite 301  
Worcester, MA 01608  
(508) 792-7600

cc: Town Counsel James F. Baird

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<sup>4</sup> General Laws Chapter 30A, § 23 (c), defines the penalties that the Attorney General may impose for violations of the Open Meeting Laws. These penalties include orders to: (1) compel immediate and future compliance with the open meeting law; (2) compel attendance at a training session authorized by the attorney general; (3) nullify in whole or in part any action taken at the meeting; (4) impose a civil penalty upon the public body of not more than \$1,000 for each intentional violation; (5) reinstate an employee without loss of compensation, seniority, tenure or other benefits; (6) compel that minutes, records or other materials be made public; or (7) prescribe other appropriate action. Removing someone from office is not among the penalties that may be imposed for violations of the Open Meeting Law.

<sup>5</sup> General Laws Chapter 268B, Section 4 (j), defines the penalties that the Commission can impose for violations of these sections, based on a finding of violation subsequent to a hearing. These penalties include requiring the violator to cease and desist the violation, to file any report, statement, or other information required by c. 268A, or to pay a civil penalty of up to \$10,000. Removing someone from office is not an available penalty for violation of Sections 27 or 28.

9234

**PRESIDENT**  
James M. Walsh, Esq.

**CITY OF GARDNER**  
**MASSACHUSETTS 01440-2630**

OFFICE OF THE  
CITY COUNCIL

**COUNCILLORS AT LARGE**  
Ronald F. Cormier  
Patrick M. Gerry  
Scott J. Graves, Esq.  
Marc Morgan  
Jeffrey M. Palmieri  
Matthew C. J. Vance



**WARD 1 COUNCILLOR**  
James M. Walsh, Esq.

**WARD 2 COUNCILLOR**  
Paul G. Tassone

**WARD 3 COUNCILLOR**  
Nathan R. Boudreau

**WARD 4 COUNCILLOR**  
Karen G. Hardern

**WARD 5 COUNCILLOR**  
James D. Johnson

FREE COPY

February 12, 2016

John M. Flick, Esq., City Solicitor  
City of Gardner Law Department  
144 Central Street, Suite 2  
Gardner, MA 01440

Re: Charter Revisions

Dear Attorney Flick:

The City Council met recently to review and discuss the content of your correspondence dated December 1, 2015 regarding possible Charter revision language to various sections. Based on our discussions from that meeting, I write to request your further assistance.

In Section 23, as you will recall, the Council wishes to add a provision which would establish a deadline by which a councillor-elect must take the oath of office and failure to do so would constitute a vacancy within the meaning of Section 32. The Council has voted to request that you prepare and present a revised Section 23 which would provide an initial deadline period of sixty days but would also give the Council, by a two-thirds vote, within that initial sixty days, the authority to extend the deadline, for good cause shown, for up to an additional sixty days.

In Section 43, the Council would like to insert language that would establish a date for members-elect to take their oath of office as well as to provide a deadline for doing so similar in language to what I have previously described for Section 23. The Council also requests an additional revision to Section 43 which would provide that if there is a vacancy in school committee membership, then it would be filled by the person who received the next highest number of votes in the applicable election for the vacant seat.

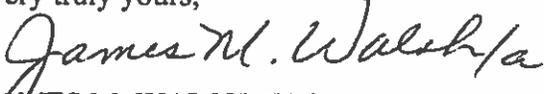
John M. Flick, Esq., City Solicitor  
February 12, 2016  
Page 2

In Section 46, Councillor Graves has raised the issue of whether the alternatives provided by Subsection 1 and Subsection 2 properly flow from the language contained in the first paragraph. We invite your comment.

Finally, for your information, the Council received favorably your suggestions on the remaining topics contained in your December 1, 2015 correspondence.

As always, I am happy to discuss these matters with you if you are in need of additional information.

Very truly yours,

  
JAMES M. WALSH, ESQ.  
Council President

JMW/aa

9661

AN ORDER APPROPRIATING FROM SEWER SURPLUS TO SEWER DESIGN OF THE DEWATERING.

ORDERED:

That there be and is hereby appropriated the sum of Fifteen Thousand Dollars and No Cents (\$15,000.00) from Sewer Surplus to Sewer Design of the Dewatering.

9661

# CITY OF GARDNER

## Department of Public Works

RECEIVED

2016 JUN -7 P  
CITY CLERKS  
GARDNER.



Highway  
Water  
Sewer  
Forestry  
Parks/Playgrounds  
Cemeteries

Dane E. Arnold, Director  
416 West Broadway  
Gardner, MA 01440-2687  
Telephone (978) 632-7661  
Fax (978) 630-4029  
darnold@gardner-ma.gov

Mayor Mark P. Hawke  
City Hall  
95 Pleasant Street  
Gardner, MA 01440

RE: Wastewater Treatment Facility  
Dewatering Design

June 3, 2016

Dear Mayor Hawke:

I am requesting **\$15,000** from available **Sewer Surplus** for the **Design of the Dewatering** process at the Wastewater Treatment Facility (WWTF). The Design will be for Centrifuge units to be installed in place of the existing Belt Filter Presses at the WWTF.

The actual design cost is \$403,100, but the City Auditor and I determined there were 2 capital projects that have been on the books and completed for many years. These projects were Parkers Pond Sewer and Snake Pond Well exploration and have been completed prior to me even working for the City. This money was transferred into the Dewatering Design Line Item to reduce the impact to the Sewer Enterprise Fund.

As stated in my previous letter, moving forward with the design of the Centrifuge is the City's commitment to expand the Sludge Landfill. As you are aware, no money orders can be approved after July 1<sup>st</sup> until the Enterprise Funds are approved by the State. This can take until January in some cases. If the Council determines they need more time to evaluate the expansion, can I recommend approving the \$15,000 for the design prior to the end of this Fiscal Year. I will hold off on finalizing the contract with Wright Pierce until the Council decides on their approach to the City's Sludge Disposal.

If you have any questions regarding this matter, please do not hesitate to call.

Sincerely,

Dane E. Arnold, Director  
Department of Public Works

PC: Public Service Committee  
John Richard, City Auditor  
Robert Hankinson, City Engineer

9661

# CITY OF GARDNER

## Department of Public Works

RECEIVED

2016 JUN -7 P 12:41

CITY CLERKS OFFICE  
GARDNER, MA



Highway  
Water  
Sewer  
Forestry  
Parks/Playgrounds  
Cemeteries

Dane E. Arnold, Director  
416 West Broadway  
Gardner, MA 01440-2687  
Telephone (978) 632-7661  
Fax (978) 630-4029  
darnold@gardner-ma.gov

Mayor and City Council  
City Hall  
95 Pleasant Street  
Gardner, MA 01440

RE: Dewatering and Sludge Landfill

June 1, 2016

Dear Mayor and City Council:

I am writing you in regards to the on-going upgrade at the Wastewater Treatment Facility (WWTF). The upgrade not only includes improving the technology, replacing pumps, and repairing the 30 year old facility, but also includes determining the most cost effective method to dispose of our sludge for the next 25-30 years.

Over the past year we have completed a comprehensive study and looked into several alternatives for the disposal of the City's sludge. This evaluation was very in-depth and took into consideration future costs, fuel prices, electrical costs, trucking costs, odors, design costs, construction costs, and even contract negotiations with disposal sites, other municipalities, and trucking companies.

Options we considered for disposing of the City's Sludge:

1. Continue to dewater sludge at plant and haul to City Owned Sludge Landfill.
2. Composting Sludge at our Sludge Landfill
3. Anaerobic Digestion
  - a. Another Municipality
  - b. At our WWTF
4. Offsite Disposal by a Private Hauler
  - a. Haul liquid sludge to off-site Landfill
  - b. Haul sludge cake to off-site Landfill
  - c. Haul liquid sludge to an off-site Incinerator

Attached are detailed descriptions and cost analysis of each method.

### DEWATERING

This study also included looking at many technologies to reduce the amount of moisture contained in the sludge. Again, many items were evaluated, such as design costs, construction costs, electrical costs, repair and replacement costs, and ease of operation.

After evaluating different technologies and visiting other facilities, it was determined that a centrifuge would be the best alternative for the dewatering the City's wastewater sludge. A pilot test of a centrifuge was conducted in August of 2015; which is basically a large cylinder that spins and uses centripetal force to dry the sludge and great results were achieved.

The importance for the correct dewatering technology is very important for several reasons. The dryer the sludge that can be achieved, the less amendment (sand) has to be added to aid in "working" the material at the landfill. Also, the dryer the sludge, the less odors are generated during the hauling and covering process at the landfill. For every cubic yard of sand we save, its money not spent. Over 25 years, this could add up to be millions of dollars. Also, for every cubic yard of amendment we don't use, is a cubic yard we can extend the capacity of the sludge landfill in the future. In other words if we can generate a sludge that uses 30% less additive, we will extend the life of our landfill by 30%.

We have determined that replacing the old Belt Filter Presses that exist at the WWTF with Centrifuges for the dewatering process and hauling the dewatered sludge cake to the City's Sludge Landfill is the most cost effective and best alternative for the disposal of the City's sludge.

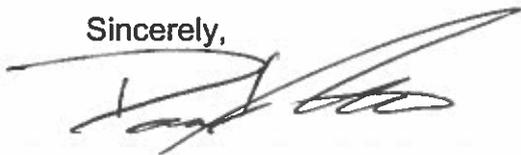
#### **LANDFILL**

**The decision to move forward with the design and construction of Centrifuges would ultimately mean the expansion of the Sludge Landfill located off West Street.** The cost of expanding the Sludge Landfill was factored into the cost analysis of our recommended alternative. Even with the nearly million dollar construction costs of the sludge landfill factored into the annual costs, we still found it almost half the cost compared to hauling the sludge out of town. Supporting documentation is enclosed.

Currently the Sludge Landfill has capacity and Suez (formally Earth Tech) is on the hook for sludge disposal until 2018 when their contract expires. The City needs to prepare and submit design plans for a Horizontal Expansion (outward). It is very important to note that DEP has acknowledged the site is already permitted for such expansion. Once we have all design documents approved by DEP, we would be looking to have the expansion of the Landfill completed when Suez's contract expires in 2018.

If you have any questions or would like to discuss this matter as a whole, I would be glad to have a meeting.

Sincerely,



Dane E. Arnold, Director  
Department of Public Works

PC: Bob Hankinson, City Engineering Department  
Matt LaPointe, Suez  
Jen Susan-Roy, Board of Health  
Rob Sims, Maguire  
Kevin Olsen, Wright Pierce



**CDR** | MAGUIRE

February 2, 2016

Mr. Dane E. Arnold  
Director  
Gardner DPW  
416 West Broadway  
Gardner, MA 01440

**Re: Gardner Wastewater Treatment Plant Upgrades  
Sludge Disposal Evaluation**

Dear Dane:

This letter provides a brief overview and summary of recent studies and evaluations that have been conducted to assess long term methods for disposing of the sludge from the City's Wastewater Treatment Plant (WWTP) on Plant Road in Templeton.

#### **EVALUATION BACKGROUND**

The City has conducted a Wastewater Facility Plan for upgrades to the WWTP. One facet of the facility plan evaluations was an assessment of the sludge processing and disposal alternatives for the WWTP.

The Facility Plan evaluated several technologies for dewatering sludge including Inclined Screw Press, Horizontal Screw Press, Rotary Press, Centrifuge and the current technology Belt Filter Press. Major factors considered in the alternative evaluation included capital cost, energy consumption, disposal costs, transportation, additives (sand), sampling and general operation and maintenance.

**Dewater and City Owned Landfill** – This alternative included upgrades to the dewatering process at the WWTP and disposal at the City owned landfill on West Street. Capital costs including dewatering equipment upgrades and expansion costs for the landfill are included.

**Dewater and Haul** – This alternative included modifications to the dewatering methods at the WWTP with private hauling of dewatered sludge for disposal. Although the use of the landfill is eliminated there are increased transportation and volatile disposal costs. Unknown variables exist for the alternative as the private hauler with likely have contract provisions for changes in regulations, fuel costs and the availability of their disposal site.

**Haul Liquid** – This alternative involved no modifications at the WWTP, but did include disposal costs. This alternative is the most volatile due to unknown contractual impacts for changes in regulation, fuel and available space at private disposal locations. Although not a responsibility of the City, because the volume of the sludge has not been reduced through dewatering, there will be an increase in truck traffic at the WWTP.

Mr. Dane Arnold  
February 2, 2016  
Page 2 of 2

Based on the information gathered, the present worth cost for the 20-year planning period of the three alternatives is presented in the following table. To obtain the present worth value the annual operating & maintenance costs are amortized and added to the capital costs. For this evaluation we used a 20-year term and the City's current borrowing rate of 3.75%.

| Alternative                             | Dewater & City Owned<br>Landfill Disposal | Dewater & Private<br>Hauler | Haul Liquid              |
|-----------------------------------------|-------------------------------------------|-----------------------------|--------------------------|
| Capital Costs                           | \$4,183,200 <sup>(1)</sup>                | \$3,416,500 <sup>(2)</sup>  | \$0 <sup>(3)</sup>       |
| Annual Operation &<br>Maintenance Costs | \$221,200                                 | \$536,550 <sup>(4)</sup>    | \$897,300 <sup>(4)</sup> |
| Present Worth                           | \$7,435,000                               | \$12,789,000                | \$12,470,000             |

- (1) Includes \$3.4 million for dewatering upgrades and \$0.77 million for expansion costs at the current sludge landfill.
- (2) Includes \$3.4 million for dewatering upgrades
- (3) Does not include an amount for new sludge pumping equipment
- (4) Includes costs for additional sludge sampling

Based on the evaluations, it was determined that the most cost-effective long-term solution for the City's wastewater sludge processing is to upgrade the present dewatering equipment and continue to dispose of dewatered sludge at the City's sludge landfill by expanding the capacity of the landfill.

We are prepared to meet with you to discuss our recommendation. We look forward to continuing the progress on the upgrades.

Very truly yours,

CDR MAGUIRE INC.



Robert P. Sims, PE  
Project Manager

cc: Steve Landry (CDR Maguire)  
Bob Hankinson (Gardner)  
Matt LaPointe (United Water)  
Kevin Olson (Wright-Pierce)

References:

1. Wastewater Treatment Facility Plan for the City of Gardner by Wright-Pierce, November 2015
2. CDR Maguire Landfill Expansion Capacity memorandum, February 2016



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## *Memorandum*

**Date:** May 20, 2015  
**To:** Dane Arnold  
**From:** Robert Sims  
**Subject:** Gardner Sludge Disposal - Alternatives Analysis

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### **BACKGROUND**

The City of Gardner currently treats wastewater at a treatment facility located off of Parker Street in the Town of Templeton. The facility discharges into the Otter River. The facility is governed by the USEPA through a NPDES permit (Permit # MA0100994). This permit allows for a design flow of 5.0 million gallons per day of treated effluent to enter the Otter River. The discharge must meet limits of concentration and total loading mandated in the Permit.

As part of this process, sludge is removed during the primary and secondary phases of the treatment process. Once the sludge is removed it is stored in tanks and thickened by gravity. The thickened sludge (approximately 3% solids) is mixed with a polymer which hastens the removal of additional water and the mixture passes through a pair of belt filter presses. This process squeezes the water between two parallel permeable sheets and water is extruded. The extruded water is drained off and returned to the headwater of the plant. The solids content of the sludge is increased to about 22% and it is now referred to as sludge cake.

The cake falls off of the press and is deposited into a dump truck and hauled to the sludge landfill where it is mixed with approximately 3:1 ratio of amendment (sand, dirt and gravel) to further increase the solids content and make the material workable for spreading at the landfill. Once spread, it is covered with a daily cover to reduce odors.

The pressing and hauling currently occurs 4 days a week and 8 trucks of sludge are deposited and worked at the landfill. The average monthly total (as reported in annual reports) is approximately 400 cubic yards per month.

This evaluation is to perform a comparison of three additional alternatives for processing of the sludge. The driving factor in the analysis will be cost, but other factors such as land use and needed infrastructure improvements will be part of the discussion. Although much harder to define, but equally important are the impact of environmental changes and reliance on stable and predictable costs from private waste haulers.

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## ALTERNATIVES

As part of the alternatives analysis we investigated the cost and non-cost impacts for utilizing each alternative. The costs included the cost of land, infrastructure improvements, equipment purchase and operation and maintenance. The non-cost impacts included traffic and odors.

- Continue dewatering and landfilling
- Composting
- Anaerobic Digestion
- Offsite disposal

For the new options we considered the pros and cons of performing the activity at the treatment plant and at the landfill site.

## OPTIONS

Option 1 - Continue dewatering and landfilling. This option is a continuation of the current method of sludge disposal and would require little change. Sludge is thickened and dewatered at the plant and transported to the sludge landfill. Due to size restraints of the existing landfill, the current landfill would have to be expanded. The City currently owns the property for the expansion. In addition, the site has been assessed and approved by the regulatory agencies. This was completed prior to the original construction in the late 1980's.

The costs for this option will include development of the plans for the expansion, replacement of the existing dewatering equipment, site work, installation of a liner, an extension of the existing leachate collection system and mixing material. It is anticipated that a portion (if not all) of the in-situ material can be used for daily cover and final cover material for the closing of the existing landfill.

As stated above, the land has already been set aside for development as a sludge landfill. This was completed as part of the original approval.

Option 2 – Composting. This option would involve gravity thickening and dewatering of the sludge prior to conversion to compost. To convert to compost, the dewatered sludge will be mixed with an amendment (typically wood chips) and stored for decomposition. To facilitate a consistent process and finished product, the mixed piles of sludge and amendment are placed over a pumped air distribution system. The mixture can also be simply turned with mechanical equipment, but utilizing the supplemental air controls the process and ensures complete conversion of the material.

For composting it is best to have the process be performed under cover. This does not have to be an enclosed setting, but protection from rain is key. Simple structures are available to perform this process, but the process needs a place for construction. Besides needing space for the cover, air blowers, piping and wood chips would have to be purchased and stored. It's anticipated that approximately 3 acres of space would be needed for this process. It's expected that this would either occur at the existing treatment plant or at the sludge landfill.

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Each site has its limitation and would require some site work. The existing sand filter beds at the treatment plant were constructed to allow treated water to soak into the ground. This condition is not preferred for composting and would have to be modified with some sort of impenetrable covering, most likely concrete. The landfill site is suitable yet is currently wooded. Some clearing and site development would have to occur. Each option would require that a site specific design be performed.

A key component of the composting option is being able to dispose of the finished product. Testing of the sludge is being performed to determine the quality. Massachusetts environmental regulations (310 CMR 32.00) dictate the limits of the end use of compost based on the concentration of certain components of the sludge.

1. Type I Sludge – Distributed without further DEP approval
2. Type II Sludge – Distributed only with prior DEP approval
3. Type III Sludge – Not for food chain crops and applications are recorded for the property at the Registry of Deeds

The Type of material created greatly dictates the ability to dispose of the finished product. Whereas a Type I sludge can be sold or given to homeowners for lawn and garden supplement without any further input from the regulatory agencies, a Type III compost would have a very limited distribution and it is feasible that a cost would be incurred for final disposal. The Town of Pepperell has a small composting facility that has is a Type I product and the Town is able to dispose of their product through uses by the DPW, homeowners and landscapers. Their sludge meets the DEP requirements.

Additionally, since composting occurs in an open air environment, the generation of odors and other vectors (birds and rats) are a distinct possibility.

Option 3 – Anaerobic Digestion. This process involves utilizing the gravity thickened (but not dewatered) sludge and introducing it into an anaerobic (no oxygen) environment that allows certain bacteria to grow that destroy the pathogens in the sludge. Food waste can also be added to enhance the process. Changes in food waste disposal regulations support the development of these kinds of operations. Depending on the characteristics of the sludge certain amounts of methane are produced that can be used for energy production (and cost recovery). One of the inherent downsides to this operation is that sludge is still produced requiring disposal. Disposal through the open market is possible, but quality limitations determine the approved end use.

The City of Fitchburg has recently begun an investigation to create an energy generation project by utilizing sludge from their in-City treatment plant, in-City paper mill waste, in-City food waste and wastewater sludge from surrounding communities. At a public hearing on March 31, 2015, the consulting engineer for the City held a public forum to present the idea and facilitate a discussion.

The Proposed Fitchburg proposal would generate 1.5 mega-watts of energy and require in addition to the six in-City truckloads of material, the delivery of 24 40-cubic yard dump trucks of wastewater sludge from surrounding communities. When asked why the proposal was for such a large complex and included the necessity for material from outside the community, the engineer stated that it needed to be that big to make the project viable by achieving the appropriate economy of scale. That being, that a smaller project would not be cost effective.

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Fitchburg is in a unique situation because many of the facilities necessary for the process are already built. Their West Treatment plant was recently decommissioned yet some of the existing structures could house some of the needed equipment. This significantly reduces the capital costs. The intent of the Fitchburg facility is to fund the construction and operation through tipping fees and energy credits. If Gardner was to proceed with participating in the Fitchburg process, the existing process of dewatering the thickened sludge could be discontinued. However, a new tanker vehicle would be needed to transport the liquid sludge to Fitchburg. Additional capital would be required for new vehicle and new personnel expenses would be encumbered for the transportation to Fitchburg. Based on current sludge production, it is anticipated that approximately 10 tanker trucks a week would be delivered to Fitchburg.

For new anaerobic digestion facilities in Gardner, new structures would be required including tanks for processing, mixing and storage. Siting the anaerobic digestion process is complicated. It would be most cost-effective to locate it at the treatment plant to reduce the hauling of the liquid to an off-site location (most likely the sludge landfill).

The anticipated mixing ratio of food waste to sludge is estimated to be 1:5. That is you need 1/5 of the amount of food waste for the process. The exact ratio would need to be verified before a detailed analysis could be completed. Based on a study by the Commonwealth, the City of Gardner has 17 viable sources of food waste. These are shown in Table X. As seen in Table X, the 17 establishments in the City generate an estimate 3.31 tons of food waste per day. Based on the estimated ratio and the average production of 13.3 tons per day of sludge, the new anaerobic digestion facility would require 2.9 tons of food waste per day. That amounts to 88% of the food waste generated in the City. This data was taken from the Massachusetts Department of Environmental Protection Website – Food Waste Generation.

Because of the multiple sources of food waste, the collection by the City will require additional staff. Another option is to require the delivery of the food waste. Either way, the City will need a person to either collect the material or oversee the disposal by the generator.

---

**TABLE 1**  
**SUMMARY OF FOOD WASTE GENERATORS IN GARDNER**

| Source                          | Location        | Amount (Tons/year)             |
|---------------------------------|-----------------|--------------------------------|
| Burger King                     | Crawford Street | 39.0                           |
| Legend Rehabilitation           | Eastwood        | 39.4                           |
| Dunkin Donuts                   | Main Street     | 30.0                           |
| D'Angelo's                      | Union Square    | 24.0                           |
| Friendly's                      | Pearson Blvd    | 90.0                           |
| Heywood Hospital                | Green Street    | 83.6                           |
| Heywood Transitional Care       | Green Street    | 6.2                            |
| McDonald's                      | Timpany Blvd    | 45.0                           |
| Mt. Wachusett Community College | Green Street    | 92.5                           |
| Papa Gino's                     | Timpany Blvd    | 21.0                           |
| Peter Ray's Pan                 | Ross Road       | 105.0                          |
| Stop-n-Shop                     | Timpany Blvd    | 165.0                          |
| Stop-n-Shop                     | Timpany Blvd    | 300.0                          |
| Taco Bell                       | Pearson Blvd    | 27.0                           |
| Wachusett Manor                 | Hospital Hill   | 31.5                           |
| Wendy's                         | Pearson Blvd    | 40.5                           |
| Williams Restaurant             | Pearson Blvd    | 67.5                           |
|                                 | <b>TOTAL</b>    | <b>1207.2 or 3.31 tons/day</b> |

There appears to be available space at the treatment plant for construction. The downside is that the plant is located in the Town of Templeton and the power grid is owned and operated by the Templeton Power Utility that does not have incentive programs for these kinds of arrangements. Not receiving an incentive would reduce the viability of this option.

Siting the anaerobic digestion at the landfill site is possible but would involve developing a portion of the available space, the construction of the infrastructure, and hauling of the liquid to the site. It would however allow for the return of the investment in energy recovery. It's expected that the anaerobic digestion process would return power to the grid as the sanitary landfill currently does.

A major impact to the anaerobic digestion process is the ability to receive consistent quality of material (food waste and sludge). A consistent material will assist in generating a consistent product (energy and waste sludge). To allow for the delivery of consistent amounts of material, it is anticipated that storage facilities will be required for both sludge and food waste.

As with the production of compost, the quality of the sludge will affect the ability to dispose of the treated sludge from the anaerobic digestion process. Testing of the sludge is being performed to determine the quality. Massachusetts environmental regulations (310 CMR 32.00) dictate the limits of the end use of compost based on the concentration of certain components of the sludge.

1. Type I Sludge – Distributed without further DEP approval
2. Type II Sludge – Distributed only with prior DEP approval

### 3. Type III Sludge – Not for food chain crops and applications are recorded for the property at the Registry of Deeds

The Type of material created greatly dictates the ability to dispose of the finished product. Whereas a Type I sludge can be sold or given to homeowners for lawn and garden supplement, a Type III compost would have a very limited distribution and it's feasible that a cost would be incurred for final disposal.

To date the sludge generated in Gardner has not been sufficiently tested and an expectation of the quality of the end product of the anaerobic digestion process is uncertain.

At this time, based on the contributing issues in Gardner and the downsides from the presentation by Fitchburg, we would not recommend the creation of an anaerobic digestion facility for sludge disposal. However, in light of the recommendation, we have included a cost estimate for this option.

In addition to our evaluation of anaerobic digestion, we have had conversation with solid waste regulator's at the MADEP in Worcester and their opinion is that the logistic of a consistent product, food waste and byproduct render, this not a viable option.

Option 4 – Offsite Disposal. This option involves no action by the City other than contracting with a sludge hauler. There are subcategories for this type of disposal including:

- Hauling of liquid sludge by a hauler to a offsite landfill
- Hauling of sludge cake by a hauler to offsite landfill
- Hauling and incineration of liquid sludge to an offsite incinerator

Each subcategory has inherent costs. Aside from the cost of hauling and disposal, the sludge cake option would require the replacement of the belt filter press while the hauling of liquid sludge would require a retrofit at the treatment plant to accommodate the disposal of liquid sludge which is not currently an option.

These options are all viable, and in some cases moderately cost competitive, there is the unknown impact of changes regulatory environment and unknown contract language impacts from a private hauler. Specific modifications to the planned cost are very difficult to include in the analysis, but pose a significant risk.

### COST

For the cost evaluation we converted the capital and operating costs to an annualized cost. The City of Gardner Sludge Alternative Cost Summary is included at the end of this memorandum as well as a simplified summary for each option. For this evaluation we made the assumptions listed below.

- The term of the borrowing for the evaluation would be 20 years.
  - The interest rate would be 4% (based on current borrowing).
  - We assumed that the plant will not expand and will produce sludge at a consistent rate for the life of the term.
  - We assumed that the gravity thickener produces sludge at a consistency of 3% solids.
  - The belt filter press generates sludge at a rate of 22% solids.
-

- The current landfill accepts approximately 400 cubic yards of material every month (@22% solids). This calculates to approximately 1,500 dry tons per year.
- We assumed that the engineering, permitting and construction oversight for each alternative is 25%.
- To be slightly conservative in our approach and to allow for certain variability, we have also included a 25% contingency.
- For an option involving sludge cake, we assumed that the belt filter press would be replaced
- Operation & Maintenance of equipment is equal to 4% of the capital cost.
- Costs for Hauling liquid sludge, sludge cake and incineration were prorated to increase over the term of the evaluation at 4%.
- Power from anaerobic digestion valued at \$0.15 per Kilo-watt

### TRAFFIC

Another intangible that was not included as part of the cost evaluation is traffic. Currently the landfill option generates about 8 trips per week.

Composting would also include 8 trips per week of sludge cake to the landfill. The increase in traffic for hauling amendment would offset the hauling of amendment for the landfill option. Composting will not increase traffic.

The anaerobic digestion process involves the hauling of a liquid sludge. Since the dewatering reduces the overall volume, the number of truck trip would increase to approximately 10 trips per week of a 9,000 gallon truck.

A private hauler of sludge cake would likely reduce traffic as they would likely use a larger truck to maintain efficiency. A truck twice the size of the one currently used by the city would reduce the truck trips by 50% to approximately 4 a week. However, for hauling liquid sludge (disposal or incineration) would result is the same increase as hauling liquid to Fitchburg (8 to 10).

### ODORS

Odors are a part of sludge handling. Of the options investigated, the landfilling and compost have the highest incident of odor complaints. For anaerobic digestion and private hauling, it is expected that the odors would be limited to the treatment plant. Anaerobic digestion at the landfill site might have some odors, but they would be expected to be less that landfilling or composting.

As part of the vertical expansion of the existing landfill, the operator (United Water) is investigating the odors and is developing a plan for reducing the odors associated with the landfill operations.

### OTHER COSTS

A private hauler will also require that the material meet certain contaminant levels and require additional testing. From our discussion with a private waste hauler, some parameters are annually and

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some are quarterly. The hauler's estimate of additional sampling would be an annual amount of \$15,000 to \$20,000.

#### **SUMMARY**

Given the cost comparison and the intrinsic risk of utilizing a private waste hauler, we recommend continuing with the process of dewatering and landfilling of the current sludge generated at the wastewater plant. Given the reasonably close cost analysis it may be beneficial to consider the hauling of sludge cake as a backup alternative.

Both options do require the replacement of the sludge dewatering equipment at the treatment plant and we feel confident that the City can continue with those plans.

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**CITY OF GARDNER  
SLUDGE DISPOSAL ANALYSIS  
COSTING OF ALTERNATIVES**

| OPTION | DESCRIPTION                     | ANNUAL<br>COST | Delta      | % inc. | VOLUME<br>(dt/yr) | COST<br>(\$/dt) |
|--------|---------------------------------|----------------|------------|--------|-------------------|-----------------|
| 1      | Landfill                        | \$ 360,960     | \$ -       | 0%     | 1,500             | \$ 240.64       |
| 2      | Compost                         | \$ 626,400     | \$ 265,440 | 74%    | 1,500             | \$ 417.60       |
| 3A     | Anaerobic Digestion - Fitchburg | \$ 623,780     | \$ 262,820 | 73%    | 1,500             | \$ 415.85       |
| 3B     | Anaerobic Digestion - Gardner   | \$ 676,160     | \$ 315,200 | 50%    | 1,500             | \$ 450.77       |
| 4A     | Haul Liquid                     | \$ 937,700     | \$ 576,740 | 160%   | 1,500             | \$ 625.13       |
| 4B     | Haul Sludge                     | \$ 435,600     | \$ 74,640  | 21%    | 1,500             | \$ 290.40       |
| 5      | Haul & Burn                     | \$ 1,237,700   | \$ 876,740 | 243%   | 1,500             | \$ 825.13       |

CITY OF GARDNER SLUDGE ALTERNATIVES

| OPTION 1 - LANDFILL |                     | A/P, 20,4%   |      |          |             |             |
|---------------------|---------------------|--------------|------|----------|-------------|-------------|
|                     |                     | Item         | term | interest | Cost Factor | Annual Cost |
| Capital             | BFP                 | \$ 1,500,000 | 20   | 0.04     | 0.0736      | \$ 110,400  |
|                     | Land @ 150k/acre    | \$ 900,000   | 20   | 0.04     | 0.0736      | \$ 66,240   |
|                     | Subtotal            | \$ 2,400,000 | 20   | 0.04     | 0.0736      | \$ 176,640  |
|                     | Engineering (25%)   | \$ 600,000   | 20   | 0.04     | 0.0736      | \$ 44,160   |
|                     | Contingency (25%)   | \$ 600,000   | 20   | 0.04     | 0.0736      | \$ 44,160   |
|                     |                     | \$ 3,600,000 | 20   | 0.04     | 0.0736      | \$ 264,960  |
| O&M                 | O&M (4% of capital) | \$ 96,000    |      |          |             | \$ 96,000   |
| Annualized cost     |                     |              |      |          |             | \$ 360,960  |

| OPTION 2-COMPOST |                     | A/P, 20,4%   |      |          |             |             |
|------------------|---------------------|--------------|------|----------|-------------|-------------|
|                  |                     | Item         | term | interest | Cost Factor | Annual Cost |
| Capital          | BFP                 | \$ 1,500,000 | 20   | 0.04     | 0.0736      | \$ 110,400  |
|                  | Composting Equip    | \$ 500,000   | 20   | 0.04     | 0.0736      | \$ 36,800   |
|                  | Land Development    | \$ 1,500,000 | 20   | 0.04     | 0.0736      | \$ 110,400  |
|                  | Subtotal            | \$ 3,500,000 | 20   | 0.04     | 0.0736      | \$ 257,600  |
|                  | Engineering (25%)   | \$ 875,000   | 20   | 0.04     | 0.0736      | \$ 64,400   |
|                  | Contingency (25%)   | \$ 875,000   | 20   | 0.04     | 0.0736      | \$ 64,400   |
|                  |                     | \$ 5,250,000 | 20   | 0.04     | 0.0736      | \$ 386,400  |
| O&M              | O&M (4% of capital) | \$ 140,000   |      |          |             | \$ 140,000  |
|                  | Manpower            | \$ 100,000   |      |          |             | \$ 100,000  |
| Annualized cost  |                     |              |      |          |             | \$ 626,400  |

| OPTION 3A ANAEROBIC DIGESTION - FITCHBURG |                     | A/P, 20,4%   |      |          |             |             |
|-------------------------------------------|---------------------|--------------|------|----------|-------------|-------------|
|                                           |                     | Item         | term | interest | Cost Factor | Annual Cost |
| Capital                                   | Tanker              | \$ 200,000   | 20   | 0.04     | 0.0736      | \$ 14,720   |
|                                           | Minor Improvements  | \$ 500,000   | 20   | 0.04     | 0.0736      | \$ 36,800   |
|                                           | Subtotal            | \$ 700,000   | 20   | 0.04     | 0.0736      | \$ 51,520   |
|                                           | Engineering (25%)   | \$ 175,000   | 20   | 0.04     | 0.0736      | \$ 12,880   |
|                                           | Contingency (25%)   | \$ 175,000   | 20   | 0.04     | 0.0736      | \$ 12,880   |
|                                           |                     | \$ 1,050,000 | 20   | 0.04     | 0.0736      | \$ 77,280   |
| O&M                                       | O&M (4% of capital) | \$ 28,000    |      |          |             | \$ 28,000   |
|                                           | Personnel           | \$ 100,000   |      |          |             | \$ 100,000  |
|                                           | Tipping Fee         | \$ 279       | 1500 |          |             | \$ 418,500  |
| Annualized cost                           |                     |              |      |          |             | \$ 623,780  |

CITY OF GARDNER SLUDGE ALTERNATIVES

| OPTION 3B ANAEROBIC DIGESTION - GARDNER |                                |              |      |          | A/P, 20,4%  |             |
|-----------------------------------------|--------------------------------|--------------|------|----------|-------------|-------------|
|                                         |                                | Item         | term | interest | Cost Factor | Annual Cost |
| Capital                                 | Tanker                         | \$ 200,000   | 20   | 0.04     | 0.0736      | \$ 14,720   |
|                                         | Site Improvement               | \$ 1,875,000 | 20   | 0.04     | 0.0736      | \$ 138,000  |
|                                         | Land Development               | \$ 450,000   | 20   | 0.04     | 0.0736      | \$ 33,120   |
|                                         | Subtotal                       | \$ 2,525,000 | 20   | 0.04     | 0.0736      | \$ 185,840  |
|                                         | Engineering (25%)              | \$ 631,250   | 20   | 0.04     | 0.0736      | \$ 46,460   |
|                                         | Contingency (25%)              | \$ 631,250   | 20   | 0.04     | 0.0736      | \$ 46,460   |
|                                         |                                | \$ 3,787,500 | 20   | 0.04     | 0.0736      | \$ 278,760  |
| O&M                                     | O&M (4% of capital)            | \$ 101,000   |      |          |             | \$ 101,000  |
|                                         | Personnel                      | \$ 100,000   | 3    |          |             | \$ 300,000  |
|                                         | Annual Energy Return (23.5 MW) | \$ (3,600)   |      |          |             | \$ (3,600)  |
| Annualized cost                         |                                |              |      |          |             | \$ 676,160  |

| OPTION 4A-HAUL LIQUID |                     |            |      |          | A/P, 20,4%  |             |
|-----------------------|---------------------|------------|------|----------|-------------|-------------|
|                       |                     | Item       | term | interest | Cost Factor | Annual Cost |
| Capital               | Retrofit at Plant   | \$ 500,000 | 20   | 0.04     | 0.0736      | \$ 36,800   |
|                       | Subtotal            | \$ 500,000 | 20   | 0.04     | 0.0736      | \$ 36,800   |
|                       | Engineering (25%)   | \$ 125,000 | 20   | 0.04     | 0.0736      | \$ 9,200    |
|                       | Contingency (25%)   | \$ 125,000 | 20   | 0.04     | 0.0736      | \$ 9,200    |
|                       |                     | \$ 750,000 | 20   | 0.04     | 0.0736      | \$ 55,200   |
| O&M                   | Hauling             | \$ 575     | 1500 |          |             | \$ 862,500  |
|                       | O&M (4% of capital) | \$ 20,000  |      |          |             | \$ 20,000   |
| Annualized cost       |                     |            |      |          |             | \$ 937,700  |

| OPTION 4B-HAUL CAKE |                     |              |      |          | A/P, 20,4%  |             |
|---------------------|---------------------|--------------|------|----------|-------------|-------------|
|                     |                     | Item         | term | interest | Cost Factor | Annual Cost |
| Capital             | BFP                 | \$ 1,500,000 | 20   | 0.04     | 0.0736      | \$ 110,400  |
|                     | Subtotal            | \$ 1,500,000 | 20   | 0.04     | 0.0736      | \$ 110,400  |
|                     | Engineering (25%)   | \$ 375,000   | 20   | 0.04     | 0.0736      | \$ 27,600   |
|                     | Contingency (25%)   | \$ 375,000   | 20   | 0.04     | 0.0736      | \$ 27,600   |
|                     |                     | \$ 2,250,000 | 20   | 0.04     | 0.0736      | \$ 165,600  |
| O&M                 | Hauling             | \$ 140       | 1500 |          |             | \$ 210,000  |
|                     | O&M (4% of capital) | \$ 60,000    |      |          |             | \$ 60,000   |
| Annualized cost     |                     |              |      |          |             | \$ 435,600  |

CITY OF GARDNER SLUDGE ALTERNATIVES

| OPTION 5-INCINERATE |                   | A/P, 20,4% |      |          |             |              |
|---------------------|-------------------|------------|------|----------|-------------|--------------|
|                     |                   | Item       | term | interest | Cost Factor | Annual Cost  |
| Capital             | Retrofit at Plant | \$ 500,000 | 20   | 0.04     | 0.0736      | \$ 36,800    |
|                     | Tank Hauler       | \$ -       | 20   | 0.04     | 0.0736      | \$ -         |
|                     | Land Development  | \$ -       | 20   | 0.04     | 0.0736      | \$ -         |
|                     | Subtotal          | \$ 500,000 | 20   | 0.04     | 0.0736      | \$ 36,800    |
|                     | Engineering (25%) | \$ 125,000 | 20   | 0.04     | 0.0736      | \$ 9,200     |
|                     | Contingency (25%) | \$ 125,000 | 20   | 0.04     | 0.0736      | \$ 9,200     |
|                     |                   | \$ 750,000 | 20   | 0.04     | 0.0736      | \$ 55,200    |
| O&M                 | O&M (4% Capital)  | \$ 20,000  | 1    |          |             | \$ 20,000    |
|                     | Haul & Burn       | \$ 775     | 1500 |          |             | \$ 1,162,500 |
| Annualized cost     |                   |            |      |          |             | \$ 1,237,700 |



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## Memorandum

**Date:** February 2, 2016

**To:** Dane Arnold, Director (Gardner Water/Sewer Department)

**From:**  Robert Sims (CDR Maguire), Robin Dyer (CDR Maguire)

**Subject:** Landfill Expansion Capacity  
CDR/Maguire, Inc. Project No. 19474.01

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### SLUDGE DISPOSAL BACKGROUND

Since the mid 1980's the City of Gardner has been utilizing the sludge only landfill on West Street for disposal of sludge generated from the wastewater treatment plant (WWTP). The site was permitted to encompass the entire 37 acre parcel taken from multiple parties in 1919. The current landfill footprint only incorporates 11 acres. In addition to the landfill itself, this area includes the existing variable width (14' to 20' wide) perimeter access road and an existing building that houses equipment. Outside of the existing perimeter fence are drainage control including two retention ponds.

The site abuts the former municipal landfill. The former municipal landfill has a gas extraction and energy recovery component. It also has two small buildings, one for equipment and one that houses the sludge landfill leachate pumping station. The former municipal landfill does not have a leachate collection system while the sludge landfill does.

Approximately 400 cy of sludge are generated each month at the WWTP. The sludge is trucked to the site from the WWTP, mixed with amendment, spread and covered daily. The existing sludge landfill is approaching the capacity allowed by its current permit. A new application (WP 44) for vertical expansion of the landfill has been submitted to the Massachusetts Department of Environmental Protection (DEP) and is under review. For more information on the vertical expansion see "Vertical Expansion" below.

The current sludge is historically dewatered to an average solids content of 22%. This information was used to determine an approximate unit weight of the amended sludge to allow for the conversion to tonnage from volume. The sludge is dewatered at the WWTP with the use of two belt filter presses. The current amendment ratio is three (3) parts amendment to one (1) part sludge and yields the design unit weight is 75 pounds per cubic foot.

In addition to the expansion to the landfill, the City of Gardner has enlisted the services of an engineering firm to perform upgrades at the existing WWTP. The first design component is a new headworks facility. In addition to the upgrade of the headworks, the City is also evaluating an upgrade of the sludge processing equipment. The upgrades to the sludge processing equipment will allow for the reduction in the amendment ratio due to attaining a higher solids content in the sludge. The amendment is added to increase the workability; the drier the sludge, the less amendment that is

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required. Currently an amendment (sand) is mixed with the sludge at a 3:1 ratio. Through pilot testing, the new processing equipment is expected to produce a drier sludge (30% solids) and lower the ratio to 2:1. This change will result in significant savings and extend the life of the landfill.

#### **PREVIOUS WORK**

As part of the ongoing management of the landfill, we have reviewed the last few years of the Operations Reports generated by the contract operator (Suez North America) as well as performed a Sludge Recommendation study (2012) to analyze a horizontal expansion. An existing conditions survey was completed by DiPrete Engineering Associates, Inc. in 2012 to assist in the evaluation of the possible vertical expansion of the sludge landfill. CDR/Maguire, Inc. prepared a slope stability analysis in 2012 for the City of Gardner to confirm that the vertical expansion of the landfill was possible. Areas of concern included the area where washouts previously occurred. It was determined that a 3 ft horizontal to 1 ft vertical side slope was acceptable.

#### **VERTICAL EXPANSION**

In November of 2014, United Water submitted a plan for the vertical expansion of the landfill. This was to be a temporary solution until a horizontal expansion could be planned and executed. The vertical expansion would raise the top of the sludge landfill from its current cap elevation of 1020.0 to elevation 1046.0. This additional capacity would add 107,563 cubic yards (CY) which is equivalent to adding approximately six (6) years to the life of the existing landfill with the current 3:1 amendment ratio. The initial survey was completed in August 2012 for the site. The revised buildout elevation would be reached in the year 2018.

#### **WORK PERFORMED TO DATE**

Additional survey of the horizontal expansion area was completed by DiPrete Engineering Associates, Inc. in October and November, 2013. The boring program was completed in November, 2013. Seven 2-inch diameter groundwater monitoring wells were installed at the location of the seven borings. The monitoring wells include a 4-inch diameter steel sleeve and locking cap. The boring locations were staked in the field by DiPrete Engineering Associates, Inc. As drilled location were determined by tape and hand compass from the staked locations. In February, 2014 CDR/Maguire issued a report entitled, "Geotechnical Report Proposed Sludge Landfill Expansion Area Subsurface Characterization." This report covered the findings from the field and laboratory testing for the soils. Also, included were water table adjustments using the method described in "Probable High Ground-Water Levels in Massachusetts", issued by the U.S. Geological Survey in cooperation with the Commonwealth of Massachusetts Department of Environmental Quality Engineering, known as the "Frimpter Method".

#### **HORIZONTAL EXPANSION**

The current 3:1 amendment to sludge cake ratio and a potential 2:1 amendment to sludge ratio have been evaluated in the determination of the life expectancy for the expanded landfill. The decreased ratio is based on the new sludge dewatering process being more efficient than the current one. The current product averages 22% solids. The expectation of the new method is a final product of 30% solids (less water). The higher solids content allows for less amendment to make the product "workable" at the landfill.

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The volume of a proposed horizontal landfill expansion was estimated using the program AutoCAD Civil-3D. This was done utilizing the existing survey information collected by DiPrete Engineering Associates, Inc. and water table information gathered by our geotechnical engineer. This information was input into AutoCAD Civil 3D and representative surfaces were developed. A surface was created which represented the existing groundwater table with the input of water table data from the seven borings, supplemented with engineering assumptions about extrapolating beyond existing data points. Along the edge of the wetlands, a water table with a two foot depth was assumed. The existing site was then graded down to the elevation four feet above the ground water table, utilizing 3:1 side slopes. In areas which were already steeper than 3:1, the existing grading remained and the proposed grades were tied into those areas. No grading was to be done within one hundred feet of the wetlands or fifty (50) from the northeasterly property line. This resulted in the removal of 155,412 CY of existing material. A new surface was then developed with a merger of the existing grades, proposed vertical expansion and the new lowered grading. This was designated as the new existing condition to determine the volume of sludge which the site could accept. The site was then graded up to elevation 1060 and a new surface was developed to represent this condition. The proposed grading was also used to develop surfaces with cap elevations of 1020, 1030, 1040 and 1050. These surfaces were then compared to the new existing surface to determine storage capacities at the various elevations. The table below shows the additional volume as they relate to the elevations.

| Landfill Cap Elevation | Landfill Volume (CY) |
|------------------------|----------------------|
| 1030                   | 367,831              |
| 1030                   | 470,732              |
| 1040                   | 554,633              |
| 1046                   | 594,249              |
| 1050                   | 620,659              |
| 1060                   | 666,142              |

Horizontal expansion would increase the portion of the site utilized for the sludge land fill from 11 acres to approximately 19.5 acres of the 37 acres previously permitted. The proposed layout will maximize the available property. The remaining land is a buffer, wetland or functionally unusable.

#### LANDFILL LIFE

Using the geospatial data, an estimate of the volume of space available within the landfill property was calculated. This volume was divided by the annual volume of material generated annually. Based on this information, we determined the number of years the life of the landfill would be extended for each proposed elevation. This calculation was performed both the 2:1 and 3:1 amendment ratios. We have also included a conservative settlement factor of 30% for the sludge. The following table shows the results of these calculations, assuming the deposit of 400 CY of sludge within the landfill each month.

For the sake of the evaluation, we ran the calculations for a variety of cap elevations. Additional years of capacity can be attained by increasing the cap elevations. However, because of the pyramid shape, the extra elevation does not translate to significantly more volume. For example, the volume increases 15% when raising from 1030 to 1040, but only 7% when raising it from 1050 to 1060.

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For the recommended analysis, we assumed that the cap of the horizontal expansion would match the current planned cap of the vertical expansion (1046.0 feet). Therefore, the new landfill will have a cap elevation of 1046.0 and the life would be 45.8 years at a 2:1 sludge to amendment ratio and 33.4 years for a 3:1 ratio.

| Final Landfill Cap Elevation | Available Volume (cy) | Years at 3:1 (current conditions) | Years at 2:1 (dewater upgrades) |
|------------------------------|-----------------------|-----------------------------------|---------------------------------|
| 1020                         | 367,831               | 20.7 yrs                          | 28.4 yrs                        |
| 1030                         | 470,732               | 26.5 yrs                          | 36.3 yrs                        |
| 1040                         | 554,633               | 31.2 yrs                          | 42.8 yrs                        |
| 1046                         | 594,249               | 33.4 yrs                          | 45.8 yrs                        |
| 1050                         | 620,659               | 34.9 yrs                          | 47.8 yrs                        |
| 1060                         | 666,142               | 37.5 yrs                          | 51.3 yrs                        |

#### COSTS

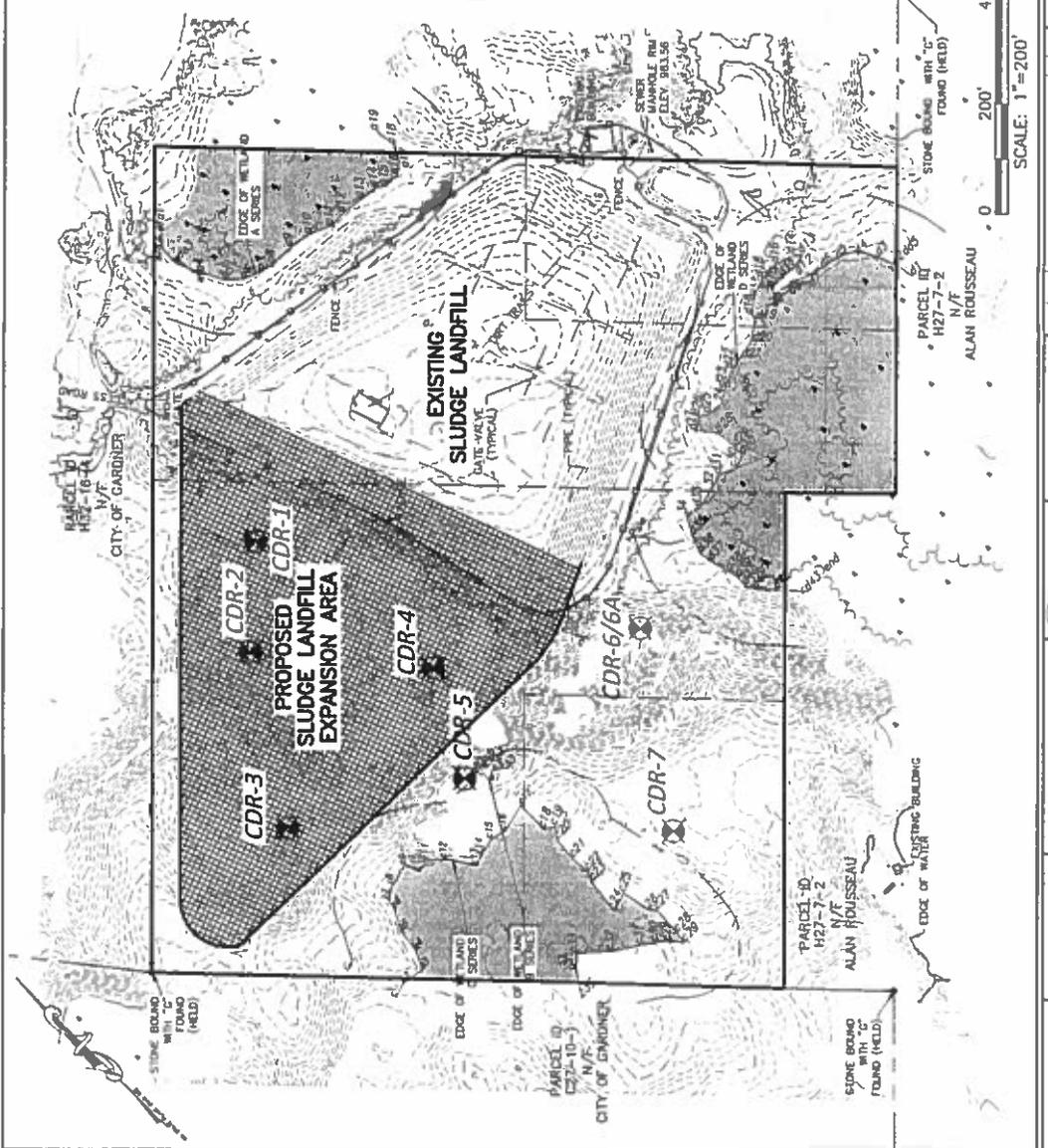
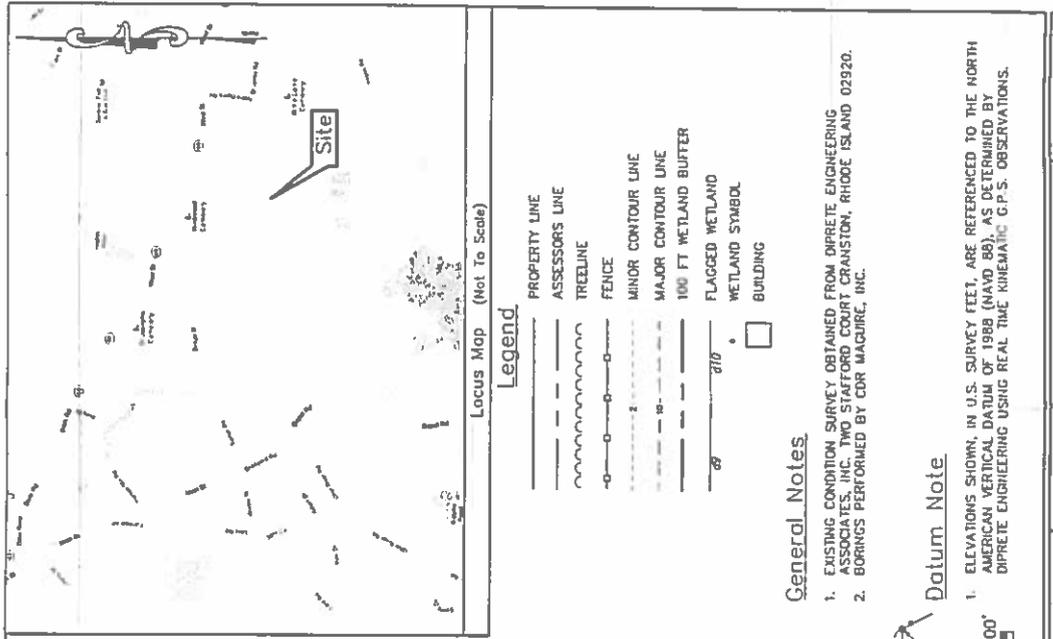
Based on the cost estimate of developing the landfill site at \$150,000 per acre, we estimate that preparing the site to receive sludge will cost \$1,275,000 (\$150,000 for 8.5 acres).

Because the landfill will last longer than the 20-year planning period, we developed an annual cost for the life of the landfill and then amortized the cost of a 20-year period. For example – the \$1.275 million dollars to develop the landfill for the cap elevation of 1046 feet for the proposed conditions would spread over 45.8 years. The amortized cost of the landfill would calculate to be \$55,200 per year.

Calculating the present worth for the 20-year design period would result in a capital cost of the 20-year landfill of \$770,000. For the current amendment conditions (3:1), the same procedure is utilized except the original \$1,275,000 is spread out over 33 years. The resulting 20-year present worth cost would be \$903,000.

#### CONCLUSION

The conclusion is based on the horizontal expansion being capped at the same elevation as the current landfill after vertical expansion approval. At a sludge to amendment mix of 2:1, the expanded landfill will have an estimated life of 45.8 years and project an annual cost of \$55,200. If the sludge to amendment ratio remains at 3:1, the life shortens to 33.4 years and the annualized cost increases to \$65,000. The 20-year present worth of the two options is \$770,000 and \$903,000 respectively.



Locus Map (Not To Scale)

**Legend**

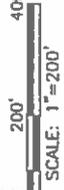
- PROPERTY LINE
- ASSESSORS LINE
- TREELINE
- FENCE
- MINOR CONTOUR LINE
- MAJOR CONTOUR LINE
- 100 FT WETLAND BUFFER
- FLAGGED WETLAND
- WETLAND SYMBOL
- BUILDING

**General Notes**

1. EXISTING CONDITION SURVEY OBTAINED FROM DIPRETE ENGINEERING ASSOCIATES, INC. TWO STAFFORD COURT CRANSTON, RHODE ISLAND 02920.
2. BORINGS PERFORMED BY CDR MAGUIRE, INC.

**Datum Note**

1. ELEVATIONS SHOWN, IN U.S. SURVEY FEET, ARE REFERENCED TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88), AS DETERMINED BY DIPRETE ENGINEERING USING REAL TIME KINEMATIC G.P.S. OBSERVATIONS.



SCALE: 1" = 200'

|                                                                                                                                 |      |                                        |      |
|---------------------------------------------------------------------------------------------------------------------------------|------|----------------------------------------|------|
| DRAWING NO                                                                                                                      |      | GARDNER SLUDGE LANDFILL EXPANSION AREA |      |
| FIGURE 2                                                                                                                        |      | AS-DRILLED BORING LOCATION PLAN        |      |
| PROJECT NO.                                                                                                                     | DATE | BY                                     | DATE |
| DRAWN BY                                                                                                                        | DATE | BY                                     | DATE |
| CHECKED BY                                                                                                                      | DATE | BY                                     | DATE |
| DATE                                                                                                                            | DATE | BY                                     | DATE |
|                                                                                                                                 |      |                                        |      |
| CDR Maguire Inc.<br>1000 Main Street, Suite 100<br>Cranston, RI 02906<br>401-377-0000<br>www.cdrmaguire.com                     |      |                                        |      |
| THIS DRAWING IS THE PROPERTY OF CDR MAGUIRE INC. ALL RIGHTS RESERVED. IT IS TO BE USED ONLY FOR THE PROJECT AND DATE SPECIFIED. |      |                                        |      |

9662

CITY OF GARDNER  
FIRST PRINTING  
JUNE 24, 2016

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 171 THEREOF, ENTITLED "PERSONNEL," TO CHANGE COMPENSATION SCHEDULE 2.

Be it Ordained by the City Council of the City of Gardner as follows:

Section 1. Section 171-68 of Chapter 171, Personnel, of the Code of the City of Gardner is hereby amended by deleting and repealing Schedule 2 - Compensation Schedule and replacing it to read as follows:

A classification plan is hereby established for offices and positions in the service of the City, and establishing compensation grades thereof.

All appointive officers and all positions in the City of Gardner, except those filled by popular election and those under the direction and control of the School Committee, shall be classified into positions, groups, and grades according to their duties pertaining to each as herein provided.

**CLASSIFICATION CLASS TITLE**

| Pay Grade | Class/Title                                                                             |
|-----------|-----------------------------------------------------------------------------------------|
| S-4       | Certified Pool Operator (Seasonal)                                                      |
| S-5       | Head Lifeguard                                                                          |
| S-6       | Lifeguard (includes seasonal employees)                                                 |
| T-4       | Temporary Seasonal Employees (Department of Public Works)                               |
| T-5       | Temporary Seasonal Recreational Playground Supervisor                                   |
| T-6       | Temporary Seasonal Technical                                                            |
| GC-4      | Golf Course Laborers/Pro-Shop Assistants - Temporary Seasonal Employment                |
| GC-5      | Golf Course Groundsman                                                                  |
| GC-6      | Golf Course Ranger                                                                      |
| GC-8      | Grounds Maintenance Man or Motor Equipment Repairman                                    |
| GC-9      | Working Foreman Grounds Maintenance Man or Working Foreman<br>Motor Equipment Repairman |

The officers, positions, and classifications are hereby allocated and fixed into salary grades in accordance with the following schedule:

**COMPENSATION SCHEDULE**

**A. DEPARTMENT HEADS**

| Position                                             | Grade                     | 07/01/16            |                                          |
|------------------------------------------------------|---------------------------|---------------------|------------------------------------------|
|                                                      |                           | Annual              | Weekly                                   |
| Building Commissioner                                | G-10                      | \$75,116.88         | \$1,444.56                               |
| Chief of Police                                      | G-13                      | \$97,266.18         | \$1,870.50                               |
| City Assessor                                        | G-9                       | \$68,919.36         | \$1,325.37                               |
| City Auditor                                         | G-10                      | \$76,587.96         |                                          |
|                                                      | MGL c. 32, §20(6)         | \$3,000.00          |                                          |
|                                                      | <b>Total Compensation</b> | <b>\$79,587.96</b>  | <b>\$1,530.54</b>                        |
| City Clerk                                           | G-10                      | \$75,116.88         |                                          |
|                                                      | MGL c. 41, §19F           | \$3,500.00          |                                          |
|                                                      | MGL c. 41, §19C           | \$550.00            |                                          |
|                                                      | <b>Total Compensation</b> | <b>\$79,166.88</b>  | <b>\$1,522.44</b>                        |
| City Collector/Treasurer                             | G-10                      | \$79,267.10         |                                          |
|                                                      | MGL c. 32, §20            | \$300.00            |                                          |
|                                                      | <b>Total Compensation</b> | <b>\$79,567.10</b>  | <b>\$1,530.14</b>                        |
| City Engineer                                        | G-11                      | \$95,113.52         | \$1,829.11                               |
| City Solicitor                                       | G-10                      | \$75,981.53         | \$1,461.18                               |
| Council on Aging Director                            | G-6                       | \$53,222.70         | \$1,023.48                               |
| Director of Community Development & Planning         | G-10                      | City<br>GRA<br>CDBG | \$62,041.50<br>\$20,967.12<br>\$4,368.66 |
|                                                      | <b>Total Compensation</b> |                     | <b>\$87,377.28</b>                       |
| Director of Local Origination & Educational Planning | G-6                       |                     | \$60,160.53                              |
| Director of Public Health                            | G-10**                    | Step 1**            | \$66,300.00                              |
|                                                      |                           | Step 2**            | \$73,950.00                              |
|                                                      |                           |                     | \$1,422.12                               |
| Fire Chief                                           | G-12                      |                     | \$89,236.74                              |
| Golf Course Driving Range /Superintendent            | G-9                       |                     | \$72,155.48                              |
| Human Resources Director                             | G-11                      |                     | \$81,868.26                              |
| Information Technology Director                      | G-10                      | City<br>School      | \$45,190.29<br>\$44,525.73               |
|                                                      | <b>Total Compensation</b> |                     | <b>\$89,716.03</b>                       |
| Library Director                                     | G-10                      |                     | \$71,061.68                              |
| Public Works Director                                | G-12                      |                     | \$94,320.17                              |
| Purchasing Agent/Civil Enforcement Director          | G-10                      |                     | \$72,566.88                              |
|                                                      | MGL c. 148A, §5           |                     | \$2,500.00                               |
|                                                      | <b>Total Compensation</b> |                     | <b>\$75,116.88</b>                       |
| Veterans' Director                                   | G-6                       |                     | \$54,662.82                              |
|                                                      |                           |                     | \$1,051.21                               |

**B. NON-UNION DIRECT AND SUPERVISORY STAFF POSITIONS**

07/01/16

| Position                                         | Grade | Annual                    | Weekly                     | Hourly            |
|--------------------------------------------------|-------|---------------------------|----------------------------|-------------------|
| Executive Secretary                              | G-4   | \$44,810.64               | \$861.74                   | \$23.29           |
| Assistant City Clerk                             | G-3   | \$41,104.98               | \$790.48                   | \$21.36           |
| Assistant City Engineer                          | G-8   | \$63,232.86               | \$1,216.02                 |                   |
| Assistant City Solicitor                         | G-3   | \$41,998.53               | \$807.66                   |                   |
| Assistant Director of<br>Community Development** | G-7   | City<br>CDBG              | \$3,261.96<br>\$61,969.08  |                   |
|                                                  |       | <b>Total Compensation</b> | <b>\$65,231.04</b>         | <b>\$1,254.44</b> |
| Assistant Director<br>of Public Health           | G-5   | \$50,292.53               | \$967.16                   |                   |
| Assistant Library Director                       | G-6   | \$55,051.62               | \$1,058.69                 |                   |
| Deputy Chief of Police                           | G-11  | \$81,268.26               | \$1,574.39                 |                   |
| Economic Development<br>Coordinator**            | G-7   | City<br>Other             | \$47,409.60<br>\$10,730.40 |                   |
|                                                  |       | <b>Total Compensation</b> | <b>\$58,140.00</b>         | <b>\$1,118.08</b> |
| GIS Technician                                   | G-5   | \$49,196.54               | \$946.09                   |                   |
| Golf Professional                                | G-6   | \$1,207.34                |                            |                   |
| Golf Pro Manager                                 | G-6   | \$1,040.40                |                            |                   |
| Local Inspector                                  | G-6   | \$56,849.55               | \$1,093.26                 |                   |
| Producer                                         | G-2   | \$45,594.65               | \$876.82                   |                   |
| Senior Animal Control Officer                    | G-2   | \$38,263.97               | \$735.85                   |                   |
| Systems Manager                                  | G-6   | \$60,129.00               | \$1,156.33                 |                   |

07/01/16

| Position                     | Grade | Annual        | Weekly         | Hourly  |
|------------------------------|-------|---------------|----------------|---------|
| Electrical Inspector         | G-6   |               |                | \$29.55 |
| Plumbing Inspector           | G-6   |               |                | \$27.66 |
| Transfer Station Supervisor  | G-3   |               |                | \$20.89 |
| Conservation Agent           | G-6   |               |                | \$27.84 |
| Planning Agent               | G-6   |               |                | \$29.96 |
| Executive Aide               |       |               |                | \$25.50 |
|                              |       | <b>Annual</b> | <b>Monthly</b> |         |
| Civil Defense Director       |       | \$8,642.87    | \$720.24       |         |
| Sealer of Weights & Measures |       | \$8,802.59    | \$733.55       |         |

C. NON-UNION STAFF POSITIONS

07/01/16

| Position                                       | Grade                     | Annual                      | Weekly   | Hourly  |
|------------------------------------------------|---------------------------|-----------------------------|----------|---------|
| Animal Control Officer                         |                           | \$31,620.00                 | \$608.08 | \$16.44 |
|                                                |                           | Step 1                      | Step 2   | Step 3  |
| Administrative Coordinator                     |                           | \$13.30                     | \$15.67  | \$18.03 |
| Administrative Clerk                           |                           | \$12.88                     |          |         |
|                                                |                           | \$14.97                     |          |         |
|                                                |                           | \$17.06                     |          |         |
| Animal Shelter Attendant                       |                           | \$11.00                     |          |         |
| Assistant Animal Control Officer               |                           | \$11.00                     |          |         |
| Budget/Project Manager**                       | City<br>GRA<br>CDBG       | \$1.03<br>\$0.62<br>\$21.53 |          |         |
|                                                | <b>Total Compensation</b> | <b>\$23.17</b>              |          |         |
| Building Maintenance Craftsman                 |                           | \$17.05                     | \$19.24  | \$21.42 |
| Building Maintenance Man                       |                           | \$15.59                     | \$17.71  | \$19.82 |
| Council on Aging Coordinator                   |                           | \$12.19                     |          |         |
| Financial Administrator                        |                           | \$14.21                     | \$16.94  | \$19.98 |
| Financial Clerk                                |                           | \$13.05                     | \$15.35  | \$17.91 |
| Golf Course Positions                          |                           |                             |          |         |
| Golf Pro Shop Supervisor                       |                           | \$13.26                     | \$13.77  | \$14.28 |
| Grounds Maintenance Man                        | GC-8                      | \$15.61                     | \$17.17  | \$18.99 |
| Motor Equipment Repairman                      | GC-8                      | \$15.61                     | \$17.17  | \$18.99 |
| Working Foreman - Grounds<br>Maintenance Man   | GC-9                      | \$19.18                     |          |         |
| Working Foreman<br>- Motor Equipment Repairman | GC-9                      | \$19.18                     |          |         |
| Library Department Positions                   |                           |                             |          |         |
| Staff Librarian                                |                           | \$20.60                     |          |         |
| Senior Library Technician                      |                           | \$18.76                     |          |         |
| Library Technician                             |                           | \$17.70                     |          |         |
| Library Clerical Staff                         |                           | \$12.38                     | \$12.63  |         |
| Library Custodian                              |                           | \$15.12                     | \$17.16  | \$19.21 |
| Head Life Guard                                |                           | \$10.89                     | \$11.89  | \$15.76 |
| Parking Meter Clerk                            |                           | \$13.66                     |          |         |
| Production Assistant                           |                           | \$13.92                     |          |         |
| Transfer Station Monitor                       |                           | \$11.00                     |          |         |

D. NON-UNION STAFF: TEMPORARY, SEASONAL AND INTERMITTENT POSITIONS

07/01/16

01/01/17

| Position                         | Grade | Step 1  | Step 2 |
|----------------------------------|-------|---------|--------|
| Alternate Animal Control Officer |       | \$11.00 |        |
| Certified Pool Operator          | S-4   | \$20.81 |        |
| Golf Course Laborer              |       |         |        |

|                               |      |         |         |  |  |
|-------------------------------|------|---------|---------|--|--|
| /Pro Shop Assistant           | GC-4 | \$11.00 |         |  |  |
| Golf Course Groundsman        | GC-5 | \$13.68 |         |  |  |
| Golf Course Ranger            | GC-6 | \$11.00 |         |  |  |
| Lifeguard                     | S-6  | \$11.00 | \$11.25 |  |  |
| Temporary Seasonal Technical  | T-6  | \$13.53 |         |  |  |
| Election Warden               |      | \$12.00 | \$13.00 |  |  |
| Election Inspector            |      | \$10.00 | \$11.00 |  |  |
| Election Clerk                |      | \$11.00 | \$12.00 |  |  |
| Special Detail Police Officer |      | \$42.00 |         |  |  |

|                            |     | 01/01/17 |         |         |         |         |
|----------------------------|-----|----------|---------|---------|---------|---------|
|                            |     | Step 1   | Step 2  | Step 3  | Step 4  | Step 5  |
| Temporary Seasonal Laborer | T-4 | \$11.00  | \$11.79 | \$11.97 | \$13.56 | \$14.25 |
| Recreational Playground    |     |          |         |         |         |         |
| Supervisor                 | T-5 | \$11.00  | \$11.78 | \$13.37 |         |         |

\*\*Compensation increase contingent upon positive evaluation of oversight commission, Board or Mayor

%Community Development & Planning Administrative Coordinator Wages paid for by City, CDBG and GRA in the following

approximate percentages: City - 84.5%, GRA 10.5% and CDBG 5%.

Section 2. This Ordinance shall be effective July 1, 2016.

A TRUE COPY, ATTEST:  
ALAN L. AGNELLI, CITY CLERK

jun24-1t

# ORDINANCE

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 171 THEREOF, ENTITLED "PERSONNEL," TO CHANGE COMPENSATION SCHEDULE 2.

Be it Ordained by the City Council of the City of Gardner as follows:

Section 1. Section 171-68 of Chapter 171, Personnel, of the Code of the City of Gardner is hereby amended by deleting and repealing Schedule 2 – Compensation Schedule and replacing it to read as follows:

A classification plan is hereby established for offices and positions in the service of the City, and establishing compensation grades thereof.

All appointive officers and all positions in the City of Gardner, except those filled by popular election and those under the direction and control of the School Committee, shall be classified into positions, groups, and grades according to their duties pertaining to each as herein provided.

CLASSIFICATION CLASS TITLE

| <u>Pay Grade</u> | <u>Class/Title</u>                                                                   |
|------------------|--------------------------------------------------------------------------------------|
| S-4              | Certified Pool Operator (Seasonal)                                                   |
| S-5              | Head Lifeguard                                                                       |
| S-6              | Lifeguard (includes seasonal employees)                                              |
| T-4              | Temporary Seasonal Employees (Department of Public Works)                            |
| T-5              | Temporary Seasonal Recreational Playground Supervisor                                |
| T-6              | Temporary Seasonal Technical                                                         |
| GC-4             | Golf Course Laborers/Pro-Shop Assistants - Temporary Seasonal Employment             |
| GC-5             | Golf Course Groundsman                                                               |
| GC-6             | Golf Course Ranger                                                                   |
| GC-8             | Grounds Maintenance Man or Motor Equipment Repairman                                 |
| GC-9             | Working Foreman Grounds Maintenance Man or Working Foreman Motor Equipment Repairman |

The officers, positions, and classifications are hereby allocated and fixed into salary grades in accordance with the following schedule:

# ORDINANCE

## COMPENSATION SCHEDULE

### A. DEPARTMENT HEADS

| Position                                             | Grade  |                           | 07/01/16           |                   |
|------------------------------------------------------|--------|---------------------------|--------------------|-------------------|
|                                                      |        |                           | Annual             | Weekly            |
| Building Commissioner                                | G-10   |                           | \$75,116.88        | \$1,444.56        |
| Chief of Police                                      | G-13   |                           | \$97,266.18        | \$1,870.50        |
| City Assessor                                        | G-9    |                           | \$68,919.36        | \$1,325.37        |
| City Auditor                                         | G-10   |                           | \$76,587.96        |                   |
|                                                      |        | MGL c. 32, §20(6)         | \$3,000.00         |                   |
|                                                      |        | <b>Total Compensation</b> | <b>\$79,587.96</b> | <b>\$1,530.54</b> |
| City Clerk                                           | G-10   |                           | \$75,116.88        |                   |
|                                                      |        | MGL c. 41, §19F           | \$3,500.00         |                   |
|                                                      |        | MGL c. 41, §19G           | \$550.00           |                   |
|                                                      |        | <b>Total Compensation</b> | <b>\$79,166.88</b> | <b>\$1,522.44</b> |
| City Collector/Treasurer                             | G-10   |                           | \$79,267.10        |                   |
|                                                      |        | MGL c. 32, §20            | \$300.00           |                   |
|                                                      |        | <b>Total Compensation</b> | <b>\$79,567.10</b> | <b>\$1,530.14</b> |
| City Engineer                                        | G-11   |                           | \$95,113.52        | \$1,829.11        |
| City Solicitor                                       | G-10   |                           | \$75,981.53        | \$1,461.18        |
| Council on Aging Director                            | G-6    |                           | \$53,222.70        | \$1,023.48        |
| Director of Community Development & Planning         | G-10   | City                      | \$62,041.50        |                   |
|                                                      |        | GRA                       | \$20,967.12        |                   |
|                                                      |        | CDBG                      | \$4,368.66         |                   |
|                                                      |        | <b>Total Compensation</b> | <b>\$87,377.28</b> | <b>\$1,680.33</b> |
| Director of Local Origination & Educational Planning | G-6    |                           | \$60,160.53        | \$1,156.93        |
| Director of Public Health                            | G-10** | Step 1**                  | \$66,300.00        | \$1,275.00        |
|                                                      |        | Step 2**                  | \$73,950.00        | \$1,422.12        |
| Fire Chief                                           | G-12   |                           | \$89,236.74        | \$1,716.09        |
| Golf Course Driving Range/Superintendent             | G-9    |                           | \$72,155.48        | \$1,387.61        |
| Human Resources Director                             | G-11   |                           | \$81,868.26        | \$1,580.46        |
| Information Technology Director                      | G-10   | City                      | \$45,190.29        |                   |
|                                                      |        | School                    | \$44,525.73        |                   |
|                                                      |        | <b>Total Compensation</b> | <b>\$89,716.03</b> | <b>\$1,725.31</b> |
| Library Director                                     | G-9    |                           | \$71,061.68        | \$1,366.57        |
| Public Works Director                                | G-12   |                           | \$94,320.17        | \$1,813.85        |
| Purchasing Agent/Civil Enforcement Director          | G-10   |                           | \$72,566.88        |                   |
|                                                      |        | MGL c. 148A, §5           | \$2,500.00         |                   |
|                                                      |        | <b>Total Compensation</b> | <b>\$75,116.88</b> | <b>\$1,444.56</b> |
| Veterans' Director                                   | G-6    |                           | \$54,662.82        | \$1,051.21        |

# ORDINANCE

## B. NON-UNION DIRECT AND SUPERVISORY STAFF POSITIONS

| Position                                      | Grade                     | 07/01/16           |                   |         |
|-----------------------------------------------|---------------------------|--------------------|-------------------|---------|
|                                               |                           | Annual             | Weekly            | Hourly  |
| Executive Secretary                           | G-4                       | \$44,810.64        | \$861.74          | \$23.29 |
| Assistant City Clerk                          | G-3                       | \$41,104.98        | \$790.48          | \$21.36 |
| Assistant City Engineer                       | G-8                       | \$63,232.86        | \$1,216.02        |         |
| Assistant City Solicitor                      | G-3                       | \$41,998.53        | \$807.66          |         |
| Assistant Director of Community Development** | City                      | \$3,261.96         |                   |         |
|                                               | G-7 CDBG                  | \$61,969.08        |                   |         |
|                                               | <b>Total Compensation</b> | <b>\$65,231.04</b> | <b>\$1,254.44</b> |         |
| Assistant Director of Public Health           | G-5                       | \$50,292.53        | \$967.16          |         |
| Assistant Library Director                    | G-6                       | \$55,051.62        | \$1,058.69        |         |
| Deputy Chief of Police                        | G-11                      | \$81,268.26        | \$1,574.39        |         |
| Economic Development Coordinator**            | City                      | \$47,409.60        |                   |         |
|                                               | G-7 Other                 | \$10,730.40        |                   |         |
|                                               | <b>Total Compensation</b> | <b>\$58,140.00</b> | <b>\$1,118.08</b> |         |
| GIS Technician                                | G-5                       | \$49,196.54        | \$946.09          |         |
| Golf Professional                             | G-6                       |                    | \$1,207.34        |         |
| Golf Pro Manager                              | G-6                       |                    | \$1,040.40        |         |
| Local Inspector                               | G-6                       | \$56,849.55        | \$1,093.26        |         |
| Producer                                      | G-2                       | \$45,594.65        | \$876.82          |         |
| Senior Animal Control Officer                 | G-2                       | \$38,263.97        | \$735.85          |         |
| Systems Manager                               | G-6                       | \$60,129.00        | \$1,156.33        |         |

| Position                     | Grade | 07/01/16      |                |         |
|------------------------------|-------|---------------|----------------|---------|
|                              |       | Annual        | Weekly         | Hourly  |
| Electrical Inspector         | G-6   |               |                | \$29.55 |
| Plumbing Inspector           | G-6   |               |                | \$27.66 |
| Transfer Station Supervisor  | G-3   |               |                | \$20.89 |
| Conservation Agent           | G-6   |               |                | \$27.84 |
| Planning Agent               | G-6   |               |                | \$29.96 |
| Executive Aide               |       |               |                | \$25.50 |
|                              |       | <b>Annual</b> | <b>Monthly</b> |         |
| Civil Defense Director       |       | \$8,642.87    | \$720.24       |         |
| Sealer of Weights & Measures |       | \$8,802.59    | \$733.55       |         |

# ORDINANCE

**C. NON-UNION STAFF POSITIONS**

| Position                                    | 07/01/16                  |                |               |
|---------------------------------------------|---------------------------|----------------|---------------|
|                                             | Annual                    | Weekly         | Hourly        |
| Animal Control Officer                      | \$31,620.00               | \$608.08       | \$16.44       |
|                                             | <b>Step 1</b>             | <b>Step 2</b>  | <b>Step 3</b> |
| Administrative Coordinator                  | \$13.30                   | \$15.67        | \$18.03       |
| Administrative Clerk                        | \$12.88                   | \$14.97        | \$17.06       |
| Animal Shelter Attendant                    | \$11.00                   |                |               |
| Assistant Animal Control Officer            | \$11.00                   |                |               |
| <b>Budget/Project Manager**</b>             |                           |                |               |
|                                             | City                      | \$1.03         |               |
|                                             | GRA                       | \$0.62         |               |
|                                             | CDBG                      | \$21.53        |               |
|                                             | <b>Total Compensation</b> | <b>\$23.17</b> |               |
| Building Maintenance Craftsman              | \$17.05                   | \$19.24        | \$21.42       |
| Building Maintenance Man                    | \$15.59                   | \$17.71        | \$19.82       |
| Council on Aging Coordinator                | \$12.19                   |                |               |
| Financial Administrator                     | \$14.21                   | \$16.94        | \$19.98       |
| Financial Clerk                             | \$13.05                   | \$15.35        | \$17.91       |
| <b>Golf Course Positions</b>                |                           |                |               |
| Golf Pro Shop Supervisor                    | \$13.26                   | \$13.77        | \$14.28       |
| Grounds Maintenance Man                     | GC-8                      | \$15.61        | \$17.17       |
| Motor Equipment Repairman                   | GC-8                      | \$15.61        | \$17.17       |
| Working Foreman - Grounds Maintenance Man   | GC-9                      | \$19.18        |               |
| Working Foreman - Motor Equipment Repairman | GC-9                      | \$19.18        |               |
| <b>Library Department Positions</b>         |                           |                |               |
| Staff Librarian                             | \$20.60                   |                |               |
| Senior Library Technician                   | \$18.76                   |                |               |
| Library Technician                          | \$17.70                   |                |               |
| Library Clerical Staff                      | \$12.38                   | \$12.63        |               |
| Library Custodian                           | \$15.12                   | \$17.16        | \$19.21       |
| Head Life Guard                             | \$10.89                   | \$11.89        | \$15.76       |
| Parking Meter Clerk                         | \$13.66                   |                |               |
| Production Assistant                        | \$13.92                   |                |               |
| Transfer Station Monitor                    | \$11.00                   |                |               |

# ORDINANCE

**D. NON-UNION STAFF: TEMPORARY, SEASONAL AND INTERMITTENT POSITIONS**

| Position                               |      | 07/01/16 |         | 01/01/17 |
|----------------------------------------|------|----------|---------|----------|
|                                        |      | Step 1   | Step 2  |          |
| Alternate Animal Control Officer       |      | \$11.00  |         |          |
| Certified Pool Operator                | S-4  | \$20.81  |         |          |
| Golf Course Laborer/Pro Shop Assistant | GC-4 | \$11.00  |         |          |
| Golf Course Groundsman                 | GC-5 | \$13.68  |         |          |
| Golf Course Ranger                     | GC-6 | \$11.00  |         |          |
| Lifeguard                              | S-6  | \$11.00  | \$11.25 |          |
| Temporary Seasonal Technical           | T-6  | \$13.53  |         |          |
| Election Warden                        |      | \$12.00  |         | \$13.00  |
| Election Inspector                     |      | \$10.00  |         | \$11.00  |
| Election Clerk                         |      | \$11.00  |         | \$12.00  |
| Special Detail Police Officer          |      |          |         | \$42.00  |

|                                    |     | 01/01/17 |         |         |         |         |
|------------------------------------|-----|----------|---------|---------|---------|---------|
|                                    |     | Step 1   | Step 2  | Step 3  | Step 4  | Step 5  |
| Temporary Seasonal Laborer         | T-4 | \$11.00  | \$11.79 | \$11.97 | \$13.56 | \$14.25 |
| Recreational Playground Supervisor | T-5 | \$11.00  | \$11.78 | \$13.37 |         |         |

\*\*Compensation increase contingent upon positive evaluation of oversight commission, Board or Mayor

%Community Development & Planning Administrative Coordinator Wages paid for by City, CDBG and GRA in the following approximate percentages: City - 84.5%, GRA 10.5% and CDBG 5%.

Section 2. This Ordinance shall be effective July 1, 2016.