

**CITY OF GARDNER, MASSACHUSETTS**  
**CITY COUNCIL FINANCE COMMITTEE MEETING**  
**Tuesday – January 3, 2017 – 7:00 PM**  
***City Council Chamber - City Hall***

**AGENDA**

**CALL TO ORDER**

**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.*

- 1-1 Review and Approval of the December 15, 2016 Meeting Minutes.
- 2-1 An Order Appropriating \$45,000.00 from Free Cash to Fire Department, New Vehicles.
- 3-1 Notice of Appointment of John Flick to the Position of City Solicitor for term expiring January 3, 2018 *(Reappointment) (Confirmation not required)*.
- 3-2 Notice of Appointment of Rachel Stephano to the Position of Executive Secretary for term expiring January 3, 2018 *(Reappointment) (Confirmation not required)*.
- 3-3 A Measure Confirming the Mayor's Appointment of Jill Romer to the Position of Assistant City Solicitor for term expiring January 2, 2018 *(Reappointment)*.

**ADJOURNMENT**

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*Items listed on the Agenda are those reasonably anticipated by the Chair 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.*

CITY OF GARDNER, MASSACHUSETTS  
CITY COUNCIL FINANCE COMMITTEE  
MINUTES OF MEETING OF DECEMBER 15, 2016

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Finance Committee Members Present: Councillors Ronald Cormier and Marc Morgan. President James Walsh was absent.

Others Present: Mayor Mark Hawke; City Auditor John Richard; Conservation Agent Jeffrey Legros; Janet H. Morrison, J.D., Land Conservation Consulting (Ashburnham); and, City Clerk Alan Agnelli.

The meeting was called to order by Committee Acting Chairman Councillor Ronald Cormier at 2:00 p.m. in the City Council Chamber, City Hall.

Acting Chairman Cormier asked if anyone present planned to record the meeting, in accordance with the requirements of the Open Meeting Law, as follows:

*Any person may make a video or audio recording of the open session of this meeting so long as it does not interfere with the conduct of the meeting. All documents and exhibits used or referenced at this meeting shall be submitted in duplicate to the City Clerk, as they become part of the minutes of the meeting. Is there anyone present who will be recording this meeting?*

No one responded.

**1-1 Reading and Approval of Minutes of Prior Meeting(s).**

On a motion by Councillor Marc Morgan and seconded by Councillor Ronald Cormier, it was voted to approve the Minutes of the Meeting of December 5, 2016, as printed.

**2-1 An Order Appropriating \$24,365.00 from Free Cash to Other Post-Employment Benefits Liability Trust Fund.**

The Mayor informed the Committee that the City is required to account for Other Post-Employment Benefits (OPEB) liabilities on the City's financial statements. As of July 1, 2014, the City's Total Actuarial Accrued Liability stood at \$92,437,517.00. He said that the unfunded liability reflects negatively by bond rating agencies. If the City moves ahead with establishing an OPEB Liability Trust Fund (Agenda #4-1), he would then commit to an annual appropriation reflecting 1% of the City's Certified Free Cash which, he added, would amount to a figure between \$10,000 to \$30,000.

On a motion by Councillor Marc Morgan and seconded by Councillor Ronald Cormier, it was voted to recommend to the City Council that the following Order ought to pass:

AN ORDER APPROPRIATING FROM FREE CASH TO THE OTHER POST-EMPLOYMENT BENEFITS LIABILITY TRUST FUND.

ORDER: That there be and is hereby appropriated the sum of Twenty-Four Thousand Three Hundred Sixty-Five Dollars and No Cents (\$24,365.00) from Free Cash to the Other Post-Employment Benefits Liability Trust Fund.

CITY OF GARDNER, MASSACHUSETTS  
CITY COUNCIL FINANCE COMMITTEE  
MINUTES OF MEETING OF DECEMBER 15, 2016

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**4-1 A Measure Accepting the Provisions of G.L. Chapter 32B, Section 20, Other Post-Employment Benefits Liability Trust Fund.**

On a motion by Councillor Marc Morgan and seconded by Councillor Ronald Cormier, it was voted to recommend to the City Council to accept the provisions of G.L. Ch. 32B, §20, Other Post-Employment Benefits Liability Trust Fund.

**4-2 An Ordinance to Amend the Code of the City of Gardner, Chapter 171-68, Entitled "Personnel," by Adding Assistant City Treasurer/ Collector and Director of Public Safety Regional Dispatch Center.**

The Mayor informed the Committee that the Assistant City Treasurer/Collector was a union position and lowly-paid, so it was difficult to attract and retain a qualified person. Due to negotiations, the position was taken out of the Union. He noted that the position will be elevated to a professional position and that the goal is that the holder would be in-line for the Treasurer/Collector post when it becomes available, keeping the position "on par" with all other second in command positions in the City.

The Mayor said that the proposed Director of Public Safety Regional Dispatch Center position is "an upgrade" to the existing Dispatch Supervisor position, due to the addition of the Town of Athol under the Regional Dispatch Agreement. He added that the position would add \$5,000 at mid-year to payroll costs.

On a motion by Councillor Marc Morgan and seconded by Councillor Ronald Cormier, it was voted to recommend to the City Council to order the following Ordinance to First Printing:

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 171 THEREOF, ENTITLED "PERSONNEL," BY ADDING VARIOUS POSITIONS.

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

Section 1. Section 171-68, Compensation Schedule, of Chapter 171, Personnel, of the Code of the City of Gardner is hereby amended by adding the following positions:

B. NON-UNION DIRECT AND SUPERVISORY STAFF POSITIONS:

| <u>POSITION</u>                                    | <u>Grade</u> | <u>Annual</u> | <u>Weekly</u> |
|--|--------------|---------------|---------------|
| Assistant City Treasurer/Collector                 | 5            | \$50,292.53   | \$ 967.16     |
| Director of Public Safety Regional Dispatch Center | 8            | \$70,000.00   | \$1,346.15    |

Section 2. Effective date.

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

**5-1 A Measure Authorizing the City to Accept Gifts from Seven Point of Massachusetts, Inc.**

The Mayor informed the Committee that the Community Host Agreement guarantees \$50,000 per year plus approximately \$60,000 equaling 1.5% of gross sales. Payments to the City would escalate in future years. He cited his of December 8, 2016 listing other financial details and conditions.

On a motion by Councillor Marc Morgan and seconded by Councillor Ronald Cormier, it was voted to recommend to the City Council that the City of Gardner accepts gift and/or grants offered by Seven Point of Massachusetts, Inc. in accordance with the Community Host Agreement between Seven Point of Massachusetts, Inc. and the City of Gardner, as amended from time to time and further, that the Mayor of the City of Gardner is hereby authorized to execute and deliver a letter accepting said gifts or grants, and that the Mayor is hereby authorized to execute any other documents and to take any other action which he deems necessary or advisable to give full effect to this vote.

**5-2 A Measure to Borrow and Accept Land Howard Street and Mellon Road (Alisauskas Property) for Conservation Purposes.**

The Committee postponed action on the Measure until the proper Borrowing and related documents are received by the Committee.

**ADJOURNMENT**

On a motion by Councillor Marc Morgan and seconded by Councillor Ronald Cormier, it was voted to adjourn at 2:30 p.m.

# City of Gardner, *Executive Department*

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Mark Hawke, Mayor



December 21, 2016

James M. Walsh, President  
And City Councilors  
95 Pleasant Street  
Gardner, MA 01440

RE: Free Cash Appropriation to Fire Department, New Vehicles

Dear President Walsh and Councilors,

Attached is a letter from Fire Chief Richard Ares outlining the reasons the replacement of Fire Department vehicle is necessary.

This appropriation has been anticipated and planned for as an expense from our Free Cash.

Respectfully,

Mark Hawke  
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM FREE CASH TO FIRE DEPARTMENT  
– NEW VEHICLE ACCOUNT.

ORDERED:

That there be and is hereby appropriated the sum of Forty-Five Thousand Dollars and No Cents (\$45,000.00) from Free Cash to the Fire Department – New Vehicle Account.

# City of Gardner, *Executive Department*

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Mark Hawke, Mayor



December 20, 2016

James M. Walsh, President  
And City Councilors  
95 Pleasant Street  
Gardner, MA 01440

RE: Free Cash Appropriation to Fire Department New Vehicles

Dear President Walsh and Councilors,

The attached letter from Fire Chief Richard Ares details the issues the department has with one of its vehicles. I concur with the Fire Chief that a new vehicle is needed and that repairing the existing vehicle would be a waste of money.

Respectfully,

Mark Hawke  
Mayor, City of Gardner



# CITY OF GARDNER

FIRE HEADQUARTERS  
70 CITY HALL AVENUE  
GARDNER, MA 01440-2671

OFFICE OF FIRE CHIEF  
Richard P. Ares

Telephone (978) 630-4051  
Fax (978) 630-4028

December 13, 2016

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

Dear Mayor Hawke,

As we have discussed, our 2002 pickup truck is in need of over \$3000.00 in repairs to pass inspection. The inspection sticker expired on October 31, 2016. The major repair is for a cracked exhaust manifold. In August we had to have the truck towed back from the fire academy after a brake line blew. That cost \$774.10 for the tow and repairs. The department mechanic tells me all the other brake lines are badly rusted and need to be replaced as well. There is also quite a bit of body rust on the truck. I do not think it is wise to spend this amount of money on a fourteen year old truck.

We use this truck for plowing our parking lot as well as Station 1 in South Gardner. It is used for transporting personnel to fire and emergency scenes. We use it for picking up hose after fires. It is equipped with a hitch for towing any of our support trailers. The Fire Prevention/EMS Coordinator uses it when he is not on a shift.

I propose to replace it with a Ford F-250 with 8' plow and trailer package. The cost for the truck, plow, emergency lighting and moving radios from the existing truck is approximately \$45,000.00

Thank you.

Sincerely,

Richard P. Ares  
Fire Chief



December 28, 2016


# Commonwealth of Massachusetts

Worcester County

City of Gardner

## CERTIFICATE OF APPOINTMENT

I appoint John M. Flick to the position of City Solicitor, and I certify  
144 Central Street, Gardner, MA (978-632-7948)  
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.

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

Confirmed by City Council CONFIRMATION NOT REQUIRED

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

Expires: January 3, 2018

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

Then personally appeared the above named John M. Flick and made oath that he/she  
would faithfully and impartially perform the duties of the office of City Solicitor 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 \_\_\_\_\_

9727

December 28, 2016

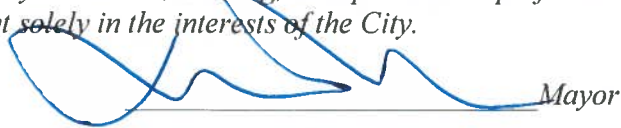
# Commonwealth of Massachusetts

Worcester County

City of Gardner

## CERTIFICATE OF APPOINTMENT

I appoint **Rachel J. Stephano** to the position of **Executive Secretary**, and I certify  
94 Lake 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.



Mark P. Hawke

Confirmed by City Council CONFIRMATION NOT REQUIRED

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

Expires: January 3, 2018

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

Then personally appeared the above named **Rachel J. Stephano** and made oath that  
he/she would faithfully and impartially perform the duties of the office of **Executive Secretary**,  
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 \_\_\_\_\_

December 28, 2016

# Commonwealth of Massachusetts

Worcester County

City of Gardner

## CERTIFICATE OF APPOINTMENT

I appoint Jill Romer to the position of Assistant City Solicitor, and I certify  
144 Central Street, Gardner, MA (978-632-7948)  
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.



Mark P. Hawke

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

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

Alan L. Agnelli

Expires: January 3, 2018

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

Then personally appeared the above named Jill Romer and made oath that he/she would  
faithfully and impartially perform the duties of the office of City Solicitor 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 \_\_\_\_\_