

**CITY OF GARDNER, MASSACHUSETTS  
CITY COUNCIL FINANCE COMMITTEE MEETING  
Wednesday – January 31, 2018 – 2:00 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 January 10, 2018 Meeting Minutes.
  
- 2-1 An Order Appropriating \$41,000.00 from Free Cash to Fire Department – Pump for Engine No. 1 Account.
  
- 3-1 A Measure Confirming the Mayor’s Appointment of Roland Jean, Jr. to the Position of Building Commissioner for term expiring January 17, 2021.
  
- 5-1 A Measure Authorizing Submittal of MSBA Statement of Interest for Gardner Middle School Roof Repairs.
  
- 5-2 A Resolution Relative to the FY2018 Community Development Block Grant Mini-Entitlement Plan.

**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 JANUARY 10, 2018

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Finance Committee Members present were Council President Scott Graves and Councillor Ronald Cormier. Councillor James Walsh was absent.

City Officials Attending: Mayor Mark Hawke; City Auditor John Richard; City Solicitor John Flick; Executive Aide Michael Nicholson; and, City Clerk Alan Agnelli.

Others Participating: Roy Nascimento, President, Johnny Appleseed Trail Association; Christopher McDermott, Public Affairs Manager, Johnny Appleseed Trail Association; and, Atty. Prya Gandbhir.

The meeting was called to order by President Scott Graves at 12:00 p.m. in the City Council Chamber, City Hall.

President Graves 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 Ronald Cormier and seconded by President Scott Graves, it was voted to approve the Minutes of the Meeting of December 13, 2017, as printed.

**2-1 #9872, An Order Appropriating \$247,200.00 from Free Cash to City Hall Improvement Capital.**

Mayor Hawke cited the Scope of Work highlighted in the Change Order in the materials presented.

President Graves noted that there that no costs were provided that correspond with the 13 items listed in the Change Order.

Mayor Hawke explained that breaking down each item to a particular cost is difficult, but that the Scope of Work included with the original \$600,000.00 Loan Order could be broken down.

President Graves questioned the amount of funds that have been requested, citing the \$219,870.00 estimated cost versus \$247,200.00 requested in the Money Order.

CITY OF GARDNER, MASSACHUSETTS  
CITY COUNCIL FINANCE COMMITTEE  
MINUTES OF MEETING OF JANUARY 10, 2018

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Mayor Hawke explained that the additional funds would serve as a contingency for changes, adding that any unspent funds would revert to Free Cash at the close of the Fiscal Year.

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

AN ORDER APPROPRIATING FROM FREE CASH TO CITY HALL  
IMPROVEMENT CAPITAL.

ORDER: That there be and is hereby appropriated the sum of Two Hundred Forty-  
Seven Thousand Two Hundred Dollars and No Cents (\$247,200.00) from Free Cash to  
City Hall Improvement Capital.

**2-2 An Order Appropriating \$5,500.00 from Free Cash to the Room Tax Mayor's Department, Professional Fees.**

Roy Nascimento, President of the Johnny Appleseed Trail Association, and Christopher McDermott, Public Affairs Manager of the Johnny Appleseed Trail Association, appeared before the Committee.

Mr. Nascimento provided the Committee with a brief history of the Johnny Appleseed Trail Association ("JATA"), explaining that JATA was created through the combined efforts of the State and area municipalities and businesses for the purpose of attracting tourists to the North Central Massachusetts region. He said that seven years ago, JATA was designated as the region's tourism council, which encompasses 27 communities and that the tourism creates economic development and attracts millions of dollars to the region. He cited trade shows, familiarization tours, and other events that attract visitors and provided the Committee with an array of statistics that impact the area economy.

Councillor Ronald Cormier asked the Mayor if he is in favor of the Order.

Mayor Hawke said that he is not opposed to the appropriation, which is the reason that he filed the Order.

Councillor Cormier noted that the GRA paid for the advertising in the JATA Guide in prior years.

President Graves, noting the reported economic impact that JATA's tourism efforts has had on the region, questioned whether JATA can take credit for the reported \$10 million brought directly to the Gardner area and suggested that JATA takes credit for Wachusett Mountain Ski Area's attraction as a tourist and recreational destination.

CITY OF GARDNER, MASSACHUSETTS  
CITY COUNCIL FINANCE COMMITTEE  
MINUTES OF MEETING OF JANUARY 10, 2018

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Mr. Nascimento stated that JATA is partnered with others in the region to attract tourists, as tourism is a very competitive industry.

President Graves stated that he spoke with Councillor Edward Gravel, who also serves as the Chairman of the Gardner Bandstand Committee, who informed him that advertising with JATA attracts people to the Bandstand concerts and the Movies in the Park.

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

AN ORDER APPROPRIATING FROM FREE CASH TO THE ROOM TAX MAYOR'S DEPT. – PROFESSIONAL FEES.

ORDER: That there be and is hereby appropriated the sum of Five Thousand Five Hundred Dollars and No Cents (\$5,500.00) from Free Cash to the Room Tax Mayor's Dept. - Professional Fees.

**3-1 #9886, A Measure Confirming the Mayor's Appointment of Prya Gandbhir to the Position of Assistant City Solicitor for term expiring January 7, 2019.**

City Solicitor John Flick and Attorney Prya Gandbhir appeared before the Committee.

Attorney Flick introduced Attorney Gandbhir, the Mayor's appointee to the position of Assistant City Solicitor, to the Committee. He informed the Committee that Attorney Gandbhir is now employed with Flick Law Group and, citing her Résumé, outlined her legal and municipal experience.

On a motion by Councillor Ronald Cormier and seconded by President Scott Graves, it was voted to recommend to the City Council that it confirm the Mayor's Appointment of Prya Gandbhir to the position of Assistant City Solicitor for term expiring January 7, 2019.

**ADJOURNMENT**

On a motion by Councillor Ronald Cormier and seconded by President Scott Graves, it was voted to adjourn at 12:29 p.m.

AN ORDER APPROPRIATING FROM FREE CASH TO FIRE DEPARTMENT  
- PUMP FOR ENGINE NO. 1 ACCOUNT.

ORDERED:

That there be and is hereby appropriated the sum of Forty-One Thousand Dollars and No Cents (\$41,000.00) from Free Cash to the Fire - Pump for Engine No. 1 Account.

RECEIVED  
2018 JAN 18 PM 12: 01  
CITY CLERK'S OFFICE  
GARDNER, MA

2-1

RECEIVED



2018 JAN 18 AM 11:25

CITY CLERK'S OFFICE  
GARDNER, MA

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

January 11, 2018

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

Dear Mayor Hawke,

As we have discussed, the pump on Engine 1 is in need of replacement. This pump has had twenty one years of service. It is now leaking water into the gear box and through the pump packing. This leak has caused damage to a bearing and the Engine has had to be placed out of service. Mr. Wayne Perkins of W.D. Perkins Company, our pump certification and repair supplier, has told us a catastrophic failure of the gear box could occur if we continue to use the truck. Also it is highly unlikely the pump could pick up draft, preventing us from pumping from a static source, such as a pond or river.

I recommend a complete pump replacement, rather than an attempt at a piecemeal repair. This would provide us with a new pump, gear box, and valves. The cost estimate to do this work is \$40,960.79. In the past two years we have replaced the rear brakes, had a new alternator installed, replaced the exhaust system, had new front springs installed and considerable body work done.

Engine 1 is currently our primary pumper. It will have to remain out of service until this work is done. It is my intention to apply once again this year for a federal grant to replace Engine 3. If we are successful, the new engine would become our primary pumper and Engine 1 would become our reserve pumper. With a new pump installed, it is my opinion that Engine 1 could serve in that capacity for many years. If we are unsuccessful again for a grant, the City should seriously consider replacing Engine 3.

Thank you.

Sincerely

Richard P. Ares  
Fire Chief

RECEIVED

January 16, 2018

2018 JAN 07 AM 8:51

Commonwealth of Massachusetts

CITY CLERK'S OFFICE

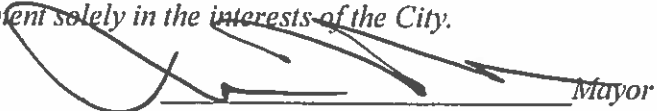
Worcester County

GARDNER, MA

City of Gardner

CERTIFICATE OF APPOINTMENT

I appoint Roland Jean, Jr. to the position of Building Commissioner, and I certify  
13 Daniel Shays Highway, New Salem, 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

Mayor

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

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

Alan L. Agnelli

Expires: January 17, 2021

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

Then personally appeared the above named Roland Jean, Jr. and made oath that he/she  
would faithfully and impartially perform the duties of the office of Building Commissioner  
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 \_\_\_\_\_

MASSACHUSETTS SCHOOL BUILDING AUTHORITY  
ACCELERATED REPAIR PROGRAM  
STATEMENT OF INTEREST  
GARDNER MIDDLE SCHOOL  
(ROOF REPAIRS)

**VOTE:** To authorize the Superintendent to submit to the Massachusetts School Building Authority a Statement of Interest dated February 14, 2018 for Gardner Middle School, located at 297 Catherine Street, Gardner, MA 01440, which describes and explains the following deficiencies and the priority category(ies) for which Gardner Public Schools may be invited to apply to the Massachusetts School Building Authority in the future:

- Priority Category:

Priority # 5- Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility;

- Description of Deficiencies:

The Gardner Middle School opened in 1997. The roof is original to the building and has been maintained as leaks have occurred, however new leaks continue to occur at an increased pace, recently above the library and computer lab, and three assessments by different outside companies in the past three years have recommended repair or replacement;

The Gardner City Council hereby further specifically acknowledges that by submitting this statement of interest, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant, or any other funding commitment from the Massachusetts School Building Authority or commits the Gardner Public Schools to filing an application for funding with the Massachusetts School Building Authority.



# Gardner Public Schools

Gardner, Massachusetts

## FACILITIES ASSESSMENT



DRAFT REPORT  
March 26, 2015

Architect

**Flansburgh** Architects

**Gardner High School**

**Health and Safety**

- New Water Service / Fire
- Building Sprinkler System
- Replace HVAC controls
- Convert Boilers to Gas
- Replace domestic hot water
- Emergency electrical distribution

**Code Compliance**

- Electrical testing study
- Electrical service replacement

**Handicap-accessibility**

- HC accessible routes (site)
- HC accessible plumbing fixtures
- HC accessible doors and hardware
- HC accessible furniture and equipment
- HC accessible circulation

**Energy Savings**

- Replace unit ventilators
- Replace air handlers
- Replace windows
- Replace Caulking / Sealants
- Lighting / controls upgrades

**Gardner Middle School**

**Health and Safety**

- Janitors closet connections
- Replace insulation at ADA lavatories
- Repair concrete walks and stairs

**Code Compliance**

- None

**Handicap-accessibility**

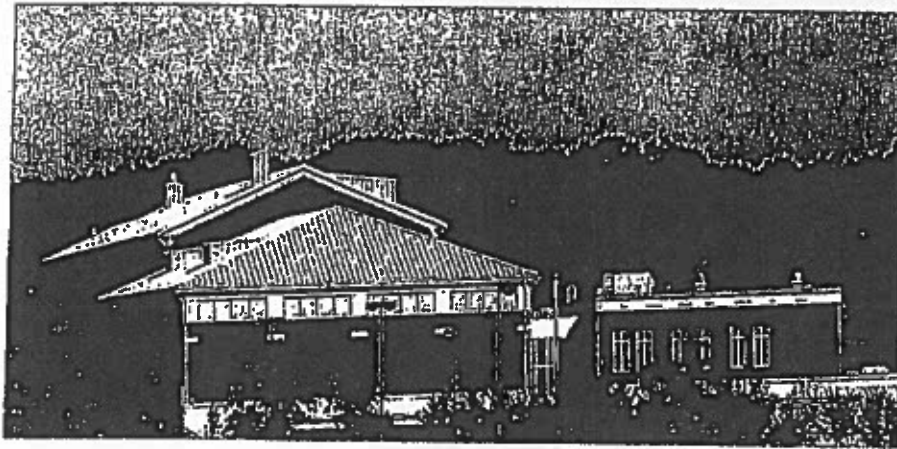
- HC accessible routes (site)

**Energy Savings**

- Replace flat membrane roof
- Re-coat & repair metal roof
- Replace Caulking / Sealants

**GARDNER MIDDLE SCHOOL  
PATCH AND REPAIR RECAP**

**GARDNER MIDDLE SCHOOL  
297 CATHERINE STREET  
GARDNER, MA 01440  
978-632-1000**



**Prepared for: Robert P. O'Brien  
Director of Facilities & Maintenance  
297 Catherine Street  
Gardner, MA 01440**

**Prepared By: Matthew Nolan  
662 Main Street  
Bolton, MA 01740  
[mnolan@tremcoinc.com](mailto:mnolan@tremcoinc.com)**

**MARCH 2016**

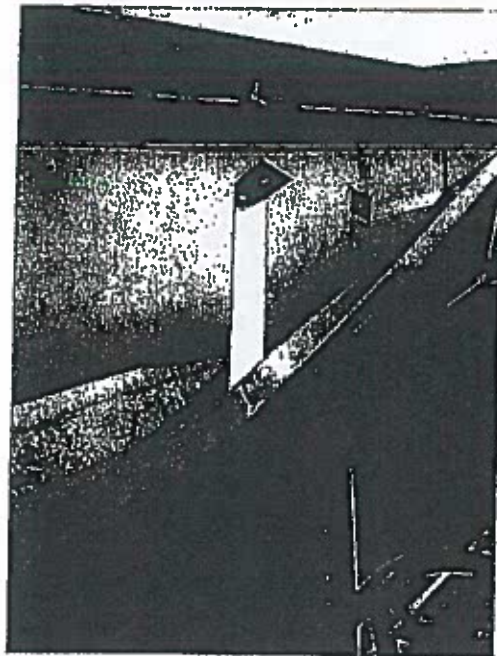
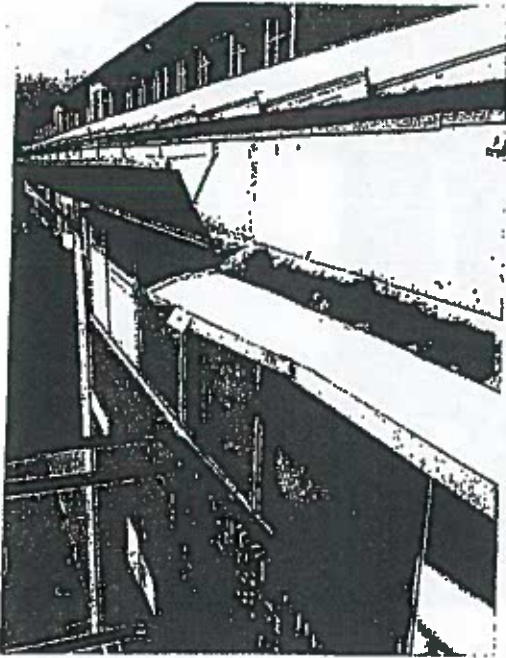
**PHOTOS**



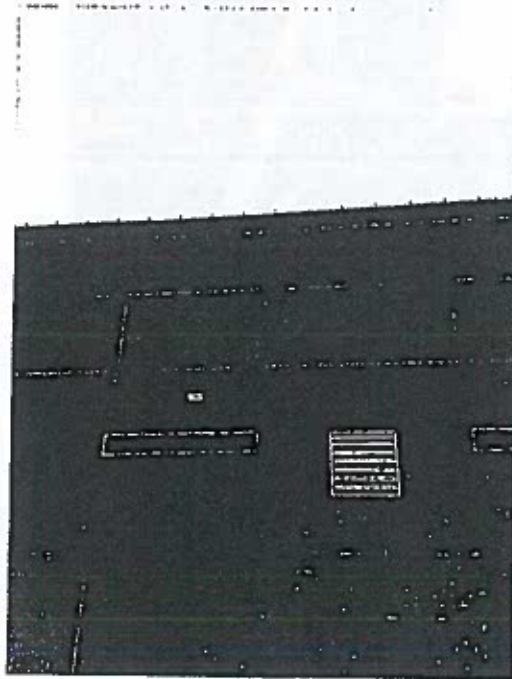
The deterioration of the kynar coated metal panels is uniform over the entire 42,000 sq. ft. of metal roofing.



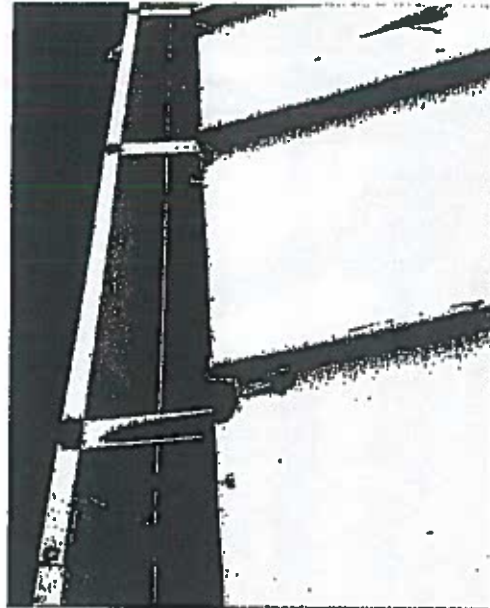
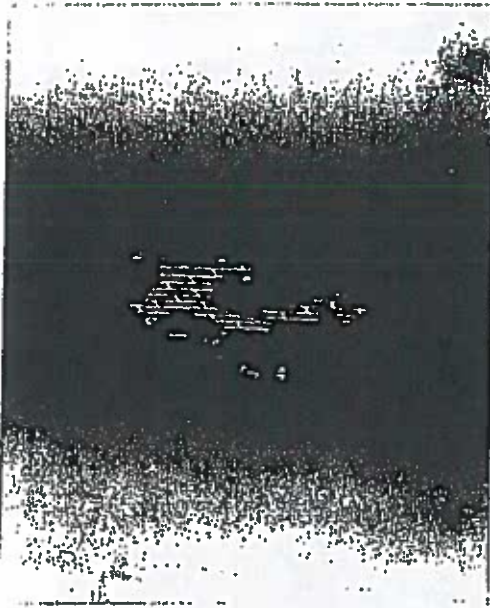
A scratch test was performed by Peterson Aluminum and Valspar Co. The report stated the uniform deterioration was being caused by caustic material in the air.



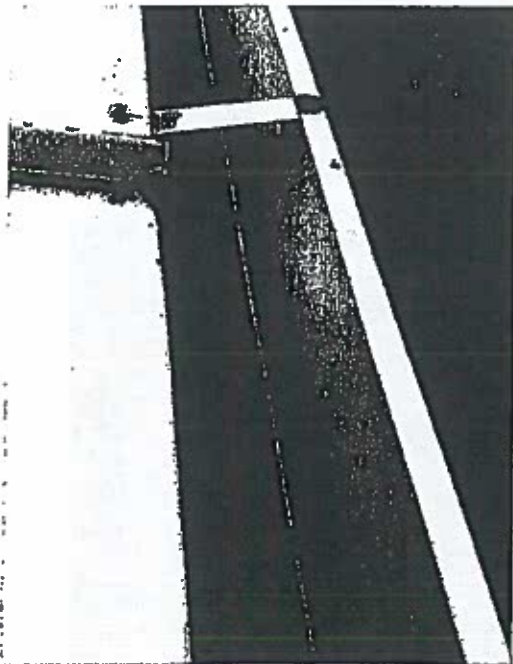
The badly damaged gutter on the west side of the facility was re-attached and repaired. The missing downspouts found on site were reinstalled during the project.







The badly deteriorated gutters were repaired (temporary) with a combination of new metal and rubber peel and stick material. Full replacement of the gutter system is recommended.



GARDNER MIDDLE SCHOOL  
297 Catherine Street, Gardner, MA

2015



### SUMMARY

- Approximately 42,000 sq. ft. of the Middle School is covered with a standing seam, single lock metal roof system. The roof was installed approximately 18 years ago and is thought to be treated with a Valspar, fluropon coating.
- The roof has severe, spot rusting occurring over the entire roof surface.
- Members of Petersen Aluminum and Valspar Corp. inspected the roof approximately three years ago. The report concluded the rusting is due to caustic material being vented onto the roof, or by damage done to the panels during installation.
- The back section of the facility is covered with single ply, EPDM roof system.
- The front canopy is covered with a white single ply membrane.
- The flat roof sections were not inspected but is recommended.

### SCOPE OF WORK

1. Power wash roof with minimum 3,000-p.s.i. washer.
2. Properly treat the metal substrate with rust inhibitor and/or primer at specified application rate.
3. Seal all fasteners heads, horizontal seams, and open flashings in three course of highly elastomeric seam sealer and reinforcing fabric.
4. Coat roof with specified, elastomeric roof restoration system per manufactures specification.
5. 12 Year Labor and Material Warranty.

***FULL SPECIFICATION AND SCOPE OF WORK TO BE COMPLETED AFTER ADDITIONAL DIAGNOSTICS COMPLETED***

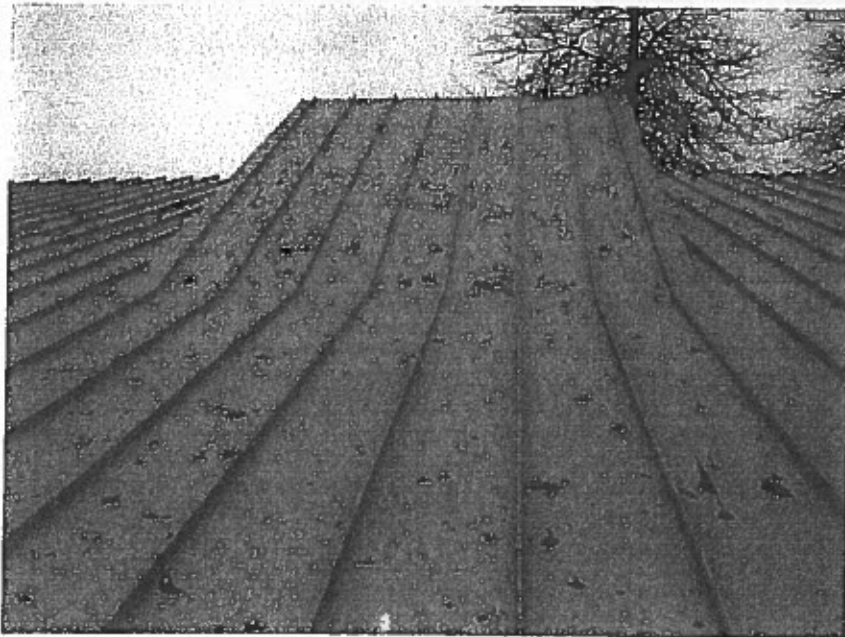
APPROX. 42,000 SQ. FT.

\$8-10 per sq. ft.

\$336,000-420,000



The spot rusting needs to be addressed prior to a full roof replacement being necessary.



Both sides of the roof are being effected by the rusting.



**RESOLUTION**

**FY 2018 COMMUNITY DEVELOPMENT BLOCK GRANT  
Mini-Entitlement Plan**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GARDNER AS  
FOLLOWS:

WHEREAS, the City council has reviewed the proposals prepared by the Department of Community Development and Planning for inclusion within the FY 2018 Community Development Block Grant (CDBG) Mini-Entitlement Plan;  
and

WHEREAS, the CDBG proposals seek funding for support of public social services, demolition, infrastructure repair and upgrade, economic development, and associated administrative costs; and

WHEREAS, the activities proposed within the FY 2018 CDBG Mini-Entitlement Plan meet the priorities identified within the City's 2018 Community Development Strategy, and the 2004 Community Development Plan; and

WHEREAS, the City does not possess the bonding capacity or have the availability of funds to appropriate from its general budget to undertake such projects and reliance upon grant funds is required, and

WHEREAS, the City Council supports each of the activities as being consistent with the City's goal of promoting quality programs for its citizens;

NOW THEREFORE, the City Council hereby extends its support of each proposed activity and endorses the City's FY 2018 CDBG Mini-Entitlement Plan to be submitted to the Commonwealth of Massachusetts, Department of Housing and Community Development.

<u>Group</u>	<u>Project</u>	<u>CDBG \$'s</u>	<u>Non-CDBG \$'s</u>	<u>Total</u>
Community Development & Planning	Demolition. Demolish select parcels in the Target Areas	\$106,250.00	\$0.00	\$106,250.00
Community Development & Planning	Downtown Phase 1. Design and Construction of crosswalk, sidewalk, and lighting repair and upgrade.	\$548,750.00	\$0.00	\$548,750.00
NewVue Communities	Small Business Technical Assistance Program. Small business assistance services for 15 LMI Gardner residents.	\$7,500.00	\$10,000.00	\$17,500.00
Voices of Truth	Domestic Violence Services. Provide counseling for 40 LMI at risk men, women, and children.	\$12,000.00	\$0.00	\$12,000.00
MVOC	Veterans Community Integration Initiative. Provide health & well-being courses for 150 LMI veterans and civilians.	\$16,750.00	\$16,750.00	\$33,500.00
GPSA	Gardner Public Schools Athletics. Provide financial assistance to LMI student athletes at Gardner High School and Gardner Middle School.	\$10,000.00	\$0.00	\$10,000.00
	Administrative & Delivery costs.	\$123,750.00	\$0.00	\$123,750.00
	<b>Sub-total</b>	<b>\$825,000.00</b>	<b>\$26,750.00</b>	<b>\$851,750.00</b>